

**TAMIL NADU PUBLIC SERVICE COMMISSION**

**Office Order No. 159, dated 12.01.2021**

*(Amended vide Commission's orders dated 03.09.2024)*

Sub.: Commission's Office – Utilities – Bills and Taxes  
thereof – Housekeeping, Issue of Identity  
Cards, etc. – Regarding.

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The following orders are issued with regard to the utilities and bills and taxes thereof, housekeeping, issue of identity cards, etc., in the Commission's office.

**A. Metro Water**

- (1) The Assistant Section Officer / Assistant dealing with the Metro Water bill shall ensure that the bill is paid before the last date notified by the Chennai Metropolitan Water Supply and Sewerage Board and that such payment is recorded in the respective register and attested by the Under Secretary in charge of Building, Stationery and Furniture Department (BSFD).
- (2) The Assistant Section Officer / Assistant dealing with the Metro Water tax shall ensure that the tax is paid before the last date notified by the Chennai Metropolitan Water Supply and Sewerage Board, i.e., yearly twice (April and October) and that such payment is recorded in the respective register and attested by the Under Secretary (BSFD).

**B. Electricity**

The Assistant Section Officer / Assistant dealing with the Electricity Board bill which is generated on the 4<sup>th</sup> day of every month, shall ensure that it is paid before the last date notified. There shall not be any lapse in paying the bill. The BRD section concerned shall extend full co-operation to the BSFD section in this regard.

**C. Property Tax**

The Assistant Section Officer / Assistant dealing with the Property Tax bill shall ensure that the bill is paid before the last date notified, once a year (in April) and that such payment is recorded in the respective register and attested by the Under Secretary (BSFD).

**D. Fire Safety**

- (1) The Assistant Section Officer / Assistant dealing with the Fire Extinguishers shall ensure the refill of the Fire Extinguishers, yearly once (in November) and that an entry regarding the Fire Extinguisher refill bill is made in the Periodical Work Register and attested by the Under Secretary (BSFD).
- (2) Fire safety audit shall be conducted during July every year, with the help of the Fire and Rescue Services Department and/or a vendor identified for the purpose.

**E. Stationery**

The Assistant Section Officer / Assistant dealing with stationery shall ensure purchase of stationery material and that requisite entries are made in the Stationery Stock Register and attested by the Under Secretary (BSFD).

**F. File Pads and Wax**

File pads and wax shall be purchased twice yearly from the Central Prison, Chennai. The Assistant Section Officer / Assistant dealing with such purchase, shall make necessary entries in the respective register and obtain attestation from the Under Secretary (BSFD) in the Acknowledgement Register.

**G. Lift**

- (1) The BSFD shall be responsible for maintaining the lift in working condition.
- (2) The lift shall be insured for one calendar year for ten persons, as per the Tamil Nadu Lift Act, 1997 and the Tamil Nadu Lift Rules, 1997. The BSFD shall take follow-up action for renewal of insurance every year in the month of September.

**H. Consumables**

The Assistant Section Officer / Assistant dealing with consumables shall make entries in the Consumable Items Register for items supplied to Chairman, Members, Secretary, Controller of Examinations, Joint Secretary, Deputy Secretaries and Under Secretaries. Consumables shall be purchased and supplied yearly once. The entries in the register shall be attested by the Under Secretary (BSFD). Suitcases shall be provided to the Deputy Secretaries and Under Secretaries as a one-time measure, if they come under the permanent establishment.

**I. Issue of Identity cards**

Identity cards to the Chairman, Members, Secretary, Controller of Examinations, officers and staff shall be issued once in five years.

The issuing authority of ID cards shall be as follows:-

<b>Sl. No.</b>	<b>Individual Officers / Staff</b>	<b>Issuing authority</b>
1.	Chairman	Secretary
2.	Members	Secretary
3.	Secretary	Chairman
4.	Controller of Examinations	Chairman
5.	Joint Secretary and Deputy Secretary	Secretary
6.	All other Officers / Staff upto the cadre of Under Secretary	Joint Secretary/ Deputy Secretary in charge of Personnel Department.

**J. Telephones**

The Assistant Section Officer / Assistant dealing with telephones shall ensure that the Telephone Annual Maintenance bill is paid yearly once and that an entry is made in the Telephone Register and attested by the Under Secretary (BSFD). The telephone cleaning bill shall be paid every month.

**K. Videography**

The Assistant Section Officer / Assistant dealing with videography shall ensure that the videography bill in connection with the conduct of examination at Chennai centre, is paid without delay. Entries regarding the videography bill shall be made in the Videography Register and the same shall be attested by the Under Secretary (BSFD).

**L. Television and Cable Connection**

Television sets shall be provided in the chambers of Chairman, Members, Secretary, Controller of Examinations, as well as in the Drivers' room. The cable bills shall be paid every month and the respective entries attested by the Under Secretary (BSFD) in the concerned register.

**M. Other Infrastructural Arrangements**

The BSFD shall make necessary arrangements -

- (a) To administer the pledge on various occasions, as per the guidelines received from the Government.
- (b) In respect of Republic Day and Independence Day celebrations.
- (c) In respect of furniture and infrastructure arrangements pertaining to oral test, certificate verification and counselling.

**N. Housekeeping**

- (1) The Commission has resolved to engage housekeeping staff through outsourcing with effect from 1st August 2019. Staff in the cadre of Sweeper, Sanitary Worker, Gardener, etc., formerly involved in housekeeping work shall be redeployed as Office Assistants. The posts of Sweeper, Sanitary Worker, Gardener, etc., shall be treated as vanishing posts and need not be filled up in the future.
- (2) The Assistant Section Officer / Assistant dealing with the tender file shall take necessary steps at least two months before the lapse of the contract period relating to housekeeping.
- (3) The staff of the Commission shall ensure that the water taps are closed properly after use.
- (4) The Office Assistant in charge shall check that all electric switches in the Commission's office are switched off, after office hours.
- (5) The BSFD shall monitor the housekeeping to ensure that the contractor adheres to the terms and conditions stipulated in the agreement made with the Commission.
- (6) One Office Assistant shall be deputed to monitor the housekeeping staff during the cleaning of the toilets / chambers / sections and common areas of the Commission's office.

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