

GOVERNMENT OF TAMIL NADU

ABSTRACT

Public Services - State and Subordinate
Services - Preparation of annual lists of approved
candidates for promotion and recruitment by transfer -
Fixation of date for preparation of annual lists -
Orders - Issued:

X-X

PUBLIC (SERVICES-M) DEPARTMENT

G.O. Ms. No: 3467

Dated the 31st October, 1975

READ:-

1. G.O. Ms. No: 1577, Public (Services),
dated 16-7-1972;
2. G.O. Ms. No: 770, Public (Services),
dated 6-3-1974.

READ ALSO:-

From the Secretary, Tamil Nadu Public
Service Commission, letter No: 5424/M1/
74, dated 4-4-1975.

ORDER:-

The Tamil Nadu Civil Services Joint Council has suggested that the list of approved candidates for appointment by promotion to all the posts may be prepared annually. The Government have examined this suggestion in consultation with the Tamil Nadu Public Service Commission and have decided that the list of approved candidates should be prepared annually, not only for the appointments made by promotion, but also to those made by recruitment by transfer to all the categories of posts in the State and Subordinate Services, after estimating the vacancies. The Government have also decided to fix crucial dates for preparing the annual list of approved candidates.

2. The list of approved candidates for appointment by promotion and by recruitment by transfer to all the categories of posts in the Tamil Nadu State and Subordinate Services shall be prepared annually against the estimated number of vacancies expected to arise during the course of a year. The estimate of vacancies shall be prepared taking into account the total number of permanent post in a category; the number of temporary posts in existence; the anticipated sanction of new posts

Pl. see p. 101

1.2:

in the next year; the requirement of leave reserves; the anticipated vacancies due to retirement and promotion etc., and the number of candidates already in position in that category. The list of approved candidates, so prepared, shall be in force for a period of one year only and shall lapse at the end of the year. The candidates whose names were included in the previous list, but were not appointed, shall be considered, if eligible, for inclusion in the list for the next year, along with their seniors, if any, whose names were not included in the previous list either because they were found not suitable or because they were not technically qualified when the previous list was drawn up. For preparing the lists, it shall be sufficient to consider the claims of all the candidates, senior to the junior most candidate proposed for inclusion in the list, instead of considering the claims of all the technically qualified candidates in the feeder category.

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3. The Government accept the suggestion of the Tamil Nadu Public Service Commission that different crucial dates may be fixed for different categories of posts for preparing the annual lists of approved candidates. Some Special Rules already provide for preparation of lists of approved candidates annually on a particular date. Such provisions shall continue. In respect of posts, the Special Rules of which do not provide for crucial dates for preparation of annual lists of approved candidates, the Departments of Secretariat shall, in consultation with the concerned Heads of Departments and the Tamil Nadu Public Service Commission, where the posts are within the purview of that body, fix a date for preparation of annual list of approved candidates.

4. Necessary amendment to Rule 4 (a) of the General Rules in Part II of the Tamil Nadu State and Subordinate Services Rules, with reference to the orders in para 2 above, will be issued separately from the Public (Services-C) Department.

5. The Departments of Secretariat will amend the concerned Special Rules, after fixing the crucial dates for preparation of lists of approved candidates annually, as ordered in para 3 above.

6. In the matter of recruitment by transfer to the State Services, though there is an approved programme, it is not adhered to and instead of preparing lists of approved candidates in advance against vacancies anticipated in a year, proposals are sent to the Tamil Nadu Public Service Commission for regularisation of the temporary appointments already made and continued for years together. This can be avoided, if the authorities concerned take timely action to furnish estimate of vacancies and forward their proposals for recruitment to the Tamil Nadu Public Service Commission on the due dates. In order to avoid unnecessary correspondence with the Tamil Nadu Public Service Commission in the matter of recruitment of candidates for appointment by recruitment by transfer, the Government direct that the authorities concerned should furnish to the Tamil Nadu Public Service Commission the details, as in the annexure to this order and the personal files/record sheets of the candidates included in their proposals.

*Send
Proposals for
along with
Personal Files*

7. Whether passing of a test/examination is prescribed as a pre-requisite qualification or not, the approved programme for drawing up an annual list should lay down date for preparation of estimate, the date on which the candidates should possess the prescribed qualifications, experience, etc., the date for furnishing proposals (for drawing up the list) to the concerned authority and the date by which the list should be drawn up. For preparing the lists of approved candidates for appointment to the State Services by recruitment by transfer, the various dates, mentioned above, may be fixed as follows:-

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| (i) Date on which the candidates should possess the prescribed qualifications. | ... | Two months earlier to the date on which the proposals are due to the Commission. |
| (ii) Date for receipt of estimate | ... | One month after the date in item (i) above. |
| (iii) Date for receipt of proposals by the Commission. | ... | One month after the date in item (ii) above. |
| (iv) Date by which the list should be communicated to the authority concerned | ... | Three months after the date of receipt of proposals by the Commission in item |

A N N E X U R E

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- (1) The names of persons technically qualified on the crucial date for appointment to the post arranged strictly in the order of seniority in the post from which recruitment is made together with the date of regular appointment to the post.
- (2) If the recruitment is to be made from more than one category, seniority lists in different categories may be furnished separately together with dates of regular appointment to the posts. More than one feeder post.
- (3) Qualifications experience etc., prescribed in the rules and possessed by the candidates.
- (4) Dates of birth of the candidates.
- (5) Specific remarks of the Head of the Department concerning the suitability of each officer included in the proposals. If a candidate is not considered suitable, the reasons thereof may be given indicating also the nature of charges for which punishments, if any, had been inflicted. If any disciplinary proceedings have not been disposed of, the nature of charges and the stage may be indicated.
- (6) Order of preference (ie. the order in which the names of officers recommended by the Head of the Department should be arranged in the approved list).
- (7) Upto-date personal files of all candidates in the case of Gazetted Officers and Record Sheets covering the entire period of service in the case of Non-Gazetted Government Officers.
- (8) A certificate to the effect that the proposals contain the names of all the technically qualified candidates senior to the junior most candidate included in them.
- (9) Number of candidates to be selected.

// True copy //

G.P. Singh
4/11/25
SECTION OFFICER.