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**GENERAL GUIDELINES FOR THE DISTRICT JUDGES/PRINCIPAL
DISTRICT JUDGES FOR PROPER ADMINISTRATION OF THE ENTIRE
JUDICIAL DISTRICT.**

The District Judge / Principal District Judge of the District is having overall control for all the Civil and Criminal Courts in the entire District. The District Judge / Principal District Judge will conduct annual inspection of all Civil Courts, Chief Judicial Magistrate Court and also the Courts of District Munsif -cum-Judicial Magistrate in entire District. The Chief Judicial Magistrate will conduct annual Inspection of all Criminal Courts in entire District. The District Judge / Principal District Judge is empowered to make surprise inspection for all Civil and Criminal Courts in entire District. While making Annual Inspection of all Courts the District Judge/ Principal District Judge has to ascertain with regard to the infrastructures viz. Staff strength, building accommodation, requirement of furnitures and also the other amenities if any need and the above said particulars along with the recommendations to be furnished in the notes of inspection and submit the same to the Hon'ble High Court, Madras. The District Judge/Principal District Judge has to submit the particulars with regard to the buildings infrastructures and also the requirement of Additional staff strength of all Courts in the annual administration report.

The Principal District Judge, is appointing and also the Transferring authority for the Post in category I Clause IV of Tamil Nadu Judicial Ministerial Service upto the post of Office Assistant and Masalchi except the Post of Record Clerk and Office Assistant attached to the Courts in Criminal Unit.

The District Judge / Principal District Judge is competent authority for the entire Court buildings in Erode District. If any of the Court buildings is functioning in the Private rented building and if no post attached quarters is available, the Principal District Judge has to identify the land and submit necessary proposals for the construction of Court buildings and quarters to the Hon'ble High Court, Madras.

The Principal District Judge has to conduct Bench and Bar meeting periodically if necessary. Further, the Principal District Judge has also to conduct monthly review meeting with the District Collector and the superintendent of Police to discuss the under trial Prisoners as per the instructions already given by the Hon'ble High Court, Madras. The Principal District Judge has to conduct the Judicial Officers meeting as and when required .

The District Judge/ Principal District Judge to distribute the Sessions Cases and other Civil cases to the Courts in Erode District for disposal as per law as and when required.

Further the Principal District Judge has to verify the registers and records on the following aspects.

(The following are the General Guidelines and not exhaustive):

1.Attendance Register

The Annual Inspection of the Subordinate Courts will be commenced by the District Judge / Principal District Judge by verifying the attendance register of the staff members and Vacancy position of that Court. If any post is vacant, it has to be ascertained from which date the said post is kept vacant and whether any report has been submitted by the Subordinate Courts to the District Court. Further it has also to be ascertained from the officer as to the branch attached to the vacant post and whether any order has been passed to hold additional charge of that vacant Post.

II. Suit Register (C.R.1)

The random of pending original suits preferably Title suit and Money suit filed during the period covered under Inspection have to be taken out and to verify the same on the following aspects.

1. Whether the Sheristadar/Head Clerk has properly initialed
2. Whether the Court Fee entry has been made in the **Court Fee Register (C.R.19)**.
3. To verify the Court Fee Register as to whether the Court Fee paid in the Complaint and other connected papers have been properly entered in C.R.19 and also to verify whether the initials have been obtained from the concerned Clerks for handing over the Court receive papers.(The **Daily register of Court Fee (C.R.20)** also to be verified).
4. To Verify the Complaint as to whether the suit is properly valued and requisite Court Fees has been paid.
5. To Verify whether the number assigned for the suit, has been furnished in the Court Fee Register.
6. To verify whether any Senior citizen Persons are involved in this case or not. If Senior citizen is involved, the fact of " Senior Citizen" to be noted in Red ink in front page of the complaint and also in the notes paper.
7. It has to be ascertained, whether orders have been properly obtained in the emergent petition and other Interlocutory applications seeking emergent orders, if any filed.

8. Whether the entries with regard to the Filing of Suits, I.A. Petitions have been properly made in the **Fair Diary (C.R.18)** and it has to be ascertained whether the Fair Diary has been made up to date and signatures obtained properly and it has also should ascertained whether any blank is left in the fair diary.
9. To verify the **Hearing Book** as to the posting of First Hearing date **(C.R.17)**.
10. To verify whether the Index Paper has been opened and running index is properly maintained.
11. To Verify the **Suit Register** on the following aspects **(C.R.1)**
 - i) Date of Presentation (1st and last presentation date alone to be furnished).
 - ii) Date of Filing.
 - iii) Parties name (both Plaintiff and defendant).
 - iv) Particulars of Claim:

In the Particulars of claim column, the prayer of suit has to be furnished in respect of Money Suits. In respect of Title suits are concerned, after furnishing the prayer, the particulars of claim has to be furnished in presize manner.

- v) Cause of action

Cause of action arose on the First and last date and which place to be furnished .
- vi) Appearance of Parties
- vii) Schedule of Property (if need)
- viii) To verify whether the suit is filed informa pauperis or not, if so the POP No and date to be furnished in the Top of the suit register in Red Ink.
- ix) To verify whether the nature of suit “T” or “M” has been furnished in the Top of suit register in Red Ink.
- x) If any fly sheets have been attached in the suit registers, it has to be verified whether the fly sheets have been properly initialed by the Head Ministerial Officer of the Court.

12. To verify whether the I.A. Petitions filed in the above suits have been properly entered in the **I.A. Filing Register (C.R. 6)**
13. To verify whether the Disposal entries have been noted in the I.A. Disposal register.
14. To verify whether the nature of orders have been furnished in Column No.6 of the I.A. Filing Register.
15. If the said suit is pending service stage, it has to be verified whether how long, the service is pending. If service is pending very long time, it has also to be ascertained, whether the concerned Judicial Officer has passed appropriate order for causing service of summons. If need, suitable instructions may be issued to the Judicial Officer.
16. If the said suit is triable stage, it has to be ascertained whether Fair Issues has been drafted and "B" Diary has been opened and maintained upto date.
17. If any Commissioner has been appointed, verify the **Commission issue Register (C.R.49)** as to the date of appointment of Commissioner and whether the commissioner's Report has been filed or not.

REGISTER OF CIVIL MISCELLANEOUS CASES RECEIVED C.R.6

Every Petitions should be assigned separate I.A. Numbers. In the date of Presentation Column, the 1st and last Presentation date to be furnished. In that Column, the date of filing should not be noted. Date of filing to be entered in the Top of Registers in red ink on every day. After disposal, the nature of disposal shall be furnished in Column No.6. The above aspects to be verified during inspection.

LONG PENDING CASES:

After perusal of the yearwar pendency statements, select random of long pending cases and verify the same with the detailed explanation submitted by the Subordinate Courts as to why the suit is pending long time and suitable instructions may be issued to the Judicial Officers concerned, about the speedy disposal of the case. If the said suit is having Senior citizen person, directions may be issued to the Judicial Officer by granting specific time to dispose the case by posting the case on day-to-day basis.

REGISTER OF SMALL CAUSE SUITS (C.R.3):

Normally the small Cause Suits are filed in very rare case. In these cases, Issues were not framed and triable in a summary manner. The procedure for verification of registers and records to be made as per the procedure followed for the original suits.

DISPOSED OFF CASES.

To select random of disposed of original suits preferably Title and Money suits, and to verify the same on the following aspects.

1. Whether Fair Issues is available or not and also to verify whether it has been affixed with Court seal.
2. Whether the issues have been framed on the basis of Plaint pleadings and Written statement.
3. Decree and Judgment has been prepared or not and the same is available on record at the time of inspection.
4. Whether the Disposal of suits have been properly entered in the **Fair Copy Register C.R.21**.
5. Whether the disposals have been properly entered in the **Disposal Register. (C.R.9)** (To be ascertained whether the disposal has been properly classified, the duration has been properly calculated. (The date on which the Suit is Pending /Received by transfer in a particular Court alone to be taken into account for duration purpose)
6. Whether the disposal entry has been noted in the Suit Register. **(C.R.1)**
7. Whether the Index sheet has been completed and signature has been obtained from the Head Clerk or Sheristadar.
8. Whether "B" Diary has been completed and signature has been obtained from the Head Clerk or Sheristadar properly.
9. Whether the records have been properly handed over to Record Section after obtaining initials in the Fair Copy Register (C.R.21).
10. To verify the Judgment by the Principal District Judge with regard to the discussing of facts. If need, instructions may be issued.
11. Whether the decree drafted is in accordance with the prayer of suit and also it has to be ascertained that the decree has been affixed with Court seal.

12. If the suit is filed *informa pauperis*, it has to be ascertained on the following aspects:-
 - (i) Whether the POP No. has been furnished in the Remarks column of Disposal Register
 - (ii) Whether any direction has been issued in the Decree/Judgment with regard to payment of Court Fee.
 - (iii) Whether the Copy of decree has been sent to District Collector.
13. If the suit is filed to set aside the sale deed or any other document, it has to be noted in the Register of **Discredited Documents (C.R.25)** and it has to be ascertained whether the decree Copy has been properly forwarded to the concerned Registrar.
14. Whether the appearance Column has been properly filled up.
15. Whether all the Exhibits have been properly sealed and Signature of the Officer has been properly obtained.
16. It has to be ascertained that, if the suit is on pronote, supersead seal has been affixed on the pronote.
17. Whether necessary entries have been made in the suit Register and notes paper with regard to the impleading of Parties, appointment of Guardian and amendments if any. Further entries with regard to the restorations suits if any also to be verified. (The decree has also should contains the details of impleading of parties and appointment of Guardian)
18. If compromise decree has been passed in partition suits, it has to be ascertained whether the decree has been drafted on proper value of Non Judicial stamp papers.
19. It has to be ascertained whether the suits have been made by day to day basis and also to ascertain whether any unnecessary adjournment been frequent, if need suitable instructions may be given to the Judicial Officers concerned.
20. It has to be ascertained whether the recording of evidence in Tamil is full legible .

ORIGINAL SUITS AND OTHER PROCEEDINGS DISPOSED IN OTHERWISE MANNER:

In the above aspects, Select random of cases and verify the same as per the verification made for the original suits disposed in after full trial. .

APPEAL SUITS, CMAS & RCAS:

In the Appeal suits, CMAs, and RCAs random of pending case bundles and disposed of case bundles have to be taken out and to verify the same on the following aspects:

Court Fee Register	:	CR 19	Court fee entry
Appeal filing Register	:	CR 4	Filing particulars in the main register.
Filing Register of Civil Miscellaneous Appeals & Rent Control Appeals.	}	CR 5	Filing particulars in the main register.
Appeal Disposal Register	:	CR 10	Disposal entry
Disposal Register of Civil Miscellaneous Appeals and Rent Control Appeals.	}	CR 11	Disposal entry
IA filing Register	:	CR 6	I.A.Filing entry
IA Disposal Register	:	CR 12	I.A. Disposal entry
Fair diary	:	CR 18	Entries with regard to Court Proceedings.

