

TAMIL NADU PUBLIC SERVICE COMMISSION

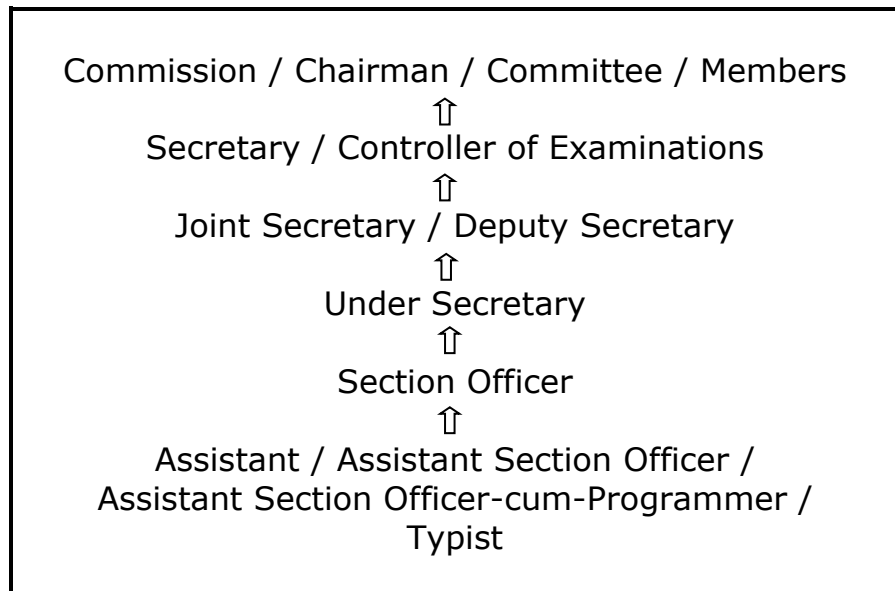
Office Order No. 184, dated 28.04.2021

Sub.: Commission's Office - Delegation of Powers
- Regarding.

The following office order is issued with regard to the delegation of power in the office of the Commission.

A. Organizational Architecture

The broad organizational architecture of the Commission's office shall be as follows:



B. Delegation of Power

- (1) The Commission derives power from the Constitution of India. The prime function of the Commission is its role in recruitment to public services. The Commission is the final decision-making body on all aspects of the recruitment process.
- (2) The Commission, in turn, delegates day-to-day administrative powers as well as other powers to the Secretary and Controller of Examinations. The Commission also delegates power to the officers and staff of the Commission, in matters such as approval of files, inspection of examination venues, certificate verification, issue of selection memoranda to the candidates during counselling, etc.

C. Matters that shall be decided by the Commission / Chairman / Committees / Designated Members

- (1) In accordance with Rule (4), (5) and (6), of the Commission's Rules of Procedure, the following matters shall be decided by the Commission / Chairman / Committees / Designated Members.

Sl. No.	Nature of Subject / Issue	Approving / Deciding Authority
1	Formulation / variation from / modification / revision of policy	Commission
2	General principles (including qualification) to be adopted in the matter of appointment by direct recruitment, recruitment by transfer, promotion or transfer	Commission
3	Framing / modification of schemes for competitive or departmental examinations	Commission
4	Framing of rules or regulations connected with the Commission or their powers or the conduct of their business	Commission
5	Notification of vacancies for appointment by direct recruitment	Commission
6	Dates for written examination, dates for oral tests and counselling	Commission
7	Approval of results of direct recruitments, departmental examinations and half-yearly examinations and language tests	Commission
8	Debarment or other punitive action against any applicant	Commission
9	Deletion of names of candidates recommended for appointment to any post, on account of violation of rules / Commission's instructions, even at a later point of time	Commission

Sl. No.	Nature of Subject / Issue	Approving / Deciding Authority
10	All matters relating to litigation in courts in which the Commission is a party	Commission (the Secretary shall attend to exigencies and obtain post facto approval of the Commission by circulation)
11	The Annual Report of the Commission	Commission
12	All matters pertaining to the administration of the Commission's office, within the competence of the Secretary / CE, for information or approval as appropriate	Chairman
13	Examiners for confidential work / Experts/Departmental Representatives for oral test	Chairman
14	Matters relating to conferences of Chairmen of Union / State Public Service Commissions and correspondence with Union Public Service Commission / State Public Service Commissions;	Chairman
15	Nomination of the Chairman of the Departmental Promotion Committee and Initiating Member for the disciplinary cases	Chairman
16	Matters not specifically allotted to a Committee or a Member	Chairman
17	Specifically delegated work	Member(s) / Committee

- (2) In addition to the above, matters designated as part of the Commission's functions, including those in which advice, concurrence, opinion or remarks are sought for, shall also be decided by the Commission.

- (3) The delegation of the power to approve, in respect of subjects common to all departments of the Commission's office shall be done as indicated below:

Sl. No.	Nature of Subject / Issue	Approving / Deciding Authority
1.	Approval of files relating to financial transactions valued at above Rupees Five Lakhs	Chairman
2.	Approval of files relating to financial transactions valued at up to Rupees Five Lakhs Demi-Official (DO) correspondence with Government / Government Departments / other organizations and DO reminders Proposal for amendments to Regulations, Rules of Procedure, Acts, Instructions to Applicants, Office Orders	Secretary
3.	Demi-Official (DO) correspondence with Government / Government Departments / other organizations and DO reminders Proposal for amendments to Regulations, Rules of Procedure, Acts, Instructions to Applicants, Office Orders	Controller of Examinations
4.	Demi-Official (DO) correspondence with Government / Government Departments / other organizations and DO reminders Replies to appeals under the Right to Information Act, 2005 Gist of Cases / Parawar Remarks to be furnished to the Legal Cell Department	Joint Secretary / Deputy Secretary
5.	Routine correspondence with Government / Government Departments / other organizations Demi-Official (DO) correspondence with Government / Government Departments / other organizations and DO reminders Replies to applications under the Right to Information Act, 2005 Closing / Lie-over of Files	Under Secretary

6.	Reminders on routine correspondence with Government / Government Departments / other organizations Petitions addressed to / received by the CM's Special Cell / Grievance Redressal Call Centre / Letters (other than under the Right to Information Act) from Applicants / Candidates / Individuals Correspondence between departments of the Commission's office Transfer of Tapals Transfer of Files between dealing hands Additions to Stock Files	Section Officer
----	---	-----------------

