

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 161, dated 12.01.2021

Sub.: Office Procedure – Staff of the Commission's
Office - Maintenance of Diary – Regarding.

The following orders are issued with regard to the maintenance of diary by the staff of the Commission's office.

- (1) The diary shall be maintained in the format as depicted in the Annexure.
- (2) The diary shall be submitted to the Under Secretaries concerned, every day and to the Deputy Secretary concerned, every Monday.

... Annexure

K. NANTHAKUMAR, I.A.S.
Secretary

ANNEXURE

Format of Diary for all staff of the section other than Section Officer

Name: _____
Designation: _____
Department / Section: _____

Date	Tapals attended	Files submitted (including reminder and lie-over)	Any other special work attended (no. of applications checked, etc. in quantum)	Initials of US

Format of Diary for Section Officer

Name: _____
Designation: _____
Department / Section: _____

Date	No. of files passed to US / DS / Secretary / Controller of Examinations (including reminder and lie-over)	No. of files returned to the ASOs / Assts after revision	Any other special work attended (no. of applications checked, etc. in quantum)	Initials of US