

GOVERNMENT OF TAMIL NADU

ABSTRACT

Public Services - Preparation of panel for appointment by promotion/
by recruitment by transfer - Detailed instructions - Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT

G.O.Ms.No. 368

Dated: 18-10-1993.

Read:

1. G.O.Ms.No.624, Public (Services.C) Department, dated 17-3-1967.
2. G.O.Ms.No.11, Personnel and Administrative Reforms (Per.R) Department, dated 5-1-1984.
3. G.O.Ms.No.603, Personnel and Administrative Reforms (Per.M) Department, dated 12-6-1985.
4. G.O.Ms.No.381, Personnel and Administrative Reforms (Per.S) Department, dated 28-6-1989.
5. G.O.Ms.No.440, Personnel and Administrative Reforms (Per.S) Department, dated 26-10-1990.
6. G.O.Ms.No.367, Personnel and Administrative Reforms Department, dated 12-11-1992.
7. Government Letter No.16013/93-1, Personnel and Administrative Reforms (Per.S) Department, dated 8-3-1993.
8. Government Letter No.99628/92-2, Personnel and Administrative Reforms (Per.S) Department, dated 23-4-1993.

* * *

ORDER:

Instructions have been issued by the Government from time to time in the matter of preparation of estimates of vacancies and drawal of panels based on such estimates. In spite of those instructions, proposals are not received in complete shape from the Heads of Department. Incomplete particulars, personal files without up-to-date reports, non-production of a copy of the latest printed or cyclostyled seniority list published communicated by the departments, etc., are some of the causes resulting in delay in approval of panels causing dislocation of work in offices and also hardship to officers awaiting promotion. Advance action to finalise the estimate of vacancies and to draw panels is not also taken as per the programme fixed in the G.O. third read above. Copies of updated ad-hoc rules, special rules relating to the posts are also not furnished along with the proposals sent for drawal of panels. A list of defects noticed, causing delay in approval of panels is given in Annexure-I. In order to minimise the delay in the approval of panels it has become necessary to consolidate and reiterate the provisions under the General Rules as also the various instructions already issued in the matter.

2. The following instructions are accordingly issued:-

I PREPARATION OF ESTIMATE OF VACANCIES:

(i) Provision in General Rules:

According to Rule 4 (Approved candidates) in Part-II of the General Rules for the Tamil Nadu State and Subordinate Services, the list of approved candidates for appointment by

p.t.o.

promotion and by recruitment by transfer to all categories of posts in the Tamil Nadu State and Subordinate Services shall be prepared annually against the estimated number of vacancies expected to arise during the course of a year.

- (ii) Estimate of vacancies for posts to be filled up by recruitment by transfer/by promotion where consultation with the Tamil Nadu Public Service Commission is necessary:

In the case of recruitment to a State Service by transfer from the normal feeder subordinate services or by promotion from a lower post to a higher post within the same State Service where consultation with the Tamil Nadu Public Service Commission is prescribed, the Heads of Department should take advance action to get the approval of the Government for fixing the estimate of vacancies and furnish the approved estimates to the Commission on the appropriate dates specified in column 2 of Annexure-III(ii) (Recruitment (transfer)) to the G.O. third read above. The estimate of the number of candidates required should cover a period of 12 months from the date following the date on which the list of selected candidates is due to be communicated to the appointing authorities by the Commission according to the programme in the said Annexure-III(ii). The Heads of Department should ensure that the proposals for fixing the estimates of vacancies are sent to the Government at least 2 months before the prescribed dates mentioned therein.

- (iii) Estimate of vacancies for posts to be filled up by recruitment by transfer or by promotion where consultation with Tamil Nadu Public Service Commission is not necessary

In respect of appointments by recruitment by transfer or by promotion to posts included in the State Services where consultation with the Commission is not prescribed, the estimate should cover a period of 12 months from the date following the crucial date on which the candidates should possess the required qualification prescribed in the Special Rules/Ad-hoc rules for appointment to the higher post. The Heads of Department should ensure that the proposals for fixing the estimate of vacancies are sent to the Government, at least 2 months in advance of the crucial date.