Note:

- (a) *Letters to Government / HODs may be approved at the level of Joint Secretary / Deputy Secretary / Under Secretary. The fair copies of these shall be signed by the Section Officer concerned. Subsequent reminders shall be approved at the level of the Section Officer himself.*
- (b) *Except in cases where an officer desires to initiate correspondence with the Government / other organizations by way of a DO letter, DO letters shall generally be sent as follows:*
- 1st DO letter and two reminders thereon – Under Secretary*
2nd DO letter and two reminders thereon – Deputy Secretary
3rd DO letter and two reminders thereon – Secretary /
Controller of Examinations
- (c) *In any case, the first reminder shall be sent after a period of 2 months and subsequent reminders may be sent at intervals of one month each. However, in respect of urgent matters, reminders shall be sent as frequently as deemed necessary.*
- (4) The delegation of the power to approve, in respect of subjects specific to each department of the Commission's office shall be done as indicated in the Annexure.

D. Affixing of eSignature in the case of eFiles

Files / eFiles shall be approved by the authorities indicated in the Annexure. Such approval shall be indicated by tagging the eFile with the date, time, name and designation of the officer / staff passing the eFile. Authentication of approval shall also be indicated by Aadhaar-based eSignature by the authorities shown below:

Approving Authority	Authority to eSign
FC Meeting / by Circulation	Member @
FC Meeting / by Circulation	Secretary #
FC Meeting	Controller of Examinations #
Chairman	Chairman
Chairman	Secretary \$
Member	Member
Secretary	Secretary
Controller of Examinations	Controller of Examinations
Joint Secretary	Joint Secretary
Deputy Secretary	Deputy Secretary
Under Secretary	Under Secretary
Section Officer	Section Officer

Note:

- @ *In cases where Commission's orders are succeeded by submission of draft(s) on Commission's orders.*
- # *In respect of subjects under the purview of the Secretary / Controller of Examinations, respectively.*
- \$ *In the case of approval of financial transactions valued at above Rupees Five Lakhs.*

E. General

- (1) Approval in respect of files relating to departments functioning under the Controller of Examinations, shall be obtained only at the Commission's meeting.
- (2) All files relating to results of competitive examinations, departmental examinations, half-yearly examinations and language tests, submitted to the Commission shall be marked first to the Chairman and then to the Members in the descending order of seniority and finally to the Chairman again.
- (3) All other files submitted to the Commission shall be marked first to the Chairman and then to the Members in the ascending order of seniority and finally to the Chairman again.
- (4) The designation of the Members of the Commission shall be indicated by their initials while marking the files to the Commission for its approval.
- (5) All files on return from circulation, shall be sent back to the sections through the Secretary / Controller of Examinations and the Joint Secretary / Deputy Secretary / Under Secretary concerned.
- (6) Approval of files on subjects that have not been specified in this office order shall be obtained at the level of Secretary / Controller of Examinations, as the case may be.

... Annexure

K. NANTHAKUMAR, I.A.S.
Secretary

ANNEXURE

Application Processing Department (APD)

Sl. No.	Subject	Existing	Proposed
1.	Rejection of applications	Controller of Examinations	Controller of Examinations
2.	Hall Ticket approval	Controller of Examinations	Controller of Examinations
3.	Application - Decision making cases only	Controller of Examinations	Controller of Examinations
4.	Approval of gist for court cases	Controller of Examinations	Controller of Examinations
5.	Representation received from candidate regarding centre change (for valid reason only), scribe needed	Controller of Examinations	Controller of Examinations
6.	Press release, for approval	Controller of Examinations	Controller of Examinations
7.	Explanation received from the candidate for show cause notice - orders for further course of action	Controller of Examinations	Controller of Examinations
8.	Reply to Chairman's queries	Controller of Examinations	Controller of Examinations
9.	Approval of notice for Certificate Verification memo, sms and email messages to be sent to the candidates regarding uploading of documents	Controller of Examinations	Controller of Examinations

Application Processing Department – Technical (APD-Tech)

Sl. No.	Subject	Existing	Proposed
1	Application Designing	Joint Secretary / Deputy Secretary	Controller of Examinations
2	Gist for Court Cases	Joint Secretary / Deputy Secretary	Controller of Examinations
3	Data Processing, including furnishing of data to various sections	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
4	Issues arising on the day of examination	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
5	Post examination work	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
6	Pre examination work	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
7	OTR related issues	Under Secretary	Joint Secretary / Deputy Secretary

Bills and Receipts Department

BRD-A

Sl. No.	Subject	Existing	Proposed
1	LIC, Bank, Society files	Accounts Officer	Accounts Officer
2	Subsistence Allowances	Accounts Officer	Accounts Officer
3	IT Form	Accounts Officer	Accounts Officer
4	Retirement benefits of staff	Accounts Officer	Accounts Officer
5	Pay Bills	Accounts Officer	Accounts Officer
6	Claiming of all other bills (Surrender leave salary, fixation arrears, DA arrear, Pay anomaly)	Accounts Officer	Accounts Officer
7	Closing files	Assistant Accounts Officer	Assistant Accounts Officer

BRD-B

Sl. No.	Subject	Existing	Proposed
1	All communications to Government pertaining to Budget	Secretary	Secretary
2	GPF - AAO, AO, US, DS, JS	Secretary	Secretary
3	Medical bills of AAO, AO, US, DS, JS	Secretary	Secretary
4	Retirement benefits to US, DS, JS	Secretary	Secretary
5	Advertisement Bills	Secretary	Secretary
6	IT, GST e-filing charges to outsourcing agency	Secretary	Secretary
7	Newspaper bill amount reimbursement	Secretary	Secretary
8	Reply to Government Letter relating to Budget file	Joint Secretary / Deputy Secretary	Secretary
9	Reconciliation of Accounts with PAO(East) and AG every month	Accounts Officer	Accounts Officer
10	GST, IT Payment bills	Accounts Officer	Accounts Officer
11	Pay Bills	Accounts Officer	Accounts Officer
12	Claiming of all other bills (Surrender leave salary, fixation arrears, DA arrear, Pay anomaly)	Accounts Officer	Accounts Officer
13	Closing files	Assistant Accounts Officer	Assistant Accounts Officer /Accounts Officer

