



GOVERNMENT OF TAMIL NADU

ABSTRACT

Public Services – Tamil Nadu Town Panchayats Subordinates Service Special Rules – Issued.

RURAL DEVELOPMENT DEPARTMENT

G.O.Ms.No. 270

Dated : 4.4.1990

Read:

1. G.O.Ms.No. 2156 RDLA Dt.16.10.64
2. G.O.Ms.No. 1163 RDLA Dt. 10.6.76
3. G.O.Ms.No. 828 RDLA Dt.7.5.1981
4. G.O.Ms.No. 161 RDLA Dt. 4.2.1984

Read also

5. From the Director of Town Panchayats Lr.No. 5505/81/A3 Dt.30.10.81, 23.1.82 and 6.3.82
6. From the Director of Town Panchayats Lr.No. 4575/84/A3 dt. 9.4.84.
7. G.O.Ms.No.64 R.D. dt. 5.2.1985
8. From the Director of Town Panchayats Lr.D.O.Rc.No.4575/84/A3 dt. 10.5.85
9. From the Director of Town Panchayats D.O.Lr.No. 4575/84/A3 dt. 12.08.85
10. From the Director of Town Panchayats D.O.Lr.No. 4575/84/A3 dt. 29.10.86
11. From the Secretary Tamil Nadu Public Service Commission, Lr.No. 7112/BA2/88 dt. 16.10.1989

ORDER :

In the Government order third read above orders were issued constituting a separate Directorate of Town Panchayats to be exclusively in-charge of the administration of Town Panchayats and Panchayat Townships with effect from the date of issue of the said order, namely 7.5.1981.

2.The Director of Town Panchayats in his letter fifth, sixth, eight and ninth read above has sent the draft rules for various categories of posts in the Town Panchayat Department. The Government have carefully examined the proposals of the Director of Town Panchayats and have decided to issue the rules as in the appended notification.

3.(i) The Executive Officer, Township in the cadre of Block Development Officer shall be designated as "Executive Officer, Township(Special Grade)", the Superintendent in the grade of Block Development Officer in the Directorate of Town Panchayats shall be designated as "Executive Officer,

Special Grade(Administration)", and the Executive Officer, Township in the grade of Selection Grade shall be designated as "Executive Officer, Township".

(ii) Ministerial Superintendents in the office of the Director of Town Panchayats and the Head Assistant in the Office of the District Town Panchayat Officers shall be redesignated as "Executive Officer, Selection Grade (Administration)" and the Additional Panchayat Officers in the Office of the District Town Panchayat Officers shall be redesignated as "Executive Officers (Selection Grade) (Executive)

(By order of the Governor)

S. NARAYAN
Secretary to Government

To

The Director of Stationary and Printing, Madras-600002.
(For publication of notification in the Tamilnadu Government Gazette)
The Director of Town Panchayats, Madras-108
The Director of Rural Development, Madras-108
The Secretary, Tamilnadu Public Service Commission, Chennai-2
All Collectors except Madras.
All the District Town Panchayat Officers
The Accountant General, Madras-18
The Personnel and Administrative Reforms Department (Per-F)/(Per-P), Madras-9.
The Law Department, Madras-9
All Departments of Secretariat.
All Sections in Rural Development Department, Madras-9
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APPENDIX

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the constitution of India / in modification of the / and rules published with the Rural Development and Local Administration Department Notification S.R.O.No.A. 1192 of 1964 dated the 16th October, 1964, at pages 1220-1222 of Part-V of the Tamil Nadu Government Gazette, dated the 9th December 1964, as subsequently amended and the rules published with the Rural Development and Local Administration Department Notification S.R.O.No.B.133/84, dated the 12th April 1984 at pages 169-170 of Part III Section I (b) of the Tamil Nadu Government Gazette, Dated the 25th April 1984, as subsequently amended so far as they relate to the posts included in these rules, the Governor of Tamil Nadu here by makes the following Special Rules for the Tamil Nadu Town Panchayat Subordinate Service which will be included as Section No.52 in Volume III of the Tamil Nadu Service Manual 1970.

