

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 185, dated 28.04.2021

Sub.: Tamil Nadu Public Service Commission's Regulations, Rules of Procedure, Instructions to Applicants, Office Orders, Administrative Instructions and Circulars – Framing / Issue / Re-issue / Revision / Updation Thereof – Regarding.

The following office order is issued with regard to the work pertaining to the framing / issue / re-issue / revision / updation of the Tamil Nadu Public Service Commission's Regulations, Rules of Procedure, Instructions to Applicants, Office Orders, Administrative Instructions and Circulars.

A. Introduction

- (1) Regulations, Rules, Instructions, Office Orders, Administrative Instructions and Circulars play a crucial role in regulating the functions of the Commission's office.
- (2) While these entities shall be framed / issued / revised on a need basis, they shall always be in strict accordance with:
 - (a) Principles laid down in the Constitution of India,
 - (b) Legislation passed by the Parliament / Tamil Nadu State Legislative Assembly,
 - (c) Tamil Nadu Government Orders and
 - (d) Decrees issued by the Supreme Court of India.
- (3) These entities may be independent / inter-dependent, however, they shall not contradict each other, in letter or in spirit.

- (4) In view of (3) above, the work pertaining to the framing / issue / re-issue / revision / updation of the Tamil Nadu Public Service Commission's Regulations, Rules of Procedure, Instructions to Applicants, Office Orders, Administrative Instructions and Circulars shall be entrusted to the Personnel Department – Acts, Regulation, Office Orders (PD-ARO) section.

B. Tamil Nadu Public Service Commission's Regulations

- (1) The Tamil Nadu Public Service Commission's Regulations are approved by the Governor of Tamil Nadu, in exercise of the powers conferred by Article 318 and the proviso to Article 320(3) of the Constitution of India.
- (2) The Regulations state the composition of the Commission, pay, allowances, etc., of the Chairman and Members, appointment, pay, etc., of officers and staff, power to incur expenditure, matters in respect of which it shall not be necessary for the Commission to be consulted, posts in respect of which it shall not be necessary for the Commission to be consulted in the matter of recruitment, appointment, promotion and transfer and posts in respect of which the Commission shall be consulted in the matter of promotion.
- (3) The application of the provisions in the Regulations are undertaken by the Personnel Department, Departmental Promotion Department, Concurrence Department, Disciplinary Cases Department and the Rules and Notification Department.
- (4) The said departments shall therefore undertake action regarding amendments to the Regulations, if any required, including placing such proposed amendments for approval of the Commission and subsequent to such approval, addressing the Government for issue of amendments.
- (5) Upon receipt of Government orders regarding amendments to the Regulations, a copy of the same shall be transferred to the PD-ARO section, to facilitate updation of the Regulations.

- (6) Thereafter, the PD-ARO section shall duly incorporate the changes in the existing version of the Regulations. The changes thus made shall be indicated as highlights and strikethroughs, with the relevant Government orders being indicated as footnotes.
- (7) The amended version of the Regulations shall be submitted for approval of the Commission and upon such approval, shall be hosted in the Commission's website.
- (8) The responsibility of initiating the re-issue of the Tamil Nadu Public Service Commission's Regulations, once in every ten years, shall lie with the PD-ARO section.
- (9) The draft of the Tamil Nadu Public Service Commission's Regulations (corrected up to date) shall be placed for approval of the Commission by the PD-ARO section and upon such approval, sent to the Government for approval.
- (10) Upon receipt of Government orders regarding the Governor's approval of the draft Regulations, further action regarding printing of the Tamil Nadu Public Service Commission's Regulations, (year of approval) and distribution of the same within the Commission's office shall be undertaken. Simultaneously, action regarding publication of the approved Regulations in the Commission's website shall also be undertaken.

