



Letter No.28394/S/2005-1
Personnel and Administrative
Reforms(S) Department
Secretariat, Chennai-600 009

Dated: 1.7.2005

36875 /S/05

From

THIRU.N. NARAYANAN, I.A.S.,
CHIEF SECRETARY TO GOVERNMENT.

To

All Secretaries to Government,
Chennai-9.
The Secretary,
Tamil Nadu Public Service Commission,
Chennai-2.

Sir,

Sub: Public Services - Preparation of estimates and panels - Sending proposals at the same time - Instructions issued.

Ref: Letter No.67770/P/2001-1 Personnel and Administrative Reforms (P) Department dated 19.12.2001.

....

I am directed to state that in respect of the State Service Posts for which the Government is the appointing authority, the estimates of vacancies and the panels for such posts are prepared by the administrative Departments of Secretariat concerned. As per the existing instructions, all estimate of vacancies for direct recruitment as well as other methods of appointments should be for the actual vacancies i.e. retirement vacancies and the vacancies caused due to the promotions during the panel period of twelve months. After preparing the estimate of vacancies as said above, the administrative Departments of Secretariat concerned send proposals for clearance in Personnel & Administrative Reforms Department and then to the Finance (SERC) Department for reduction of the surplus posts identified, if any, in that cadre. Once this preliminary process is over, the estimate so fixed in that cadre is placed before the "Staff Committee" consisting of Chief Secretary, Secretary, Finance Department Secretary, Personnel & Administrative Reforms Department, Secretary, Administrative Department concerned for its approval. After approval of the estimate, panels are prepared in consultation with the Personnel & Administrative Reforms Department and by placing the proposal before the Departmental Promotion Committee, wherever necessary.

2. With a view to avoid delay in issue of panels, the Government have examined the need to cut short the procedure of sending estimates and panels separately to the advisory Departments and the "Staff Committee". Likewise the Government have also examined problem of filling up of the vacancies arising due to the retirement of the persons included in the panel but retired before promotion. After detailed examination, the Government consider that the proposal for the estimate of vacancies and the panel may be sent simultaneously at the

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same time but in separate files to the advisory departments and the "Staff Committee", and the size of the panel may be enlarged to the extent of including equal number of eligible persons on the panel in order to fill up the estimated vacancies and issue the following instructions:-

(i) The preparation of estimate and preparation of panel may be merged together and simultaneous action may be taken as below :-

(a) preparation of estimate of vacancies in the top file

(b) Preparation of panel in the Linked file

On this basis, the Departments of Secretariat may have to send panel proposal in two files - the top file containing "Staff Committee note" for approval upto Chief Secretary for fixing estimate of vacancies, and the Linked file for selecting eligible candidates which is to be seen and cleared by Personnel & Administrative Reforms Department. The Linked file will not be marked to other members of Staff Committee, who need not normally be bothered on such matters. The Linked File will, therefore, be dislinked and kept lie over till the estimate is approved by the Staff Committee. After approval of estimate, the panel size will be decided and on that basis the Linked File will be circulated to Minister concerned for approval of panel.

(ii) In order to overcome the difficulty of filling the vacancies caused by the retirement of Personnel included in the panel in the same year i.e. immediately after inclusion in the panel but before promotion, the size of the panel be enlarged to the extent of including equal number of eligible persons against the likely vacancies of senior eligible persons included in the panel prior to promotion whose date of their retirement shall be indicated in bracket against their names in the panel. To this extent, additional names of eligible persons shall be included in the panel. This will help to promote equal number of candidates in the panel period and in such cases, care should be taken that the number of promotees is restricted to the size of the panel fixed. In other words, the panel though appear to be enlarged, number of candidates actually promoted shall be matched to the estimated vacancy. This would certainly avoid non-utilisation of estimated vacancies and equally solve administrative problems for want of suitable hands at the higher levels.

3. The Departments of Secretariat are requested to follow the aforesaid procedure scrupulously.

Yours faithfully,

[Signature]
1/2/2005

for Chief Secretary to Government

Copy to :

All Departments of Secretariat (OP)

All Sections in Personnel & Administrative Reforms Department.

SF/SC.