



# TAMIL NADU GOVERNMENT GAZETTE

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## Part III—Section 1(b)

Service Rules including Ad hoc Rules, Regulations, etc.,  
issued by Secretariat Departments.

### NOTIFICATIONS BY GOVERNMENT

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## NOTIFICATIONS BY GOVERNMENT

BACKWARD CLASSES, MOST BACKWARD CLASSES AND MINORITIES WELFARE DEPARTMENT.

### Ad hoc Rules relating to Jeep Drivers of Backward Classes, Most Backward Classes and Minorities Welfare Department in Tamil Nadu Backward Classes Welfare Subordinate Service.

[G.O. Ms. No. 46, Backward Classes, Most Backward Classes and Minorities Welfare (MWRU), 1st August 2014,  
ஆடி 16, ஜய, திருவள்ளூர் ஆண்டு-2014.]

No. SRO B-45/2014.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules.

2. The rules hereby made shall come into force from the date of issue of the Order.

#### RULES

The General Rules and Special Rules applicable to the holders of the permanent posts in the **Tamil Nadu Backward Classes Welfare Subordinate Service** shall apply to the holders of the post of Jeep Driver, sanctioned from time to time, in the offices of the District Backward Classes and Minorities Welfare Officer and Joint Director, Kallar Reclamation, Madurai, subject to the modifications specified in the following rules:-

**2. Constitution.-** The post shall constitute a separate category in the distinct Class in the said service.

**3. Appointment.-** Appointment to the post shall be made as follows:-

(i) (a) by promotion from among the holders of the post of the Watchman-cum-Servant in the Hostels functioning under the control of the District Backward Classes and Minorities Welfare Officers and the Joint Director of Kallar Reclamation, Madurai;

(b) if no qualified candidates are available for appointment by promotion in the above category from the post of Cooks in the Hostels functioning under the control of the District Backward Classes and Minorities Welfare Officers and the Joint Director of Kallar Reclamation, Madurai;

(ii) by direct recruitment; or

(iii) by recruitment by transfer from any other service.

**4. Appointing Authority.-** The appointing authority for the post shall be the District Backward Classes and Minorities Welfare Officer of the district concerned and the Joint Director of Kallar Reclamation, Madurai in respect of his jurisdiction.

**5. Qualifications.-** (a) **Age.-** (i) No person shall be eligible for appointment to the post by direct recruitment if he has completed or will complete thirty years of age on the first day of July of the year in which the selection for appointment is made.

(ii) No person shall be eligible for appointment to the post by promotion or recruitment by transfer from any other service if he has completed or will complete forty years of age on the first day of July of the year in which the selection for appointment is made.

(b) **Other Qualifications.-** No person shall be eligible for appointment to the post unless he possesses the following qualifications, namely:-

(i) Must have passed VIII standard from any recognized school in Tamil Nadu;

(ii) Must possess current driving license issued by a licensing authority specified in Section 9 of the Motor Vehicles Act, 1988 (Central Act 59 of 1988);

(iii) Must have a thorough knowledge of motor mechanism;

(iv) Must have practical experience of driving heavy or light vehicle for a period of not less than two years; and

(v) The appointing authority should ensure that the person in the panel are capable of driving Light Motor Vehicle, through a driving test conducted in the nearby Institute of Road Transport/Regional Transport Office.

**6. Postings and Transfer.-** Postings and transfer to the post shall be made by the appointing authorities within their respective jurisdiction and in all other cases, the Director of Backward Classes Welfare Department, Chennai-600 005.

**7. Reservation of Appointment.**-The rule relating to reservation of appointment (General Rule 22) shall apply for appointments to the post by direct recruitment.

**8. Probation.**-Every person appointed to the post by direct recruitment shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years:

Provided that every person appointed to the post by recruitment by transfer shall, from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years.

**9. Pay.**-The holder of the post shall be paid a monthly pay calculated in the pay band of PB-I in the Pay scale of Rs.5200-20200 with Grade Pay Rs.2400.

K. ARULMOZHI,  
Principal Secretary to Government.

PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT  
**Amendments to the Special Rules for the Tamil Nadu Ministerial Service.**

[G.O. Ms. No. 80, Personnel and Administrative Reforms (B), 31st July 2014, ஆடி 15, ஜய, திருவள்ளூர் ஆண்டு-2014.]

No. SRO B-46/2014.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendment to the Special Rules for the Tamil Nadu Ministerial Service (Section 22 in Volume-III of the Tamil Nadu Services Manual, 1970).

2. The amendment hereby made shall be deemed to have come into force on the 13th June 2013.

AMENDMENT.

In the said Special Rules, in Annexure-IX-C, in rule 8, for sub-rule (a), the following sub-rule shall be substituted, namely:—

"(a) Every person appointed as Assistant by direct recruitment shall be imparted training for a period of six months as specified below:—

Sl. No.	Period of Training (for 6 months within the Period of 2 years of Probation.)	Item of Training .	Subject of Training.
(1)	(2)	(3)	(4)
1	Three Months	Training in Sub-Registrar Offices	1. Scanning 2. Indexing 3. Encumbrance Certificate (including Single Search) 4. Marriage Registration 5. Public Relations (answering to the queries regarding Guideline Value, procedure for Marriage Registration, Encumbrance Certificate Copies, Jurisdiction of Office, etc.).
2	One Week	Administrative Training at the Office of the Inspector General of Registration/ Deputy Inspector General of Registration/ District Registrar (Administration) and District Registrar (Audit)	1. Maintenance of Personal Register 2. Dealing with files 3. Basic Principles of Audit 4. Societies Registration Act 5. Chit Funds Act 6. Basic Principles of Guideline Value.
3	Three Weeks	Training at Registration Training Institute, Chennai.	1. Basics of Various Acts/Rules, Circulars and Orders. 2. Office Procedures 3. Computer Practical Training 4. Soft Skill and Administration 5. Yoga
4	Two months	Civil Services Training Institute, Bhavani Sagar.	Foundational Training"

[G.O. Ms. No. 81, Personnel and Administrative Reforms (B), 31st July 2014, ஆடி 15, ஜய, திருவள்ளூர்ஆண்டு-2045.]

No. SRO B-47/2014.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendment to the Special Rules for the Tamil Nadu Ministerial Service (Section 22 in Volume-III of the Tamil Nadu Services Manual, 1970).

2. The amendment hereby made shall be deemed to have come into force on the 19th August 2013.

AMENDMENT.

In the said Special Rules, in Annexure-IX-A, in rule 8, for sub-rule (a), the following sub-rule shall be substituted, namely:—

"(a) Every person appointed as Assistant by direct recruitment shall, within the period of probation complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar".

P.W.C. DAVIDAR,  
*Principal Secretary to Government.*