BRD-C

Sl. No.	Subject	Existing	Proposed
1	Members TA Bills	Chairman	Chairman
2	HBA, Two/Four Wheeler, Personal Computer, Marriage, Festival, Handloom, Khadi Advances	Secretary	Secretary
3	TA / LTC Bills of DS & JS	Secretary	Secretary
4	TA Bills for US	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
5	Staff TA bills relating to Court Cases	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
6	LTC Bills of US	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
7	Two/Four Wheeler, Personal Computer, Marriage, Festival interest calculation file	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
8	TA bills of Chairman, Secretary and Controller of Examinations	Accounts Officer	Accounts Officer
9	Staff TA bills relating to examination inspection duty	Accounts Officer	Accounts Officer
10	Examination/Experts TA bills	Accounts Officer	Accounts Officer
11	House Rent and SPF Recovery & Certificate for HRR and PLI	Accounts Officer	Accounts Officer
12	Staff salary certificate & Non-Drawal certificate	Accounts Officer	Accounts Officer
13	Pay Bills	Accounts Officer	Accounts Officer
14	Claiming of all other bills (Surrender leave salary, fixation arrears, DA arrear, Pay anomaly)	Accounts Officer	Accounts Officer
15	Closing files	Assistant Accounts Officer	Assistant Accounts Officer

BRD-F

Sl. No.	Subject	Existing	Proposed
1	PD Account File	Secretary	Secretary
2	AG Audit and Internal Audit Files	Secretary	Secretary
3	Advances amount adjustment pending file	Secretary	Secretary
4	Short Remittances from Bank	Secretary	Secretary
5	Reconciliation of Receipts	Secretary	Secretary
6	Receipt Budget Estimate file	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
7	Medical bills for the staff	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
8	Cheque remittance to Govt A/c	Accounts Officer	Accounts Officer
9	EMD/Security amount refund	Accounts Officer	Accounts Officer
10	Split of Details from APD-Tech	Assistant Accounts Officer	Assistant Accounts Officer
11	Advance amount adjustment	Assistant Accounts Officer	Assistant Accounts Officer
12	Reconciliation for PD Account	Assistant Accounts Officer	Assistant Accounts Officer
13	Closing files	Assistant Accounts Officer	Assistant Accounts Officer

BRD-G

Sl. No.	Subject	Existing	Proposed
1	GPF of Staff	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
2	Voucher closing file	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
3	Cheque remittance to Govt A/c	Accounts Officer	Accounts Officer
4	EMD/Security amount refund	Accounts Officer	Accounts Officer
5	Closing files	Assistant Accounts Officer	Assistant Accounts Officer
6	Bulk Contingency file	Secretary	Secretary
7	EMD/Security amount deposit	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary

Building, Stationery and Furniture Department (BSFD)

Sl. No.	Subject	Existing	Proposed
1	Pledge Meeting	Chairman	Chairman
2	Room allotment to the Officers (i.e., US, DS)	Secretary	Secretary
3	Place allotment to the Section	Secretary	Secretary
4	All purchase (Stationery and Consumables items) related to work order	Secretary	Secretary
5	Independence Day and Republic Day and other celebrations	Secretary	Secretary
6	Any cash disbursal	Secretary	Secretary
7	Calling for of Quotations	Secretary	Secretary
8	Disinfecting office premises	Secretary	Under Secretary
9	Replacement of Fire Extinguisher	Secretary	Under Secretary
10	Fire Extinguisher refilling order	Secretary	Under Secretary
11	Opening of Quotations	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
12	Letter to cable and other repair works	Joint Secretary / Deputy Secretary	Under Secretary
13	Meeting / counselling arrangements	Under Secretary	Under Secretary

Concurrence Department (CD)

Sl. No.	Subject	Existing	Proposed
1.	Commission's concurrence for the appointment of persons from the feeder level categories by transfer from one service into another service relaxing the Rule 3(g) of Tamil Nadu Ministerial Service.	Full Commission	Full Commission
2.	Commission's concurrence for appointment of persons to the entry level posts under the purview of the Commission based on the Court directions.		
3.	Commission's concurrence for Promotion to JA / Typist / Bill Collector from the lower level posts under 10% and 20% in Rural Development and Panchayat Raj Department.		
4.	Commission's concurrence for Promotion to JA / Typist / Bill Collector from the lower level posts under 20% Reservation in Municipal Administration and Water Supply Department.	Chairman & Two Members	Chairman & Two Members
5.	Commission's concurrence by the Heads of the Departments for One way Unit and Departmental transfers under Tamil Nadu Ministerial Service Rule 20(a)(iii).		
6.	Commission's concurrence for regularising the services of the persons appointed temporarily.		
7.	Commission's concurrence by the Heads of the Departments for One way Unit and Departmental transfers under Tamil Nadu Ministerial Service Rule 20(a)(iii).	Chairman & Two Members	Chairman & Two Members
8.	Commission's concurrence for continuation of temporary appointment of person under the Regulations 17(1)-17(3) of the Tamil Nadu Public Service Commission's Regulations, 1954.		

9.	Regularization of the services of Junior Assistants and Typists employed in 1991 census work and subsequently appointed in other departments as per Supreme Court's Orders.		
10.	Regularization of Village Administrative Officers for those who were appointed as Village Officers on or before 14.11.1980, i.e., the date on which they were appointed as specified in Government Order.	Chairman & Two Members	Chairman & Two Members
11.	Recruitment by transfer of Class I and IA Municipal employees in the Tamil Nadu Municipal General Service as Municipal Commissioner, Grade - II.		
12.	Revise the Seniority of candidate those who are transfer under 20(a)(iii).	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
13.	Additional Records Called for		
14.	Returning proposal (Not having all the necessary records, i.e., incomplete proposal)	Under Secretary	Under Secretary
21.	Furnishing of Routine particulars		
22.	Lodged files		

Disciplinary Cases Department (DCD)

