



Personnel and Administrative  
Reforms (S) Department,  
Secretariat,  
Chennai-9.

Letter No.35276/S/2011- 1, dated 16.2.2012

From  
Thiru M. Kutralingam, IAS,  
Principal Secretary to Government.

To  
All Secretaries to Government, Chennai – 9.  
All Department of Secretariat, Chennai – 9.  
All Heads of Department.  
The Secretary, Tamil Nadu Public Service Commission,  
Commercial Tax Annex building, Greams Road, Chennai 600 006.

Sir,

Sub: Recruitment (Transfer) / Appointment (Promotion) - Selection through Departmental Promotion Committee - Deferred cases - Inclusion of a candidate's name after disposal of disciplinary action - Procedure followed Clarification / Instruction - Issuing of - Regarding.

- Ref: 1. Government Letter No.53613/S/2000-1, Personnel and Administrative Reforms (S) Department, dated 15.12.2000.  
2. From Tamil Nadu Public Service Commission Letter No.5432/DPD-A2/2009, dated 6.10.2009.  
3. Government Letter No.47882/S/09, Personnel and Administrative Reforms (S) Department, dated 23.11.2009.  
4. From the Secretary, Tamil Nadu Public Service Commission Letter No.5432/DPD-A2/09, dated 18.8.2011.

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I am directed to invite attention to the Government letter first cited wherein the procedure to be followed for selection through Departmental Promotion Committee in respect of deferred cases for inclusion of the name of the individual after disposal of the disciplinary action, were issued. It has been instructed clearly in the above said Government letter that the cases where the Heads of Departments, Administrative Department and the Personnel and Administrative Reforms Department have spelt out clear views agreeing to the inclusion, may be referred to the Commission for its consent straightaway without the Departmental Promotion Committee Procedure.

2. The Secretary, Tamil Nadu Public Service Commission, in his letter second cited has stated that various Government Departments while sending

(P.T.O.)

proposals for inclusion have not spelt out the clear views of the Personnel and Administrative Reforms Department agreeing the inclusion of the individual in the panel concerned. Hence orders have been issued in letter third cited to spelt out the views of Personnel and Administrative Reforms Department in the proposal.

3. Further, Tamil Nadu Public Service Commission in its letter 4<sup>th</sup> cited has stated that the brief particulars of the individual to be furnished in the proforma viz., Format-II prescribed in G.O.(Ms)No. 368, Personnel and Administrative Reforms (S) Department, dated 18.10.1993 is absolutely essential one for arriving at a decision on the inclusion cases as the procedure is being followed since the year 2000.

4. The Government have examined the suggestions made by Tamil Nadu Public Service Commission and decided to accept the proposal. Accordingly, in modification of the orders issued in the letter 3<sup>rd</sup> cited, the following amendment to the letter 1<sup>st</sup> cited is now issued.

### AMENDMENT

In the Government Letter No.53613, Personnel and Administrative Reforms(S)Department, dated 15.12.2000, the existing para 3 shall be substituted as follows:-

"Accordingly I am directed to inform that the Departmental Promotion Committee meeting once again for each of the individual cases arising for inclusion need not be resorted to which were originally "deferred" by the Departmental Promotion Committee due to the pendency of disciplinary proceedings /award of punishments and where disciplinary action/punishments subsequently been dropped/set-aside or ended with warning as the case may be. However, where, the Heads of Department, Administrative Department and Personnel and Administrative Reforms Department have spelt out clear views agreeing to the inclusion in the proforma II of the individual concerned viz. recording the recommendations in columns 14, 15 & 16 and affixing their signatures in Proforma-II therein and sent to the Commission for its consent, while seeking its recommendations."

5. The above procedure may be followed in the cases to be included in the panel.

Yours faithfully,

*(Signature)*  
24.12.12.  
for Principal Secretary to Government.

Copy to

All Officers /All Sections in Personnel and Administrative Reforms Department,  
Chennai 600 009.