- (iv) Ingredients for estimates and mode of preparation of estimates:

The estimate of vacancies should be prepared taking into account the total number of permanent posts in a category, the number of temporary posts in existence, the anticipated sanction of new posts during the period year, the provision for leave reserve (5% of cadre strength) and un-expected contingencies, vacancies caused due to retirement, promotion, etc., as envisaged in the first proviso to General Rule 4(a). The estimate covering the ingredients should be sent to the Government by the Heads of Department in the format given in Annexure-II to this order. An example of estimates prepared is given in Annexure-III to this order. Provision for un-expected contingencies should be made in accordance with the instructions contained in the Government letter seventh read above. The percentage fixed for providing for un-expected contingencies is given in Annexure - II.

However, vacancies which are likely to arise after the panel year should not be considered. Such vacancies should be reckoned only in the next panel year. Nevertheless, where a panel is prepared after the relevant panel year, only the actual number of vacancies which really arose should be reckoned.

(v) Number of persons to be included for a single vacancy in a post other than the Head of Department:

According to the instructions issued in the Government letter seventh read above, when the estimate of vacancies arrived at is between 1 and 10, provision for unexpected contingency at 50 per cent subject to a minimum of 1 should be made. Hence for a single vacancy estimated, one more number should be added to the estimate in order to meet unexpected contingencies, and a panel consisting of two names should be drawn.

(vi) Proportion to be maintained for selection of persons for a single vacancy or more than a single vacancy:

According to rule 4 of the General Rules, for preparing panels, to fill up a single vacancy, the claims of the first two qualified candidates in the seniority list in a class, category or service should be considered and the same proportion should be maintained in making selection for more than a single vacancy. If the first 2 qualified candidates, after consideration of their claims are found not suitable for the post, the claims of the next 2 qualified candidates should be considered.

(vii) Filling up of posts of Heads of Department

(1) To fill up a single vacancy in respect of Head of Department, the claims of the first 5 qualified candidates in the seniority list should be considered and a panel of at least two names should be got approved in order to meet any contingency. According to the orders issued in the Government Order fifth read above, to be eligible for promotion as Head of Department, an officer should have not less than one year's service left before retirement. Those who do not have such a minimum period of left over service but are otherwise found to be fully qualified, and are fit for promotion as Head of Department and deserve recognition on the crucial date of preparation of panel, should be compensated by appointing them as Officers on Special Duty with a specific assignment and with the same scale of pay as that of the Head of Department.

(2) Proposals to fill up the posts of Heads of Department (non-IAS) will have to be initiated by the Secretaries to Government themselves 3 months in advance of the prospective date of retirement of the existing incumbent, as all the relevant particulars would be available in the Secretariat. If the initiative to send proposals is left with the Heads of Department themselves there are found to be delays caused by subjective considerations. Such promotion proposals will have to be suitably monitored by the Secretaries to Government themselves so that orders are issued before the retirement of the existing incumbent and the cases of those who have a minimum service of one year from the date of retirement of the previous incumbent are not omitted because of administrative delay.

(viii) Preparation of estimate of vacancies to posts to be filled up by direct recruitment:

(1) According to the orders issued in the Government Order first read above, the substantive vacancies which should be filled up by direct recruitment shall be calculated covering the following -

- (a) Vacancies that are expected to arise by the retirement of permanent incumbents in the panel year for which recruitment is made; and,
- (b) Vacancies that had arisen from the following causes during the panel year previous to the date when the vacancies for direct recruitment are due to be estimated:-
 - (i) Appointment and confirmation of permanent incumbents in another service;
 - (ii) death of permanent incumbents; and,
 - (iii) permanent retention of a temporary post.

After arriving at the substantive vacancies as above, vacancies for direct recruitment and other methods of recruitment have to be apportioned as prescribed in the relevant special rules.

