©
GOVERNMENT OF TAMIL NADU
2016

[Regd. No. TN/CCN/467/2012-14.
[R. Dis. No. 197/2009.
[Price: Rs. 2.40 Paise.


# TAMIL NADU GOVERNMENT GAZETTE

**EXTRAORDINARY** PUBLISHED BY AUTHORITY

No. 30] CHENNAI, THURSDAY, FEBRUARY 11, 2016
Thai 28, Manmadha, Thiruvalluvar Aandu–2047


## Part III—Section 1(a)

**General Statutory Rules, Notifications, Orders, Regulations, etc., issued by Secretariat Departments.**

### NOTIFICATIONS BY GOVERNMENT

#### MUNICIPAL ADMINISTRATION AND WATER SUPPLY DEPARTMENT

TAMIL NADU MUNICIPAL ACCOUNTS SERVICE - CONSTITUTED - FRAMING OF SERVICE RULES.

*[G.O. Ms. No. 26, Municipal Administration and Water Supply (ME.1), 10th February 2016.]*

**No. SRO A-3(c)/2016.**

In exercise of the powers conferred by sub-section(2) of section 77-A of the Tamil Nadu District Municipalities Act,1920 (Tamil Nadu Act V of 1920), the Governor of Tamil Nadu hereby makes the following Rules, namely:-

RULES

1. **Short title and Commencement**:(a)These rules shall be called as the Tamil Nadu Municipal Accounts Service Rules, 2015.

(b)They shall come into force on and from 11.02.2016

2. **Constitution**.- The Tamil Nadu Municipal Accounts Service shall consist of the following categories, namely:-

| | |
|---|---|
| Category I | Senior Municipal Accounts Officer. |
| Category II | Municipal Accounts Officer. |
| Category III | Senior Accountant. |
| Category IV | Accountant. |
| Category V | Accounts Assistant. |

3. **Appointment**.- Appointment to the categories specified in column (2) of the table below shall be made by the methods specified against them, in column (3) thereof.

THE TABLE

| *Serial No.* | *Post* | *Mode of recruitment* |
|---|---|---|
| *(1)* | *(2)* | *(3)* |
| 1. | **Senior Municipal Accounts Officer** .. | by promotion from the holders of the post of Municipal Accounts Officer:<br>Provided that if qualified persons are not available, the post shall be filled up on deputation of persons holding the posts of Assistant Director of Local Fund Audit Department / Accounts Officer of Treasuries and Accounts Department or any other officer from State or Central Government Departments suitable for this post. |
| 2. | **Municipal Accounts Officer** .. | by promotion from the holders of the post of Senior Accountant:<br>Provided that if qualified persons are not available, the post shall be filled up on deputation by the holders of the post of Inspector of Local Fund Audit Department / Assistant Accounts Officer of Treasuries and Accounts Department or from the Officers of Class 1A of the Tamil Nadu Municipal General Service. |
| 3. | **Senior Accountant** .. | (a) by Direct recruitment;<br>(b) by Promotion from the holders of the post of Accountant;<br>(c) by recruitment by transfer from the holders of posts -<br>(i) under Class II Officers in the Tamil Nadu Municipal General Service; and<br>(ii) of Assistant Programmers in the Tamil Nadu Municipal Information Technology Service:<br>Provided that appointment to one post shall be made in the ratio of 2:5:3 in the following cyclical order, namely:-<br>1st Vacancy : by Direct Recruitment.<br>2nd Vacancy : by promotion from Accountants<br>3rd Vacancy : by Recruitment by transfer from the holders of posts under Class II Officers in the Tamil Nadu Municipal General Service.<br>4th Vacancy : by promotion from Accountants<br>5th Vacancy : by Recruitment by transfer from the holders of post of Assistant Programmers in the Tamil Nadu Municipal Information Technology Service.<br>6th Vacancy : by direct recruitment<br>7th Vacancy : by promotion from Accountants<br>8th Vacancy : by Recruitment by transfer from the holders of posts under Class II Officers in the Tamil Nadu Municipal General Service.<br>9th Vacancy : by promotion from Accountants.<br>10th Vacancy : by promotion from Accountants :<br>Provided that where for any such turn of the required category is not available, the turn will lapse and the vacancy shall be filled in by an incumbent from the other category. |

