

**TAMIL NADU PUBLIC SERVICE COMMISSION**

**Office Order No. 144, dated 12.11.2020**

*(Amended vide Commission's orders dated 28.04.2021  
and 23.05.2024)*

Sub.: Closed-Circuit Television Coverage of the Commission's Office – Purpose – Camera Type, Location, Coverage Area - Monitoring of Video Footage – Access to Data - Storage Period – Regarding.

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The following office order is issued with regard to the closed-circuit television (CCTV) coverage of the Commission's office, the purpose behind such coverage, camera type, location in the Commission's office, coverage area, maintenance, monitoring of / access to the video footage and the period of storage of such data.

**A. Purpose**

- (1) Safety and security of personnel / office property.
- (2) Monitoring the entry and exit of applicants / candidates / visitors / others.
- (3) Monitoring the entry and exit of office / Government vehicles.
- (4) Other special requirements as shall be decided by the Commission.

**B. Camera Type, Location, Coverage Area**

The Secretary / Controller of Examinations shall decide the type of camera, location and area to be covered, from time to time, based on requirement and orders of the Commission.

**C. Maintenance**

The closed-circuit television cameras installed, shall be brought under an annual maintenance contract, regularly serviced and periodically replaced as per the technical advice of ELCOT / other competent organizations or individuals.

**D. Monitoring of / Access to the Video Footage**

- (1) a) Video footage from the CCTV cameras, installed in the Board rooms recorded during the conduct of Oral Test / various activities relating to the OTD sections alone shall be monitored by the Oral Test department (OTD-Tech section).  
b) Any other confidential work / viva voce conducted in the Board rooms shall be monitored by the Department concerned.
- (2) Video footage from the CCTV cameras in the confidential areas on the second floor shall be monitored by the Confidential Department (QD)-Tech section.
- (3) Monitoring of video footage from the CCTV cameras at other areas of the Commission's office shall be entrusted by the Secretary to the Assistant Section Officer dealing with this subject, posted in the Vehicles and Machineries Department or any other staff deemed suitable. The designated officer shall visit the server room once a week and ensure that the video recording is proceeding without any problem.
- (4) Access to the server room meant for storage of video footage from the CCTV cameras, shall be through biometric authentication and accessible only to the designated officers.

**E. Period of Storage**

A list of all surveillance cameras and period of storage of data thereof are shown in the Annexure. Recordings shall be automatically overwritten upon conclusion of the determined period of retention for the respective cameras, as ordered by the Secretary / Controller of Examinations for each and every camera. The storage shall be on the Commission's office premises.

... Annexure

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

## **ANNEXURE**

### **DETAILS OF THE IP CAMERAS AVAILABLE IN THE COMMISSION** (as on 30.11.2020)

<b>Sl. No.</b>	<b>Camera Placed</b>	<b>Location</b>	<b>Period of Storage</b>
1	Ground Floor	Main Road Right Side	New - 3 months
2	Ground Floor	Main Road Left Side	New - 3 months
3	Ground Floor	Main Gate	New - 6 months
4	Ground Floor	Main Gate 1	Old - 3 months
5	Ground Floor	Main Gate 2	Old - 3 months
6	Ground Floor	Staff Car Parking	Old - 3 months
7	Ground Floor	Lift No.2	New - 6 months
8	Ground Floor	Old Reception	New - 6 months
9	Ground Floor	Lift No.1	New - 6 months
10	Ground Floor	Members Car Parking	New - 3 months
11	Ground Floor	Reception to Canteen	New - 3 months
12	Ground Floor	Canteen to Reception	New - 3 months
13	Ground Floor	Focus to Canteen	Old - 3 months
14	Ground Floor	EB Room Focus	Old - 3 months
15	Ground Floor	Staff Bike Parking	New - 3 months
16	Ground Floor	CV Hall Focus 1	New - 3 months
17	Ground Floor	CV Hall Focus 2	New - 3 months
18	Ground Floor	VIP Lift	Old - 6 months
19	Ground Floor	Members Car Parking-2	New - 3 months
20	Ground Floor	Towards Drivers Room	New - 3 months
21	First Floor	Corridor	Old - 6 months
22	First Floor	Through APD Tech	New - 3 months
23	First Floor	Back Side Lift-RID	Old - 3 months
24	Second Floor	Confidential Area - 53 Cameras	3 - 6 months
25	Third Floor	Corridor	Old - 6 months
26	Third Floor	Back Side Lift No.1	Old - 3 months
27	Third Floor	Back Side Lift No.2	Old - 3 months
28	Fourth Floor	Corridor	Old - 6 months
29	Fourth Floor	Back Side Lift No.1	Old - 3 months
30	Fourth Floor	Back Side Lift No.2	New - 3 months
31	Fourth Floor	Secretary Room	New - 6 months
32	Fifth Floor	Corridor	Old - 3 months
33	Fifth Floor	Back Side Lift No.1	Old - 3 months
34	Fifth Floor	Back Side Lift No.2	Old - 3 months
35	Sixth Floor	Corridor	New - 6 months
36	Third Floor	Through CD section	New - to be installed
37	Third Floor	Through Member Room	New - to be installed
38	Third Floor	Through Member Room	New - to be installed
39	Fifth Floor	Xerox Room	New - to be installed
40	Sixth Floor	Back Side Lift No.2	New - to be installed
41	Sixth Floor	CV HALL - 6 cameras	3 months
<b>Abstract</b>			
Total number of cameras (other than 2nd Floor): <b>39</b> (29 cameras: 3 months storage; 10 cameras: 6 months storage)			
Total number of cameras (2nd floor - confidential area): <b>53</b>			
Certificate Verification Hall: <b>6</b>			
<b>Total Number of Camera: 98</b>			