

GOVERNMENT OF PUDUCHERRY  
ABSTRACT

Chief Secretariat (DP&AR) – Redesignation of the Post of Caner as 'Unskilled Office Worker'  
– Approval – Conveyed.

DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS (PERSONNEL WING)

G.O.Ms. No.48

Puducherry, dated: 10.05.2021

READ: 1.G.O.Ms.No.74/DP&AR(PW)/GC/U.I, dated 14.10.2014 of the  
Department of Personnel & Administrative Reforms (Personnel  
Wing), Chief Secretariat, Puducherry.

2.G.O.Ms.No.40, dated 29.06.2017 of the  
Department of Personnel & Administrative Reforms (Personnel  
Wing), Chief Secretariat, Puducherry.

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ORDER:

Approval of the Lieutenant Governor is hereby conveyed for redesignating the post of 'Caner' carrying the pay scale in the Level-2 Pay Matrix created vide G.Os. read above as 'Unskilled Office Worker' with the following duties and responsibilities:

- (i) Chair recaning
- (ii) Preparing envelopes
- (iii) Affixing postage stamps on outgoing dak.
- (iv) Binding registers and files and books.
- (v) Carrying files/papers from one table to other, wherever required.
- (vi) Dusting of tables, chairs, sofas, etc.

2. The Department/office wise breakup is enclosed in the Annexure.
3. This order takes immediate effect and the vacant posts will stand operated with effect from the date of filling up of the posts.
4. The expenditure shall be debitible to the same Head of Account in which the posts were created as indicated in the Annexure.
5. This issues with the concurrence of Finance Department vide their I.D.Note No.878/FD/F3/FC/2020-21, dated 18.02.2021.

// BY ORDER OF THE LIEUTENANT GOVERNOR //



(V.JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

Encl: Annexure.

To  
The Heads of Departments/Offices Concerned.

Copy to:-

1. The Director of Accounts & Treasuries, Puducherry.
2. The Principal Accountant General (Central Audit), Tamil Nadu & Puducherry, Chennai.
3. The Deputy Accountant General, Puducherry Branch, Puducherry.
4. The Central Records Branch, Puducherry.
5. G.O. File.

**ANNEXURE TO THE G.O.Ms.No.48, DATED 10.05.2021**

Sl. No.	Name of the Department	No. of posts	Head of Account
1.	Chief Secretariat	2	2052- Secretariat – General Services 090 – Secretariat 090 (01) – Chief Secretariat 090 (01) (01) Puducherry Region (01) Salaries
2.	Directorate of School Education	2	2202 – General Education 80 General 80/001 Direction & Administration 80/001 (01) Directorate of Education 80/001 (01)(01) Puducherry Region (01) Salaries
3.	O/o the Chief Educational Officer, Education Department	1	2202 – General Education 02 Secondary Education 02/101 Inspection 02/101 (01) Office of the Chief Educational Officer 02/101 (01) (01) Puducherry Region (01) Salaries
4.	Social Welfare Department	1	2235 – Social Welfare & Welfare 02/001 Direction & Administration 02/101 (01) (01) Puducherry Region (01) Salaries
5	Agriculture Department	1	2401 – Agriculture 001 Direction & Administration 001 (01) (01) Puducherry Region (01) Salaries
6	Animal Husbandry & Animal Welfare Dept	1	2403 – Animal Husbandry 102 - (03) Special Livestock Breeding Programme 102/ (03) (01) Puducherry Region (01) Salaries
7	Community Development	1	2515 – Other Rural Development Programme 001 – Direction & Administration 001/ (02) (01) Puducherry Region (01) Salaries
8.	Electricity Department	2	2801–Power–05 –Transmission and Distribution – 05/001 Direction and Administration 05/001(01) Direction 05/001(01)(01) Puducherry Region (01) Salaries
9.	Public Works Department	2	2059-Public Works 80-General 80/001-Direction and Administration 80/001(01) Direction 80/001 (01) (01) Puducherry Region (01) Salaries
10.	Women & Child Welfare Department	1	2235-02/102(03)– Directorate of Women & Child Development 02/102(03)(01) Puducherry Region (01) Salaries
11.	Health Department	2	2210–Medical & Public Health 01–Urban Health Services–Allopathy 01/001–Direction & Administration 01/001(01)–Directorate of Health & Family Welfare Services 01/001 (01) (01)–Puducherry Region 01 Salaries





Sl. No.	Name of the Department	No. of posts	Head of Account
12.	Adi Dravidar Welfare Department	1	2225-Welfare of SC-ST and OBC 01-Welfare of SC 01/001-Direction & Administration 01/001 (01) Establishment 01/001 (01) (01) Puducherry Region (01) Salaries
13.	Revenue Department	1	2053-District Administration 101-Commissioners 101 (01) Office of the District Magistrate 101 (01) (01) Puducherry Region (01) Salaries
14.	Directorate of Accounts & Treasuries, Puducherry.	1	2054-Treasury and Accounts Administration-098 Local Fund Accounts 098 (01) Office of the Examiner Local Fund Accounts 098 (01) (01) Puducherry Region (01) Salaries

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(V.JAISANKAR)

UNDER SECRETARY TO GOVERNMENT