| *Serial No.* | *Post* | *Mode of recruitment* |
|---|---|---|
| *(1)* | *(2)* | *(3)* |
| 4. | **Accountant** .. | (a) by promotion from the holders of the post of Accounts Assistant;<br>(b) by Recruitment by transfer from the holders of posts under Class V Officers in one Tamil Nadu Municipal General Service:<br>Provided that appointment to the post shall be made in the ratio of 7:3 in the following cyclical order, namely:-<br>1st Vacancy : by promotion from Accounts Assistant.<br>2nd Vacancy : by promotion from Accounts Assistant.<br>3rd Vacancy : by Recruitment by transfer from the holders of one posts under Class V Officers in the Tamil Nadu Municipal General Service.<br>4th Vacancy : by promotion from Accounts Assistant.<br>5th Vacancy : by promotion from Accounts Assistant.<br>6th Vacancy : by Recruitment by transfer from the holders of the posts under Class V Officers in the Tamil Nadu Municipal General Service.<br>7th Vacancy : by promotion from Accounts Assistant.<br>8th Vacancy : by promotion from Accounts Assistant.<br>9th Vacancy : by Recruitment by transfer from the holders of the posts under Class V Officers in the Tamil Nadu Municipal General Service.<br>10th Vacancy : by promotion from Accounts Assistant:<br>Provided that if qualified persons are not available, the post shall be filled up on deputation from the Tamil Nadu Municipal General Service or State Government Departments. |
| 5. | **Accounts Assistant** .. | (a) by direct recruitment.<br>(b) by recruitment by transfer from among the holders of the posts of:-<br>(i) Junior Assistant or Revenue Assistant in the Tamil Nadu Municipal General Service.<br>(ii) Data Entry Operator in the Tamil Nadu Municipal Information Technology Service:<br>Provided that appointment to this post shall be made in the ratio of 7:3 in the following cyclical order, namely:-<br>1st Vacancy : by Direct Recruitment.<br>2nd Vacancy : by Direct Recruitment.<br>3rd Vacancy : by Recruitment by transfer from Junior Assistant or Revenue Assistant in the Tamil Nadu Municipal General Service.<br>4th Vacancy : by Direct Recruitment.<br>5th Vacancy : by Direct Recruitment.<br>6th Vacancy : by Recruitment by transfer from Data Entry Operator in the Tamil Nadu Municipal Information Technology Service.<br>7th Vacancy : by Direct Recruitment.<br>8th Vacancy : by Direct Recruitment.<br>9th Vacancy : by Recruitment by transfer from Junior Assistant or Revenue Assistant in the Tamil Nadu Municipal General Service.<br>10th Vacancy : by Direct Recruitment:<br>Provided that where for any such turn of the required category is not available, the turn will lapse and the vacancy shall be filled in by an incumbent from the other category. |

**4. Direct Recruitment.**-The Tamil Nadu Public Service Commission (TNPSC) shall select the candidates for direct recruitment.

**5. Appointing Authority.**-The Commissioner of Municipal Administration shall be the appointing authority for all the posts under the Service.

**6. Preparation of Annual List of approved candidates.**-For the purpose of drawing up of the annual list of approved candidates for appointment to the categories in the service by promotion or by recruitment by transfer, the crucial date on which the candidates should possess the prescribed qualifications shall be the 15th March of every year.

**7. Qualification.**-(a) Age.- No person shall be eligible for appointment to any post in the service by direct recruitment, if he has not completed 18 years of age and has completed or will complete 30 years of age, as on 15th March of the year in which the selection for appointment is made or notification issued, as the case may be:

Provided that a candidate belonging to schedule castes and scheduled tribes shall be appointed to any post in the service by direct recruitment if he has not completed 35 years of age, as on 15th March.

(b) No person shall be eligible for appointment to the post specified in column (2) of the Table below unless he possess the qualification specified in the corresponding entries in column (3) thereof :-

THE TABLE

| *Serial No.* | *Post* | *Qualification* |
|---|---|---|
| *(1)* | *(2)* | *(3)* |
| 1. | Senior Municipal Accounts Officer : | **Promotion:** Must have served as Municipal Accounts Officer for a period of not less than three years. |
| 2. | Municipal Accounts Officer : | **Promotion:** Must have served in the post of Senior Accountant for a period of not less thanthree years. |
| 3. | Senior Accountant : | **Direct Recruitment:** Must have passed M.Com degree from a recognized University and Post Graduate Diploma in Computer Application from a recognized University / Institution (Full time).<br>**Promotion:** Must have served a period of not less than three years in the post of Accountant in the Tamil Nadu Municipal Accounts Service.<br>**Recruitment by transfer:**<br>(i)Must have passed B.Com degree from a recognized University.<br>**and**<br>(ii) (a) Must have served a period of not less than four years in any of the posts under Class II Officers in the Tamil Nadu Municipal General Service including two years of service in the post of Accountant in any Municipality.<br>**(or)**<br>(b) Must have served a period of not less than Four years in the post of Assistant Programmer in the Tamil Nadu Municipal Information Technology Service. |
| 4. | Accountant : | **Promotion:** Must have served for a period of not less than three years in the post of Accounts Assistant. |
| | : | **Recruitment by transfer:** Must have served for a period of not less than four years in any of the posts under Class V Officers in Tamil Nadu Municipal General Service including atleast one year service in Accounts wing in any Municipality. |
| 5. | Accounts Assistant | **Direct Recruitment:** Must have passed B.Com degree from a recognized University and Diploma in Computer Application from a recognized University/ Institution (Full time).<br>**For Recruitment by Transfer:-**<br>(i) Must have passed B.Com degree from a recognized University; **and**<br>(ii) (a) Must have served for a period of not less than four years in the post of Junior Assistant or Revenue Assistant in the Tamil Nadu Municipal General Service;<br>**(or)**<br>(b) Must have served for a period of not less than four years in the post of Data Entry Operator in the Tamil Nadu Municipal Information Technology Service. |

