

**TAMIL NADU PUBLIC SERVICE COMMISSION**

**Office Order No. 129, dated 12.11.2020**

Sub.: Recruitment (Direct) - Tamil Nadu State and Subordinate Services – Objective Type Examinations – Disposal of Unused Question Booklets and Destruction of Question Booklet Packet Wrappers - Procedures to be followed – Regarding.

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The procedures to be followed with regard to the disposal of unused question booklets and the destruction of question booklet packet wrappers relating to the various objective type examinations conducted by the Commission are as follows.

**A. Disposal of Unused Question Booklets in the Commission's Office**

After receipt of all the unused question booklets pertaining to a particular examination, the extra question booklets available in the Commission's office shall be clubbed with them. Keeping in reserve a sufficient number of question booklets in each subject for future use, the remaining unused question booklets shall be handed over to the Records and Forms Department (RFD), who shall proceed as follows:

| <b>Sl. No.</b> | <b>Unused Question Booklets to be sent to</b>   | <b>Number to be sent</b> |
|----------------|---|--------------------------|
| 1.             | The Librarian,<br>Connemara Public Library,<br>Museum Compound,<br>Egmore, Chennai – 600 002.           | 1 set                    |
| 2.             | The Librarian,<br>Devaneya Paavanar District Central Library,<br>735, Anna Salai,<br>Chennai – 600 002. | 30 sets                  |
| 3.             | Chairman / Members  | 1 set                    |

| <b>Sl. No.</b> | <b>Unused Question Booklets to be sent to</b>   | <b>Number to be sent</b> |
|----------------|---|--------------------------|
| 4.             | Library,<br>Tamil Nadu Public Service Commission  | 5 sets                   |
| 5.             | Records and Forms Department  | 3 sets                   |
| 6.             | The Director,<br>University Students Advisory Bureau,<br>University of Madras,<br>Chepauk, Chennai – 600 005. | 30 sets                  |

**B. Destruction of Unused Question Booklets and Wrappers**

The used and unused question booklet wrappers received in the mofussil centres shall be destroyed within a month's time by the District Treasury Officer / Sub-Treasury Officer. In the case of the balance unused question booklets in the Commission's office, they shall be destroyed within two weeks' time by the RFD. The used and unused question booklet wrappers received in the Commission's office, shall be destroyed within a month's time by the RFD.

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