

Copy of :-

GOVERNMENT OF TAMIL NADU

PERSONNEL AND ADMINISTRATIVE REFORMS (S) DEPARTMENT

Letter No.40605/S/2001-1.

Dated:25.9.2001.

From  
Thiru S. Meikandadevan I.A.S.,  
Secretary to Government,

To  
All Departments of Secretariat.  
Chennai - 9  
All Heads of Department.

Sir,

Sub: Public Services - Preparation of panel for Appointment / Promotion /Recruitment by Transfer - Offering of remarks in the panel file - Use of certain terminologies - Instructions - Issued.

- Ref: 1. G.O.Ms.No.368, Personnel and Administrative Reforms (Per-S) Department, dated 18.10.93.  
2. Government Letter No.13498/Personnel and Administrative Reforms (S)Department, dated 19.7.95.  
3. Government Letter Ms.No.248, Personnel and Administrative Reforms (S)Department, dated 20.10.97  
4. Government Letter No.31189/S/98-1 Personnel and Administrative Reforms (S)Department, dated 13.7.2000.  
5. Tamil Nadu Public Service Commission Letter No.5298/DPD-A1/2000 dated 12.10.2000.

In the references cited, some basic guidelines were issued in the matters of preparation of panels and assessment of suitability of the candidates for inclusion or otherwise of their names in the panels. The Heads of department and the Administrative departments in the Secretariat have to make their recommendations before referring the proposals to Personnel and Administrative Reforms Department and before placing the matter for discussion in the Departmental Promotion Committee.

2. At present, the terminologies "fit/not fit/deferred are alone used in preparing the panel. The use of the above terminologies for all candidates may not be correct while deciding the suitability. The suitability of a candidate is assessed with reference to the Educational qualifications, Experience Qualifications, Technical qualifications, Departmental Test qualifications and Punishments etc., In such cases, the unqualified persons will become not eligible and not qualified. Some of them would have relinquished their rights also. Some of them would have retired or over aged. In such cases, the Heads of Department will get confused with the above terminologies such as "fit/not fit/deferred". Therefore, the Tamil Nadu Public Service Commission has suggested that in addition to the above terminologies, the following terminologies may be used while sending the recommendations of the candidates for preparing the panel:

- (a) Not eligible
- (b) Not qualified
- (c) Relinquished
- (d) Over aged
- (e) Retired.

3. The suggestion of the Tamil Nadu Public Service Commission is accepted and the Departments of Secretariat and the Heads of department are requested follow the above instructions scrupulously in future.

Yours faithfully,

(Sd) xxxx

For SECRETARY TO GOVERNMENT.

Copy to:

The Secretary,  
Tamil Nadu Public Service Commission,  
Chennai- 600 002.

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