C. Tamil Nadu Public Service Commission's Rules of Procedure

- (1) The Rules of Procedure are framed and adopted by the Commission in exercise of the functions stipulated in Article 320 of the Constitution of India.
- (2) The Rules of Procedure shall serve to regulate the internal procedure of work in the Commission's office and state:
 - (a) Matters to be decided by the Commission, Chairman and Designated Committees / Members.
 - (b) Procedures pertaining to direct recruitment and recruitment by transfer.
 - (c) Procedures pertaining to Departmental Examinations.

- (d) Meetings of the Commission.
 - (e) Communication of Commission's decisions.
 - (f) Disciplinary matters, etc.
- (3) Subsidiary Rules of Procedure shall be framed and adopted by the Commission in exercise of the powers conferred by Rule 21 of the Commission's Rules of Procedure.
- (4) At present, the Subsidiary Rules of Procedure serve to regulate the arrangement in the order of merit of candidates who obtain equal marks at competitive examinations comprising of either a written examination alone or both a written examination and an oral test.
- (5) Amendments to the Rules of Procedure / Subsidiary Rules of Procedure shall be proposed before the Commission by the PD-ARO section, upon receipt of an extract / copy of notes and orders to this effect, approved by the Secretary / Controller of Examinations, from those departments of the Commission's office, whose activities are regulated by the respective rules sought to be amended.
- (6) The Secretary / Controller of Examinations may also directly propose before the Commission, amendments to the Rules of Procedure / Subsidiary Rules of Procedure, facilitated by the PD-ARO section.
- (7) Upon approval of the draft Rules of Procedure / Subsidiary Rules of Procedure, further action regarding printing and distribution of the same within the Commission's office shall be undertaken. Simultaneously, action regarding publication in the Commission's website shall also be undertaken.

D. Tamil Nadu Public Service Commission's Instructions to Applicants

- (1) The Commission's Instructions to Applicants shall be a bilingual document – with each paragraph in Tamil, followed by its translation in English.
- (2) The Commission's Instructions to Applicants shall include information on the notification of vacancies, how to apply online,

general eligibility conditions, special categories, age concession, fee concession, reservation of appointments, minimum general educational qualification, educational / technical qualification, qualification in Tamil, certificate verification, instructions for persons with benchmark disabilities, instructions to be followed while appearing for written examinations, selection procedure, counselling, communication with the Commission, other conditions, debarment, etc.

- (3) Formats of certificates to be furnished by applicants / candidates, in both English and Tamil versions, shall be depicted in the Instructions.
- (4) The communal reservation categories, viz., Scheduled Castes, Scheduled Tribes, Backward Classes, Backward Classes (Muslim), Most Backward Classes and Denotified Communities shall be listed in the Annexure to the Instructions.
- (5) The Commission's Instructions to Applicants serves to complement the instructions issued in the notification, memorandum of admission to the written examination / certificate verification / oral test / counselling, instructions in the question booklet and OMR answer sheet / question-cum-answer booklet.
- (6) The Commission's Instructions to Applicants have a binding value for both the Commission as well as the applicants. The instructions contained therein shall therefore be in close consonance with the actual practices adopted by the Commission's office and the rules in vogue, with citations of Acts / Rules, wherever required. For the same reason, translations shall be accurate.
- (7) In case of litigation, the Instructions shall be required to support the decisions taken by the office of the Commission, therefore the language used shall be unambiguous. Interpretation / explanation of provisions in Acts / Rules shall be used only where required to impart clarity.
- (8) Amendments to the Instructions shall be proposed before the Commission by the PD-ARO section, upon receipt of an extract / copy of notes and orders to this effect, approved by the Secretary /

Controller of Examinations, from those departments of the Commission's office, whose activities are impacted by the respective instructions sought to be amended.

- (9) The Secretary / Controller of Examinations may also directly propose before the Commission, amendments to the Instructions to Applicants, facilitated by the PD-ARO section.
- (10) Upon approval of the draft Instructions to Applicants, further action regarding printing and distribution of the same within the Commission's office shall be undertaken. Simultaneously, action regarding publication in the Commission's website shall also be undertaken.

