

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 128, dated 12.11.2020

(Amended vide Commission's orders dated 28.04.2021)

Sub.: Personal Register, Tapal Register, Reminder Diary, Call Book, Periodical Register, Stock Files, Other Registers – Submission to Officers for Checking – Instructions - Regarding.

The following orders are issued with regard to the submission of Personal Registers, Tapal Registers, Reminder Diaries, Call Books, Periodical Registers, Stock Files and Other Registers to the respective officers for checking and with regard to the periodic perusal of the Management Information System (MIS) Reports (in the case of files / papers processed through the eOffice system).

A. Files / Papers Processed Manually

(1) Every dealing hand shall submit the Personal Register, Tapal Register, Reminder Diary, Call Book, Periodical Register and Stock Files to the officers concerned, twice a month for checking as shown below.

Submission	Periodicity	Officer
First	Every month	Section Officer
Second	Every odd month	Assistant Accounts Officer / Accounts Officer / Under Secretary
Third	Every even month (except the 6 th & 12 th months)	Joint Secretary / Deputy Secretary
Fourth	The 6 th and 12 th months of the year	Secretary / Controller of Examinations

(2) The dates on which the submissions shall be due, are shown below:

All Departments	Section Officer	Assistant Accounts Officer / Accounts Officer / Under Secretary	Joint Secretary / Deputy Secretary (except the 6th & 12th months)	Secretary / Controller of Examinations
A1, B1, C1...	1 ST of every month	16 th of every odd month	16 th of every even month	16 th of June 16 th of December
A2, B2, C2...	2 nd of every month	17 th of every odd month	17 th of every even month	17 th of June 17 th of December
A3, B3, C3...	3 rd of every month	18 th of every odd month	18 th of every even month	18 th of June 18 th of December
A4, B4, C4...	4 th of every month	19 th of every odd month	19 th of every even month	19 th of June 19 th of December
A5, B5, C5...	5 th of every month	20 th of every odd month	20 th of every even month	20 th of June 20 th of December

(3) A running note file containing the following format in the first page shall be submitted along with the registers, in order to verify the due date for submission and the date on which actually submitted.

To whom due for submission	Due date for submission	Date on which submitted	Initial of the checking officer	Date of re-submission with reply	Initial of the officer checking the register
(1)	(2)	(3)	(4)	(5)	(6)

(4) The name, designation and seat number of the dealing hand shall be noted at the top right corner of each page on which the note for submission is written. This page shall be divided into two, length-wise. The left side of the page shall be used for the note for submission, while the right half shall be used by the checking officers for remarks, if any. The replies to the queries raised by the officers shall also be noted below the respective queries.

B. Files / Papers Processed through the eOffice System

The status of receipts (tapals) and files processed through the eOffice system shall be viewed as 'Receipt Pendency Report' and 'File Pendency Report', respectively, in the Management Information System (MIS) by the officers concerned, as per the schedule indicated at paragraph A(2).

C. General

- (1) In case any of the scheduled dates for submission / perusal happens to be a holiday, the submission / perusal shall be undertaken on the next working day. Replies to the queries / remarks of the officers shall be submitted through the Section Officer of the section concerned, within two working days.
- (2) It shall be the responsibility of the Section Officers to see that all the Registers / eRegisters and Stock Files / eStock Files are maintained properly and submitted / made available, to the officers concerned on the due dates.
- (3) The Section Officers shall check the Personal Registers, Tapal Registers, MIS Reports, etc., thoroughly and pass detailed remarks thereon, at the time of submission by the dealing hands / when perused, without merely observing 'No remarks'.
- (4) All the staff of the Commission's office shall maintain their Personal Registers strictly in accordance with the procedures enunciated in the Tamil Nadu Government Office Manual.
- (5) All other registers / eRegisters maintained by each section shall be submitted to / perused by the Under Secretary, in the first week of every month. The Under Secretary concerned shall certify to this effect on the first page of the respective registers / appropriately.

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