TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No.184, dated 28.04.2021

(Amended vide Commission's Orders dated 18.08.2022 22.12.2022, 12.05.202, 03.10.2024 and 16.10.2025)

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 Twenty Five Lakh	Chairman
2.	Approval of files relating to financial transactions (except the transactions mentioned at Sl.No.3 below) valued above Rupees Fifty Thousand upto Twenty 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.	Approval of files relating to financial transactions in the conduct of examinations, evaluation, result processing and onscreen certificate verification, valued above Fifty Thousand upto Twenty Five lakh 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.	Approval of files relating to financial transactions valued upto Rupees Fifty Thousand 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 concerned
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 Reminders on routine correspondence with Government / Government Departments / other organizations	Under Secretary

6.	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 Twenty Five Lakh.*

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 I & II

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

ANNEXURE-I

Application Processing Department (APD)

Sl. No.	Subject	Approving/Deciding Authority
1.	Rejection of applications	Controller of Examinations
2.	Hall Ticket approval	Controller of Examinations
3.	Application-Decision making cases only	Controller of Examinations
4.	Approval of gist for court cases	Controller of Examinations
5.	Representation received from candidate regarding centre change (for valid reason only), scribe needed	Controller of Examinations
6.	Press release, for approval	Controller of Examinations
7.	Explanation received from the candidate for show cause notice-orders for further course of action	Controller of Examinations
8.	Reply to Chairman's queries	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

Application Processing Department–Technical (APD-Tech)

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

Bills and Receipts Department

BRD-A

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

BRD-B

Sl. No	Subject	Approving/Deciding Authority	
		With respect to Financial Transactions	
		Below Rs.50,000/	**Rs.50,000/- and above**
1	All communications to Government pertaining to Budget	Secretary	
2	GPF Withdrawals- Hon'ble Chairman, Hon'ble Members, Secretary, C.E, JS, DS, US, AO, AAO	DS/JS as the case maybe	Secretary
3	Medical bills of Hon'ble Chairman, Hon'ble Members, Secretary, C.E, JS, DS, US, AO, AAO	DS/JS as the case maybe	Secretary
4	Retirement benefits to Hon'ble Chairman, Hon'ble Members, JS, DS, US, AO, AAO	DS/JS as the case maybe	Secretary

5	Advertisement Bills, Electricity Charges, Telephone/ Mobile phone Charges	DS/JS as the case maybe	Secretary
6	IT, GST e-filing charges to outsourcing agency	DS/JS as the case maybe	Secretary
7	Newspaper bill amount reimbursement	DS/JS as the case maybe	Secretary
8	Reconciliation of Accounts with PAO (East) and AG every month	Accounts Officer	
9	GST, IT Payment bills	Accounts Officer	
10	Pay Bills of US,DS,JS,AAO and AO	Accounts Officer	
11	Claiming of all other bills pertaining to Employees and Ex-Employees (Surrender leave salary, fixation of arrears, DA arrear, Pay anomaly)	Accounts Officer	
12	Other Contingencies/ Miscellaneous bills	DS/JS as the case maybe	Secretary
13	Closing files	Assistant Accounts Officer/ Accounts Officer	

BRD-C

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

BRD-F

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

BRD-G

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

Building, Stationery and Furniture Department (BSFD)

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

Concurrence Department(CD)

Sl. No.	Subject	Approving / Deciding Authority
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
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.	Chairman& Two Members
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.	
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.	Chairman& Two Members
7.	Commission's concurrence for continuation of temporary appointment of person under the Regulations17(1)-17(3)of the Tamil Nadu Public Service Commission's Regulations, 1954.	