Sl. No.	Subject	Existing	Proposed
1	Seeking Commission's views on the Disciplinary cases / Appeal / Review Petition / Petition / Fixation of Pension	Full Commission by Circulation (in case of dissenting views by Member(s), the Chairman shall decide whether the majority views shall be communicated to the Government OR the files placed for discussion)	Full Commission by Circulation (in case of dissenting views by Member(s), the Chairman shall decide whether the majority views shall be communicated to the Government OR the files placed for discussion)
2	Deviation in Government Order from the Commission's views		
3	Draft on Orders	Initiating Member	Initiating Member
4	Approval of Synopsis for discussion		
5	Incorporation in the Annual Report if the Government deviates from the views of the Commission	Secretary	Joint Secretary / Deputy Secretary
6	Intimation to the Government about the inclusion in the Annual Report regarding G.O. deviation		
7	Erratum, if any, on Final Orders	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
8	Approval of Closing of Files on receipt of Government Order	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
9	Additional Records called for		
10	Approval of Closing of Files awaiting G.O.	Under Secretary	Under Secretary
11	Withdrawal Cases		
12	Abatement order Cases		
13	Final Orders for information		
14	Acknowledgement for the receipt of records from the Government	Under Secretary	Section Officer
15	Reminder letter from Government for seeking Commission's views		

Departmental Promotion Department (DPD)

Sl. No.	Subject	Existing	Proposed
1.	Commission views for Inclusion/ Deletion of proposal received from the Government/ Head of the Department	Full Commission Circulation	Full Commission Circulation
2.	Fixing the Date and Time of Departmental Promotion Committee Meeting	Chairman	Chairman
3.	Forwarding of Commission's views for Inclusion/ Deletion proposal to the Government/ Head of the Department	Members	Members
4.	Clarifications regarding proposal sought for from the Government/ Head of the Department	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
5.	Communicating the Date and Time of DPC Meetings to the Government/ Head of the Department	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
6.	Forwarding of DPC recommendations to the Government/Head of the Department	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
7.	Calling of proposal from the Government/ Head of the Department	Under Secretary	Under Secretary
8.	Reminders to the Government/ Head of the Department for calling of copy of G.O/ Proceedings	Under Secretary	Under Secretary
9.	Copies of petitions from candidates from various departments	Under Secretary	Under Secretary

Departmental Test Department (DTD)

Sl. No.	Subject	Existing	Proposed
1.	Result files	Full Commission Meeting	Full Commission Meeting
2.	Debarment cases	Full Commission Meeting	Full Commission Meeting
3.	Any representation received from the candidate in the name of Chairman	Chairman	Chairman
4.	Any representation received from the candidate in the name of Controller of Examinations	Controller of Examinations	Controller of Examinations
5.	Rejection of applications	Controller of Examinations	Controller of Examinations
6.	Hall Ticket Hosting	Controller of Examinations	Controller of Examinations
7.	Gist of Court cases	Controller of Examinations	Controller of Examinations
8.	Change of examination centre (for valid reasons)	Controller of Examinations	Controller of Examinations
9.	Press release	Controller of Examinations	Controller of Examinations
10.	Abstract of Result File	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
11.	Court cases dismissed orders	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
12.	Any representation received from the candidate	Joint Secretary / Deputy Secretary	Under Secretary
13.	Scribe Appointment	Under Secretary	Under Secretary

Infrastructure Department (ID)

Sl. No.	Subject	Existing	Proposed
1.	Tender File Accepting Authority	Chairman	Chairman
2.	Tender File Inviting Authority	Controller of Examinations / Secretary	Controller of Examinations / Secretary
3.	Norms for securing Accommodation from the District Collectors / CEO and Approval of the Hall List; Review once in 6 months	Controller of Examinations	Controller of Examinations
4.	Accommodation from the District Collectors / CEO and Approval of the Hall List	Controller of Examinations	Joint Secretary / Deputy Secretary
5.	Letter to Chief Co-ordinator	Controller of Examinations	Joint Secretary / Deputy Secretary
6.	Chief Invigilators Appointment Letter	Controller of Examinations	Joint Secretary / Deputy Secretary
7.	Proceedings to the Staff deputed for Inspection Duty - Moffusil	Controller of Examinations	Controller of Examinations
8.	Proceedings to the Staff deputed for Inspection Duty - Chennai	Controller of Examinations	Controller of Examinations
9.	Proceedings to the Staff deputed for Inspection Duty / Chartered Vehicle	Controller of Examinations	Controller of Examinations
10.	Proceedings to the Staff deputed for Inspection Duty/Escort Vehicle	Controller of Examinations	Controller of Examinations
11.	Chennai CI Meeting arrangement	Controller of Examinations	Joint Secretary / Deputy Secretary
12.	Letter to Chennai Corporation	Controller of Examinations	Joint Secretary / Deputy Secretary
13.	Letter to Chennai Transport Corporation	Controller of Examinations	Joint Secretary / Deputy Secretary
14.	Letter to TNEB	Controller of Examinations	Joint Secretary / Deputy Secretary
15.	Letter to Tamil Nadu Fire Service	Controller of Examinations	Joint Secretary / Deputy Secretary
16.	Chartered Vehicle-Work Order	Controller of Examinations	Joint Secretary / Deputy Secretary

17.	CCTV Installation-Work Order	Controller of Examinations	Joint Secretary / Deputy Secretary
18.	Mobile Jammer-Work Order	Controller of Examinations	Joint Secretary / Deputy Secretary
19.	Chartered Vehicle CCTV-Work Order	Controller of Examinations	Joint Secretary / Deputy Secretary
20.	Chennai Van-Work Order	Controller of Examinations	Joint Secretary / Deputy Secretary
21.	D.O. Letter to Government or District Collector (if needed)	Controller of Examinations	Controller of Examinations
22.	Any Representation received from the Candidates	Controller of Examinations	Controller of Examinations
23.	To attend the Office in Holidays	Controller of Examinations	Controller of Examinations
24.	To arrange Food and Refreshment	Controller of Examinations	Joint Secretary / Deputy Secretary
25.	To arrange Inspection Duty Staff for Chennai and Moffusil Centre	Controller of Examinations	Joint Secretary / Deputy Secretary
26.	Routine Note	Controller of Examinations	Joint Secretary / Deputy Secretary
27.	CM Cell Petition	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
28.	GRCC	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
29.	Reminder letter to District Collector	Under Secretary	Under Secretary
30.	Deputation Staff duty TA Bill	Under Secretary	Under Secretary
31.	Unspent Amount Challan	Under Secretary	Under Secretary
32.	Requisition of Amount	Under Secretary	Under Secretary
33.	Adjustment of Advance Amount	Accounts Officer	Accounts Officer

Legal Cell Department (LCD)