(2) The respective appointing authorities nominated for the purpose by the Heads of Department in the case of Tamil Nadu Ministerial Service and Tamil Nadu Judicial Ministerial Service, the Heads of Department in the case of the other Subordinate Services, and the Secretaries to Government in the case of State Services should send to the Tamil Nadu Public Service Commission estimates of the number of candidates to be selected for each service by direct recruitment according to the programme given in Annexure III to the G.O. third read above.

(3) When forwarding the estimates to the Commission in the case of direct recruitment, the appointing authorities should, in addition to giving information as to the number of candidates to be selected, send to the Commission their roster relating to reservation of appointments for the Scheduled Castes, Scheduled Tribes, Most Backward Classes and Denotified Communities and Backward Classes and the appointments filled by open competition, showing all the appointments made to the service up-to-date.

II PREPARATION OF PANELS

(i) Particulars/Documents to be sent to Government for preparation of panels:

Particulars/documents to be sent to Government by the Heads of Department for preparation of panel should be as shown in Proforma-I in Annexure-III to this order. Consequently, all panel files should contain particulars/documents as required under the columns in the proforma-I given in Annexure-III to this order. The panel files should also contain seniority list as per instructions contained in Annexure-IV.

(ii) Opening of sectional notes for preparation of panels:

The cases of persons to be considered for inclusion in the panel should be examined by opening sectional notes in the Proforma-II given in Annexure - V. There should be an index for the sectional notes in the following proforma -

Sl.No.	Name of person	Page No. of sectional note
(1)	(2)	(3)

(iii) Preparation of temporary panels to be avoided:

According to explanation-III under General Rule 4, no temporary panel shall be prepared in respect of posts for which consultation with the Tamil Nadu Public Service Commission is not required. Only regular panels in accordance with the rules will have to be drawn. If, for valid reasons like non-regularisation of services in feeder category, etc., a temporary panel for promotion has to be drawn, the fact should be clearly indicated in the panel file and the panel has to be drawn in relaxation of the said explanation under General Rule 4. In respect of appointment to the posts for which consultation with the Commission is necessary, temporary lists may be drawn and published following the procedures prescribed for drawing regular panels in order to meet exigencies of service and to avoid administrative delay.

(iv) Consideration of persons against whom enquiries are pending and specific charges have been framed or charge sheet has been filed in criminal cases.

(1) As per orders in the Government Order sixth read above, in the case of pending enquiries including Vigilance enquiries and in cases where specific charges have not been framed, promotions and appointments shall be considered on the basis of the performance of the officers coming under the zone of selection as on the date of consideration for promotion/appointment as revealed through the Personal Files/Record Sheets and the seriousness of the punishments, if any previously imposed. In cases where specific charges have been framed or charge sheet has been filed in criminal case, promotion/appointment of such persons shall be deferred till the proceedings are concluded. They must, however, be considered for promotion if they are exonerated or acquitted from the charges. If found suitable with reference to all relevant criteria, they shall then be given the promotion with retrospective effect from the date on which their juniors were promoted.

(2) The "specific charges" referred to are those framed under Rule 17(b) of the Tamil Nadu Civil Services (Classification, Control and Appeal) Rules or its equivalent. Mere calling for the explanation of a Government Servant under Rule 17(a) of the said rules need not be treated as a bar for promotion on that score alone. This would equally apply to promotion to ordinary posts and 'Selection Category' posts, as well as to recruitment by transfer from one service to another.

(3) The case of a Government Servant whose promotion, etc., has been deferred, should be reopened after disposal of the charges and appropriate orders should be passed on merits, i.e., (a) giving him his promotion as aforesaid if he was proved innocent and exonerated or acquitted of the charges and if there are no other adverse factors to be reckoned; or (b) denying him the promotion or giving him the promotion from a later date depending upon the nature of punishment and other factors to be reckoned, in other cases. In all such cases, the Heads of Department must take suo-moto action within 15 days from the date of issue of final orders in the department disciplinary case/criminal case.

