

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 156, dated 12.01.2021

Sub.: Liaison Wing – Reception of Dignitaries visiting the Commission’s Office – Arranging for Accommodation and Conveyance for Chairman, Members and other Officers of the Commission, etc. – Regarding.

The following orders are issued with regard to the reception of dignitaries visiting the Commission’s office, arranging for accommodation and conveyance for Chairman, Members and other officers of the Commission, etc., by the Liaison Wing of the Commission’s office.

Duties and Responsibilities of the Liaison Wing

- (1) Receiving VIPs / officers and other dignitaries visiting the Chairman, Members, Secretary and Controller of Examinations of the Commission and facilitating their visits. Such dignitaries shall be received with bouquets, shawls, books and served with refreshment and mementos as a mark of respect.
- (2) Receiving the Chairman and Members from other Public Service Commissions, making arrangements for their accommodation, arranging for the meeting room, supply of refreshments / food to the visiting dignitaries, arranging conveyance during their stay, etc.
- (3) Arranging accommodation and conveyance for the Chairman, Members and other officers of the Commission in connection with their surprise inspection of examination halls at the district centres.
- (4) Vehicle / cab operator / car hire bills claimed by the cab operator / office of the District Collectors, shall be settled from the PD account.
- (5) Arranging for booking of journey tickets, release of emergency quotas, cancellations of reservation, etc., connected with the journey of Chairman and Members of the Commission.

- (6) Correspondence with the Public Service Commissions of other States in connection with the National Conference.
- (7) Furnishing and collecting name and particulars of the Chairman and Members of the other State Public Service Commissions and Union Public Service Commission and maintaining a Register in this connection, with up-to-date facts.
- (8) Forwarding the statements of Return of Assets and Liabilities received from the Chairman and Members to the Government.
- (9) Collecting the statement of Assets and Liabilities from the officers and other staff members of the Commission and maintaining the same.
- (10) Supervising the duties performed by the Telephone Operator.
- (11) Supervising the duties performed by the Receptionist.
- (12) Forwarding of applications to Government for allotment / renewal of houses through Public Works Department / Tamil Nadu Housing Board quarters received from Drivers, Record Clerks and other Basic Servants of the Commission's office.
- (13) Providing tokens to the Personal Clerks attached to the Secretary and Controller of Examinations for the purchase of tea / coffee from the Commission's Canteen to serve coffee / tea to the dignitaries visiting the Secretary and Controller of Examinations at their chambers on official matters.
- (14) The Personal Clerks shall furnish a proper account then and there for the utilization of tokens to the Liaison Wing. The Liaison Wing shall maintain a register and account for the purchase of tea / coffee and submit the register to the Under Secretary (LW) periodically. The above expenditure shall be met from the PD account.
- (15) Expenditure towards refreshments for Chairman / Members and their visitors shall also be met from the PD head of account.

K. NANTHAKUMAR, I.A.S.
Secretary