The filing of appeals, CMAs and other proceedings should be brought at the end of Fair Diary (C.R.18) on every day. It should be made in red ink. Further the following aspects also to be verified.

- i) To verify the Judgment about the discussing of Pleadings.
(If need, instructions may be issued).
- ii) To verify the Decree with regard to decretal operative portions.
- iii) To ascertain whether the Lower Court Records along with copy of Decree and Judgment in Appeal suits have been sent to concerned Court well within the time.

- iv) To ascertain whether the result of Appeal Suits/ Civil Miscellenous Appeals / Rent Control Appeals have been properly furnished in the respective Original Registers maintained in the Lower Courts.

OPS AND MCOPS:

To select random of cases from each of the above proceedings and to verify the same on the following aspects.

- | | |
|-----------------------------------|---|
| 1. O.P. Filing Register. | C.R. 2 Filing particulars in the main register. |
| 2. O.P. Disposal Register. | C.R.12 Disposal entry |
| 3. MCOP filing Register. | Form No.788 Filing particulars in the main register. |
| 4. MCOP Disposal Register. | C.R.12 Disposal entry |

OPs:

- i) If any POP is allowed, it has to be verified whether the suit /Appeal number as the case may be has been assigned immediately after allowing the POP .
- ii) If any SOP is allowed, it has to be verified whether the succession certificate has been issued within the reasonable time.

M.C.O.Ps:

In the disposed off MCOP cases, verify any exemption has been given to the petitioner for the payment of Court Fee. If so verify the award, whether any direction has been given to pay the balance / requisite Court Fee and also whether the same has been paid after passing of award. It has also to be verified whether the particulars of exemption of Court Fee, Court Fee paid at the time of filing the petition and Court Fee paid after passing the award has been entered in the concerned MCOP Register.

GWOP:

In GWOP case, it has to be ascertained from the disposed case records, any guardian has been appointed to dispose the minor's properties and whether any direction has been issued with regard to submission of accounts. If so whether any entries made in the GWOP accounts registers to get periodical accounts. If the guardian has not filed accounts in periodical manner, necessary steps to be taken against the guardian. The **guardian accounts** should be noted in **Civil register No.C.R.16**. It has to be verified.

INSOLVENCY PETITIONS:CR -8

In the above proceedings, there are two type of petitions viz.1. Debtor petitions and (2) Creditor petitions will be filed.

1. In the case of Debtor petitions the following aspects to be verified.

- i) Whether any interim receiver has been appointed immediately after taking the petition on file.
- ii) Whether any order has been passed with regard to Gazette notification and also to verify whether the Gazette notification was effected.
- iii) After adjudicating the petitioner as an insolvent, it has to be verified whether any order has been passed for vesting the debtor property to the Official receiver for administration and for further proceedings
- iv) Whether the time for discharge has been granted.
- v) If the petition is filed in a summary manner, time for discharge to be granted for six months. In other cases time for discharge to be granted for one year .
- vi) In a case filed under summary manner by debtor, there is no need for appointing the Official Receiver as an interim receiver. But at the time of adjudication, Official receiver to be appointed as receiver and then the Official Receiver can decide whether the debtor is having property or not . And then the Official receiver can sent necessary report to the Insolvency Court for annulling the order passed in the I.P
- vii) Necessary steps for extension of time for discharge to be taken by either the petitioner, or the Court, or the Official Receiver.

2. In the case of Creditor petitions the following aspects to be verified.

- i) Whether any order has been passed with regard Gazette notification and also to verify whether the Gazette notification was effected.
- ii) If the prayer is to set aside the alienation, it can be decided in the separate petition to be filed under sec.53 and 54 of P.I.Act and not to decide the fact in the I.P. Proceedings straight away and it has to be verified during inspection.
- iii) If the respondent / Debtor is adjudged as an insolvent, necessary orders has to be passed for appointing the receiver for the estate of the debtor property.

3. INSOLVENCY PETITION DISPOSAL: CR.14

All the disposal of Insolvency petitions should be entered in the I.P. Disposal register (CR.14). It has to be verified during inspection.

EXECUTION PETITIONS : C.R.7

To select random of pending execution petitions and disposed of execution petitions and to verify the same on the following aspects.

- | | | |
|---------------------------------|---------------|--|
| 1. EP Filing Register. | C.R. 7 | Filing particulars in the main register. |
| 2. EP Disposal Register. | C.R.13 | Disposal entry |
| 3. EA Filing Register. | C.R.6 | Filing particulars in the main register. |
| 4. EA Disposal Register. | C.R.12 | Disposal entry |
| 5. Suit Register. | C.R.1 | Details of order to be furnished in the suit register. |

DECREES RECEIVED FROM OTHER COURTS (CR.15)

To verify whether any decrees received from other Courts have been kept pending for more than one year. As per 140 of CRP, no decree to be kept pending for more than one year. If no EP is filed in respect of the decrees received from other Courts, within one year, the Decree copy has to be returned to sender.

SALE CERTIFICATE REGISTER: C.R.34

Verify the E.P. disposal register as to whether any sale has been confirmed and sale certificate has been ordered to be issued. If so, whether the confirmation of sale has been brought to sale certificate register and the sale certificate has been issued as per rules, without any delay.

TIME BARRED E.P. RECORDS:

It has to be ascertained whether the Time Barred E.P. Records have been properly submitted to the District Court, Erode every year for being destructions as per rules.

RECORD SECTION:

The following registers to be verified during inspection.

- i) Application for return of documents (C.R.24):

It has to be ascertained whether proper order has been obtained in this register for return of documents and whether the signature has been obtained from the parties concerned for handing over the documents.

- ii) **Record Issue register (C.R.55) :**

This register to be rewritten once in six months. It has to be verified during Inspection.

- iii) Third Party Copy Application register

- iv) Register of Periodicals

- v) Consignment register

- vi) Double punching work has been made.

- vii) **Appeal intimation register:**

To verify whether the records have been submitted to Appellate Courts within reasonable time. If any records were not submitted to the Appellate Courts at the time of Inspection and any serious delay is noticed in submitting the records to Appellate Courts, the District Judge /Principal District Judge may give suitable instructions in this regard.

- viii) It has to be ascertained whether the records are maintain in good condition and neatly arranged.

ACCOUNTS

GENERAL ACCOUNTS :

The following registers with regard to the accounts branch to be verified.

1. Permanent Advance Register Cash on hand as on the date of (CR.69) inspection to be verified physically.
2. Contingent Register To verify whether the voucher no. has been given properly.
3. Pay acquittance Register To verify whether the signature of the staff numbers have been properly obtained and signature of verification has been attested by the Judicial Officer.
4. Undisbursed Pay Register To verify about the entries
5. Loans and Advances Register To verify entries with regard to
 - i) Loan sanction register sanctioning of loans and recovery of the
 - ii) Individual Loan loans and also to verify whether the Register signature has been obtained from the
 - iii) Loan recovery Judicial Officers. Register
6. Cash Payment book C.R.38 To verify the entries
7. Stationery register To verify the entries with to the regard to the purchase and distribution.
(Verification to be made Periodically)
8. Register of T.A.Bills To verify whether the signature has been obtained from the concerned.

CIVIL COURT DEPOSIT ACCOUNT :

CASH BOOK (TNTC.5)

To verify whether the actual cash received with regard to printing charges, Suit amounts or costs if any has been brought into cash book and as to whether the same has been remitted to bank on the next day. For receipt of cash by the Court it has to be ascertained whether any receipts have been issued under CR.42. Further whether the register has been kept upto date and whether the signatures have been obtained properly. Cash book entries are also to be closed once in a week and it has to be tallied at the end of every month, since the Treasury authorities have

forwarded the Treasury statements once in a month. Further if any officer has been transferred during the period covered under inspection, necessary entries with regard to the "handing over" and " taking over" charge of the post to be made wherein the available actual cash on hand with the Head Clerk, unrecouped vouchers if any and unused cheque books and cheque leaves to be furnished and it should be signed by the both relieving and relieved officers.

DEPOSIT REGISTER (CR 36):

Whenever amounts were deposited into Court under chalan, the amounts should be brought into this register and also to verify whether the deposit entries have been made upto date and initialed properly. Further it has to be ascertained that closing of accounts has been periodically made after receipt of Treasury Statements and the difference has been properly explained.

REPAYMENT REGISTER:(CR-37)

Whenever amounts went out of Court, necessary entry to be made in this registers and to verify whether the repayment entries have been made upto date and initialed properly. Further it has to be ascertained that closing of accounts has been periodically made after receipt of Treasury statements and the difference with regard to uncashed cheques has been properly explained.

LEDGER:CR- 35

The above register has to be verified on the following aspects.

- i Whenever amounts deposited in to Court, it should be noted in right side of the ledger and whenever amounts went out side the Court, necessary entry to be made in the left side of the ledger. without getting confirmation of credit from the Treasury statement, no amount should be went out side by way of cheques .
- ii Whether the entire balance outstanding in the Ledger at the end of March of every year has been tallied with the cash book balance.

- Whether the entire balance outstanding in the Ledger at the end
- iii of March of every year has been carried out in the New Ledger and initialed by the Officer of the Court.
 - iv Whether the acceptance Certificate has been furnished in the Ledger at the end of March and it has been signed by the Officer.
 - v It has to be ascertained whether the attachment orders and prohibitory orders if any is passed, the same has been noted in the Ledger in Red ink.

COMMON CASH BOOK:

The Register contains all cash received by the Court and it should be closed every day and signature to be obtained from the Judicial Officers. It has to be verified during inspection.

SUBSIDIARY CASH BOOK:

As and when the cash received for L.I.C. and Societies, the same should be brought into this register and signature to be obtained. It has to be verified during inspection.

REGISTER OF INSTRUMENTS C.R.22:

This register is maintained for collection of Stamp duty and penalty on unstamped documents. If any stamp duty and penalty on unstamped documents has been collected, the amount should be remitted to Government under chalan No.CM40 and the copy of documents along with the endorsement made about the remittance of amount to the Government, to be sent to District Collector concerned. It has to be verified during inspection.

INVESTMENT REGISTER C.R.63:

This register is maintained for investment of amounts in the Bank. This register to be verified Random of Fixed Deposit receipt to be verified during inspection.

No amount should be kept idle with Civil Court Deposit account. Steps to be taken to invest the amount available in Civil Court Deposit account periodically.

The Clerk incharge of the Civil Court Deposit account and the Chief Ministerial Officer of the Court should take care in this regard. This has to be verified during inspection.

CHEQUE WRITING REGISTER:

The Register to be maintained for ascertaining the delay in presenting the Cheque applications for orders, and delay in writing the Cheques. Every cheque applications after passing orders received from the Bench Clerk concerned, the details of presenting the petition before Court, placing the same before the Judicial Officers for orders, the receipt of petition from the Accounts clerk after getting orders and date of writing cheques should be noted in the registers. The register has to be verified during inspection.

HEAD CLERK SECTION:

The following registers to be verified during inspection.

1. **Furniture Register:**

It has to be verified whether all the furnitures have been properly entered in the furniture register .

