

# **TAMIL NADU PUBLIC SERVICE COMMISSION**

## **Office Order No. 192, dated 22.12.2022**

Sub.: Tamil Nadu Public Service Commission –  
Appointments – Concurrence Department –  
Categorization of proposals – Seeking  
Commission’s concurrence under the latter part of  
Regulation 16(b) and Regulations 17(1) – 17(3) of  
the Tamil Nadu Public Service Commission  
Regulations, 1954 and Special Rule 20(a)(iii) of the  
Tamil Nadu Ministerial Service Rules – Issuance of  
revised office order – Regarding.

- Ref.: 1. Office Order No. 606, dated 24.08.1989.
2. G.O.(Ms.) No. 100, Personnel and  
Administrative Reforms (M) Department, dated  
01.08.2018.
3. Administrative Instructions No. 01/2018, dated  
01.09.2018.
4. G.O.(Ms.)No. 38, Human Resources  
Management(M) Department, dated  
26.04.2022.

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In supersession of the office order in the reference first cited, the following orders are issued with regard to categorization of proposals dealing with matters requiring Commission’s concurrence.

1. The Government / Head of the Department seek Commission’s concurrence with reference to the latter part of Regulation 16 (b) and Regulations 17(1) – 17(3) of the Tamil Nadu Public Service Commission Regulations, 1954, and the Special Rule 20(a) (iii) of Tamil Nadu Ministerial Service Rules. The proposals for such concurrence shall be categorised as follows and decided as is being done now.
2. **Category of Proposals**
  - (i) Proposals seeking Commission’s concurrence for promotion to Junior Assistant / Typist / Bill Collector from the lower level posts, i.e., Office Assistant, Record Clerk and Panchayat Secretaries in Rural Development Department

under 10% and 20% reservation, based on G.O. (Ms.) No. 240, Rural Development and Panchayat Raj Department, dated 07.09.2000 and G.O.(Ms.) No. 20, Rural Development and Panchayat Raj Department, dated 25.01.2008.

- (ii) Proposals seeking Commission's concurrence for promotion to Junior Assistant / Typist / Bill Collector from the lower level posts, i.e., Office Assistant, Record Clerk in Municipal Administration and Water Supply Department under 20% reservation scheme based on G.O.(Ms.) No. 150, Municipal Administration and Water Supply Department, dated 19.08.1998.
- (iii) Proposals seeking Commission's concurrence for regularising the services of the persons appointed temporarily and who have put in some long tenure of service in such of those posts which come under the purview of Commission.
- (iv) Proposals seeking Commission's concurrence for the appointment of persons from the feeder level categories by transfer from one service into another service by relaxing the Rule 3(g) of Tamil Nadu Ministerial Service Rules.
- (v) Proposals seeking Commission's concurrence by the Government based on the court directions for appointment of persons to the entry level posts which come under the purview of the Commission as a special case.
- (vi) Proposals for according concurrence for the absorption in Government services of staff working in Medical Institutions / Schools / Polytechnics / Colleges etc., taken over by the Government.
- (vii) Regularization of the service of Junior Assistants and Typists employed in 1991 census work and subsequently appointed in other departments as per Supreme Court's Orders.

- (viii) Regularization of Village Administrative Officers for those who were appointed as Village Officers on or before 14.11.1980 i.e., the date on which they were appointed as specified in Government Order.
- (ix) Recruitment by transfer of Class I and IA Municipal employees in the Tamil Nadu Municipal General Service as Municipal Commissioner Grade – II.
- (x) Proposals seeking Commission's concurrence by the Heads of the Departments for One-way Unit and Departmental transfer under the Special Rule 20(a)(iii) of Tamil Nadu Ministerial Service Rules.
- (xi) Proposals seeking Commission's concurrence by the Unit Officer / HOD/ Government for continuation of temporary appointment of person under the Regulations 17(1) -17(3) of the Tamil Nadu Public Service Commission's Regulations, 1954, as the case may be.

### 3. **Allocation of work**

- (i) Upon receipt of Tapals, the Section Officer shall register the same in his Tapal Register and distribute it among all Assistant Section Officers / Assistants on rotation Basis. The ASO / Asst. shall not maintain any Tapal Register.
- (ii) ASO / Assistant, on receipt of Tapal shall obtain a C.No. and register it in the Personal Register (PR). In case of the proposal not in full shape, orders shall be obtained from Under Secretary and file shall be sent to the Government / HOD in full shape and close the current in ASO / Asst. Personal Register and in the Tapal Register of Section Officer. The Section Officer in turn may close the Tapal No. in the Tapal Section and there shall not be any reminder to Government /HOD for sending the same proposal in full shape.

- (iii) Both ASO / Assistant shall have the standard check list and reply letter readily available so that time taken for routine work is reduced.
  
- (iv) Once concurrence is obtained from the Commission, views of the Commission shall be communicated to the Government and the file shall be closed and sent to Record section without waiting for the G.O. / Proceedings. There shall also be no reminder sent to the Government / HOD for obtaining the G.O. / Proceedings. When G.O. / Proceedings for the already concurred case reaches the Commission, the Section Officer shall register in his Tapal Register (TR) and lodge the case directly without giving it to the ASO / Assistant or without keeping it in the concerned file.

**P. Uma Maheswari, I.A.S.**  
**Secretary**