E. Tamil Nadu Public Service Commission's Office Orders

- (1) The Commission's Office Orders shall be issued to facilitate regulation of:
 - (a) The procedures and practices relating to all functions of the Commission's office.
 - (b) Duties and responsibilities of the officers and staff of the Commission's office.
 - (c) The norms to be followed at all stages of the recruitment process.
 - (d) Issues on which the Acts / Rules / Government Orders / Regulation / Rules of Procedure are silent. In other words, office orders shall be a kind of checklist-manifesto for undertaking each and every item of work in the Commission's office.
- (2) Confidential Office Orders shall also be issued by the Commission, to regulate confidential procedures relating to conduct of written examinations, result processing, other matters, etc.

- (3) The office orders shall contain detailed instructions as to the procedures to be adopted, the sequence of activities, the personnel involved, outcome expected, timeline and citations of rules, where applicable.
- (4) Formats of Registers and Certificates required to be maintained / furnished shall be depicted in the Annexures to the respective office orders.
- (5) Revision of existing office orders in accordance with current practices shall be initiated by the PD-ARO section, by way of a circular to all departments of the Commission's office, once in three years.
- (6) New office orders shall be issued in respect of procedures / issues not regulated by existing office orders.
- (7) Amendments to the office orders / issue of new office orders shall be proposed before the Commission by the PD-ARO section, upon receipt of an extract / copy of notes and orders to this effect, approved by the Secretary / Controller of Examinations, from those departments of the Commission's office, whose activities are impacted by the respective office orders sought to be amended / issued.
- (8) The Secretary / Controller of Examinations may also directly propose before the Commission, amendments to office orders / issue of new office orders, facilitated by the PD-ARO section.
- (9) Upon approval of the draft office orders, further action regarding printing and distribution of the same within the Commission's office shall be undertaken. Simultaneously, action regarding publication in the Commission's website shall also be undertaken.
- (10) All amendments to office orders already issued shall be issued in the form of office orders, containing the entire content of the existing office order, except for the portion sought to be amended, which shall be replaced by the approved amendment.
- (11) All administrative matters of long-standing value shall be issued as office orders.

F. Administrative Instructions and Circulars

- (1) Administrative Instructions shall be issued by the PD-ARO section, with the approval of Secretary, to facilitate quick redressal of outstanding issues / to regulate emergent issues / to communicate clarifications received or decisions made / allocation of subjects among sections in various departments of the Commission's office.
- (2) Administrative Instructions generally pertain to specific departments of the Commission's office.
- (3) Administrative Instructions shall be serially numbered using Arabic numerals (eg., Administrative Instructions No. 01, 02...) continuously from year to year.
- (4) Circulars may be issued by all departments of the Commission's office, with the approval of Secretary to communicate information required to be made known to all departments of the Commission's office / to seek for information from other departments.
- (5) In view of (4) above, a Circular Issue Register (format at Annexure I) shall be maintained by the PD-ARO section, wherein all departments proposing to issue circulars shall make the necessary entries and obtain the number to be used for the circular for that year. The circulars shall be numbered serially, year-wise, using Arabic numerals (eg., Circular No. 01/2021, 02/2021... 01/2022, 02/2022...), such that there shall not be more than one circular numbered 01/2021.
- (6) In view of the fact that both Administrative Instructions and Circulars are documents meant to serve short-term goals, the same shall ultimately be made part of existing office orders or issued as a new office order. This exercise shall be undertaken once in six months.

G. Schedule and Procedure for the Framing / Issue / Re-issue / Revision / Updation of Documents

- (1) The following schedule shall be followed for the framing / issue / re-issue / revision / updation of the Tamil Nadu Public Service Commission's Regulations, Rules of Procedure, Instructions to Applicants and Office Orders:

Sl. No.	Document	Commencement	Conclusion	Submission to Commission
1	Regulations	January	March	April
2	Rules of Procedure	April	May	June
3	Instructions to Applicants	June	August	September
4	Office Orders	September	December	January