Sl. No.	Subject	Existing	Proposed
1.	Counsel Appointment	Full Commission Meeting	Full Commission Meeting
2.	Post facto Approval	Full Commission Circulation	Full Commission Circulation
3.	Fee bill above 5 Lakh in PD Account including Pleader fee "Head of Account"	Chairman	Chairman
4.	Fee bills upto 5 Lakh in PD Account including Pleader fee "Head of Account"	Secretary / Controller of Examinations	Secretary / Controller of Examinations
5.	Approval of final (vetted) Counter Affidavit/ WA/SLP etc., and forwarding of Green Copies to Advocate on Record (for Supreme Court)	Secretary / Controller of Examinations	Secretary / Controller of Examinations
6.	Approval of Counter Affidavit to be sent for vetting and forwarding of Green Copies to Standing Counsels	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
7.	Requesting Standing Counsels to get brief adjournment	Under Secretary	Under Secretary
8.	Transfer of copy of Affidavit	Section Officer	Section Officer

Liaison Wing (LW)

Sl. No.	Subject	Existing	Proposed
1.	Marking of Examination centres by Commission	Full Commission Circulation	Full Commission Circulation
2.	Tour Plan Approval	Chairman	Chairman
3.	Sanction of funds for incurring the expenditure under the Sub Head "Hospitality" Settlement of Hire Car charges	Secretary	Secretary
4.	Settlement of Hire Car charges	Secretary	Secretary
5.	Letter to other State Public Service Commission's Office	Secretary	Joint Secretary / Deputy Secretary
6.	Flight tickets booking through IRCTC	Secretary	Section Officer
7.	Arrangement of Food and Refreshment	Joint Secretary / Deputy Secretary	Under Secretary
8.	Bio- Data particulars / composition of Commission received from the other Public Service Commissions	Joint Secretary / Deputy Secretary	Under Secretary
9.	Arranging of conveyance, accommodation, etc., for Chairman and Members	Under Secretary	Under Secretary

Library

Sl. No.	Subject	Existing	Proposed
1.	Purchase of Books and Periodicals	Secretary	Secretary
2.	Acquiring of free publications	Secretary	Under Secretary
3.	Damaged / unreturned book – cost recovery	Secretary	Secretary
4.	Magazine circulation	Under Secretary	Librarian
5.	Disposal of unused & damaged books and old periodicals	Under Secretary	Under Secretary
6.	Newspaper cuttings (NC) copy transferred to Section(s)	Under Secretary	Librarian
7.	Reminders to HOD / Government / Publishers / Vendors	Under Secretary	Librarian

Monitoring and Co-ordination Department (MCD)

Sl. No.	Subject	Existing	Proposed
1.	Monitoring Committee Report	Full Commission Meeting	Full Commission Meeting
2.	Tender (Accepting Authority)	Chairman	Chairman
3.	Tender (Inviting Authority)	Controller of Examinations/ Secretary	Controller of Examinations / Secretary
4.	Reply to other Public Service Commissions	Controller of Examinations/ Secretary	Joint Secretary / Deputy Secretary
5.	Deputation of Staff to Inspection Duty	Controller of Examinations	Controller of Examinations
6.	Allotment of Recruitment to APD Sections	Controller of Examinations	Controller of Examinations
7.	Watching of the Examination Schedule every Month	Controller of Examinations	Joint Secretary / Deputy Secretary
8.	Recruitment Status Report	Under Secretary	Under Secretary
9.	Fortnightly Calendar	Under Secretary	Under Secretary
10.	Press Release sent to Media and Maintenance of Registers	Under Secretary	Under Secretary
11.	Maintenance of Registers: <ul style="list-style-type: none"> • Debarred Candidates Register • Examination Schedule Register • ST Register • Register for Monitoring Truck / CCTV / Movement of Vehicle 	Under Secretary	Under Secretary

Oral Test Department (OTD)

Sl. No.	Subject	Existing	Proposed
1.	Approving of CML, Ranking List, Counselling date, Selection List, Reserve List, Publication List, Seniority List, Supplemental Selection List, Withheld result release, Court Orders relating to selection or implementation of court orders, Orders regarding debarment	Full Commission	Full Commission Meeting
2.	Name deletion alone from the selection list without Supplementary selection	Full Commission	Joint Secretary / Deputy Secretary
3.	Approval of Experts/Departmental Representatives for Oral Test. Opening the covers containing Statement of Qualification-cum-Marks Sheets after OT.	Chairman	Chairman
4.	Approval of draft regarding selection to be forwarded to Government / HOD	Member	Member
5.	Expert/Departmental Representative called for, Rejection of application of the candidate, Thanks giving letter to Expert/Departmental Representative for Gr I and Civil Judge.	Secretary	Secretary
6.	SMS/e-mail, Number Statement, Call for letter regarding interview & counselling	Secretary	Joint Secretary/ Deputy Secretary
7.	Thanks giving letter to Expert / Departmental Representative for all other posts.	Secretary	Under Secretary
8.	Representation regarding change of Oral Test date and Counselling date	Joint Secretary / Deputy Secretary	Joint Secretary/ Deputy Secretary
9.	Every day after completion of counselling, orders to be obtained regarding hosting of remaining vacancies on the Commission's website	OTD Tech	Under Secretary
10.	Bulletin, Court Case. After completion of counselling, orders regarding hosting of all the particulars including filled and / or unfilled vacancies on the Commission's website	Under Secretary	Under Secretary
11.	Dismissed Court Case, Receiving appointment order and joining duty particulars / Reminder	Under Secretary	Section Officer

Personnel Department – Acts, Regulations, Office Orders

(PD-ARO)

Sl. No.	Subject	Existing	Proposed
1.	Revision of Instructions to Applicants	Full Commission Meeting	Full Commission Meeting
2.	Amendments to the Commission's Rules of Procedure	Full Commission Meeting	Full Commission Meeting
3.	Updation of Tamil Nadu Public Service Commission Regulations	Full Commission Meeting	Full Commission Meeting
4.	Issue / Revision of Office Orders	Full Commission Meeting	Full Commission Meeting
5.	Draft of the Commission's Annual Report	Full Commission by circulation	Full Commission by circulation
6.	Acts passed by Central / State Legislatures and Amendments Thereof (for information)	Full Commission by circulation	Full Commission by circulation
7.	Annual Report / Newsletter of the Union Public Service Commission and Other State Public Service Commissions (for information)	Full Commission by circulation	Full Commission by circulation
8.	Proposals for Amendments to and Requests for Clarification on Acts / Rules (Other than Special Rules)	Secretary	Secretary
9.	Administrative Instructions	Secretary	Secretary
10.	Circulars	Secretary	Secretary
11.	Confidential Work	Secretary and/or Controller of Examinations	Secretary and/or Controller of Examinations
12.	Furnishing of Statistics / Particulars to Government and Other Agencies	Secretary	Under Secretary
13.	Acknowledgement of the Receipt of Papers from the Government / Heads of Departments / Union Public Service Commission / Other State Public Service Commissions	Under Secretary	Section Officer
14.	Other Unspecified Work	—	Secretary