(4) Wherever the disciplinary proceedings under rule 17(b) of the Tamil Nadu Civil Services (Classification, Control and Appeal) Rules against Government Employees are merely stayed by a Court/Tribunal, their cases shall be deferred till the proceedings are concluded, unless a contrary order is passed by the Court/Tribunal and it is decided not to challenge the same. If on the other hand, the Court/Tribunal quashes the charge memo, then the name of the Government employee concerned should be considered for inclusion in the panel for appointment to the higher post by promotion/recruitment by transfer if he is otherwise qualified.

(5) If specific charges are framed or charge sheet is filed in the criminal case before actual promotion, the person concerned shall not be promoted notwithstanding the fact that his name has been included in the panel. The instructions in para (3) above will apply in his case thereafter.

(v) Consideration of adverse remarks:-

(1) Adverse remarks relating to a period of 3 years or more, prior to the date when the matter is noticed or brought to notice and which were not communicated at all to the officer concerned will have to be wholly ignored while considering promotion as per the instructions contained in paragraph 8(4) (ii) of the consolidated instructions issued in G.O.Ms.No.11, Personnel and Administrative Reforms (Per.R) Department, dated 5-1-1984. This is notwithstanding the fact that the officer might have perused the personal file under the open system of maintenance of the same.

(2) Adverse remarks are recorded in the Confidential Reports to enable the officer reported upon to rectify himself of the defects pointed out. Where adverse remarks have been communicated and have not been modified/expunged on representation, it shall be the duty of the reporting officer and the scrutinising officer to specifically consider and state in the confidential report for the following year whether the defects have been rectified or not; silence on the part of the reporting officer or countersigning officer will be construed to mean that the defects have been rectified (vide para 8(4) (iv) of G.O.Ms.No.11, Personnel and Administrative Reforms (Per.R) Department, dated 5-1-84.)

(vi) Effect of punishment on promotion/recruitment by transfer:

(1) The effect of a punishment on promotion/recruitment by transfer, will depend upon:-

(a) the nature of the higher post, i.e., whether it is a 'Selection Category' or an ordinary post;

(b) the period during which the irregularity took place; and,

(c) the nature of the irregularities (rather than the quantum of punishment). For example, an Assistant tears off the Current File. On the charges framed against him for the above lapse, one officer may merely award him a 'censure' taking a 'lenient view' while another officer may impose the punishment of 'stoppage of increment with or without cumulative effect' holding the lapse as 'serious'. Yet another officer may even 'dismiss' him from service holding the lapse as 'grave'. Thus, different officers may take different views and impose different punishments for one and the same lapse. Therefore the quantum of punishment is not the objective criterion to assess the gravity of the charge.

(2) In S.L.P (C) No.14612/91 against the Tamil Nadu Administrative Tribunal's order in O.A. Nos.2851 and 2604/90, the Supreme Court in its order dated 19-8-92 has said that it did not subscribe to the view that punishment and non-inclusion in the panel would amount to 'double jeopardy'. Therefore, the following courses of action are available:-

(a) In the case of 'selection category' posts, the inclusion of names in the panel for promotion will be based on merit and ability, seniority being considered only when merit and ability of the contesting candidates are nearly equal. Therefore, strict comparison of the cases of the individuals, over a specified period of service (say 5 years) taken up for analysis, is quite necessary before deciding upon the question of inclusion or exclusion as the scope for subjective satisfaction and interpretation is limited. For purposes of comparison, the proved irregularities which took place during the said specified period of service have to be taken into consideration, whether or not the person concerned was proceeded against under Rule 17(a) or Rule 17(b) of the Tamil Nadu Civil Services (Classification, Control and Appeal) Rules. The number of individuals considered for this purpose should be as per the scales laid down in the General Rules, particularly General Rule 4(a).

(b) The same principles as above will have to be followed in the case of recruitment by transfer from one service to another.