2. **Cheque Books:**

It has to be verified all the Cheque books which is shown as stock is available or not during inspection.

3. **Verification of duplicate key for the Iron safe:**

It has to be ascertained duplicate key has been received from the Treasury. The duplicate key received from the Treasury has to be taken for use and the other key available with this Office to be sent to Treasury concerned duly physically verified.

4. **Verification of Service Register:**

Random of service register pertaining to the staff members of the Court has to be taken out and verified the same on the following aspects.

i) Entries with regard to service verification once in six months.

ii) Entries with regard to annual increments.

Iii)Entries with regard to vacation.

iv) Entries with regard to Leave availed (U.E.L. On M.C. Or E.L.)

v) Entries with regard to with regard to leave account.

vi) Entries with regard to regard sheet.

5. **Running note file.**

The running note file for all branches has to be maintained by the Head Clerk / Sheristadar. It is very essential one. Registers maintained by all the branches should be verified once in a month and all the defects should be brought on record and orders to be obtained from the Judicial Officers and specific time may granted to the rectify the defects. After rectifying the defects, the running note file may be placed before Judge and necessary orders to be obtained recording the rectification of defects. If the running note file is properly maintained by the Head Clerk/Sheristadar, the work of entire Court will be made up to date and it will be helped for better Administration.

RECEIVE REGISTER: CR.48

The entire receive tapals are entered in the Receive Register and handed over to concerned Clerk. It has to be verified whether the signature have been obtained from the staff concerned for handing the over the tapals and further the disposal have been noted in the above said register in Column No.4.

DESPATCH REGISTER: CR 49

The entire tapals went outside have been entered in this register . In the said register the receive number also to be furnished . It has to be verified.

STAMP ACCOUNT REGISTER:CR - 50.

The regular branch is maintaining separate stamp account . The actual stamp on hand to be verified at the time of inspection. It has to be ascertained whether the stamp Account has been tallied with the abstract furnished in the Despatch register.

COPYIST SECTION:

1. 'A' Register.(CR -26) Receiving of all Copy applications
2. 'B' Register (CR-27) Handing over the Copy applications to all branches for complying with documents as required .
3. 'C' Register (CR- 28 and 52) Register of Copyist (Workdone by the Copyist – Individual Register).
4. 'D' Register (CR-28) Register showing the workdone by the all Copyist(Common Register)
5. 'E' Register Receipt and charges.
6. Pay acquittance Register To verify whether the signature of the staff numbers have been properly obtained and signature of verification has been attested by the Judicial Officer.
7. Loans and Advances To verify entries with regard to
 - i) Loan sanction register sanctioning of loans and recovery of
 - ii) Individual Loan Register the loans and also to verify whether
 - iii) Loan recovery Register the signature has been obtained from the Judicial Officers.

The disposal of suits already taken for verification of entries with regard to the disposal of cases have to be taken for verification, with regard to copy applications on the following aspects.

- I Date of Copy Application
- ii Date of complying with the documents / Receipt of documents
- iii Date of called for
- iv Date of Certified copies made ready
- v Whether signature has been obtained from the concerned for taking Certified copies.

It has to be verified any serious delay in complying with the documents by the staff concerned, any delay in calling for stamps and in preparation of copies, are noticed the Principal District Judge may give instructions to the staff concerned to avoid such delay in future or to issue directions to call for the explanation from the staff concerned .

NAZIR SECTION.

The following registers to be verified during inspection.

1. Register of Receipt of Process. (C.R.46) This register is being used for receipt of all process memos from the Courts.
2. 'B' Register (C.R.43) After receipt of process memos, it should be entered in the "B" register. This register contains all particulars from the date of receipt of Batta memo to till sending of summons/notices after execution. Separate 'B' register to be maintained for each Court and it should maintained by the concerned Process writer. Actual Cash on hand with the Nazir to be verified during inspection.
3. 'A' Register (C.R.44) After receiving the Batta memos in the 'B' Register, all Batta memos to be entered in 'A' Register. Separate 'A' register to be maintained for each Court and it should maintained by the concerned Process writer for receiving and handing over the case records.
4. 'C' Register (CR- 47) Each Senior Bailiff and Junior Bailiff have to maintain this register. All processes issued to the Senior Bailiff or Junior Bailiff have to be entered in this register and returned the same after duly executed.
5. 'D' Register (CR- 45) Cash Account Register to be maintained by the Nazir. This register contains all cash.(Nazir, Junior Bailiff and Senior Bailiff)
6. Immovable attachment register (CR-32) The details of attachment with regard to immovable properties in respect of all Courts have been entered in this register.
7. Movable properties(CR-31) The details of attachment with regard to movable properties in respect of all Courts have been entered in this register.

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| 8. Curator Register (CR-30) | The attached movable properties viz., cattles and animals and life stocks has been entered in this registers. It has to be verified. |
| 9 Register of refunds, Process and poundage (C.R.23) | This register is maintained for refunds of process fees and foundage fees . It has to be ascertained whether the initials obtained from the concerned.. |
| 10 Register of Postage Stamp account (C.R. 50) | This register is maintained at Nazir Section. The stock of actual stamps on hand as on the date of inspection to be verified. It has also to be ascertained whether the entries have been correspond with the despatch register. |
| 11 Pay acquittance Register | To verify whether the signature of the staff numbers have been properly obtained and signature of verification has been attested by the Judicial Officer. |
| 12 Loans and Advances
i) Loan sanction register
ii) Individual Loan Register
iii) Loan recovery Register | To verify entries with regard to sanctioning of loans and recovery of the loans and also to verify whether the signature has been obtained from the Judicial Officers. |

From among the disposed of Suits or other proceedings already taken for verification have to be taken for verification of registers maintaining in the Nazir section on the following aspects:

- 1 Date of receipt of Batta memos
- 2 preparation of Summon / Notices issuance of Summons / notices to the Senior Bailiff / Junior Bailiff
- 3 Receipt of Summons/ Notices duly executed and
- 4 Mode of service to be verified with the above said registers.

If any serious delay is noticed on any occasion, the Principal District Judge may order to give instructions to avoid such delay in future or to call for explanation from the staff concerned.

GENERAL

1.	<u>Register of Jewels: (CR.54)</u> If any jewels involved in the Civil case is available with Court the same has to be entered in this register and the same has to be kept with box and it has entrusted with the custody of Treasury. It has to verified.
2.	<u>Dividend Register:CR.60</u> Normally the said register is used in the office of Official Receiver.
3.	<u>Library Books (CR.66):</u> Random of books to be taken out and verified during inspection.
4.	<u>Draft judgment:</u> It has to be ascertained whether all the Judgments delivered during the Academic year has been get bounded volume. It has to be verified.
5.	<u>G.Os and High Court Circulars:</u> It has to be ascertained whether all the G.Os and High Court Circulars received during Academic year has been get bounded volume. It has to be verified.
6.	<u>Fire extinguisher:</u> It has to be ascertained whether any precautions have been made against fire accident and verify whether fire extinguisher have been properly refilled.
7.	<u>Cause List:</u> It has to be verified whether, the cause list of the cases posted on every day has been prepared and affixed with notice Board.
8.	<u>Rectification defects and Omissions:</u> It has to be verified whether all the defects and omissions pointed out by the Inspection staff during last year Inspection have been properly rectified.
9.	<u>Reconciliation Statement:</u> It has to be ascertained whether the work of reconciliation is properly made.
10.	<u>Pension Proposals:</u> It has to be ascertained whether any staff member was retired during the period covered under inspection. If so whether the pension proposals have been properly initiated.
11.	<u>Disciplinary Proceedings:</u> (i) It has to be ascertained whether any staff member has been placed under suspension, if so any disciplinary proceedings has been initiated and pending. (ii)It has to be ascertained whether any disciplinary proceedings have been initiated and pending in respect of the Staff members of the Court.

SESSIONS BRANCH

Random of Sessions cases have to be taken out and verify the same on the following aspects.

SESSIONS FILING REGISTER (CRC.1)

It has to be ascertained whether the case has been entered in this Register . The disposal and other relevant entries also to be verified. If any appeal is filed, while submitting the records to the appellate Courts, the appeal No. to be furnished and after the disposal, the nature of disposal to be entered.

DISPOSAL REGISTER (CrI. R7)

Disposal of Sessions cases either convicted or acquittal are entered in this register. The disposal should be made chapterwise and also offencewise. It has to be verified.

PUNISHMENT REGISTER (CrI. R8)

If the case is ended in conviction, necessary entries to be made in this register. It has to be verified.

CMP REGISTER (CR.A3)

All the petitions filed before this Court has been entered in this register. It has to be verified that whether the register has been maintained properly.

PROPERTY REGISTER:(CR.A.12)

All the properties received from the Judicial Magistrate Courts are entered in this register . The pending items at the end of 31st December should be brought forward once in a academic year. After disposal of the case, the nature of disposal and also order passed on the property must be entered in this register then there . Property has to be disposed of after getting necessary report, as to whether any appeal is Pending or not, from the concerned.

Property Register (Valuable items):

All the valuable items are entered in this register and kept with valuable Box and it should be in the custody of Treasury. It has to be verified during Annual Inspection and also to ascertain whether the disposed off case properties are kept pending without any steps. If it is found, suitable directions to be issued.

All the confiscated properties to be entrusted with District Collector, Erode (vide order in W.P.No.22242/2007, dated 02.07.2007 and dated 17.03.2008 and G.O.Ms.No.1509 Home (Cts-1) Dept., dated 25.10.2007.

Fine Register – CR. A.16

The details of fine imposed should be entered in this register, by the Judicial Officers himself. The remittance particulars, refunds and write off if any to be entered in the relevant column. It has to be verified.

Challan Book

It has to be verified whether the fine amount collected has been sent to bank or Treasury immediately on the next working day.

30A Register:

This register containing the particulars of arrears of fine and also the action taken in this regard. This register has to be maintained by all Criminal courts and it should be checked periodically by the officer concerned. It has to be verified during Inspection.

Witness Attendance: (Crl R. 22)

The name and address of all the witnesses present in the criminal case are to be entered in this register. It has to be verified whether the register has been maintained properly.

Witness Batta Register (Crl.R.22A)

The batta paid to the witnesses and certificate issued to the official witnesses who are present to be entered in this register for which signatures to be obtained. It has to be verified during Inspection.

Private Witness Batta : (Crl.A.21)

After depositing the private witness batta amount, the same has to be entered in this register and after examining the witnesses, the amount has to be disbursed for which necessary voucher or signature to be obtained in this register. It has to be verified during Inspection.

Register of Refund Certificates: (Crl.18)

(i) As and when the appellate Courts have set aside the trial Court's Judgment and ordered to refund the fine amounts, necessary bills have to be prepared and handed over to the party concerned after getting signature in the presence of Judicial Officers. The said register has to be verified.

(ii) The compensation amount awarded to the victim has also to be entered in this register and the same has to be refunded to the parties by issuing necessary bills, to whom it is ordered for which necessary entries to be made in this register. After preparing the bills, the same has to be handed over to the parties concerned after getting necessary signatures in the presence of Judicial officers. It has to be verified.

