



## ABSTRACT

Public Services – Improvement of supervisory system – Appointment of Office Assistants to the Officers of IAS / IFS of their choice to assist them to do official work at their residences–Extension of Facility to the officers serving out of Chennai including the officers posted at Tamil Nadu House at New Delhi - Orders – Issued.

### PUBLIC (SPECIAL-B) DEPARTMENT

G.O.Ms.No.555

Date: 03.07.2017

(Hevilambi, Aani – 19, Thiruvalluvar Andu, 2048)

Read :

1. G.O.Ms.No.347, Personnel & Administrative Reforms (F) Department, Dated 14.11.1995
2. G.O.Ms.No.199 Public (Special-B) Department dated 28.02.2011
3. Government Letter No.3105/Special-B/2010-1Public (Special-B) Department Dated 15.3.2011
4. From the Officers of IAS posted out of Chennai letters dated 25.1.2017 and 2.3.2017

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ORDER:

In the G.O. second read above, the Government have issued orders permitting the Officers of IAS / IFS serving in connection with the affairs of this State and posted in Chennai city, to appoint Office Assistants of their choice to assist them to do official work at their residences subject to certain conditions stipulated therein. Now the officers posted out of Chennai in the letters fourth read above have represented to extend such benefits to them to overcome the issue of non availability of man power to maintain their camp offices at their residences. In order to ease out the internal arrangements being done with great difficulty to run the camp office without man power, they have requested the Government to extend the facility of availing the Residential Office Assistant of their choice to all IAS officers across the State, as it is being in force to the eligible officers posted in Chennai.

2. The Government after careful consideration of the request of the officers in the letters fourth read above have decided to accept the request and they accordingly order to extend the facility of availing the services of Residential Office Assistant of their choice by the Officers of IAS / IFS who are in the grade of Senior Scale and above serving in connection with the affairs of this State and posted out of Chennai, including the officers posted at Tamil Nadu House, New Delhi and be permitted them to appoint Office Assistant of their choice to assist them to do official work at their residences, as it is in force to the officers posted in Chennai, subject to the following conditions:

(i) The Officers of IAS / IFS serving in connection with the affairs of this State who are entitled to avail the services of residential office assistant with optional surrender (i.e., the officers in the grade of Senior Scale and above) are entitled to appoint one Office Assistant of their choice either male or female aged above 18 years, on contract basis to assist them to do official work at their residence. The other one Office Assistant if any may be drawn up from the regular establishment of the department in which the officer is serving. The claim for appointing more than one ROA of their choice shall not be entertained and no relaxation shall be allowed in this regard.

p.t.o.

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(ii) If the officer avails this mode of appointment, he/she should ensure that equal number of post of Office Assistant from the regular establishment of the department in which the officer is serving be kept vacant. There should not be any claim for creation of new posts due to this mode of proposed appointment.

(iii) A consolidated wage of Rs.8,000/- (Rupees Eight thousand only) per month is fixed for the Office Assistant appointed by this mode.

(iv) The Residential Office Assistants appointed through this mode of appointment shall hold the posts till they enjoy the confidence of the Officers concerned or till the officers demit office from this State Cadre whichever is earlier. They are not eligible for any service rights, as available to the regular Office Assistants.

(v) The mode of appointment of Residential Office Assistant proposed is optional. If the eligible Officers decided to continue with the existing system they may be permitted to do so.

3. The wages for the Office Assistants appointed by this mode shall be debited to the respective service heads of account under which the pay of the officer is drawn.

