

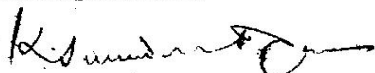
Dated: 12.6.1973.

Endorsement.

COPY of G.O.Ms.No.1004 (R.D. & L.A. Department) dated 18-5-1973 is communicated to the Heads of Departments, Section Heads, all Establishment Assistants, Receptionist, Special Officer (Collection) for information and guidance.

(Sd.) R. Lenin,
for Commissioner.

True copy forwarded:by order.


M A N A G E R.

CRT/15.6.a.

To

- All concerned.
- Copy to Recordkeeper for stock file.
- Copy to the Commissioner for kind information.

GOVERNMENT OF TAMIL NADU.

ABSTRACT.

Establishment - Municipal Commissioners Third Grade and Employees of Municipal Councils and Township Committees - Discontinuance of Confidential reports and maintenance of Recordsheets instead - Record of punishment - Procedure to be followed in assessing the gravity of punishment - Orders issued.

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RURAL DEVELOPMENT AND LOCAL ADMINISTRATION DEPARTMENT.

G.O.Ms.No.1004.

Dated 18th May 1973.

Read the following:--

- 1.G.O.Ms.No.1619, R.D.L.A. dated 2-8-72.
- 2.G.O.Ms.No.1620, R.D.L.A. dated 2-8-72.
- 3.G.O.Ms.No.1099, Public (Ser.J) dated 18-4-73.

In the G.Os.first and second read above as amended subsequently the Government have issued orders abolishing the system of maintenance of confidential reports(Personal files) in respect of employees of Municipal councils and Township Committees and Municipal Commissioners Third Grade (non gazetted) and introduced the system of maintenance of record sheets according to which the punishments imposed should be taken into account for purpose of appointment, promotion, confirmation etc. While examining the question whether all the punishments during the entire period of service of a Government servant should be taken into account for purpose of promotion confirmation etc. the Government have decided to prescribe certain periods for which punishments should generally be held against a non-gazetted Government servant for the purpose of promotion. The Government in respect of non-gazetted Government Servants, have directed that a minor punishment like censure, should normally be held against an official for one year. Similarly punishments like fine, withholding of increments should be held against an official normally for three years. The above periods shall be reckoned from the date of imposition of the penalty and not from the date of the commission of the irregularity for which the punishment may have been imposed. The Government have further clarified that these instructions are only in the nature of general guide lines.

2. The Government direct that the above instructions applicable to non-gazetted Government servants be made applicable to the Municipal Commissioners Third Grade and employees of Municipal Councils, Township Committees and Madurai Corporation.

3. The receipt of the order should be acknowledged by the Director of Municipal Administration, Executive authorities of municipal councils and Township Committees and by the Commissioner Madurai Corporation.

(BY ORDER OF THE GOVERNOR)
M. GOWRISHANKAR,
DEPUTY SECRETARY TO GOVERNMENT.