Personnel Department – A Section (PD-A)

Sl. No.	Subject	Existing	Proposed
1.	(i) Commission's Meeting (ii) Disciplinary cases (Under Secretary and above) (iii) Panel, Regularisation of Panel – Under Secretary and above Temporary Promotion – Under Secretary, Deputy Secretary, Joint Secretary	Full Commission Meeting	Full Commission Meeting
2.	Amendment to TNPSC Regulations, 1954	Full Commission Circulation	Full Commission Meeting
3.	(i) Commission's Meeting - Approval of Agenda (ii) Chairman and Members- Appointment, Pay and Allowances, Retirement, Pension, Casual Leave of Members, NOC to Foreign Visit, Workshop to Other PSC (iii) Chairman In-charge arrangement, (iv) Marking of Files (v) National Conference (vi) Secretary / CE - Appointment, In-charge arrangement, Casual Leave, Relieving. (vii) Confidential Report- Under Secretary, Deputy Secretary, Joint Secretary	Chairman	Chairman
4.	Commission's unanimous decision - Draft on orders	Members	Members
5.	(i) Correspondence with other PSC (ii) Deputy Secretary, Joint Secretary Leave regularisation (iii) DS, JS, US Pay anomaly / Pay Fixation / Pay stepping up / Increment (iv) DS, JS, US Pay and Allowance, Retirement, Pension. (v) IFHRMS (vi) Circular, Pledge related (vii) NOC for purchasing / Construction house / Higher studies / Haj, Competitive Examination (viii) Disciplinary cases (upto SO) - Group Cases (ix) Appointment of Nodal Officer	Secretary	Secretary

	<ul style="list-style-type: none"> (x) Nomination of various Awards (xi) Issuance of NOC and IC - Passport - Applying and renewal (xii) Vacancy circular / Notification received from other Department (xiii) Various issues pending with Government (xiv) Independence Day and Republic Day - Speech, Invitees list (xv) US / DS / JS Allocation of Work (xvi) Canteen Committee - US (xvii) Financial Power Amendment to Financial Code Volume-I (xviii) Unblemished Service (xix) Acceptance of Resignation (xx) Achievements (xxi) Increment for JS, DS (xxii) Budget Speech / Governors Speech (xxiii) Casual Leave (LP, LA) for JS, Deputy Secretary as per OO (xxiv) Court Cases (xxv) General Elections. (xxvi) Chairman and Members Passport Renewal, Non official Chairman and Members - Representation regarding pension and other benefits. (xxvii) Particulars to Government in respect of TNPSC from time to time xxviii) Postings and Transfers (xxix) Representation from TNPSC Officer / Staff Welfare Association (xxx) US Review meeting (xxxi) Temporary sanction (xxxii) No due certificate to PPO - US and above (xxxiii) Training Programme to Staff / Officers (xxxiv) Updation of Commission's Website. (xxxv) Workshop in other PSC - Upto Joint Secretary level (xxxvi) Number Statement - AO (xxxvii) FR 56 (2) review (50 years age completion) 	Secretary	Secretary
6.	<ul style="list-style-type: none"> (i) US, Sr.PS Leave regularisation (ii) Increment for US, DS (iii) Parawar remarks to Audit Objections (iv) Incumbency Statement 	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary

7.	(i) Annual Report particulars (ii) UPSC Newsletter particulars (iii) SR maintenance for US/DS/JS (iv) Forwarding of Co-Operative Society Applications. (v) Pay arrangement	Under Secretary	Under Secretary
----	--	-----------------	-----------------

Personnel Department - B, C, D Sections (PD-B,C,D)

Sl. No.	Subject	Existing	Proposed	Section
1	NOC for employment abroad	Secretary (up to Section Officer) / Chairman (for Others)	Secretary (up to Section Officer) / Chairman (for Others)	C/D
2	Unblemished Services / Promotion / Temporary Promotion/ Reversion/ 50 years review	Secretary	Secretary	B/C/D
3	NOC for purchasing / Constructing house / Higher studies (LEAVE REQUIRED)/ Haj	Secretary	Secretary	B/C/D
4	Higher Studies (Leave not required)	Secretary	Only Information to concerned section sufficient	B/C/D
5	Court cases	Secretary	Joint Secretary /Deputy Secretary	B/C/D
6	NOC & IC for Passport renewal	Secretary	Secretary	B/C/D
7	Issuance of NOC for Competitive examinations and Oral Test	Secretary	Under Secretary	B/C/D
8	Periodical report to Government - Regarding Disciplinary cases	Secretary	Under Secretary	B
9	Pension, Revision of Pension	Secretary	Secretary	B
10	Family Pension/ SPF / FBF / UEL on PA and EL encashment	Secretary	Secretary	B

11	Constitution of Sexual Harassment Committee / Vigilance Officer / Internal Vigilance Officer	Secretary	Secretary	B
12	Arrival of estimate of vacancies	Secretary	Secretary	B/C/D
13	Drawal of Panel	Secretary	Secretary	B/C/D
14	Petitions received from the staff / outsiders / Association	Secretary	Secretary	B/C/D
15	Seniority Revision	Secretary	Secretary	B/C/D
16	Appointment	Secretary	Secretary	B/C/D
17	Regularization of Service	Secretary	Secretary	B/C/D
18	Acceptance of Resignation	Secretary	Secretary	B/C/D
19	District / National Level sports - participation of staff - sanction of special leave	Secretary	Competent authority as per OO	B/C/D
20	Retirement Proceedings	Secretary	Secretary	B/C/D
21	Movement to Selection / Special grade	Secretary	Secretary	B/C/D
22	Voluntary Retirement	Secretary	Secretary	B/C/D
23	Compulsory Retirement	Secretary	Secretary	B/C/D
24	Furnishing of details / data / reports to Government	Secretary	Joint Secretary / Deputy Secretary	B/C/D
25	Creation of posts of Senior Typist and Senior Personal Clerk	Secretary	Secretary	C
26	Fixation of inter-se-seniority between the posts of ASO and ASOCP	Secretary	Secretary	C
27	Deputation to other Departments - Forwarding of Applications	Secretary	Secretary	C/D