8.	Regularization of the services of Junior Assistants and Typists employedin1991 census work and subsequently Appointed in other departments as per Supreme Court's Orders.	Chairman& Two Members
9.	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.	
10.	Recruitment by transfer of ClassI and IA Municipal employees in the Tamil Nadu Municipal General Service as Municipal Commissioner, Grade – II.	
11.	Additional Records Called for	Under Secretary
12.	Returning proposal (Not having all the necessary records, i.e., incomplete proposal)	
13.	Furnishing of Routine particulars	
14.	Lodged files	

Disciplinary Cases Department (DCD)

Sl. No.	Subject	Approving/Deciding Authority
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)
2	Deviation in Government Order from The Commission's views	
3	Draft on Orders	Initiating Member
4	Approval of Synopsis for discussion	Joint Secretary / Deputy Secretary
5	In corporation in the Annual Report if the Government deviates from the views of the Commission	
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
8	Approval of Closing of Files on receipt of Government Order	Joint Secretary / Deputy Secretary
9	Additional Records called for	Under Secretary
10	Approval of Closing of Files awaiting G.O.	
11	Withdrawal Cases	
12	Abatement order Cases	
13	Final Orders for information	Section Officer
14	Acknowledgement for the receipt of records from the Government	
15	Reminder letter from Government for seeking Commission's views	

Departmental Promotion Department (DPD)

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

Departmental Test Department (DTD)

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

Infrastructure Department (ID)

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

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

Legal Cell Department (LCD)

Sl. No.	Subject	Approving/Deciding Authority
1.	Counsel Appointment	Full Commission Meeting
2.	Post facto Approval	Legal Sub-Committee
3.	Fee bill above 25 Lakh in PD Account including Pleader fee "Head of Account"	Chairman
4.	Fee bills above 50,000 to 25 Lakh in PD Account including Pleader fee "Head of Account"	Secretary/Controller of Examinations
5.	FeebillsUpto50,000inPDAccount including Pleader fee "Head of Account"	Joint Secretary/Deputy Secretary concerned
6.	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
7.	Approval of Counter Affidavit to be sent for vetting and forwarding of Green Copies to Standing Counsels	Joint Secretary/ Deputy Secretary
8.	Requesting Standing Counsels to get brief adjournment	Under Secretary
9.	Transfer of copy of Affidavit	Section Officer

Liaison Wing(LW)

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

Library

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

Monitoring and Co-ordination Department (MCD)

Sl. No.	Subject	Approving/Deciding Authority
1.	Monitoring Committee Report	Full Commission Meeting
2.	Tender(Accepting Authority)	Chairman
3.	Tender(Inviting Authority)	Controller of Examinations/ Secretary
4.	Reply to other Public Service Commissions	Joint Secretary/Deputy Secretary
5.	Deputation of Staff to Inspection Duty	Controller of Examinations
6.	Allotment of Recruitment to APD Sections	Controller of Examinations
7.	Watching of the Examination Schedule every Month	Joint Secretary/Deputy Secretary
8.	Recruitment Status Report	Under Secretary
9.	Fortnightly Calendar	Under Secretary
10.	Press Release sent to Media and Maintenance of Registers	Under Secretary
11.	Maintenance of Registers: • Debarred Candidates Register • Examination Schedule Register • ST Register • Register for Monitoring Truck/CCTV/Movement of Vehicle	Under Secretary

Oral Test Department (OTD)

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

Personnel Department–Acts, Regulations, Office Orders (PD-ARO)

Sl. No.	Subject	Approving/Deciding Authority
1.	Revision of Instructions to Applicants	Full Commission Meeting
2.	Amendments to the Commission's Rules of Procedure	Full Commission Meeting
3.	Updation of Tamil Nadu Public Service Commission Regulations	Full Commission Meeting
4.	Issue/Revision of Office Orders	Full Commission Meeting
5.	Draft of the Commission's Annual Report	Full Commission by circulation
6.	Annual Report / Newsletter of the Union Public Service Commission and Other State Public Service Commissions (for information)	FullCommission by circulation
7.	Administrative Instructions	Secretary
8.	Circulars	Secretary
9.	Confidential Work	Secretary and/or Controller of Examinations
10.	Furnishing of Statistics / Particulars to Government and Other Agencies	Under Secretary
11.	Acknowledgement of the Receipt of Papers from the Government/ Heads of Departments/Union Public Service Commission / Other State Public Service Commissions	Section Officer
12.	Other Unspecified Work	Secretary