2.The rules hereby made shall be deemed to have come into force on the 7th May 1981, except the posts of Executive Officer, Grade I and Executive Officer (Accounts) and Executive Officer, Grade II which will be come into force on the 5th February 1985.

RULES

1.Constitution: The Service shall consist of the following classes of officers namely:-

Category 1 : Executive Officer (Special Grade)
(Township)
Executive Officer (Special Grade)
(Administration)

Category 2: Executive Officer, Selection Grade
Town Panchayat, Executive Officer, Township
Executive Officer, Selection Grade (Executive)
Executive Officer Selection Grade
(Administration)

Category 3: Executive Officer, Grade I
Executive Officer (Accounts) in the Directorate
of Town Panchayat and
Executive Officers (Accounts) in District Town
Panchayat Offices.

Category 4: Executive Officer, Grade II

2(a) Appointment: Appointment to the posts specified in column (1) of the table below shall be made by the methods specified in the corresponding entries in column (2) thereof.

THE TABLE

Category (1)	Method of Appointment (2)
1.(1) Executive Officer, (Special Grade) (Township)	a) Transfer from the other post of Executive Officer in category I; or
(2) Executive Officer, (Special Grade) (Administration)	b) Promotion from Executive Officer, Selection Grade Town Panchayat, Executive Officer, Township, Executive Officer, Selection Grade (Executive) and Executive Officer, Selection Grade (Administration) in category 2
2(1) Executive Officer, (Selection Grade) (Town Panchayat)	(a) Transfer from the other posts of Executive Officers in Category 2: or
(2) Executive Officer, (Township)	(b) Promotion from among the holders of the post of Executive Officers, Grade I or Executive Officer, (Accounts) in the Directorate of Town Panchayats and District Town Panchayat offices in the Category 3
(3) Executive Officer, (Selection Grade) (Executive)	
(4) Executive Officer, (Selection Grade) (Administration)	
3(1) Executive Officer Grade I	Transfer from the other Executive Officer in category 3: or
(2) Executive Officer, (Accounts) in the Directorate of Town Panchayats and in District Town Panchayat Offices	(b) Promotion from among the holders of the post of Executive Officer, Grade II, in category 4; or (c) Recruitment by transfer from among the holders of the

posts of Head Clerks of Town Panchayats in the Tamil Nadu Ministerial Service, or Assistant in the District Town Panchayat Offices/Directorate of Town Panchayats in the Tamil Nadu Ministerial Service.

Provided that appointment to the post of Executive Officer, Grade I, shall be with reference to the cadre strength of the categories of Executive Officer, Grade II, Executive Officer(Accounts) in the Directorate of Town Panchayats and District of Town Panchayat Offices, Head Clerks and Assistant in each district.

4.Executive Officer,
Grade II

Direct
or

recruitment;

(b) Recruitment by transfer from among the holders of the post of junior Assistant, Revenue Inspector, and Typist and Steno-typists of Town Panchayat Department in the Tamil Nadu Ministerial Service.

Note: The ratio between direct recruitment by the Tamil Nadu Public Service Commission and by recruitment by transfer shall be in the ratio of 1:3

III) Executive Officer(Accounts) in the Directorate of Town Panchayats and Executive Officer (Accounts) in the District Town Panchayats Offices.	By recruitment by transfer from among the holders of the posts of Assistants in the Directorate of the Town Panchayats and District Town Panchayats Offices in Tamil Nadu Ministerial Service of Town District Panchayat Department.
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(b) Appointment by promotion to the posts in category 1,2 and 3 shall be made on grounds of merit and ability, and seniority being considered only where merit and ability are approximately equal.