28	Verification of all certificates of the newly appointed staff	Secretary	Under Secretary	C/D
29	Appointments on Compassionate grounds	Secretary	Secretary	C/D
30	Transfer / Forwarding of Service Register and LPC of relieved staff / Reappointment of staff who relieved under lien basis.	Secretary	Secretary	C/D
31	Deputing the staff for foundational training	Secretary	Under Secretary	C/D
32	Posting of PA, PC, Typist, RA, RC, OA, Watchman, Sanitary worker, Sweeper	Secretary	Secretary	D
33	Temporary Sanction / Continuance of Service	Secretary	Secretary	D
34	Confidential report of SO/ Librarian / AAO/ RO	Controller of Examinations / Secretary	Concerned Under Secretary	B
35	Leave Regularisation	Joint Secretary / Secretary (Based on the category)	Joint Secretary / Secretary (Based on the category)	B/C/D
36	Disciplinary Cases	Under Secretary / Secretary	Under Secretary / Secretary	B/C/D
37	Panel Regularisation	Under Secretary / Secretary	Under Secretary / Secretary	B/C/D
38	Probation Declaration	Under Secretary / Secretary	Under Secretary / Secretary	B/C/D
39	Income Certificate / NGO - Medical Certificate / Bona fide Certificate / Employment Certificate in SR of the staff	Joint Secretary / Deputy Secretary	Under Secretary	B/C/D
40	Conveyance allowance to Differently abled persons	Joint Secretary / Deputy Secretary	Section Officer	C
41	Pay regularisation	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary	C/D

42	Issue of No Objection Certificate in respect of the staff who have worked earlier in the Commission's office	Joint Secretary / Deputy Secretary	Under Secretary	C/D
43	Revision of pensionary benefits w.r.t. TN revised scales of pay rules	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary	C/D
44	Furnishing particulars to P & AR (M) department and District collector, Chennai regarding the number of applicant waiting for the compassionate appointment	Joint Secretary / Deputy Secretary	Under Secretary	C/D
45	Quarters Application renewal	Joint Secretary / Deputy Secretary	Under Secretary	B/C/D
46	Sending of periodical particulars - SC /ST, Differently abled persons, Ex-servicemen and Linguistic Minority communities	Joint Secretary / Deputy Secretary	Under Secretary	B/C
47	Bio- Metric Attendance Maintenance to all staff	Joint Secretary / Deputy Secretary	Under Secretary	D
48	Issue of Memorandum to the staff for late arrival	Joint Secretary / Deputy Secretary	Section Officer	D
49	Sanction of Extra-ordinary leave without allowances without MC / LTC	Joint Secretary / Deputy Secretary	As per OO	B/C/D
50	Sanction of retirement benefits	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary	B/C/D
51	CM Cell Petition	Joint Secretary / Deputy Secretary	Section Officer	B/C/D
52	NHIS - 2016	Joint Secretary / Deputy Secretary	Under Secretary	B
53	Pay anomaly / Pay fixation / Pay stepping up	Under Secretary / Deputy Secretary / Joint Secretary based on the category	Under Secretary / Deputy Secretary / Joint Secretary based on the category	B/C/D
54	GRCC	Deputy Secretary / Joint Secretary	Section Officer	B/C/D

55	Pay Arrangement / Number Statement	Under Secretary /Joint Secretary	Under Secretary /Joint Secretary	B/C/D
56	RTI Appeal	Deputy Secretary / Joint Secretary	Deputy Secretary / Joint Secretary	B/C/D
57	Increment	Under Secretary / Joint Secretary	Under Secretary	B/C/D
58	Opening of S.R.	Under Secretary	Under Secretary	B/C/D
59	S.R. entries - academic / technical qualifications, passing of of departmental tests, Family members/ Nomination for GPF or CPS /DCRG/SPF/FBF/ Service verification.	Under Secretary	Section Officer	B/C/D
60	Sanction of Earned leave / leave encashment / Un- earned leave on MC/Un- earned leave on Private Affairs/Extra-ordinary leave without allowances with MC/Special Casual Leave	Under Secretary	Under Secretary	B/C/D
61	Issue of non-availment certificate regarding LTC	Under Secretary	Section Officer	B/C/D
62	Creation and maintenance of Record sheet	Under Secretary	Under Secretary	D
63	Transfer of getting particulars among sections in same department	Under Secretary	Section Officer	B/C/D
64	RTI	Under Secretary	Under Secretary	B/C/D
65	IFHRMS	Under Secretary	Under Secretary	B/C/D
66	Co-operative Society Application	Under Secretary / Accounts Officer	Under Secretary / Accounts Officer	B

Post Selection Department (PSD)

Sl. No.	Subject	Existing	Proposed
1	i) Fixing the date for uploading of documents for Certificate Verification. ii) Fixing the date for physical Certificate Verification /Counselling iii) Approval of Ranking List / Selection List iv) Court orders relating to selection or implementation of court orders v) Order regarding debarment of candidates vi) Cancellation of selection for non production of required documents vii) Show-cause Notice to the candidate for suppression of material fact	Full Commission Meeting Full Commission Meeting Full Commission Meeting Full Commission (by Circulation) Full Commission (by Circulation) Full Commission (by Circulation) Full Commission (by Circulation)	Full Commission Meeting Full Commission Meeting Full Commission Meeting Full Commission (by Circulation) Full Commission (by Circulation) Full Commission (by Circulation) Secretary
2	i) SMS/email to candidates regarding schedule of CV/Counselling ii) Selection list forwarding to HOD/UO iii) Releasing of Withheld result iv) Rejection of application v) Approval of Seniority list	Secretary Secretary Secretary Secretary Secretary	Joint Secretary / Deputy Secretary Secretary Secretary Secretary Secretary
3	i) Clarification requested by HOD/Govt. ii) Name deletion for failure to Join Duty (Rule 8A). iii) Genuineness of Community certificate report received from SLSC/DVC.	Joint Secretary / Deputy Secretary Secretary Secretary	Joint Secretary / Deputy Secretary Joint Secretary / Deputy Secretary Secretary