To Deal with the cases specified for Drugs and Cosmetics (Amended)

Act 2008:

The special Courts have been designated to deal with the cases specified for drugs and cosmetics(Amended) Act 2008 in respect of all Districts vide the Hon'ble High Courts in ROC.No.3408/2007/G4, dated 22.01.2013.

Protection of Children from Sexual Offences Act 2012 (Central Act.32/2012)

The Government of Tamil Nadu have notified the Principal District and Sessions Court as a Special Court (Children Court) vide G.O.Ms.No.241 Home (Cts-11) Dept., dated 20.03.2009 and Hon'ble High Court's Official Memorandum in ROC.No.749/A/2013/G4, dated 28.03.2013.

After Inspection:

(i) Meeting the President and Office Bearers of the Association to know about the proper functioning of the Court.

(ii) What are the grievances they have got to ventilated. How to have redressal of the same.

(iii) At the end of the Inspection, calling for the staff members and asking their individual grievance.

(iv) After Inspection, giving instructions to rectify the defects found within the stipulated time and report to District Court.

**VARIOUS MATTERS RELATING TO DISTRICT ADMINISTRATIVE SIDE OF
SUBORDINATE JUDICIARY**

APPOINTMENT

<p>All appointments to the posts which have to be filled up by Direct Recruitment/Promotion shall be made as per the provisions in Special Rules or Adhoc Rules.</p>	<p>Special Rules 6 and 8 for TNJMS and Rule 3-A and 4 of TNBS.</p> <p>For Driver Post – G.O.Ms.No.1021 Home Dept., dated 05.05.1988 (Adhoc rules).</p> <p>For Xerox Operator - G.O.Ms.No.963 Home Dept., dated 28.04.1988 and G.O.Ms.No.656 Home Dept., dated 13.06.1994 (Adhoc rules).</p>
<p>Fill up the vacancy in Judicial Department by way of publications in paper also.</p>	<p>W.P.No.33647/07 and Suo-motu W.P.No.32836/2007 dated 29.04.2008 communicated by Hon'ble High Court, Madras in ROC.No.3512/2007/C-3 dated 13.06.2008.</p>

For TNJM S

The Governor of Tamil Nadu makes Special Rules in respect of Tamil Nadu Judicial Ministerial Service in G.O. No. 2742 Public (Services) dated 30.09.1953.

<p>From the post of Chief Administrative Officer to Assistant in Class IV (Mufassal Courts)</p>	<p>Promotion from a post on the next lower rate or scale of pay in Class IV //or // if no qualified member is available for such promotion, promotion from a post on the next lower rate or scale of pay further below //or // if no qualified member is available for promotion, direct recruitment or recruitment by transfer from any other service</p>	<p>Rule 6 of Special Rules of TNJMS</p>
<p>For the post of Junior Assistant and Typist</p>	<p>Promotion from Examiner / Reader, Senior Bailiff or Direct Recruitment in the proportion of 2:2 ratio i.e., 2 from TNPSC candidate as direct recruitee and 2 from promotive among Examiner / Reader, Senior Bailiff</p>	<p>Rule 9(b)2 of Special Rules of TNJMS</p> <p>To meet out the contingency, the post may be filled up initially through Employment Exchange purely on Temporary under Rule 10(a)(i) of Tamil Nadu State and Subordinate Service. When the temporary candidate discharged from service for want of vacancy may be reappointed strait away in the</p>

		next vacancy in the same category by the same appointing authority without reference to the Employment Exchange, when the period of interval between the dates of discharge and reappointment is not more than 90 days. (G.O.No. 3834 Public (Service 1) Dept. dated 28.12.1971 and Govt. Lr.No. 8107/Per-R dated 22.05.1990.
For the post of Steno-Typist Grade II	Promotion from the senior most eligible steno typist Grade III.	G.O.Ms.No.284 (P&Ar) Dept. dated 19.08.1992.
For the post of Steno-Typist Grade III	Promotion from eligible candidate in the next lower rate or scale of pay in Class IV //or// if no qualified member is available for promotion, direct recruitment	To meet out the contingency, the post may be filled up initially through Employment Exchange purely on Temporary under Rule 10(a)(i) of Tamil Nadu State and Subordinate Service Rules. When the temporary candidate discharged from service for want of vacancy may be reappointed straight away in the next vacancy in the same category by the same appointing authority without reference to the Employment Exchange, when the period of interval between the dates of discharge and reappointment is not more than 90 days. (G.O.No. 3834 Public (Service 1) Dept. dated 28.12.1971 and Govt. Lr.No. 8107/Per-R dated 22.05.1990.
For the post of Examiner/Reader and Senior Bailiff	Direct recruitment //or// Recruitment by transfer from the category of Process Server in Tamil Nadu Basic Service in the proportion of 1:1 ratio. Passing of SSLC is the minimum general educational qualification for promotion of Process Server	Rule 9(c)ii of Special Rules of TNJMS

For the post of Process Server	Promotion from the post of Office Assistant in Tamil Nadu Basic Service	High Court's Circular Roc.5726/96/C1 dated 21.08.199 and Official Memorandum in Roc. No. 2867/2009/ C3 dated 11.11.2009
For the post of Record Assistant	Promotion from the post of Record Clerk in Tamil Nadu General Subordinate Service	G.O.Ms.No. 131 P&AR (Per-C) Dept. dated 03.06.1994 and High Court's Roc.1278/94/ G2 dated 12.01.1995 and 06.02.1995.
For the post of Record Clerk	Direct Recruitment //or// Recruitment by transfer	Rule 4 of Tamil Nadu State and Subordinate Service. G.O. 419 dated 18.07.1989 and G.O.No. 706 dated 16.06.1979
For the post of Office Assistant	Direct Recruitment //or// recruitment by transfer from any other service //or// transfer from Class IV	Passing of VIII Std and completion of probation Class IV or served in said Class for not less than one year shall be eligible for appointment on transfer from the categories in Class IV to the categories in Class III of the said service. G.O.Ms.No. 374 P& AR (Per-F) Dept. dated 22.0.1993.(w.e.f. 01.12.1987)
For the post of Masalchi, Watchman, Sanitary Worker etc.	Direct Recruitment	Candidates for appointment by direct recruitment to any of the categories in Class IV must be able to read and write in Tamil. G.O.Ms.No. 33 P&AR (Per-F) Dept. dated 11.01.1984 (w.e.f. 31.03.1982).

AGE FACTOR

<p>18 years to 30 years for O.C. 18 years to 32 years for B.C. & M.B.C. 18 years to 35 years for S.C. & S.T.</p>
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The age limit does not apply to an applicant belonging to S.C., S.T. and any of B.C. & M.B.C if they possesses a general educational qualification which is higher than minimum general educational qualification	As per Rule 12(d) of Tamil Nadu State and Subordinate Service.
Physically Handicapped candidates are eligible for 10 years age concession	G.O.Ms.No. 704 Public (Services A) Dept. dated 15.04.1964.
No age limit for Ex-Service men for the post of Last Grade Government Services.	G.O.No.5129/A3 Public (Services A) Dept. dated 09.01.1955.

THE CRUCIAL DATE FOR RECKONING AGE LIMIT

Minimum Age limit for entering into Government Service in Direct Recruitment including appoint on compassionate ground i.e., 18 years of age on the 1 st day of July of the year in which the vacancy is notified.	G.O.Ms.No.112 P&AR(S) Dept., dated 23.08.2005.
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ROSTER

Rule of reservation for appointment shall apply at the time of direct recruitment to each of post. At present 200 point of roster is followed	G.O.Ms.No. 55 P&AR (S) dated 08.04.2010. Tamil Nadu Government Gazette No. Part-III-Section 1(b) No.107 dated 08.04.2010.
Provided that this clause shall not apply for promotion or to the first appointment of a person recruitment by transfer.	Rule 12(2)(c) of Tamil Nadu Judicial Ministerial Service Rule 3(A) of Tamil Nadu Basic Service
Priority and Non-priority has to be followed in respect of turns of the 200 point of roster.	G.O.Ms.No. 20 P&AR (K) Dept. dated 12.02.2008 communicated by Hon'ble High Court. Madras in its endorsement in Roc.No. 682/2008/C3 dated 25.02.2008.

PRIORITY CATEGORY

1. Physically challenged person,	G.O.Ms.No.188 P&AR Dept., dated 28.12.1976
2. Destitute Widow	
3. Dependents of Ex-Serviceman	
4. Inter-Caste Marriage	
5. Ousted Government Employees etc.,	
6. Blind, Deaf and Dumb.	
7. Land acquired person.	

REGULARISATION

The date of regularization of services are necessary in respect of persons who were originally appointed to a post. A Government servant commences his probation only from the date of his regular appointment.

Under Rule 35 (a) of Tamil Nadu State and Subordinate Service rules has enumerated that seniority will count from the date of one's first appointment to the Services. Class, Category or Grade. In case of direct recruitment or transfer with in the purview of the commission that body drawn up a list of candidates and arrange them in the order of preference.

In respect of **other appointment outside the purview of the commission**, there are authorities who are authorized under rule to select candidates for regular appointments and arrange the candidates in the order of preference in an approved list or panel subject to the rule of reservation where it applies. The dates of regularization are determined with reference to the date of joining duty of the senior most candidate in the approved list. This result in some of the candidates losing part of the service rendered.

PROBATION

In G.O.Ms.No. 57 Public (Service) Dept. dated 08.01.1992 instruction were issued for the avoidance of delay in the declaration of probation and providing for automotive completion of probation.

<p><u>For TNJMS</u></p> <p>Every person appointed to any class or category otherwise than by promotion shall be on probation for a total period of two years on duty within a continuous period of three years.</p> <p>Provided that a member of the Service appointed to the post of Junior Assistant shall be allowed to count the period of Foundational Training undergone by him, towards the prescribed period of probation.</p>	<p>Rule 27(a) of Tamil Nadu Judicial Ministerial Service.</p>
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OBSERVENCE BEFORE DECLARTION OF PROBATION IN RESPECT OF JUNIOR ASSISTANT AND TYPIST ON BY DIRECT RECRUITMENT

Category	Test or Examination to be passed	Period
<p>Junior Assistant (appointed by direct recruitment)</p>	<p>Foundational Training for a period of 2 months. (As per Rule 37 of TNJMS)</p>	<p>Within the prescribed period of probation. Note: Otherwise the probation period of the concerned staff to be extended as per Rule 31 of TNJMS.</p> <p>The maximum period shall be extended to enable the Government Servant to acquire the test qualification, be fixed as 5 years as per</p>

		Rule 26 of TNS&SS Rules. G.O.Ms.No. 1168 P&AR (Per.P) Dept. dated 20.11.1981 and Rule 31 of TNJMS.
Typist (appointed by direct recruitment)	1. Typewriting by the Higher Grade (Tamil or English) 2. Typewriting by the Lower Grade (Tamil) (As per Rule 37 of TNJMS)	Before appointment as full members. Within the period of probation or within a period of 2 years from the date of appointment to the post. Note: Otherwise the probation period of the concerned staff to be extended as per Rule 31 of TNJMS. The maximum period shall be extended to enable the Government Servant to acquire the test qualification, be fixed as 5 years as per Rule 26 of TNS&SS Rules. G.O.Ms.No. 1168 P&AR (Per.P) Dept. dated 20.11.1981 and Rule 31 of TNJMS

For TNBS:- The period of probation in the case of person appointed by direct recruitment or by recruitment by transfer shall be a total period of one year on duty within a continuous period of three years.	Rule 6(b) of Tamil Nadu Basic Service
For TNGSS:- Every person appointed to any category 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 of Record Clerk 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	Rule 5 of Special Rules for Class XXII of Tamil Nadu General Subordinate Service. G.O.Ms.No. 682 P&AR (Per.C) Dept. Dated 13.07.1984 w.e.f. 13.07.1984.