(c) For ordinary promotions, the fitness of the person with reference to all relevant factors has to be considered. The unfit persons have to be eliminated. As far as punishments are concerned, (except where a specific punishment of withholding of promotion for a specified period is awarded), it should be examined whether the proved irregularities took place within the specified period of service taken up for analysis and whether the irregularities were such as to make the individual unfit for the job in the higher category in the year in which his case is considered for inclusion in the panel for appointment to the higher post by promotion/by recruitment by transfer.

(vii) Consideration of persons outside the general line

According to the proviso to Rule 9 of the General Rules, a member of a service who has been appointed to another service outside his regular line shall not be permitted to hold membership in the second service beyond five years, if he is to be considered for promotion or for appointment by recruitment by transfer to a higher post in his regular line even though he is otherwise qualified under the rules for such promotion or appointment, unless he puts in a fresh service for a minimum period of one year in his post in the former service on reversion from the second service. This should be borne in mind while considering the cases of those outside the regular line.

(viii) Consideration of appointments to posts as per existing statutory rules:

When temporary posts are newly created and ad-hoc rules are yet to be framed for the posts, appointment to such posts can be made on 'ad-hoc' basis. However, in the case of posts governed by rules, when any amendments to the existing rules are to be issued, promotion or appointment should not be made on 'ad-hoc' basis with reference to the proposed amendment to rules but shall be made only with reference to the existing published (notified) rules. Promotion or appointment cannot also be made on the basis of the executive orders seeking to modify the rules, as rules framed under the proviso to Article 309 of the Constitution cannot be modified by an executive order. Any modification to rules should be by amendment to rules, and they will come into effect only when published by notification in the Tamil Nadu Government Gazette. Therefore, while selecting candidates for appointment, the claims of contesting candidates have to be weighed with reference to the notified rules and not with reference to executive orders or contemplated changes in rules.

(ix) Appointment of a member to a higher category not to be considered if he had been on leave for three years or more continuously:

(1) A member of a service who had been on leave for a period of three years continuously for any reason except higher studies or for a period of four years continuously for higher studies shall not be considered for appointment to a higher category either by promotion or by recruitment by transfer unless he has completed service for a period of one year from the date on which he joins duty on return from leave.--vide rule 36(c) of the General Rule for the Tamil Nadu State and Subordinate Services.

(2) All the above aspects shall be considered while weighing the merits and fitness of the officer concerned coming in the zone of selection for appointment to higher posts.

(x) Validity period of Panel:

According to the provisions contained in Rule 4 of the General Rules, all lists (panels) prepared for a year shall be published in the Tamil Nadu Government Gazette in respect of appointments to State Services and in the Notice Board in the

office of the appointing authority in respect of appointment to subordinate services. The list should also be communicated by Registered Post to all persons concerned whose names are found in the list as well as to persons senior to the junior most person included in the list whose names have not been included in the list. The list so published shall be valid for a period of one year from the date of approval by the competent authority. It shall lapse at the expiry of one year. If the estimate of vacancy for any particular year is nil, a 'Nil' list should also be published in the aforesaid manner.

3. The above instructions shall be followed scrupulously by all the panel-drawing authorities while preparing/sending proposals for approval of the estimates and panels.

4. The receipt of this order shall be acknowledged.

(BY ORDER OF THE GOVERNOR)

T. V. VENKATARAMAN,
CHIEF SECRETARY TO GOVERNMENT.

To

All Secretaries to Government, Departments of Secretariat,
Madras-9.

All Heads of Departments.

District Collectors/District Judges etc.

The Secretary, Tamil Nadu Public Service Commission,
Madras-2 (w.c.l.)

The Registrar, High Court, Madras-104 (w.c.l.)

The Registrar, Tamil Nadu Administrative Tribunal,
Madras-6 (w.c.l.)

Copy to:

All Officers/Sections in Personnel and Administrative
Reforms Department, Madras-9.

All Departments of Secretariat (all) sections.

/ Forwarded By Order /


SECTION OFFICER.