Personnel Department–A Section (PD-A)

Sl. No.		Subject	Approving / Deciding Authority
1.	(i) (ii) (iii)	Commission's Meeting Disciplinary cases (Under Secretary and above) Panel, Regularisation of Panel – Under Secretary and above Temporary Promotion – Under Secretary, Deputy Secretary, Joint Secretary	Full Commission Meeting
2.	Amendment to TNPSC Regulations, 1954		Full Commission Meeting
3.	(i) (ii) (iii) (iv) (v) (vi) (vii)	Commission's Meeting – Approval of Agenda Chairman and Members – Appointment, Pay and Allowances, Retirement, Pension, Casual Leave of Members, NOC to Foreign Visit, Workshop to Other PSC Chairman in-charge arrangement Marking of Files National Conference Secretary / CE – Appointment, In-charge arrangement, Casual Leave, Relieving. Confidential Report – Under Secretary, Deputy Secretary, Join Secretary	Chairman
4.	Commission's unanimous decision – Draft on orders		Members
5.	(i) (ii) (iii) (iv) (v) (vi) (vii) (viii) (ix) (x) (xi) (xii) (xiii) (xiv) (xv) (xvi) (xvii) (xviii) (xix) (xx) (xxi) (xxii) (xxiii) (xxiv)	Correspondence with other PSC Deputy Secretary, Joint Secretary Leave regularization DS, JS, US Pay anomaly / Pay Fixation / Pay stepping up / Increment DS, JS, US Pay and Allowance, Retirement, Pension. IFHRMS Circular, Pledge related NOC for purchasing / Construction house / Higher studies / Haj, Competitve Examination Disciplinary cases (upto SO) – Group Cases Appointment of Nodal Officer Nomination of various Awards Issuance of NOC and IC – Passport –Applying and renewal Vacancy circular / Notification received from other Department Various issues pending with Government Independence Day and Republic Day – Speech, Invitees list US / DS / JS Allocation of Work Canteen Committee – US Financial Power Amendment to Financial Code Volume-I Unblemished Service Acceptance of Resignation Achievements Increment for JS, DS Budget Speech / Governors Speech Casual Leave (LP, LA) for JS, Deputy Secretary as per OO Court Cases	Secretary

	(xxv) (xxvi) (xxvii) (xxviii) (xxix) (xxx) (xxxi) (xxxii) (xxxiii) (xxxiv) (xxxv) (xxxvi) (xxxvii)	General Elections Chairman and Members Passport Renewal, Non official Chairman and Members – Representation regarding pension and other benefits Particulars to Government in respect of TNPSC from time to time Postings and Transfers Representation from TNPSC Officer / Staff Welfare Association US Review meeting Temporary sanction No due certificate to PPO – US and above Training Programme to Staff Officers Updation of Commission's Website Workshop in other PSC –Upto Joint Secretary level Number Statement – AO FR 56 (2) review (50 years age completion)	Secretary
6	(i) (ii) (iii) (iv)	US, Sr.PS Leave regularization Increment for US, DS Parawar remarks to Audit Objections Incumbency Statement	Joint Secretary / Deputy Secretary
7.	(i) (ii) (iii) (iv) (v)	Annual Report Particulars UPSC Newsletter particulars SR maintenance for US/DS/JS Forwarding of Co-operative Society Applications Pay arrangement	Under Secretary

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

Sl. No.	Subject	Approving/Deciding Authority	Section
1	NOC for employment abroad	Secretary(up to Section Officer)/ Chairman (for Others)	C/D
2	Unblemished Services / Promotion / Temporary Promotion/Reversion/50 years review	Secretary	B/C/D
3	NOC for purchasing / Constructing house/Higher studies(LEAVE REQUIRED)/Haj	Secretary	B/C/D
4	Higher Studies(Leave not required)	Only Information to concerned section sufficient	B/C/D
5	Court cases	Joint Secretary/ Deputy Secretary	B/C/D