PAY

In respect of the concerned post, the Government have announced pay structure on the recommendation of the Official Committee on revision of scale of pay and allowances etc., in schedule in of the Tamil Nadu Revised scale of pay Rules 2009.	G.O.Ms.No. 234 Finance (Pay Cell) Dept. dated 01.06.2009.
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INCREMENT

All duty in a post on a time-scale shall count for increments in that time-scale	Fundamental Rules 26(a)
Increments be sanctioned to Government Servants on the due dates even when they happen to be on Earned Leave, Unearned Leave on Medical Certificate and Unearned Leave on Private Affairs on half pay on the date of accrual of increments after they rejoin duty.	G.O.Ms.No. 397 P&AR (FR-DO.1) dated 18.02.1992.
The annual increment shall be at the rate of 3% of the pay + Grade pay in the revised pay scale.	Para 3(d) of G.O.Ms.No.234 Finance (Pay Cell) Dept. dated 01.06.2009.
In the respect of increment due of 4 quarters namely January, April, July and October except incases where the pay of a Government employee is stepped up due to junior getting more pay then senior for whom the next increment shall be on completion of one year of service from the date of such stepping up of pay.	Para 3(c) of G.O.Ms.No. 234 Finance (Pay Cell) Dept. dated 01.06.2009.
The right conferred by passing the examination is the right to draw an increment from the day following the last of day of the examination or test which he passed.	G.O.Ms.No. 446 Public Services dated 01.05.1934 Ruling -2 under F.R. 26(a)

SELECTION GRADE / SPECIAL GRADE

For advancement to Selection Grade/Special Grades all employees who have put in 10/20 of satisfactory service and who satisfy all the qualifications prescribed under the Special rules/Adhoc rules prescribed for promotion to the higher post shall be eligible.	G.O.Ms.No. 68 P&AR (Per.S) Dept. dated 07.08.1986.
The criterion that one should possess the qualifications and pass the tests, if any, prescribed for next higher post need not be insisted upon for movement to Selection/ Special Grades. All other conditions and guidelines contained in G.O.Ms.No. 68 P&AR (Per.S) Dept. dated 07.08.1986 will remain unchanged.	G.O.Ms.No. 276 P&AR (Per.S) Dept. dated 07.08.1992.

<p>The advancement of Selection/Special Grades, a panel of all eligible employees, who will be completing 10 years/ 20 years of service between 1st January to 31st December of the succeeding year and got approved by the appointing authority.</p>	<p>In Chapter-II, (iii)(a) of Handbook on Office Administration</p>
<p>The cases of persons whose names have not included in the panel, shall be reviewed while preparing subsequent panels.</p>	<p>In Chapter-II, 11(V) of Handbook on Office Administration</p>
<p>Service rendered in lower post on other duty should not be taken into account for qualifying service in the higher post for advancement to the Selection/Special Grades. The service rendered in an equivalent or higher post on other duty should be taken into account for advancement to Selection/Special Grades.</p>	<p>In Chapter-II, 11(VI) of Handbook on Office Administration</p>
<p>The Selection/ Special Grades shall be continued in the revised pay scale to employees drawing the Grade pay from Rs. 1300/- to Rs.6000/- and such employees shall be allowed to move to Selection Grade on completion 10 years of service in the ordinary grade post and to Special Grade on completion of 10 years in the Selection Grade post or 20 years of total service in a post. The post of such employees who have moved to Selection Grade/Special Grade on or after 01.01.2006 shall be fixed on the date of award of Selection/Special Grade by granting the benefit of one increment equal to 3% of the Basic pay including Grade pay in the same Pay Band and Grade pay.</p>	<p>Para-4 of G.O.Ms.No.234 Finance (Pay Cell) Dept. dated 01.06.2009.</p>

ONE MORE INCREMENT FOR 30 YEARS OF SERVICE

AS INCENTIVE

<p>Employees stagnating in a post beyond the 30 years i.e. employees stagnating from the Special Grade beyond 10 years be granted with one bonus increment as incentive.</p>	<p>G.O.No. 562 Finance (Pay Cell) Dept. dated 28.09.1998</p>
<p>Such granting of one bonus increment as incentive is not granted for relinquished persons.</p>	<p>Government Lr. No. 35681 Finance (Pay Cell) Dept. dated 17.07.2000</p>

PROMOTION

<p>In case of promotion one increment equal to 3% of the sum of the pay in the Pay Band and the existing Grade Pay shall be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the pay band. The difference in grade pay corresponding to the promotion post and the feeder post will thereafter be granted in addition to this pay in the pay band. In cases where promotion involves change in the pay band also., the same methodology shall be followed. However, if the pay in the pay band after addition of the increment is less than the minimum of the higher pay band to which promotion is taking place, pay in the pay band will be stepped to such minimum.</p>	<p>Para-10 of G.O.Ms.No.234 Finance (Pay Cell) Dept. dated 01.06.2009.</p>
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FULL ADDITIONAL CHARGE ALLOWANCE

<p>The additional pay for holding full additional charge shall be granted at the rate of 1/5 of pay drawn in the regular post or half of the minimum pay of additional post whichever is less for the period of five months. Additional pay shall not be paid for the period of holding full additional charge in excess of five months.</p>	<p>Rule 49 (i) (iii) of Fundamental Rules</p>
<p>The Additional pay for holding full additional charge shall be granted at the rate of 1/5 of the pay drawn in the regular post or half of the minimum pay of the additional post, whichever is less. The additional pay shall be sanctioned irrespective of the duration of the charge held or the number of posts of additional charge held by Group A & B Officers only.</p>	<p>G.O.Ms.No. 122 P&AR Dept. dated 03.10.2011</p>

REQUIRED PAPERS FOR FULL ADDITIONAL CHARGE

<p>■</p>	<p>Hon'ble High Court's Official Memorandum for placing of the Officer to hold the Full Additional Charge of a post.</p>
<p>■</p>	<p>Certificate of Transfer of Charge paper for holding the Full Additional Charge of the relevant post.</p>
<p>■</p>	<p>Hon'ble High Court's notification for posting of Officer in which the Officer hold Full Additional Charge.</p>
<p>■</p>	<p>Certificate of Transfer of Charge paper for handed over charge of the post of full additional to the posted Officer.</p>

■	Monthwise statement for disposal of cases both in Regular post and Full Additional Charge of the post with After Full Trial.
■	Certificate has to furnish as to
	(*). Whether any other Officer hold Full Additional Charge. (*). Details of leave availing during Full Additional charge except Casual Leave. (*). Details regarding training undergone during Full Additional Charge.

EARNED LEAVE

<p><u>For Permanent Government Servants:-</u> Earned Leave shall be credited to the leave account of permanent Government servant at the rate of 2½ days for each completed calendar month of service which he is likely to render in a half year in which he is appointed.</p>	<p>Fundamental Rules Chapter-II (18) (1) (iii)</p>
<p><u>For Non-permanent Government servant (Probationer and Temporary):-</u> In the case of non-permanent Government servant. (Probationer and Temporary) earned leave shall be credited to the leave account at the rate of 2 ½ days for every two completed calendar months of service which he is likely to render in half year of the calendar year subject to a maximum of 30 days.</p>	<p>Fundamental Rules Chapter-II (18) (1) (viii)</p>
<p><u>For Government servant in Basic Service:-</u> A Government servant in basic service shall be entitled for advance credit of earned leave as ordered in item (i) above after completion of 5 years of regular service. Those who have put in less than 5 years of regular service shall be governed by the provision under item (viii) above.</p>	<p>Fundamental Rules Chapter-II (18) (1) (ix)</p>

SURRENDER OF EARNED LEAVE

<p>i). Surrender of eared leave shall be permitted while on duty and also while on all kinds of leave except Extraordinary Leave without Allowances (without Medical Certificate) and Unearned Leave on Private Affairs.</p> <p>ii). For surrender of earned leave not exceeding 30 days, the interval between one surrender and another shall be 24 months: for surrender not exceeding 15 days of earned leave the interval shall be 12 months.</p> <p>iii). Application for surrender of earned leave can be made on or before the due date for surrender. Applications received within a month from the due</p>	<p>Fundamental Rules Chapter-II (18) (1a)</p> <p>G.O.Ms.No.19 P&AR F.R.(II) Dept.,dated 23.02.2006</p>
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date shall also be allowed. The date of surrender shall be indicated in the application for surrender of earned leave.

ENCASHMENT OF EARNED LEAVE AT THE TIME OF RETIREMENT

Leave at the credit of a Government servant in his leave account other than earned leave shall lapse on the date of retirement or on the date termination of the extension of service. The competent authority (leave sanctioning authority) shall suo motu sanction without waiting for the formal application from the Government servant concerned servant concerned the encashment of earned leave at the credit of the Government servant on the date of retirement or on the date of termination of the extension of service subject to a maximum of 240 days.

Rule 86 of F.R. and Rule 7 of Tamil Nadu Leave Rules.

ENCASHMENT OF EARNED LEAVE AT THE TIME OF DEATH OF A GOVERNMENT SERVANT WHILE IN SERVICE

The family of a Government servant who dies in service (whether on duty or on leave including leave preparatory to retirement) shall be eligible for the leave salary pay left over at the credit of the Government servant on the date of death, subject to a maximum of 240 days.

G.O.Ms.No. 1072 Finance (FR.II) dated 18.08.1972.
G.O.Ms.No.444 Finance (FR.II) dated 13.10.1976.

MATERNITY LEAVE

A Woman Government servant with less than two surviving children may be allowed maternity leave for a period of 90 days from the date of its commencement.

ii). The requirement of production of medical certificate leave of the kind due and admissible upto a maximum of one year may, if applied for, be granted in continuation of Maternity Leave granted.

For Probationer and Temporary Government Servants:-

Earned leave at credit to be availed first and balance of period falling short of 90 days can be granted as maternity leave.