ANNEXURE I

(-vide paragraph 1 of G. O.)

DEFECTS USUALLY NOTICED CAUSING DELAY IN FINALISATION OF PANELS

Non-availability of original papers relating to approval of the previous panels which are required for verifying whether persons overlooked are being considered in the present panel.

2. Non-availability of updated Personal Files. In a particular department, only a certificate for the entire period of service is sometimes put up for consideration to second level post.
3. Non-availability of printed or cyclostyled copy of seniority list communicated/published. In certain departments, typed copy of seniority list alone is furnished. Sometimes only the seniority list of persons in a category one level below the feeder category is furnished.
4. Panels prepared not in accordance with the existing rules but prepared with reference to the amendments proposed but not yet approved by the Government. Panels should be prepared only in accordance with the existing notified rules and not in accordance with the proposed amendments which are yet to be approved by the Government.
5. Non-furnishing of updated Special Rules/Ad-hoc Rules for the posts.
6. Incorrect estimation of vacancies.
7. Inclusion of persons who are outside the regular line for over five years who are not eligible for inclusion in the panel as per proviso to Rule 9 of the General Rules.
8. Furnishing of particulars in obsolete proforma.
9. Incorrect fixation of interse seniority of persons in feeder categories.

All the above defects or irregularities have to be avoided.

contd...

ANNEXURE - II

(vide Paragraph 2(4) of G.O.)

PREPARATION OF ESTIMATES

(vide G.O.No.325, Personnel and Administrative Reforms
(Per.M) Department, dated 28-5-1989)

...

As enlisted in the Rules of the State and Subordinate Services (a) of the General Rules for the State and Subordinate Services the following items should be taken into account for estimation of vacancies:

1. Total cadre strength :
 (i) Temporary :
 (ii) Permanent :
2. No. of vacancies on retirements :
 (For 12 months as in para 14 of G.O.No.603, Personnel and Administrative Reforms (Per.M) Department, dated 12-6-85) (or on the crucial date prescribed in the rules)
3. 5% leave reserve vacancies with reference to the working strength. (Not applicable for direct recruitment) :
4. No. of likely promotions :
5. No. of new posts likely to be sanctioned during the period and the No. of posts sanctioned earlier but not included in the previous year estimate. :

Note:

If the period year is over, number of actual retirement vacancies should be taken into account.

ADD:

6. No. of vacancies to be provided for unexpected contingencies on a staggered scale as indicated in G.O.No.381, Personnel and Administrative Reforms (Per.M) Department, dated 28-6-89 (with reference to the actual estimate computing the items from 2 to 5 above) (Not applicable for direct recruitment)

contd...

DEDUCT

7. No. of posts disbanded during the recruitment year : _____
8. No. of vacancies apportioned for direct recruitment : _____
- Total ... : _____

(A copy of the Special Rules relating to the post should be put up in file relating to the estimate of vacancies).

2. COVERAGE OF 12 MONTHS PERIOD FOR WORKING OUT THE ESTIMATE

1. For promotion from lower post to higher post within the same service : 12 months from the crucial date.
2. For direct recruitment X : 12 months from the date following the date on which the Tamil Nadu Public Service Commission should communicate the approved list to the appointing authority - vide the programme listed in G.O.Ms.No. 603, Personnel and Administrative Reforms. (Per.M) Department, dated 12-6-85 and instructions in paragraph 14 thereof.
3. For recruitment by transfer X

(A model for preparation of estimates for the year 1993-94 in respect of Assistant Director of Employment is given in Annexure-II-A).

3. PROVISION FOR UNEXPECTED CONTINGENCIES

The provision for unexpected contingencies, while estimating the vacancies for the formulation of panel for appointment by promotion or by recruitment by transfer will have to be fixed on a staggered scale as indicated below -

When the total vacancies arrived at with reference to General Rule 4 are between	Provision for unexpected contingencies at a % of total vacancies
(1)	(2)
1 and 10	50% subject to a minimum of 1
11 and 20	40% subject to a minimum of 5
21 and 40	30% subject to a minimum of 8
41 and 100	25% subject to a minimum of 12
Above 100	20% subject to a minimum of 25

contd...