4	<ul style="list-style-type: none"> i) Dismissal of Court order ii) Bulletin/Erratum Publication iii) Reminder/ Memo to candidates iv) Summons relating to RTI petition v) Joined duty particulars received from the HOD vi) Selection Intimation memo to candidates vii) Furnishing of routine particulars 	<ul style="list-style-type: none"> Under Secretary Under Secretary Under Secretary Under Secretary Under Secretary Under Secretary Under Secretary 	<ul style="list-style-type: none"> Under Secretary Under Secretary Section Officer Under Secretary Section Officer Under Secretary Under Secretary
5	<ul style="list-style-type: none"> i) Calling for Joining Duty particulars from HOD (Reminders) ii) Community verification report SLSC/DVC (Reminders) iii) Subsequent final admission of the application 	<ul style="list-style-type: none"> Under Secretary Under Secretary Under Secretary 	<ul style="list-style-type: none"> Section Officer Section Officer Under Secretary

Records and Forms Department (RFD)

Sl. No.	Subject	Existing	Proposed
1.	Waste Paper destruction file	Secretary	Secretary
2.	Advance amount file	Secretary	Secretary
3.	Flag day Files	Secretary	Under Secretary
4.	Calendar / Diary / Special calendar file	Secretary	Under Secretary
5.	Stationery / Forms / Registers File	Secretary	Under Secretary
6.	Bulletin / Gazettes Binding File	Joint Secretary / Deputy Secretary	Under Secretary
7.	Sealing Duty File	Under Secretary	Section Officer

Right to Information Department (RID)

Sl. No.	Subject	Existing	Proposed
1.	RTI Annual Reports to the Government	Secretary	Secretary
2.	TNIC Summons	Secretary	Joint Secretary / Deputy Secretary
3.	Furnishing of Routine Particulars	Under Secretary	Under Secretary

Rules and Notification Department (RND)

Sl. No.	Subject	Existing	Proposed
1.	Notification / Addendum / Erratum / Corrigendum	Full Commission Meeting	Full Commission Meeting
2.	Framing / Amendment of Rules (views)	Full Commission by Circulation	Full Commission by Circulation
3.	Information about GOs issued by Government differing from the Commission's views on the said subject	Full Commission by Circulation	Full Commission by Circulation
4.	Syllabus and Scheme formation / changes	Full Commission Meeting	Full Commission Meeting
5.	New post brought into the Commission's purview	Full Commission by Circulation	Full Commission by Circulation
6.	Roster Approval Note	Full Commission Meeting	Secretary
7.	Annual Planner	Full Commission	Full Commission
8.	Vacancy revision by HOD / Government	Full Commission	Full Commission
9.	Notification – first draft	Chairman / Notification Sub-Committee	Chairman / Notification Sub-Committee
10.	Approval of expert list for formation of syllabus	Chairman	Chairman
11.	Draft on Unanimous orders	Member	Member
12.	Letter to Government / HOD calling for estimate of vacancy	Secretary	Secretary
13.	Notification Meeting with Government Officials	Secretary	Secretary
14.	Publication of Short Notice	Secretary	Under Secretary
15.	GOs issued by Government based on the Commission's views on the said subject (concurred with the Commission)	Secretary	Joint Secretary / Deputy Secretary

16.	GOs issued without consulting the Commission for the posts under the purview of the Commission	Secretary	Full Commission by Circulation
17.	Furnishing particulars to Government	Secretary	Joint Secretary/ Deputy Secretary
18.	Meeting with HOD / Officials	Secretary	Joint Secretary / Deputy Secretary
19.	Estimate of vacancy clarification	Joint Secretary / Deputy Secretary	Joint Secretary / Deputy Secretary
20.	Estimate of vacancy perusal/ Estimate Register	Under Secretary	Under Secretary
21.	Tapals - lodged	Under Secretary	Under Secretary
22.	Roster	Under Secretary	Under Secretary
23.	Feedback Meeting / Register	-	Secretary and Controller of Examinations

Tapal Department (TD)

Sl. No.	Subject	Existing	Proposed
1.	Tapal Distribution Register*	Joint Secretary / Deputy Secretary concerned	Joint Secretary / Deputy Secretary concerned
2.	Tapal Numbering Main Register*	Under Secretary	Under Secretary
3.	Officer's Name cover	Officers	Officers
4.	Confidential covers / CE's name covers	Controller of Examinations	Controller of Examinations
5.	Government Tapal Register*	Under Secretary	Under Secretary
6.	RID Tapal Register*	Under Secretary	Under Secretary
7.	RIMC Application Register	Concerned section	Concerned section

* Upon completion of migration to the eOffice System, these Registers shall be replaced by Management Information System (MIS) Reports that shall be monitored by the Under Secretary and the Joint Secretary / Deputy Secretary in charge of the Tapal Department.

Vehicles and Machineries Department (VMD)

Sl. No.	Subject	Existing	Proposed
1.	Any cash disbursal	Secretary	Secretary
2.	Opening of quotations from companies / outsourcing	Joint Secretary / Deputy Secretary	Under Secretary

Verification and Stationery Department (VSD)

Sl. No.	Subject	Existing	Proposed
1.	Norms for work orders given for various confidential covers and plain covers to Government Press and Review once in 6 months	Secretary	Secretary
2.	Work orders given for various confidential covers and plain covers to Government Press.	Secretary	Joint Secretary / Deputy Secretary
3.	Bill settlement to outsourcing company for printing and supply (OMR Answer Sheets)	Secretary	Secretary
4.	Norms for issuing work orders for printing purposes and review once in 6 months	Controller of Examinations	Controller of Examinations
5.	Work orders given for Question cum Answer Booklets and Additional Answer Sheets to Government Press (Departmental / Half Yearly / RIMC)	Controller of Examinations	Joint Secretary / Deputy Secretary
6.	Various Direct Recruitment - OMR Answer Sheets work order given to outsourcing company for printing and supply.	Controller of Examinations	Joint Secretary / Deputy Secretary
7.	Destruction - Unused OMR Answer sheets, Main Answer booklets and others.	Controller of Examinations	Controller of Examinations
8.	Court cases	Controller of Examinations	Joint Secretary / Deputy Secretary
9.	Court cases dismissed orders	Controller of Examinations	Section Officer