6	NOC & IC for Passport renewal	Secretary	B/C/D
7	Issuance of NOC for Competitive examinations and Oral Test	Under Secretary	B/C/D
8	Periodical report to Government - Regarding Disciplinary cases	Under Secretary	B
9	Pension, Revision of Pension	Secretary	B
10	Family Pension/SPF/FBF /UEL on PA and EL encashment	Secretary	B
11	Constitution of Sexual Harassment Committee/Vigilance Officer/Internal Vigilance Officer	Secretary	B
12	Arrival of estimate of vacancies	Secretary	B/C/D
13	Drawal of Panel	Secretary	B/C/D
14	Petitions received from the staff/ outsiders / Association	Secretary	B/C/D
15	Seniority Revision	Secretary	B/C/D
16	Appointment	Secretary	B/C/D
17	Regularization of Service	Secretary	B/C/D
18	Acceptance of Resignation	Secretary	B/C/D
19	District / National Level sports-participation of staff-sanction of special leave	Competent authority as per O.O.	B/C/D
20	Retirement Proceedings	Secretary	B/C/D
21	Movement to Selection/Special grade	Secretary	B/C/D
22	Voluntary Retirement	Secretary	B/C/D

23	Compulsory Retirement	Secretary	B/C/D
24	Furnishing of details/data/ reports to Government	Joint Secretary/ Deputy Secretary	B/C/D
25	Creation of posts of Senior Typist and Senior Personal Clerk	Secretary	C
26	Fixation of inter-se- seniority between the posts of ASO and ASOCP	Secretary	C
27	Deputation to other Departments- Forwarding of Applications	Secretary	C/D
28	Verification of all certificates of the newly appointed staff	Under Secretary	C/D
29	Appointments on Compassionate grounds	Secretary	C/D
30	Transfer / Forwarding of Service Register and LPC of relieved staff/ Re-appointment of staff who relieved under lien basis.	Secretary	C/D
31	Deputing the staff for foundational training	Under Secretary	C/D
32	Posting of PA,PC, Typist, RA, RC, OA, Watchman, Sanitary worker, Sweeper	Secretary	D
33	Temporary Sanction / Continuance of Service	Secretary	D
34	Confidential report of SO/Librarian/ AAO/ RO	Concerned Under Secretary	B
35	Leave Regularisation	Joint Secretary / Secretary(Based on the category)	B/C/D
36	Disciplinary Cases	Under Secretary / Secretary	B/C/D

37	Panel Regularisation	Under Secretary /Secretary	B/C/D
38	Probation Declaration	Under Secretary /Secretary	B/C/D
39	Income Certificate/ NGO - Medical Certificate / Bonafide Certificate / Employment Certificate in SR of the staff	Under Secretary	B/C/D
40	Conveyance allowance to Differently abled persons	Section Officer	C
41	Pay regularisation	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	Under Secretary	C/D
43	Revision of pensionary benefits w.r.t. TN revised scales of pay rules	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	Under Secretary	C/D
45	Quarters Application renewal	Under Secretary	B/C/D
46	Sending of periodical particulars- SC/ST, Differently abled persons, Ex-servicemen and Linguistic Minority communities	Under Secretary	B/C
47	Bio-Metric Attendance Maintenance to all staff	Under Secretary	D
48	Issue of Memorandum to the staff for late arrival	Section Officer	D
49	Sanction of Extra-ordinary leave without allowances without MC / LTC	As per OO	B/C/D
50	Sanction of retirement benefits	Joint Secretary/ Deputy Secretary	B/C/D