3) **Qualification** :- No person shall be eligible for appointment to the posts specified in column (1) of the Table below by the methods specified in the corresponding entries in the column (2) thereof, unless he possesses the qualifications specified in the corresponding entries in column (3) thereof

THE TABLE

Posts	Method of Appointment	Qualification
1	2	3
1)Executive Officer, (Special Grade) (Township)and Executive Officer (Special Grade) (Administration)	Promotion	Must have served for a period of not less than two years as Executive Officer in category 2
2.Executive Officer (Selection Grade) (Town Panchayats), Executive Officer (Township) Executive Officers (Selection Grade) (Executive) and Executive Officer (Selection Grade) (Administration)	Promotion	Must have served for a period of not less than two years as Executive Officer, Grade I or Executive Officer (Accounts) in the Directorate of Town Panchayats and / or District Town Panchayat Offices.
3) Executive Officer Grade I and Executive Officer	Promotion	Must have served as Executive Officer,

(Accounts) in the Directorate of Town Panchayats and in the District Town Panchayats Offices

Grade II for not less than two years

Recruitment by transfer

i) Must possess the Minimum General Educational Qualification;

ii) Must have served as Head Clerk or Assistant in the Directorate of Town Panchayats or District Town Panchayat offices for a period of not less than two years.

4. Executive Officer Grade II

Direct Recruitment

A Degree

Must not have completed or will not complete the age of thirty years of the year on the first day of July of the year in which selection for appointment to the post is made.

Recruitment by transfer

Must have served as Junior Assistant, or Revenue Inspector or Typist and Steno-Typist in the Directorate of Town Panchayats or District Town Panchayat Offices for a period of not less than two years;

Must have passed the Departmental tests for officers of the Panchayat Development Department, Panchayat Development Account test and District Office Manual test.

4. Appointing Authority (a) The Director of Town Panchayats shall be the appointing authority for the following categories.

1. Executive Officer (Special Grade)(Township) and Executive Officer (Special Grade)(Administration)

2. Executive Officer, Selection Grade, Town Panchayats. Executive Officer Township. Executive Officer, Selection Grade (Executive), and Executive Officer, Selection Grade (Administration)

3. Executive Officer,(Accounts) in the Directorate of Town Panchayats and District Town Panchayat Offices.

b) The Collector of the Revenue District Concerned shall be the appointing authority for the post of

Executive

Officer, Grade I and Executive Officer Gradell

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

6. Unit for appointment, reversion, discharge of probationers / approved probationers and full members:- For the purpose of appointment, reversion or discharge for want of vacancies and reappointment, or probationers and approved probationers and appointment as full members, the State shall be the unit for the following categories:-

1. Executive Officers, Special Grade (Township) and
Executive Officers, Special Grade (Administration)
2. Executive Officer, Selection Grade Town Panchayat,
Executive Officer (Township)
Executive Officer Selection Grade (Executive) and
Executive Officer, Selection Grade (Administration)
3. Executive Officers (Accounts) in the Directorate of Town
Panchayats and District Town Panchayat Offices.

For the purpose of appointment, reversion or discharge for want of vacancies and reappointment of probationers and approved probationers and appointment as full members, the revenue District concerned shall be the unit for the following categories:-

1. Executive Officer, Grade I (Town Panchayat)
2. Executive Officer, Grade II (Town Panchayat)

7. Tests: Every person appointed to the posts by direct recruitment or by recruitment by transfer shall within the period of probation pass the Departmental Tests for Officers of Panchayat Development Department, Panchayat Development Account Test and District Office Manual Test, if he has not already passed those tests.

Provided that a person who has already commenced his probation before the issue of these rules in any of the posts of which the test qualification has been prescribed in these rules should pass the test within a period of two years from the date of issue of these rules. Failure to pass the test within the above period will entail stoppage of increment until he passes tests. However, the stoppage of increment will not have the effect of postponing his future increments after he has passed the tests.

8. Posting and transfers:- (a) Postings transfers within the district shall be made by the District Collector and from one district to another district by the Director of Town Panchayats.

(b) In case of transfer of person belonging to District Unit, by mutual consent or at his own request as the case may be from one district to another district, the person shall take his rank last in the list of probationers or approved probationers or full members, as the case may be in that Category.

9. Preparation of Annual list of approved candidates. For the purpose of preparation of annual list of approved candidates for appointment to the post, the crucial date on which the candidate should possess the qualifications shall be the 1st March of every year. The Director of Town Panchayats shall be the approving authority for the panels for all the posts from Executive Officer, Grade II.

10. Saving clause:- Nothing contained in these rules shall adversely affect the persons holding any of the posts referred to in these rules on the date of issue of these rules.

S.NARAYAN
Secretary to Government

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