G.O.Ms.No.51 P&AR (F.R.III) Dept., dated 16.05.2011

G.O.Ms.No.61 P&AR (F.R.III) Dept., dated 16.06.2011

G.O.Ms.No. 237 P&AR (FR.II) dated 29.06.1993

UNERANED LEAVE ON MEDICAL CERTIFICATE

Upto 5 years	3 months (90 days. i.e. 3x30 days)	G.O.Ms.No.1119 P&AR dated 02.08.1979
More than 5 years but less than 10 years	6 months (180 days. i.e. 6x30 days)	
More than 10 years but less than 15 years	9 months (270 days. i.e. 9x30 days)	
More than 15 years but less then 20 years	12 months (360 days. i.e. 12x30 days)	
More than 20 years	18 months (540 days. i.e. 18x30 days)	

PREFIXING AND SUFFIXING HOLIDAYS NOT FOR MEDICAL LEAVE

Prefixing and suffixing holidays is allowed for Earned Leave and not for any other kind of Leave in instructions 3(c) and F.R.68.	G.O.Ms.No.125 P&AR(F.R.III(2) dated 30.05.1994
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REFERENCE TO THE MEDICAL BOARD

1). If a Government servant applies for Unearned leave on Medical Certificate exceeding 60 days in all or in piecemeal combined with some other kinds of leave.	Government Letter No.96430 P&AR F.R.III Dept., dated 08.04.1982.
2). Immediately after transfer even though the leave is less than 60 days.	G.O.Ms.No.267 P&AR (F.R.III) Dept., dated 03.11.1998
3). At the discretion of the leave sanctioning authority in case of frequent application for grant of Unearned leave on Medical Certificate even though it is less than 60 days.	Rule 9-A under F.R.74.

UNERANED LEAVE ON PRIVATE AFFAIRS

SUPERIOR SERVICE		
1.	Temporary Government servants and Probationers	- Nil -
2.	Approved Probationers and permanent Government servants	180 days (i.e. 6x30 days) in all. Three months at a time
3.	Leave Salary allowances	Half of pay last drawn plus full allowances.
		T.N.L.R.25
		T.N.L.R.28(b)

BASIC SERVICE

1.	Temporary Government servants Probationers and permanent Government servants – Upto 15 years of service	-Nil-	
2.	After 15 years of regular service	180 days (i.e. 6x30 days) in all and 90 days (i.e. 3x30 days) at a time	G.O.Ms.No.626 Fin. dated 08.02.1971
3.	Leave Salary	Half of pay last drawn plus full allowances.	T.N.L.R.28(b)

EXTRAORDINARY LEAVE WITHOUT ALLOWANCES

SUPERIOR SERVICE			
1.	Temporary Government Servants and probationers (less than 5 years of service).	180 days (i.e. 6x30 days) in normal cases and twenty four months (i.e. 24x30 days) for treatment of T.B. Of leprosy for persons who are in continuous service exceeding one year.	T.N.L.R.23(a)(ii)
2.	Approved probationers and permanent Government servants (more than 5 years of service).	Upto one year at a time.	F.R.18

TRANSFER OF GOVERNMENT SERVANTS

Transfer of Government servants from one station/post to another – Once in 3 years	Consolidated instructions issued in G.O.Ms, No. 10 P&AR (Per.S) dated 07.01.1994 and clarification issued from time to time.
At the time of Transfer:- 1). Request transfer application of concerned staff. 2). Mutual transfer application of concerned staff. 3). Transfer to place where the spouse is working. 4). Other cases may be considered.	The Principal District Judge is the transferring authority for all staff members both Civil and Criminal Courts in respect of the concerned District except the staff members of Record Clerk, Office Assistant, Sweeper, Watchman, Masalchi etc. in Criminal Courts of the Concerned District who are in TNBS since the CJM is the appointing authority - vide High Court's letter in No.5894/06/ RAC dated 01.03.2007

VOLUNTARY RETIREMENT

<p>After completion of 20 years of qualifying service or 50 years of age, notice of not less than 3 months for Voluntary Retirement may be given in writing directly to the appointing authority.</p> <p>Weightage upto 5 years shall be given subject to the condition total qualifying service including the weightage shall not in any case exceed 33 years. Amendment G.O. 282 dated 26.11.1998.</p>	<p>G.O.Ms.No.376 P&AR (FR.iii) Dept. dated 11.12.1995.</p>
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NOTICE OF VOLUNTARY RETIREMENT SHALL BE ACCEPTED SUBJECT TO THE FULFILLMENT OF THE FOLLOWING CONDITIONS

<p>i). No disciplinary proceedings are contemplated or pending against the Government servant, for imposition of any major penalty.</p> <p>ii). No prosecution is contemplated or pending in a Court of Law against the Government servant.</p> <p>iii). A Vigilance and Anti-Corruption report is required before</p> <p>iv). No Government due is pending recovery from the Government servant concerned.</p> <p>v). No contractual obligation</p>	<p>F.R 56 (3) (e)</p>
<p>If no orders either accepting or rejecting the Voluntary retirement are issued before expire of notice period, then the Voluntary Retirement shall become deemed. The appointing authority shall therefore, pass appropriate orders before the expiry of the Notice period.</p>	<p>F.R 56 (3) (f)</p>
<p>Voluntary Retirement Notice can be withdrawn before the expiry of Notice period, with the approval of the appointing authority.</p>	<p>F.R. 56 (3) (g)</p>

CONSEQUENCE OF RESIGNATION

A member of a service shall if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Government.

Rule 41 of Tamil Nadu State and Subordinate Service

A member of a service, who has resigned his appointment and contested in the General Election to Parliament of State Legislature or in the Elections to local bodies either as a party candidate shall not be eligible for reappointment to any service.

**G.O.Ms.No. 534 P&AR (Per.P)
dated 21.05.1985.**

ACCEPTANCE OF RESIGNATION

A Government servant may resign his appointment by giving notice of not less than three months in writing direct to the appointing authority with a copy marked to his immediate superior officer. The period of three months notice shall be reckoned from the date of receipt of such notice by the appointing authority.

**Rule 41A(a) of TNS&SS
G.O.Ms.No. 144 P&AR(s) Dept.,
dated 17.06.1998.**

Where a Government servant, under suspension or against whom disciplinary or criminal action or vigilance enquiry is pending, seeks to resign, the appointing authority shall examine the nature and gravity of the case and may accept the resignation, if the case is not such as would warrant rejection of the notice of resignation.

Rule 41A(e) of TNS&SS

RELINQUISHMENT OF RIGHTS BY MEMBERS

Any person may in writing relinquish any right or privilege to which he may be entitled under these rules or the Special Rules, if in the opinion of the appointing authority, such relinquishment is not opposed to public interest; and nothing contained in these rules or the Special Rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

Rule 47 of Tamil Nadu State and Subordinate Service Rules

Relinquishment of a right of privilege for a temporary period shall be accepted if it is made for a period of not less than three years subject

**G.O.Ms.No. 783 P&AR Dept. Dated
09.08.1982**

<p>to the condition that after the expiry of the said period., the claim of the right or privilege relinquished will be with reference to the state of affairs that exist on the date of expiry of period of relinquishment and without restoration of original seniority. If relinquishment of right or privilege is made permanently and is accepted subsequent claim of the relinquished rights or privileges shall not be entertained.</p>	<p>G.O.Ms.No.173 P&AR Dept. Dated 15.03.1988</p>
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ALTERATION OF DATE OF BIRTH

<p>After a person has entered service, an application to alter the date of his birth as entered in the official records shall be entertained only if such an application is made within five years of such entry into service. Such an application shall be made to the authority competent to make an appointment to the post held by the applicant at the time of his application and shall be disposed of in accordance with the procedure laid down in sub-rule (a).</p>	<p align="center">Rule 49 of TNS&SS G.O.Ms.No. 1166. Public (Ser.A) dated 07.07.1961</p>
<p>After a person has entered service, if it is found that his date of birth entered in his Service Register is different from that entered in the Secondary School Leaving Certificate or Military Discharge Certificate, which may be due to some clerical error or otherwise wrong entries, application for correction of such clerical error or wrong entries shall be made to the appointing authority. Such corrections in the Service Register shall be made straightway by the appointing authority. If the date of birth in the Service Register was entered on the basis of the Secondary School-Leaving Certificate, correction of clerical error or wrong entries shall be made only with reference to the Secondary School-Leaving Certificate and if the date of birth in the Service Register was entered on the basis of the Military Discharge Certificate, correction of clerical error or wrong entries shall be made only with reference to the Military Discharge Certificate. Where the Secondary School-Leaving Certificate and the Military Discharge Certificate contain different dates</p>	<p align="center">G.O.Ms.No. 855 P&AR(Per.P) dated 28.08.1986</p>

of birth, the date of birth entered in the Secondary School Leaving Certificate shall be accepted. But the date of birth entered in the Military Discharge Certificate shall be accepted in the absence of the Secondary School Leaving Certificate.

DISCIPLINARY PROCEEDINGS

The Tamil Nadu Civil Service (*Discipline and Appeal) Rules come into force on and from 1st January, 1995.

* G.O.Ms.No.149 P&AR Dept., dated 23.06.1994.

PENALTIES

Enumerated in **Rule 8** are classified as
Minor and Major penalties and they are as below.

Minor Penalty under Rule 17(a)

Censure	Fine (to whom this is permissible under the rule	Withholding of increments (or) promotion	Recovery from pay of the whole (or) part of the pecuniary loss caused by negligence (or) breach of orders	Suspension when a person has already been suspended
Rule 8(i)	Rule 8(ii)	Rule 8(iii)	Rule 8(v)	Rule 8(ix)

Major Penalty under Rule 17(b)

Reduction to a lower rank in the seniority list (or) to a lower post not being lower than that to which he was directly recruited.	Compulsory retirement	Removal from Civil Service of the State Government.	Dismissal from the Civil Services of the State Government.
Rule 8(iv)	Rule 8(vi)	Rule 8(vii)	Rule 8(viii)

Recovery of the monetary value equivalent to withholding of increments shall be resorted to only in cases where the punishment of withholding increment cannot be implemented fully consequent on the promotion of the person to a higher post prior to the imposition of the punishment.	G.O.Ms.No.55 P&AR (N) Dept., dated 06.06.2002.
The penalties mentioned in items (vi), (vii) (or (viii)) as the case shall be imposed on a Government Servant for the violation of Rule 19 of Tamil Nadu Government Servant Conduct Rules 1973.	Rule 8 of Tamil Nadu Civil Service (Discipline and Appeal) Rules.
The removal of a person from the Civil Service of the State Government shall not disqualify him for future employment, but the dismissal of a person from the Civil Service of the State Government shall ordinarily disqualify him for future employment.	G.O.Ms.No.62 P&AR(N) Dept., dated 02.02.1996.
"Fine" to be imposed on members of Tamil Nadu Basic Service and on a person holding any of the posts specified in Appendix-II to this rule.	Rule 10 of Tamil Nadu Civil Service (Discipline and Appeal) Rules.
The State Government to impose penalties on members of the state services.	Rule 12(1) Tamil Nadu Civil Service (Discipline and Appeal) Rules.
The authorities competent to impose suspension (or) minor penalties.	Rule 14(a)(1) Tamil Nadu Civil Service (Discipline and Appeal) Rules.
The immediate Superior Officer of the State Services means the immediate Superior Officer of the State Services under whom the delinquent was working at the time when lapses were committed and includes his successor in office.	G.O.Ms.No.454 P&AR Dept., dated 18.08.1988.
Authorities competent to impose major penalties.	
Disciplinary Proceedings - Initiation of disciplinary proceedings – Time Limit – Revised instructions.	Government Letter.No.1118P&AR(N) Dept., dated 22.12.1987 and Govt.Lr.No.14820 dated 04.11.2010.
Political influences – Bringing of Political - 1 st time advice, 2 nd time warning, 3 rd time disciplinary proceedings initiation (Violation of Conduct Rules 18).	Government Letter.No.9637P&AR(A) Dept., dated 14.04.1995.
Engagement of counsel by the accused officer – Permitting advocate of the Accused officer to peruse the records – Instructions.	G.O.Ms.No.191P&AR(N) Dept., dated 27.03.1988.

