

The Secretary  
Commission,  
Chennai 600 002.



229 (16)  
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XXXX

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Letter No.5298/DPD-A1/2000, dated 2.12.2002  
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Sir,

Sub: Recruitment (Transfer) / Appointment  
(Promotion) - Posts included in State  
Services - Selection through Departmental  
Promotion Committee - Preparation of  
panel.

Ref: G.O.Ms.No.15, Personnel and Administrative  
Reforms (Per.3) dated 12.1.94.

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I am directed to invite attention to the G.O.cited wherein orders constituting the Departmental Promotion Committee for selection of candidates for appointment by recruitment by transfer / promotion to posts in various State Service have been issued. According to para 4 of the said G.O. the Convener shall prepare notes on proposals for various services relating to his department for the selection of notes on proposals 'Format-I' (checklist for preparation of notes on proposal) was formulated and sent to all the Secretaries to Government for furnishing the particulars along with the proposals. vide Tamil Nadu Public Service Commission Chairman's D.O.letter No.1331/M5/93, dated 4.10.94. However, it is seen that most of the Departments do not furnish the details in Format I alongwith the proposals but send them only after a reference / enquiry is sent / made by the Commission, thus delaying the placing of the proposals before the Departmental Promotion Committee.

2. I am also to say that the Departmental Promotion Committee will have to consider only the cases of officers who are technically qualified for selection to a post. However, it is seen that instead of giving details of those who are not technically qualified in Format I, individual Formats in respect of such cases are also included in the proposals and consequently their cases have to be gone through and signatures obtained in the individual Format. This entails delay and waste of time.

3. I am to say further that at present certain certificates are to be furnished along with Format I. The Commission taking into account past experience and also the recent instructions of the Government in regard to calculation and approval of the estimate

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L candidates by the DPC. In order to facilitate  
the preparation of