**8. Reservation of appointment.** The Rule of reservation (General rule 22) shall apply to the appointments by direct recruitment.

**9. Temporary Appointment.**-(1)Where it is necessary in the public interest owing to an emergency which has arisen to immediately fill a vacancy, the appointing authority, with prior approval of Government, may promote a person purely on a temporary basis, until a person is appointed in accordance with the rules.

(2) No person who does not possess the prescribed qualification shall be promoted under sub-rule (1).

(3) A person promoted under sub-rule (1), shall not be regarded as probationer in the higher category or be entitled for any preferential claim for future promotion to such higher category or seniority.

**10. Unit of Appointment.**-The unit of appointment to the categories in this Service is the State of Tamil Nadu.

**11. Probation.**-Every person appointed to a category in the service 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. Every person appointed to a category in the service 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.

(2) The declaration of satisfactory completion of probation shall be ordered by the Commissioner of Municipal Administration. For this purpose and for extension or termination of probation, rules 26 to 28 of General Rules for Tamil Nadu State and Subordinate Service will be applicable to the members of this Service.

**12. Seniority.**-There shall be one common seniority list in respect of each category.

**13. Postings and Transfers.**-The holders of the categories mentioned in column (2) of the table below may be transferred to the Municipalities specified in column (3) thereof. All postings and transfer shall be made by the Commissioner of Municipal Administration.

THE TABLE

| *Serial No.* | *Post* | *Municipalities* |
|---|---|---|
| *(1)* | *(2)* | *(3)* |
| 1. | Senior Municipal Accounts Officer | Special Grade Municipalities |
| 2. | Municipal Accounts Officer | Selection Grade Municipalities |
| 3. | Senior Accountant | Special, Selection and First Grade Municipalities |
| 4. | Accountant | Special and Second Grade Municipalities |
| 5. | Accounts Assistant | All Municipalities. |

**14. Training.**-(1) Every person appointed to the service either by direct recruitment or by recruitment by transfer, shall undergo induction training in the subjects specified in the Table below for a period of 2 months and the period of training shall be counted both for declaration of probation and sanction of increment.

THE TABLE

| *Serial No.* | *Name of Training Agency* | *Subject* | *Period of Training* |
|---|---|---|---|
| *(1)* | *(2)* | *(3)* | *(4)* |
| 1. | Tamil Nadu Institute of Urban Studies, Coimbatore. | Municipal Organization,Office Procedure, Revenue Management, Expenditure Management, Financial Accountability | 4 Weeks |
| 2. | Any Special Grade Municipality | Accounts / Financial Statements Preparation, Budget Preparation | 2 weeks |
| 3. | Any office of the Regional Deputy Director of Local Fund Audit Department | Audit of Accounts and IT application in accounting | 1 week |
| 4. | Commissioner of Municipal Administration's Office (Information Technology Wing) | IT application in accounting | 3 days |
| 5. | Commissioner of Municipal Administration's Office (L, Land Acquisition, D Sections) | Accounting and Budgeting | 3 days |

(2) Orientation training shall be imparted to the members of the Service at such intervals as may be determined by the Commissioner of Municipal Administration.

**15. Tests.**(1) Every person appointed by direct recruitment or by recruitment by transfer, shall, within the period of probation, pass the following departmental tests, namely:-

(i) Tamil Nadu District Municipalities Act, 1920 and the rules and orders issued thereunder;

(ii) Tamil Nadu Government Office Manual Test; and

(iii) Accounts Test for Sub-ordinate Officers Part-I and Part-II

(2) If a person fails to pass the above tests within the period of probation or within such extended period, he shall be discharged from Service by the appointing authority.

**16. Loans and Advances.**-The Commissioner of Municipal Administration is competent to sanction loans and advances to the members of the Service as per rules applicable to State Government employees.

**K.PHANINDRA REDDY,**
*Principal Secretary to Government.*

PRINTED AND PUBLISHED BY THE DIRECTOR OF STATIONERY AND PRINTING, CHENNAI
ON BEHALF OF THE GOVERNMENT OF TAMIL NADU