

**TAMIL NADU PUBLIC SERVICE COMMISSION**

**Office Order No. 141, dated 12.11.2020**

Sub.: Disciplinary Cases – Marking of Files –  
Procedure to be followed – Instructions –  
Issued.

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The following procedure shall be followed while marking files relating to disciplinary cases.

<b>Sl. No.</b>	<b>Description</b>	<b>Marking of Files</b>
1.	Seeking orders for obtaining Commission's views.	Full Commission.
2.	Draft on Commission's unanimous views.	The Initiating Member.
3.	If the views are agreed to by all the Members except one Member who gives dissenting views.	The Chairman for decision, i.e., whether the majority views may be communicated to the Government OR the files may be placed for discussion.
4.	Difference of views among the Members.	After obtaining orders of the Chairman, the file may be placed before the Commission for discussion and decision.
5.	Draft letter on the minutes of the Commission's meeting.	The Initiating Member.
6.	<b><u>Draft letter calling for Records</u></b> If the Initiating Member calls for any records from the Government which are relevant to the case.	The Chairman and then to the initiating Member.

7.	<p><b><u>Draft letter calling for Records</u></b></p> <p>If any one of the Members other than the Initiating Member, calls for any records from the Government which are relevant to the case.</p>	<p>The Chairman and the Initiating Member and also to the Member who calls for the records from the Government.</p>
8.	<p>If any Member raises a query in the file.</p>	<p>The query shall be answered by the Section and the file shall be marked to the Member who raised the query, through the Chairman and then circulation to be continued to other Members.</p>
9.	<p>Re-submission of file after receipt of the records from the Government.</p>	<p>The Initiating Member through Chairman and then circulation to be continued to other Members.</p>
10.	<p>If the Government order is issued in conformity with the Commission's views.</p>	<p>Perusal of Government order up to the Deputy Secretary in-charge of the Disciplinary Cases Department.</p>
11.	<p>If the Government order issued is not in conformity or if there is any deviation from the Commission's views.</p>	<p>Full Commission.</p>
12.	<p>Receipt of clarification sought for by the Commission based on the decision of the Full Commission.</p>	<p>To be placed before Full Commission through Chairman along with the clarification received from the Government.</p>
13.	<p>If the Initiating Member who had called for any records from the Government retires from service before receipt of the documents / clarification from the Government.</p>	<p>The file shall be treated as routine and re-submitted to the Chairman for marking the new Initiating Member afresh, after receipt of such records / documents / clarifications.</p>

**K. NANTHAKUMAR, I.A.S.**  
**Secretary**