

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 138, dated 12.11.2020

(Amended vide Commission's orders dated 28.04.2021)

Sub.: Maintenance of Stock Files – Instructions –
Regarding.

The following orders are issued with regard to the maintenance of stock files.

- (1) Papers / copies of papers required to be retained for future reference shall be added to the stock file.
- (2) In cases where such papers also require further action to be undertaken, the papers shall be added to the respective files and action shall be initiated thereon. In such cases, a copy of the papers shall be added to the stock file after conclusion of action in the respective file.
- (3) The stock file shall be arranged and maintained subject-wise, viz., office orders, circulars, Government orders/letters, important orders, court orders, etc.
- (4) Each stock file shall have an index in which details of the document filed therein, such as the number, date, subject and the page number of the stock file where it is to be found, shall be entered.
- (5) Whenever an office order / a Government order, etc., supersedes or modifies an earlier office order / Government order, etc., the fact shall be noted on the earlier office order / Government Order, etc.
- (6) The Section Officer is responsible for the proper maintenance of the stock files in the section. He/she shall examine the stock files once in a month to check whether they are kept tidily and updated by the concerned dealing hand. The stock files shall be submitted to the Under Secretary concerned periodically, along with the Personal Register, Tappal Register, etc.

- (7) Obsolete office orders and Government orders, instructions, etc., that have been superseded by later office orders, Government Orders or instructions, etc., shall be weeded out and transferred to the record file, after a suitable indication has been made in the stock file as to the page number of the record file wherein the said paper has been placed.
- (8) For the sake of convenience in handling the stock file, the size of the file shall be limited to 300 and odd pages. On reaching this limit, a new volume of the stock file on the same subject shall be opened, wherein the page numbers shall be continued from the first volume of the same. All volumes of the stock file on a particular subject shall be neatly labelled on the cover, with the name of the subject, volume number and page numbers.
- (9) The stock files shall be maintained in strict adherence to the instructions in para 152 of the Tamil Nadu Government Office Manual.
- (10) All departments shall maintain a stock file of the minutes of the Commission's meetings, office orders, circulars, Government orders, etc. Besides these, stock files of orders/papers relating to the subjects as shown below, shall also be maintained by the departments concerned.

Department	Subject
APD	Orders relating to scrutiny of applications, community claim clarification, equivalence of qualification, court orders relating to recruitment.
BRD-A	Orders relating to accounts, pay and allowances / IFHRMS, income tax, retirement benefits, leave encashment, etc.
BRD-B	Orders relating to contingency, medical, GPF/CPS bills, GST, budget, pay and allowances / IFHRMS, retirement benefits, leave encashment, etc.
BRD-C	Orders relating to travelling allowance rules, loans and advances, remuneration to examiners/experts, house building advance, leave encashment, etc.
BRD-F	PD-account and medical bills.
BRD-G	PD-account, GPF/CPS.

BSFD	Orders relating to the maintenance of office buildings, purchase of stationery, furniture and other items.
CD	Orders relating to transfer, temporary appointments, compassionate ground appointments, etc.
DCD	Orders relating to disciplinary cases.
ED	Orders relating to payment of remuneration and refreshment charges to examiners/experts and TA/DA to examiners.
ID	Orders relating to appointment of Chief Invigilators, fixing of examination halls and conduct of examinations.
LCD	Copies of important judgments of High Court and Supreme Court relating to recruitment and other matters relevant to the Commission.
MCD	Particulars relating to Union Public Service Commission and other State Public Service Commissions and Annual Planner.
OTD	Orders relating to selection, scrutiny of applications, community claim clarification, equivalence of qualification and relevant High Court and Supreme Court judgements.
PSD	Orders relating to selection, scrutiny of applications, community claim clarification, equivalence of qualification and relevant High Court and Supreme Court judgements.
QD	Orders relating to payment of TA/DA, remuneration and refreshment charges to examiners.
PD	Orders relating to service matters, establishment matters and important decisions taken by the Commission.

RND	Orders relating to amendments to Service Manuals, various codes and manuals, Government orders relating to Special Rules, Ad-hoc Rules, Tamil Nadu Government Servants (Conditions of Service) Act, 2016, Tamil Nadu Public Service Commission Regulations, 1954 and Annual Planner.
VMD	Orders relating to purchase and maintenance of Government vehicles and machineries.
PD-ARO	Annual Report.
RID	Information Commission's orders and relevant court orders.
DTD	Copies of notifications, orders relating to payment of TA/DA, remuneration and refreshment charges to examiners.
DPD	Orders and clarification relating to recruitments by transfer and promotion.

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Secretary