- (2) The work of framing / issue / re-issue / revision / updation of documents shall commence with:
- (a) An intimation to the Secretary and Controller of Examinations regarding the commencement of this work and seeking of their views through consultations / meetings.
 - (b) The transfer of a copy / extract of notes and orders to the departments concerned -
 - (i) In the case of Commission's Regulations, seeking copies of Government orders effecting amendments to the Regulations.
 - (ii) In the case of the Rules of Procedure / Instructions to Applicants, seeking information regarding amendments to be made thereto.
 - (c) The issue of a circular to all departments of the Commission's office, seeking information as to whether the existing Office Orders are relevant or require revision and whether any new Office Orders are required to be issued on subjects hitherto unregulated by any Office Order.

- (3) All information in response to (b)(ii) and (c) above shall be in the form of a copy / extract of notes and orders, approved by the Secretary / Controller of Examinations, containing the existing provisions as well as the proposed amendment.

H. Drafting of Proposals for Updation of / Amendments to Documents

- (1) Proposals for amendments shall be submitted before the Commission in written form, wherein the existing document shall be the basis on which additions, substitutions and deletions shall be indicated as highlights and strikethroughs, as explained below:
- (a) No content of the existing document shall be substituted without an indication in the form of strikethrough-cum-highlight (eg., ~~abcdefgh~~ **ijklmnop**).
 - (b) Additions to the existing content shall be highlighted (eg., **abcdefgh**).
 - (c) No existing content shall be removed, instead the content proposed to be removed shall be retained as text with strikethrough (eg., ~~abcdefgh~~).
- (2) References and supplementary information shall be shown as footnotes at the bottom of every page.
- (3) Cross referencing of footnotes shall be done using superscript numerals (eg., ~~abcdefgh~~¹) unique for each page such that footnote references shall start with [1] on each new page.
- (4) To ensure clarity, the masculine gender may be used throughout the document, with the following postscript:
- Words indicative of masculine gender, wherever used in these shall be considered as including the feminine gender / third gender, unless the context clearly indicates otherwise.*
- (5) In order to facilitate referring to specific regulations, rules, instructions or office orders, all paragraphs of the document shall mandatorily be numbered serially, except for the opening paragraph and the notes, explanations and provisos to the rules, orders, etc.

- (6) In cases where more than one note / explanation is suffixed to a specific rule, order, etc., the title 'Note' / 'Explanation' shall be numbered serially using Arabic / Roman numerals, i.e., *Note-1 / Explanation-1* OR *Note-I / Explanation-I*.
- (7) However, provisos even if more than one, shall remain unnumbered and shall be referred to as:

First proviso to Rule 10

OR

Proviso 1 to Rule 10, etc.

- (8) Annexures shall be indicated at the bottom left of the last page of the main body of the rules, orders, etc. as: "... Annexures-I to ____". Annexures shall be numbered using Roman numerals only and titled - **ANNEXURE-I, ANNEXURE-II**, etc.).

- (9) The formatting and numbering shall be done as follows:

Font

Name: Verdana; Size: 12; Line Space: 1.15; Colour: Black.

Main Headings

A. Significant Words in Capitals, Bold and Underlined

B. Significant Words in Capitals, Bold and Underlined

Paragraphs following the Main Headings

(1) Normal font, justified.

(2) Normal font, justified.

Paragraph Headings

(1) Significant Words in Capitals, Non-Bold and Underlined

(2) Significant Words in Capitals, Non-Bold and Underlined

Lists / Sub-paragraphs

(a) Normal sentence / phrase / word format, justified.

(b) Normal sentence / phrase / word format, justified.

Sub-lists

- (i) Normal sentence / phrase / word format with/without full stop at the end (uniform style to be followed).
- (ii) Normal sentence / phrase / word format with/without full stop at the end (uniform style to be followed).

Further Lists

- Normal sentence / phrase / word format with/without full stop at the end (uniform style to be followed).
- Normal sentence / phrase / word format with/without full stop at the end (uniform style to be followed).

Indent

An uniform measure of indentation shall be followed for each of the above levels of text.