ANNEXURE-II-A

(-vide paragraph 2(iv) of G. O.)

MODEL FOR PREPARATION OF ESTIMATES FOR THE YEAR 1993-94 IN
RESPECT OF ASSISTANT DIRECTOR OF EMPLOYMENT

(-vide G.O.Ms.No.525, Personnel and Administrative Reforms (Per.M) Department, dated 28-5-84 and as enlisted in Rule 4(a) of the General Rules for Tamil Nadu State and Subordinate Services)

1. Total Cadre strength : 19
 - (i) Temporary : 12
 - (ii) Permanent : 7
2. No. of vacancies on retirements : 2

(For 12 months as in paragraph 14 of G.O.Ms. No.603, Personnel and Administrative Reforms (Per.M) Department, dt. 12-6-85) (or on the crucial date prescribed in the rules) (2-2-93 to 1-2-94)
3. 5% leave reserve vacancies : 1

with reference to the working strength (not applicable for direct recruitment)
4. No. of likely promotees : Nil
5. No. of new posts likely to be sanctioned during the period and the No. of posts sanctioned earlier but not included in the previous year estimate : Nil

AID:

6. (i) No. of vacancies to be provided for unexpected contingencies on a staggered scale as indicated in G.O. Ms.No.381, Personnel and Administrative Reforms (Per.S) Department, dated 28-6-89 with reference to the actual estimate computing the items from 2 to 5 above) (Not applicable for direct recruitment) : 1.5 or 2

contd...

DEDUCT:

7. No. of posts disbanded during the recruitment year	: Nil
8. No. of posts to be apportioned for direct recruitment	: Nil
Total	: <u>5</u>

Note:

If the panel year is over, number of actual retirement vacancies should be taken into account.

contd...

PROFORMA I

ANNEXURE - III

(-vide paragraph 3 (4) of G.O.)

PARTICULARS/DOCUMENTS TO BE SENT TO GOVERNMENT
FOR PREPARATION OF PANEL

1. Grade or post to which appointment by promotion or by recruitment by transfer is to be made.
2. Whether the post is a selection category post or not and the scale of pay attached to the post.
3. Year of the panel.
4. Crucial date for preparation of panel.
5. The estimate of vacancies for the post under reference.
6. Whether the posts are within the purview of the Tamil Nadu Public Service Commission?
7. Whether the last panel has been exhausted and the persons, if any, not promoted are considered for this panel, if not, the reasons therefor?
8. Whether all the persons overlooked in the previous panel are being considered in this panel?
9. (i) Whether all the persons on O.D. have been considered for inclusion in this panel.
(ii) Details of the persons who are outside the regular line for over 5 years.
10. Whether all the eligible persons in all the feeder categories for the post have been considered for this panel?
11. If there is more than one feeder category indicate the scale of pay of each category.
12. Whether rule of reservation is applicable to the post and, if so, to state whether it has been followed?
13. Original of the order approving the previous panel.
14. Updated copy of the Special/Adhoc Rules governing the post (copy to be furnished)
15. The seniority list covering all the feeder categories for the post should be furnished. If more than one feeder categories, enclose separate seniority list for each category together with combined seniority list. (Instructions regarding seniority list are given in Annexure-IV)
16. Copies of orders of punishments imposed on officer, in the zone of consideration to be added to Sectional Notes.
17. (a) Updated Personal Files/Record Sheets. Where Personal Files could not be written for short periods, a certificate of the Heads of Department that the persons concerned has not come to adverse notice during the concerned period and that no punishment has been awarded should be furnished.
(b) A similar certificate to be given by the Departments of Secretariat whether charges under rule 17(b) of the Tamil Nadu Civil Services (Classification, Control and Appeal) Rules are pending as on date.

contd...

