

PERSONNEL AND ADMINISTRATIVE REFORMS (S) DEPARTMENT

LETTER NO. 31189/S/98-1, DATED: 13.7.2000

From
Thiru S. Murali Noda, I.A.S.,
Secretary to Government

To
All Departments of Secretariat,
Chennai-600 009.
All Heads of Departments.

Sir,

Sub: PUBLIC SERVICES - Preparation of panel for appointment by promotion/by recruitment by transfer - Offering remarks in the panel file - Use of certain Terminology - Instructions - Issued.

- Ref: 1. G.O.Ms.No.368, Personnel and Administrative Reforms Department, dated 18.10.1993;
2. Government Letter No.13498/Personnel and Administrative Reforms (S) Department, dated 19.7.1995;
3. Government Letter Ms.No.248; Personnel and Administrative Reforms (S) Department, dated 20.10.1997;
4. Government Letter No.52511/S/99-1, dated 1.10.1999;
5. Government Letter No.52716/S/99-1, dated 1.10.1999.

In the references cited, some basic guidelines were issued on matters of preparation of panels and assessment of suitability of the candidates for inclusion of their names in the panels. The Head of Departments and the Administrative Departments in Secretariat make their recommendations before referring the proposals to the Personnel and Administrative Reforms Department.

2. It is noticed from these proposals that the Head of Departments and the Departments of Secretariat are using various terminologies while offering remarks on inclusion/non-inclusion of the candidates in the panel. The proforma annexed to the Government Letter second cited specifies the terms viz. Fit/Not Fit/Deferred for use of the Departmental Promotion Committee to make its recommendations. It is considered that for the sake of uniformity, the terminologies used by the Departmental

contd.2.

Promotion Committee may also be used by the Head of Departments and the Departments of Secretariat while sending recommendations in panel proposals.

3. Accordingly, the Departments of Secretariat and the Heads of Departments are requested to use only the terminologies viz. Fit/Not Fit/Deferred, while offering their remarks in the proposals for preparation of panels.

4. The Departments of Secretariat and the Heads of Departments are requested to follow the above instructions scrupulously without fail.

Yours faithfully,



for SECRETARY TO GOVERNMENT

Copy to:

The Secretary,
Tamil Nadu Public Service Commission,
Chennai-600 002.

All Sections/Officers,
Personnel and Administrative Reforms Department,
Chennai-600 009.

edr/13.7.

Further details...