



ABSTRACT

**Committee – Committee on Appeals – Constituted – working procedure/
guidelines – Issued.**

Personnel and Administrative Reforms (S) Department

G.O.Ms No.169

Dated : 16.12.2009

மார்க்கழி : 1

திருவள்ளூர் ஆண்டு 2040

Read :

G.O.Ms No.157, Personnel and Administrative Reforms (S) Department,
dated.02.11.2009

ORDER:

In the Government Order read above a committee by name "Committee on Appeals" has been constituted to examine and tender its advice on service matters on which application, appeal, review or revision lies with the Government, except Disciplinary cases.

2. The working procedure/ guidelines for referring the applications/ petitions on appeal, revision etc. to the committee shall be as detailed below:-

"The person who desires for appeal/revision shall submit his petitions to the appellate/ Revisionary authority of the administrative department concerned. The petitions received by the Administrative departments upto the end of the previous month shall be examined in detail by them with all relevant back papers and should be sent with a factual note on the petition describing the earlier stand of the department/Government including the earlier remarks offered by Personnel and Administrative Reforms Department, Law and Finance Department, as the case may be, the new grounds/ points that are examined on the appeal/revision petition now received, along with necessary copies of the special rules/adhoc rules/ subsequent executive instructions/court orders etc. to each of the members of the Committee on Appeals viz. Vigilance Commissioner and Commissioner of Administrative Reforms, Secretary, Personnel and Administrative Reforms Department, Secretary, Administrative department, Secretary, Law Department, by not later than 15th of every month. The said note shall be sent to the Secretary to Government, Finance Department and Secretary, Tamil Nadu Public Service Commission only in cases wherever it is necessary. At this stage, the consultation of Personnel and

Administrative Reforms, Law and Finance Departments are not necessary as the views of those departments are to be offered and discussed in the meeting of the Committee. The concerned service sections/units of the Personnel and Administrative Reforms Department / Law / Finance Department shall scrutinize the above factual notes received from the administrative departments concerned and submit the note with relevant rule provision, to the Secretary for use at the meeting.

The "Committee on Appeals" shall meet once in a month, on the last Wednesday of the month at 11.00 A.M (if it falls on a holiday, the next working day of the month) and examine each petition and record its decision and send it to the departments concerned within a week after the meeting. The appellant may also appear before the committee for a personal hearing, if required. Based on the decision of the Committee on Appeals, the administrative department concerned should issue the final order within 15 days as far as possible after following the normal procedure of circulation, wherever necessary as per the guidelines laid down in the Tamil Nadu Government Business Rules without referring the files again to Law, Finance and Personnel and Administrative Reforms Department including Tamil Nadu Public Service Commission. However, Tamil Nadu Public Service Commission has to be consulted in cases where it is necessary as per the Constitution of India and the Tamil Nadu Public Service Commission Regulations, 1954.

3. The above guidelines shall be scrupulously followed while referring the appeals / application to the Committee.

(BY ORDER OF THE GOVERNOR)

K.N.VENKATARAMANAN
SECRETARY TO GOVERNMENT

To

Vigilance Commissioner and Commissioner of Administrative Reforms, Chennai -9.

All Secretaries to Government, Chennai-9.

All Departments of Secretariat, Chennai-9.

All Heads of Departments.

All Collectors/District Judges.

The Secretary, Tamil Nadu Public Service Commission, Chennai-2.

The Registrar, High Court, Chennai-104.

The Accountant General, Chennai-6/9/18/35.

Copy to:

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

The Personnel and Administrative Reforms Department (CC/ARII), Chennai-9
SF/SC.

/FORWARDED BY ORDER/


SECTION OFFICER

14/12/09