



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 – Orders – Issued.

PUBLIC (SPECIAL-B) DEPARTMENT

G.O.Ms.No. 199

Date: 28.02.2011

(Masi – 16, Thiruvalluvar Andu, 2042)

Read :

1. G.O.Ms.No. 790 Labour Department Dated 5.7.1971
2. G.O.Ms.No.347 Personnel & Administrative Reforms (F) Department Dated 14.11.1995
3. G.O.Ms.No.236 Finance (Pay Cell) Department dated 01.06.2009

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ORDER:

The Officers of All India Services serving in connection with the affairs of this State have been provided with Office Assistants among other perks to assist them to do official works at their residences. The Government in the order second read above have prescribed the entitlement of such Residential Office Assistants to various grades of Officers. In view of the change in life style as well as the developed economy situation in the society, it is essential to have man power to assist the officers to do their official work at their residences. It has been brought to the notice of the Government that the present system of engaging such man power is not suitable to their needs. In order to overcome such issue and as a measure to improve the supervisory system, a proposal has been conceived to appoint Office Assistants to the officers of IAS / IFS of their choice to assist them to do official work at their residences.

2. The Government after careful consideration and in relaxation of orders issued in the G.O. first read above direct that the Officers of IAS / IFS serving in connection with the affairs of this State be permitted to appoint Office Assistants of their choice to assist them to do official work at their residences subject to the following conditions:

(i) The Officers of IAS/IFS serving in connection with the affairs of this State who are at present entitled to avail the services of two posts of residential office assistants with optional surrender (ie. the officers in the grade of Super-time Scale and above) and posted in Chennai city 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 may be drawn up from the regular establishment of the department in which the officer is serving. The claim for appointing both the ROAs of their choice shall not be entertained and no relaxation shall be allowed in this regard.

(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.

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(iii). A consolidated wage of Rs.8000/- (Rupees Eight thousand only) per month is fixed for the Office Assistant appointed by this mode. The wage is lesser than the entry level salary (Basic + Grade Pay + DA) of an Office Assistant, which is Rs.8,845/- excluding other allowances, service rights and pension liability.

(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 Chennai city. 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 present 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 will be issued separately.

5. This order issues with the concurrence of Finance Department vide its U.O.No. 738/FS/P/2011 dated 28.02.2011.

(BY ORDER OF THE GOVERNOR)

S.MALATHI

CHIEF SECRETARY TO GOVERNMENT

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All Heads of Departments
All Departments of Secretariat, Chennai 600 002/600 009
The Secretary to Governor, Raj Bhavan, Chennai 600 032
The Secretary to Chief Minister, Chennai 600 002
The Principal Secretary to Deputy Chief Minister, Chennai 600 002
The Principal Accountant General, Chennai 600 018
The Principal Accountant General (Audit) Chennai 600 018
The Director, Treasuries and Accounts, Chennai 600 015
The Pay and Accounts Officer, (Secretariat)/ (North) / (South)/ (East)
Chennai- 9 / 79/35/5
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Tharun

UNDER SECRETARY TO GOVERNMENT