4. The procedures for engaging Office Assistants by this mode is annexed to this Government Order.


5. This order issues with the concurrence of Finance Department vide its U.O.No. 2707/ACS/P/2017 Dated 08.06.2017.

**(BY ORDER OF THE GOVERNOR)**

**GIRIJA VAIDYANATHAN  
CHIEF SECRETARY TO GOVERNMENT**

To  
All Secretaries to Government  
All Heads of Departments  
All Departments of Secretariat, Chennai 600 009  
The Principal Secretary to Governor  
Raj Bhavan  
Chennai 600 032  
The Secretary to Chief Minister, Chennai 600 009  
The Principal Accountant General, Chennai 600 018  
The Principal Accountant General (Audit) Chennai 600 018  
The Principal Secretary/Commissioner,  
Treasuries and Accounts  
Chennai 600 035  
The Pay and Accounts Officer (Secretariat), Chennai- 9  
The Pay and Accounts Officer, Madurai/New Delhi  
All District Treasury Officers  
Copy to:  
The Principal Resident Commissioner  
Tamil Nadu House  
New Delhi 110 021  
All Municipal Corporations / All State Public Sector Undertakings  
The Labour & Employment / E & F / P&AR / Finance (Public) Department,  
Chennai -9  
SC/SF

// Forwarded / By Order //

  
SECTION OFFICER

ANNEXURE

(to G.O.Ms.No.555, Public (Special-B) Department, Dated : 03.07.2017)

The Government directs that the following procedures / instructions be followed in engaging Office Assistants by this mode:

- i. The officers who are eligible to avail of this facility shall furnish a declaration to the establishment wing of the department concerned in which the officer is serving, duly indicating the name of the person engaged for serving as Office Assistant to assist him / her to do official work at their residence as prescribed in the Annexure II. Whenever change of person is made, the officer should furnish fresh declaration.
- ii. On receipt of the declaration from the eligible officers the establishment wing of the department concerned shall intimate the fact to the audit authorities concerned {Pay and Accounts Officer/Treasury Officer/Sub Treasury Officer etc}, in connection with the declaration furnished by the officer.
- iii. This Allowance would be included in the Pay of the concerned Officer as "Resident OA Allowance". The Officer shall invariably obtain stamped receipt from the OA in the form prescribed in Annexure II and furnish the same to the establishment wing of the department in which he is drawing.
- iv. In case the Office Assistant is engaged through any outside private agency as part of his / her choice as provided in para 2 (i) of the G.O. cited he / she should produce the stamped receipt from the agency concerned for the person employed.
- v. The Officers who are eligible to avail of this facility, holding more than one post, shall be eligible to avail of this facility in the post in which he / she is drawing pay and allowances.
- vi. The Officers who availed the services of the OA, shall continue to avail the facility so long as he / she continues to hold the post.
- vii. The Officers, who availed the services of the OA, shall not be eligible for the facility during any period spent on leave without any allowances, suspension or any period during which he becomes ineligible for the services of an Office Assistant.

**GIRIJA VAIDYANATHAN  
CHIEF SECRETARY TO GOVERNMENT**

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SECTION OFFICER

**ANNEXURE II**

**DECLARATION**

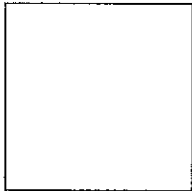
In pursuance of the orders issued in G.O.Ms.No.199, Public (Special-B) Department Dated 28.2.2011 and the Government Letter No. 3105/ Special-B/2010 – 1, Dated: 15.03.2011 / G.O.Ms.No. 555, Public (Special-B) Department Dated: 03.07.2017, I declare that I have engaged the services of

Thiru/Tmt/Selvi ..... {Name of the Office Assistant} aged ..... years residing at

..... as Office Assistant with effect from ..... to assist me to do official work at my residence.

Place:  
Dated:

Signature of the Officer  
with name and Designation

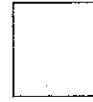


Photograph of the person engaged as OA

ANNEXURE III

STAMPED RECEIPT

I .....received a sum of Rs. 8000/-  
(Rupees Eight thousand only) from Thiru / Tmt / Selvi  
.....for the services rendered by me at his  
/ her residence No.....  
.....as Office Assistant.



Signature of the OA

Place :

Date :