Refrain for participating in Private function organized by Businessman, Traders, Industrial Organizations, Caste and Religion etc.,	Government Letter.No.6799Public (Spl.-B) Dept., dated 27.02.1991.
Permission to rejoin duty after unauthorized absence / on leave exceedings permissible limit – Revised Instructions (Vide Rules 18(1), 18(2) and 18(3) of F.R).	Government Letter.No.8699P&AR (FR-III) Dept., dated 08.08.1991.
Withheld promotion on pending charge to be informed to the person deferred.	G.O.Ms.No.367 P&AR Dept., dated 12.11.1992. Government Letter.No.94211P&AR(S) Dept., dated 13.02.1995 and
Avoiding of taking of action against the Government Servant - Again on the copies of petition on which action has already been taken – Instructions.	Government Letter.No.6756P&AR (Pers-N) dated 23.03.1993.
Disciplinary pendency of cases – Conversion of charges under rule 17(b) to proceedings u/r.17(a) of Tamil Nadu Civil Service (Discipline and Appeal) Rules – Review instructions to the Reviewing Authority.	Government Letter.No.7487P&AR(N) Dept., dated 04.05.1994.
Finalization of disciplinary cases on the eve of superannuation instructions.	Government Letter.No.55316P&AR(N) Dept., dated 12.09.1994. Government Letter.No.97772P&AR (N) Dept., dated 24.03.1995.
Criminal cases based on same allegations, same facts, evidence entered in acquitted cannot conclude departmental procedure - can be initiated or continued notwithstanding the acquittal in the criminal cases – Instructions.	Government Letter.No.14490P&AR (N) Dept., dated 18.04.1995.
Disciplinary Proceedings on a Government Servant convicted by a Court not to wait the result of the appeal against his conviction by the lower Court.	Government Letter.No.126P&AR(N) Dept., dated 26.04.1995.
Disciplinary Proceedings – Standard forms prescribed in addition to the forms already communicated for adoption by the disciplinary authority (Form Nos.I to VIII besides the form Nos.IX to XII)	Government Letter (Ms) No.2 P&AR(N) Dept., dated 04.01.2002.
To avoid delay in finalizing Disciplinary/Vigilance cases	Govt. Letter No. 14820/P&AR Dept. dated 04.11.2010 with Govt. Lr. 1118/P&AR (N) Dept. Dt: 22.12.1987.
Disciplinary Proceedings – Guidelines for 17(a) and 17(b) charge.	Govt. Letter No. 14353/P&AR (N) Dept. dated 11.03.1993.

Ex-parte Enquiry	G.O.146 dated 22.06.1984. Government Letter No.73063 P&AR(N) Dept., dated 01.06.1988.
Extension of service on superannuation	Govt.Letter.No.88890 F.R.III dated 24.03.1995.
The appointing authority competent to impose the Major Penalties.	Rule 14(a)(2) of Tamil Nadu Civil Service (Discipline and Appeal) Rules.
Authorities competent to impose penalties on persons whose service lent to another department.	Rule 16 of Tamil Nadu Civil Service (Discipline and Appeal) Rules.
Procedure for taking action against persons whose services are borrowed.	Rule 16 (B) of Tamil Nadu Civil Service (Discipline and Appeal) Rules.
Procedure to be followed while it is proposed to impose Minor Penalties.	Rule 17(a) of Tamil Nadu Civil Service (Discipline and Appeal) Rules.
The withholding increment without cumulative effect for a period exceeding 3 years or withhold increment of pay with cumulative effect for any period the procedure laid down in Sub rule (b) shall be followed before making any orders imposing on Government Servant any such penalty.	G.O.Ms.No.397 P&AR (N) Dept., dated 01.04.1980.
Procedure to be followed when a Government Servant is convicted on a Criminal Charge.	Rule 17(c) of Tamil Nadu Civil Service (Discipline and Appeal) Rules.
Procedure to be followed also in case of person appointed temporarily u/r.10(a)(i) (or) promoted u/r.39 of Tamil Nadu State and Subordinate Service Rules.	Rule IV 17(d) of Tamil Nadu Civil Service (Discipline and Appeal) Rules.
Condition under which a member of a Civil Service be placed under suspension.	Rule 17(e) of Tamil Nadu Civil Service (Discipline and Appeal) Rules. G.O.Ms.No.217 P&AR (N) Dept., dated 13.12.2001.
Condition under which Ex-Parte enquiry to be resorted to	Rule 17(f) of Tamil Nadu Civil Service (Discipline and Appeal) Rules. G.O.Ms.No.146 P&AR (N) Dept., dated 22.06.1994.
Appeal against the Penalties imposed by the authorities other than Government.	Rule 19 of Tamil Nadu Civil Service (Discipline and Appeal) Rules. G.O.Ms.No.188 P&AR Dept., dated 02.03.1990.
Petitions for review to Government where the original order is passed by Government.	Rule 20 of Tamil Nadu Civil Service (Discipline and Appeal) Rules.
Powers of the Appellate Authority.	Rule 23 of Tamil Nadu Civil Service (Discipline and Appeal) Rules.
Conditions under which an appeal may be withheld.	Rule 27 of Tamil Nadu Civil Service (Discipline and Appeal) Rules.

Revision-Sue-Motu /Revision of any orders by the appellate higher authority when no appeal is preferred.	Rule 36 of Tamil Nadu Civil Service (Discipline and Appeal) Rules.
Orders proposed to be revised within 6 months of the date of order.	G.O.Ms.No.63 P&AR (N) Dept., dated 02.02.1996.
Review – State Government to review any order passed by them on the basis of New material at any time.	Rule 37 of Tamil Nadu Civil Service (Discipline and Appeal) Rules. G.O.Ms.No.406 P&AR Dept., dated 23.12.1992
Model form for framing of charges issuing of guidelines.	G.O.Ms.No.124 P&AR Dept., dated 27.02.1996.
Questionnaire to be enclosed when 17(b) Charge has been initiated issuance of instructions.	Government Letter No.22893 P&AR(N) Dept., dated 03.03.1998.
Government Servant under suspension u/r.17(c) of Criminal misconduct. Initiation of Criminal and departmental proceedings – Clarification – Issued.	Government Letter No.54473 P&AR(N) Dept., dated 03.12.2001.
Copy of Inquiry Officer's report to be communicated before imposing any Major Penalties	G.O.Ms.No.405 P&AR Dept., dated 19.09.1990.
Appeal time – 2 months.	Rule 27 (3) of Tamil Nadu Civil Service (Discipline and Appeal) Rules.
Departmental Proceedings have been initiated against a Government Servant u/r.17(b) for any acts of grave misconduct and negligence prior to his retirement (or) during his re-employment, shall after his final retirement be deemed to be a proceedings in the same manner as if the Government Servant had continued in service.	Rule 9 (2) of Tamil Nadu Pension Rules.
On attaining age of superannuation against to whom any departmental proceedings continued u/r.9(2)(a) a provisional pension u/r.60 (or) 69 of Tamil Nadu Pension Rules be sanctioned.	Rule 9 (4) of Tamil Nadu Pension Rules.
No gratuity shall be authorized to the retired Government Servant until the conclusion of such proceedings and issue of final orders thereon.	Rule 60 (1)(c) of Tamil Nadu Pension Rules and Rule 69(1)(b) of Tamil Nadu Pension Rules.
DCRG shall be released in full to Government Servant who are permitted to retire without prejudice to the disciplinary action pending against him only for the administrative lapse not involving any pecuniary loss to Government.	G.O.Ms.No.467 Finance Pension dated 04.07.1988.

Punishment can be imposed u/r.9 of Tamil Nadu Pension Rules.	Rule 9 (1)(a) of Tamil Nadu Pension Rules.
To treat the period of suspension of a Government Servant who dies before conclusion of the proceedings initiated against him.	F.R.54-B(2).
Orders of removal, dismissal or compulsory retirement shall not be issued retrospectively.	Rule 8 and F.R.54 G.O.Ms.No.278 Fin.F.R. dated 24.02.1972.
Leave shall not be granted to a Government Servant under suspension.	F.R.55.

CONDUCT RULES

No Government Servant, shall, except with a previous sanction of the Government, accept or permit his wife or any other family member of his family to accept from any person any gift when value exceeding Rs.1,000/-	Rule 3, Tamil Nadu Government Servant Conduct Rules. G.O.Ms.No.225 P& AR Dept., dated 11.09.1998.
Sanction of Government shall not be necessary for acceptance of gift from a personal friend of value not exceeding Rs.5,000/- on special occasion.	Rule 3 (a) (b)*, Tamil Nadu Government Servant Conduct Rules. G.O.Ms.No.225 P& AR Dept., dated 11.09.1998. *G.O.Ms.No.184 P& AR Dept., dated 15.06.1993.
When loan raised from Bank prior permission is required.	Rule 6(4)(i), Tamil Nadu Government Servant Conduct Rules.
No Government Servant shall, except after notice to the prescribed authority acquired or dispose any immovable property by lease mortgage purchase, sale, gift, exchange in his own name or in the name of any member of his family.	Rule 7(1)(a), Tamil Nadu Government Servant Conduct Rules.
A Government Servant who enters any transaction *concerning any movable property exceeding various amounts. Group-A – Rs.80,000/- Group-B – Rs.60,000/- Group-C – Rs.40,000/- Group-D – Rs.20,000/-	Rule 7(2) Tamil Nadu Government Servant Conduct Rules. *G.O.Ms.No.39 P& AR Dept., dated 09.03.2010.