ANNEXURE - IV

(-vide paragraph 3(i) of G.O.)

INSTRUCTIONS RELATING TO SENIORITY LIST

1. The seniority list should be a printed or cyclostyled one, published and communicated to all the persons concerned. (With No. and date of reference in which the list was communicated)
2. While furnishing the seniority list in the panel files, the following particulars should also be typed against the name of each individual:-
 - (i) Date of birth :
 - (ii) Date of superannuation :
 - (iii) Whether he is now in service or whether he has voluntarily retired, resigned, dismissed or removed from service after publication of the list.
 - (iv) The post now held by him.
 - (v) If the officer has relinquished his right for appointment to the post, state whether the relinquishment was temporary or permanent. (No. and date of order of acceptance to be indicated). In case of temporary relinquishment, the date on which the temporary relinquishment would expire should be indicated.
3. Typed seniority list which has not been published/communicated should not be sent or accepted.

contd...

PROFORMA - II

ANNEXURE - V

(-vide paragraph 3(ii) of G.O.)

BRIEF PARTICULARS ABOUT THE OFFICERS TO BE CONSIDERED FOR
INCLUSION IN THE PANEL

1. (a) Name and designation of the officer and the scale of pay attached to the post now held :
(b) Classification of community :
(SC/ST/BC/MBC/DNC/OC)
(c) Name of the community as specified in the General Rules (except O.C) :
(Column (b) and (c) are applicable only for the posts for which rule of reservation is followed for recruitment by transfer to higher posts)
2. Age and date of birth :
3. Date of retirement :
4. Educational qualifications, Special qualifications, if any :
5. Training undergone :
6. Date of regular appointment, date of completion of probation and total service in the post presently held. :
If, on O.D., period from which he is on O.D.
7. Whether the officer has acquired all the qualifications prescribed in the Special or Ad-hoc Rules for higher post including previous experience, teaching experience, special training :
8. Whether any charges are pending against the officer, and if so, indicate the period to which charges relate, nature of charges and date from which pending, the present stage. Reasons for delay :
in finalising the disciplinary proceedings. Whether any appeals are pending and if so, the present stage.
(a) Extract of charges pending under rule 17(b) of the Tamil Nadu Civil Services (Classification, Control and Appeal) Rules:
i)
ii)
iii)

contd...

- (b) Extract of lapses for which disciplinary action under rule 17(a) of the Tamil Nadu Civil Services (Classification, Control and Appeal) Rules have been instituted.
9. (a) Whether any vigilance or other enquiries are pending against the officer and, if so, indicate the details thereof, nature of irregularities/lapses for which he is proceeded against; period to which lapses relate.
- (b) Present stage of disciplinary proceedings
10. Whether any penalties have been imposed on the officer and, if so, the nature of lapses and penalties imposed and date of imposition of the punishment. Copies of orders imposing punishment should be attached.
- (a) Whether the penalties have been given effect to, if not, the reasons therefor.
- (b) Whether on suspension or undergoing punishment at the time of consideration.
11. (i) Whether there are any adverse remarks in his Personal File and, if so, indicate the details therefor and whether they have been communicated to the individual.
- (ii) Resume of Personal File for the last 5 years.
- | From | To | Rating | Adverse remarks |
|------|-----|--------|---|
| (1) | (2) | (3) | if any (if there are no adverse remarks put 'nil'. In no case, it should be left blank) |
- (3)
12. Whether the individual has been considered earlier in the last panel, and passed over. If so, the reasons therefor may be indicated.

contd...

13. Specific recommendation of the Head of Department
14. Special remarks of the Secretary to Government of the Administrative Department.

Note:

- (1) Particulars in respect of persons retired and those whose relinquishment of right of promotion has been accepted and final orders accepted on such relinquishment have been issued by Government, need not be furnished.
- (2) Proforma particulars in respect of persons who have relinquished but whose relinquishment has not been accepted and orders issued by Government should be furnished.

/ True Copy /


SECTION OFFICER.