51	CM Cell Petition	Section Officer	B/C/D
52	NHIS-2016	Under Secretary	B
53	Pay anomaly/Pay fixation /Pay stepping up	Under Secretary / Deputy Secretary / Joint Secretary based on the category	B/C/D
54	GRCC	Section Officer	B/C/D
55	Pay Arrangement/Number Statement	Under Secretary/ Joint Secretary	B/C/D
56	RTI Appeal	Deputy Secretary/ Joint Secretary	B/C/D
57	Increment	Under Secretary	B/C/D
58	Opening of S.R.	Under Secretary	B/C/D
59	S.R. entries - academic / technical qualifications, passing of departmental tests, Family members/ Nomination for GPF or CPS /DCRG/SPF/FBF/Service verification.	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	B/C/D
61	Issue of non-availment certificate regarding LTC	Section Officer	B/C/D
62	Creation and maintenance of Record sheet	Under Secretary	D
63	Transfer of getting particulars among sections in same department	Section Officer	B/C/D
64	RTI	Under Secretary	B/C/D
65	IFHRMS	Under Secretary	B/C/D
66	Co-operative Society Application	Under Secretary/ Accounts Officer	B

Post Selection Department (PSD)

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

4	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	Under Secretary Under Secretary Section Officer Under Secretary Section Officer Under Secretary Under Secretary
5	i) Calling for Joining Duty particulars from HOD (Reminders) ii) Community verification report SLSC/DVC (Reminders) iii) Subsequent final admission of the application	Section Officer Section Officer Under Secretary

Records and Forms Department (RFD)

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

Right to Information Department(RID)

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

Rules and Notification Department (RND)

Sl. No.	Subject	Approving/Deciding Authority
1.	Notification/Addendum/Erratum/ Corrigendum	Full Commission Meeting
2.	Framing/Amendment of Rules (views)	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
4.	Syllabus and Scheme formation/ changes	Full Commission Meeting
5.	New post brought into the Commission's purview	Full Commission by Circulation
6.	Roster Approval Note	Secretary
7.	Annual Planner	Full Commission
8.	Vacancy revision by HOD/ Government	Full Commission
9.	Notification–first draft	Chairman/Notification Sub-Committee

10.	Approval of expert list for formation of syllabus	Chairman
11.	Draft on Unanimous orders	Member
12.	Letter to Government/ HOD calling for estimate of vacancy	Secretary
13.	Notification Meeting with Government Officials	Secretary
14.	Publication of Short Notice	Under Secretary
15.	GOs issued by Government based on the Commission's views on the said subject (concurred with the Commission)	Joint Secretary/Deputy Secretary
16.	GOs issued without consulting the Commission for the posts under the purview of the Commission	Full Commission (by Circulation)
17.	Furnishing particulars to Government	Joint Secretary/ Deputy Secretary
18.	Meeting with HOD/Officials	Joint Secretary/ Deputy Secretary
19.	Estimate of vacancy clarification	Joint Secretary/ Deputy Secretary
20.	Estimate of vacancy perusal/Estimate Register	Under Secretary
21.	Tapals-lodged	Under Secretary
22.	Roster	Under Secretary
23.	Feedback Meeting/Register	Secretary and Controller of Examinations
24.	Acts passed by Central/ State Legislature and Amendments thereof (for information)	Full Commission by Circulation
25.	Proposals for amendments to and requests for clarification on Acts/ Rules (other than Special Rules)	Secretary

Tapal Department(TD)

Sl. No.	Subject	Approving/Deciding Authority
1.	Tapal Distribution Register*	Joint Secretary / Deputy Secretary concerned
2.	Tapal Numbering Main Register*	Under Secretary
3.	Officer's Name cover	Officers
4.	Confidential covers/CE's name covers	Controller of Examinations
5.	Government Tapal Register*	Under Secretary
6.	RID Tapal Register*	Under Secretary
7.	RIMC Application Register	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	Approving/Deciding Authority
1.	Any cash disbursal	Secretary
2.	Opening of Quotations companies/ outsourcing	Under Secretary

Verification and Stationery Department (VSD)

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

ANNEXURE-II

LIST OF AMENDMENTS

Sl. No.	Subject	Date
1.	Modification in para C(3), para D and Annexure-LCD in respect of delegation of financial powers of the Chairman and the Secretary	03.10.2024
3.	Modification made in the Table given in Annexure I showing Approving/ Deciding Authority of files of BRD-B section	16.10.2025