COMPASSIONATE GROUND APPOINTMENT

<p>Appointment on compassionate grounds will be given to the wife of the deceased Government servant or only to the person nominated by the wife of the deceased Government servant who are eligible for appointment on compassionate grounds as per para 2 of G.O.Ms.No.73, Employment Services, dated 26.10.1983.</p>	<p>G.O.Ms.No.8 dated: 7th January 1987</p>
<p>The expression 'sons and daughters' in this rule includes widowed daughter, divorced daughter, or a married daughter deserted by her husband and living with the family of the deceased Government servant, a legally adopted son or legally adopted daughter, whose adoption was made during the life time of the deceased Government Servant</p>	<p>G.O.Ms.No.321, P&AR (PER.S) Dept., dt. 7.12.1994.</p>
<p>Maximum age limit for appointment by direct recruitment in the case of appointment on Compassionate grounds, the maximum age limit shall be 35 years in respect of the sons or the unmarried daughters and “50 years in respect of wife and 40 years in respect of husband” of the Government servant, who died in harness while in service, or retired from service on medical invalidation before attaining the age of fifty years as the case may be</p>	<p>G.O.Ms.No.20 P&AR (S) Department dated 02.02.98</p>
<p>10 (a) (i) Temporary Government servants are not eligible for appointment on compassionate ground</p>	<p>G.O. Ms. No.560 P&AR Dept. dt. 3.8.77 G.O.1263 dated 23.5.1980</p>
<p>Compassionate ground unmarried Govt. Servant who die in harness unmarried brothers and unmarried sisters.</p>	<p>Govt. Lr.No.37455/Q2 dated 28.04.2010</p>
<p>Application for appointment on Compassionate ground to be submitted with in 3 years of the death of the deceased Govt. Servant</p>	<p>G.O.Ms.No.120 Labour and Employment Dept., dated 26.06.1995</p>
<p>Revised Proforma – 18 columns format of prescribed for appointment on compassionate ground Integrated format of certificate to be issued by the Tahsildar to the applicant who seek appointment on compassionate ground.</p>	<p>Govt. Lr. No.55 Labour & Employment (Q1) Dept dt. 24.05.2006 Govt. Lr. No.54 Labour Employment (Q1) Dept. dt. 23.05.2006.</p>

Written Test to be conducted for consideration of applicant for the post of Junior Assistant on Compassionate ground appointment	Hon'ble High Courts ROC No. 1094/A96/C4 dt. 30.04.1996
Compassionate ground – Unmarried daughters subsequently married 3 undertaking are required	G.O. No.165 Labour and Employment Dept. dated 30.08.2010
Compassionate ground appointment to be made in correct post	Govt. Lr. 55906/Home Dept., dt. 29.08.1990
Guidelines issued for submission of Regularisation proposal in respect of staff appointed on compassionate ground	Govt. Lr.No.19205/Q1/2010 Labour & Employment Dept. dt. 03.08.2000
<u>GENERAL</u>	
Office & Court Hours for subordinate Courts and Tribunals	Hon'ble High Court's ROC.No. 2333/92/C3 dt. 23.03.1992 and ROC.No.41/2008 dated 22.08.2008.
Utilization of Office Assistant of the residence of Judicial Officer Instruction.	Hon'ble High Court's ROC 2179/90/G3 dt. 20.08.1992.
Boycott of Courts reports to High Court Madras immediately and to the Regr. (Vigilance) High Court, Madras	Hon'ble High Court's circular in ROC.No. 1018A/2010/F2 dated 01.03.2010
Missing of Records Information to High Court Madras and reconstruction of records by the concerned Court.	Hon'ble High Court's Circular in ROC.No.4121/80/F-1 dated 10.09.1981. Hon'ble High Court's Circular in ROC.No.7/2008 Con-B1/F1 dt: 26.05.2008. Hon'ble High Court's Circular in ROC 2055A/2009/F1 dt: 14.05.2009.
Forwarding of transfer proposals of staff as request basic to High Court (January to March every year).	Hon'ble High Court's ROC.No. 1021/10/C3/ Dt: 12.03.2010.
Visit of Hon'ble Judges to various district - Senior Most staff member to be nominated by the Principal District Judge/Unit Head to receive/send off Hon'ble Judges during courts Hours.	Hon'ble High Courts Circular in ROC.No. 57/2010/Con B2/ dated 25.09.2010
Dress regulation for the staff members of Subordinate Courts who attend open Court duty to Chamber of Judicial Officers - Instructions	High Courts Circular in ROC 3670/09/C3 Dt: 23.11.10
Deletion of the category of Process Server in TNBS	G.O. Ms.No.1653 Home (Cts.U) Dept: Dt: 22.12.2008
Education – M.A.,Degree without basic degree not considered as qualification for appointment.	G.O.116 dated 18.08.2010. Hon'ble High Court's ROC.No.3563/2010/C3 dated 13.09.2010.

Jail visit to be made by the Principal District Judge. Issuance	Hon'ble High Court's Circular in ROC.No.3000-A/2003/F1 dated 16.09.2003.
Transfer Application – Judicial staff to other department – Not to be forwarded to Hon'ble High Court, Madras.	Hon'ble High Court's Official Memorandum in ROC.No.1994/99/C3 dated 27.08.1999.
Sheristadar service to be posted at District Court (who is senior)	ROC.No.5197/2003/C1 dated 08.07.2004.
Dress Code for staff of Subordinate Courts.	ROC.No.3670/2009/C3 dated 23.11.2010.
Judicial Staff – Not to depute to Election duty.	Hon'ble High Court's Circular in ROC.No.3594/2004/C3 dated 17.06.2005.
Letter of Judicial Officers not to address directly to Hon'ble High Court, Madras, it could be routed through the Principal District Judge.	Hon'ble High Court's Circular in ROC.No.9223-B/1997/B6 dated 21.10.1997.
Ladies harassment among staff committee to be found for inquiry.	Hon'ble High Court's ROC.No.5000/A/2001/B2 dated 06.07.2001. Government Letter No.41367/A/2-- dated 24.05.2001.
Notary – Notary registers to be inspected by the Principal District Judge twice a year.	Hon'ble High Court's ROC.No.1525A/89/F2 dated 13.04.1989.
Permitted to retire of staff without ascertaining details from Hon'ble High Court, Madras, if service particulars are not furnished.	Hon'ble High Court's ROC.No.129/93/C1 dated 21.09.1993. However, Vigilance clearance has to be obtained before permitting the Government Servant to retire from service.
Transfer of staff members ordered by the Hon'ble High Court, Madras not to be re-transferred to the same station without orders of Hon'ble High Court, Madras.	Hon'ble High Court's Circular ROC.No.17/95-C1 dated 30.01.1995.
Appointment of Notary in State Government not to send any proposal for appointment of Notary in the State until further orders.	Government Letter No.28764 Law (Admn.) Dept., dated 19.06.2003.
Displaying in their private cars "JUDGE" "MAGISTRATE" etc., not permitted. Instructions issued.	Hon'ble High Court's Circular in ROC.No.8866/2003-B3 dated 29.01.2005.
Organizing Judicial function in the respect district guidelines to Principal District Judges.	Hon'ble High Court's Circular in ROC.No.49/2007 Con-B2 dated 23.11.2007.
Deposit of MCOP award amount by the Insurance Company to be made in nationalized bank.	Hon'ble High Court's Circular in ROC.No.13186/2006 B2/F1 dated 04.08.2008.
Appointment of Commissioner of Oath and their re-appointment.	Commissioner of Oaths Rules 1988 Part-III – Section-2 Tamil Nadu Government Gazette No.16, Page No.62 to 64 dated 26.08.1989. Hon'ble High Court's Circular in ROC.No.3937/A/2009/F2 dated 07.09.2009.

Age of B.C. 32 Years	G.O. 118 dated 30.09.2002
Appeal – Parawar Remarks to be submitted to Hon'ble High Court, Madras – Instructions	Hon'ble High Court's ROC.No.35/93/C1 dated 08.02.1993
Chief Judicial Magistrate's Court – Principal District Judge is to the controlling officer.	Hon'ble High Court's ROC.No.222/95/Con.B2 dated 02.03.1996.
Transfer to another department not considered. Hon'ble High Court, Madras – Instructions.	Hon'ble High Court's ROC.No.1994/99/C3 dated 27.08.1999
Rs.1 Lakh to be received from friend / relative to meet out the urgency.	Rule (5) of Rule 7 TNGSC Rules
Disappearance of Employee – Benefit of Family pension etc.,	Government Letter No. 75868 dated 21.07.1987.
Housing – Residence of staff on transfer – 60 K.M. in Madras & 30 K.M. in Moffusil.	G.O.No. 375 dated 06.09.2000.
Department Test – To write exam – staff absence treated as duty	G.O. 1789 (Pub.Ser-A) Dept. dated 31.10.1964.
God - Workship of different faith in office premises.	Amendment G.O.Ms.No. 426 P&AR (A) Dept. dated 13.12.1993.
Two Advance increment for B.L., staff member	G.O.Ms.No. 1638 dated 10.12.1999.
Incharge Judicial officers to be placed when leave exceeds more than 5 days.	Hon'ble High Court's ROC.No.8852/90/B6 dated 17.12.1990.
District Judge – Housing Board Allotment – Priority.	G.O.MS.No.109 Housing&Urban Development Dept. dated 05.02.1982.
M.L. Advance increment	G.O.Ms.No.3125 Home Dept. dated 15.12.1982.
Local Holiday – Local Festival	Hon'ble High Court's ROC.No.2249/97/C3 dated 07.04.1997. Hon'ble High Court's Circular in ROC.No.3A/2001/C3 dated 10.01.2001. Hon'ble High Court's Circular No.5193/01/C3 dated 10.09.2001.
Not to address directly to Hon'ble High Court, Madras. Routed through the Principal District Judge.	High Court's Circular in ROC.No. 9225B/97/B6 dated 21.10.1997.
Revolving Lights – Instructions	Hon'ble High Court's ROC.No.1121A/11/03 dated 21.03.2011. W.P.No.5491/11 dated 17.03.2011.
Photos to be placed in the wall of Government Offices.	Letter No. 85973/83-1 dated 24.09.1983.
Record Clerk promotion as Junior Assistant Revised guidelines	G.O.Ms.No. 43 P&AR (Per-B) Dept., dated 15.02.1994. G.O.Ms.No. 90 P&AR (J) Dept., dated 12.03.1991.
Service Certificate to be issued to the discharged Temporary Candidates.	G.O.Ms.No. 215 Labour / Employee Dept., dated 26.10.1993.

RIGHT TO INFORMATION ACT, 2005

Application under Right to Information Act, 2005 may be filed by the petitioner seeking information.	Under Sec.6 of Right to Information Act,2005.
Exemption from disclosure of information.	Under Sec.8 of Right to Information Act,2005 (2012 5 CTC 810) Grish Ramachandra Desh Pande Vs. Central Information Commissioner and others - Appeal in CIC/AD/A/2011/001501 dated 30.10.2012 of Central Information Commission, New Delhi.
When a petitioner is a party to the Proceedings.	He can apply Copy Application either by himself or through his lawyer in the existing provision as per the Judgment in CIC/AT/A2006/00586 dated 18.09.2007 and 2012(5) CTC 810 SLP(Civil) No.27734/12 dated 03.10.2010.
When the petitioner is not a party to the Proceedings.	He can get copies by filing Copy Application on payment of requisite fee under relevant Act by filing third party Affidavit.
Petition should be disposed of within 30 days	Under Sec.7(1) of Right to Information Act.

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