

**TAMIL NADU PUBLIC SERVICE COMMISSION**

**Office Order No. 143, dated 12.11.2020**

Sub.: Preparation of a Consolidated Fortnightly Calendar of Events (Tentative) – Procedure – Regarding.

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The following orders are issued with regard to the procedures to be followed in the preparation of a tentative consolidated fortnightly calendar of events.

- (1) All events scheduled to take place in the Commission's office, shall be submitted in the form of a fortnightly calendar of events, every 15 days.
- (2) The Under Secretaries of the departments involved in the scheduling of such events (viz., examinations, certificate verification, oral tests, counselling, pledges, press meets, Full Commission meetings, Syllabus Committee meetings, Departmental Promotion Committee meetings, Second Class language tests / Half-yearly examinations – viva voce, retirement functions, etc.), shall furnish the fortnightly calendar of events / nil report, pertaining to the forthcoming fortnight, before 5.45 pm, on the 11<sup>th</sup> and 26<sup>th</sup> of every month to the Monitoring and Co-ordination Department (MCD) without fail.
- (3) The MCD shall consolidate the calendar of events (scheduled tentatively) for every fortnight. After approval by the Under Secretary (MCD), the same shall be furnished to the Chairman / Members / Secretary / Controller of Examinations.
- (4) The Under Secretaries concerned shall be held responsible for furnishing particulars without any omission.

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