

CIRCULAR

Sub: Establishment - Municipal Councils -
Tamil Nadu Municipal General Service -
Filling up of vacancies for which the
Municipal Appointment Committee is the
recruiting authority - General Instructions -
Issued.

Individual proposals from several Municipal Commissioners are being received requesting permission to fill up vacant posts in view of increased work load and expressing difficulties to run day to day administration without personnel in these posts. Consolidated particulars obtained from the Regional Directors of Municipal Administration reveal that there are vacancies in many categories of posts under TNMGS rules and that some of the vacancies are as early as from 1979.

2.A decision has been taken to permit the Municipal Commissioners to fill up the vacancies for which the Appointment Committee is the Recruiting Authority and the Municipal Commissioner is the Appointing Authority, in view of repeated representations received from the municipalities.

3.The following instructions are, therefore, issued to Municipal Commissioners in regard to the filling up of existing vacancies in Municipalities.

(a)All the vacancies in posts other than Office Assistants which have occurred after 1.1.96 can be filled up by the Municipal Commissioners strictly following the Municipal General Service Rules viz calling for list from " the Employment Exchange, Adhering to (i)communal rotation, (ii)following the priority and non-priority, and (iii)ratio for filling up by direct recruitment and promotion etc.

(b)The posts of Office Assistant which are vacant after 1.1.96 should not be filled up in view of the ban order issued by Government in G.O.Ms.No.666, Finance dated 24.8.92.

(c)The vacancies that have occurred prior to 1.1.96 specifically in the post of Typist, Junior Assistants and Revenue Assistants can be filled up by strictly following the rules as mentioned in the item (a) above.

(d)Before filling up the posts, it shall be ensured that sanction the continuance for the temporary posts, if any, in these categories is available upto date.

(e)Since the Appointment Committee is to be constituted shortly in the Municipalities after election of one member among the councillors, all the required formalities for placing the subject before the Appointment Committee should be ready and the post filled up as soon as the Appointment Committee is constituted.

(e) No complaints of any kind should be received in filling up these posts and any lapses in following therules, will be viewed seriously.

(g) For some of the essential posts which are vacant prior to 1.1.96, specific proposals should be submitted justifying the need for the post, according to norms and necessity, and enclosing a copy of the resolution of the Municipal Council. As some of the posts are vacant for a long time, the arrangements that were made to carryout the duties attached to the posts should also be furnished in detail.

(h) As compassionate appointments have been sponsored for some of the vacancies in this office letter No.42461/96/H2 dated 23.10.96, those vacancies should not be filled up irrespective of the date from which the posts are vacant.

(j) These instructions are applicable to the vacancies as on 1.11.96. Future vacancies are to be filled up subject to applications for compassionate appointments, sponsored from this office.

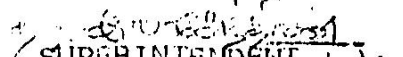
4. The receipt of the circular should be acknowledged by return of post.

Sd/ Sanwat Ram,
Director of Municipal Administration.

To

All the Municipal Commissioners concerned.
All the Regional Directors of Municipal Administration.
Copy to:
All Officers.
Stock file of Joint Director(Administration)

/Forwarded by order/


SUPERINTENDENT, (M) A.

Km.4.11