- (10) Items (5), (6), (8) and (9) above, shall apply only to documents such as Commission’s Instructions to Applicants and Office Orders. The numbering in documents such as Commission’s Regulations and Rules of Procedure shall be retained as such.
- (11) The page margins shall be set as ‘Mirror Margins’, to facilitate binding of the document in book form for submission to the Commission / distribution in the Commission’s office.
- (12) The document pages shall be numbered serially, inclusive of annexures and blank pages, using Arabic numerals at the bottom centre of each page.
- (13) A preface / introduction to documents such as Commission’s Rules of Procedure, Instructions to Applicants and Office Orders shall be given, wherever required, by the Secretary.
- (14) Every document shall have a simple index as follows:

Sl. No.	Subject	Page No.
1	Abcdefgh	1
2	Ijklmnop	3 - 7

(15) Advanced Usage Aids

In addition to the simple index, the compilation of Office Orders shall also have cross references, footnotes and multiple indices (number-wise, subject-wise and department-wise).

I. Issue and Usage of Documents

(1) Except for the Tamil Nadu Public Service Commission's Regulations, all other documents, viz., Commission's Rules of Procedure, Instructions to Applicants, Office Orders, Administrative Instructions and Circulars shall be issued in the name of the Secretary and dated as on the date of approval by the Commission.

(2) Date of Effect

Sl. No.	Document	Date of Effect
1	Regulations	Date of issue of Government orders regarding approval / amendments
2	Rules of Procedure	Date of approval by the Commission
3	Instructions to Applicants	Date of approval by the Commission
4	Office Orders	Date of approval by the Commission

(3) Publication in the Commission's Website

(a) A softcopy of the document in PDF format shall be transferred to the Nodal Team for hosting in the Commission's website.

(b) Outdated versions of the documents shall be archived in the Commission's website, under the respective headings, **for use of the Commission's office alone.**

(4) Printing of Documents

A softcopy of the Commission's Regulations, Rules of Procedure, Instructions to Applicants and Office Orders in PDF format, shall also be sent to the Government Central Press for printing the required number of copies.

(5) Incorporation in the Tamil Nadu Services Manual – I

In view of the fact that the Tamil Nadu Public Service Commission Regulations and the Commission's Rules of Procedure are part of the Tamil Nadu Services Manual – I, the Government shall be addressed regarding incorporation of the approved, re-issued versions of the same in the said manual.

(6) Distribution in the Commission's Office

A printed copy of the documents shall be given to the Chairman, Members, Secretary, Controller of Examinations, Joint Secretary, Deputy Secretaries, Under Secretaries and all sections in the Commission's office.

(7) Application

(a) All assertions / recommendations / proposals / submissions made / orders sought for, in files or other papers shall be supported by the relevant provisions in Acts and Government Orders, as well as provisions in the Commission's Regulations, Rules of Procedure, Instructions to Applicants, Office Orders.

(b) In case of subjects unsupported by any of the above documents, the note submitted shall include a statement to this effect and an extract of such note shall be forwarded to the PD-ARO section to facilitate creation of a supportive provision / amendment to existing provisions, in the appropriate document(s).

- (c) Whenever existing policies / procedures are modified by Government orders / Commission's decisions / orders of the Secretary / Controller of Examinations, those departments of the Commission's office in receipt of such orders / decisions, shall assess their impact on the existing Commission's Regulations, Rules of Procedure, Instructions to Applicants, Office Orders and Administrative Instructions and communicate the need, if any, to modify such documents to the PD-ARO section.
- (d) Ambiguity / omissions / factual errors or errors in the interpretation of statutory provisions / other communication in any of the said documents, shall be informed by way of a copy / extract of notes and orders, approved by the Secretary / Controller of Examinations.

... Annexure

K. NANTHAKUMAR, I.A.S.
Secretary

ANNEXURE

Format of Circular Issue Register

Circular No.	Date	Subject	File No.	Signature of Assistant / Assistant Section Officer/ Assistant Section Officer-cum-Programmer