

Letter No.28394/S/2005-1  
Personnel and Administrative  
Reforms(S) Department  
Secretariat, Chennai-600 009

Dated: 1.7.2005

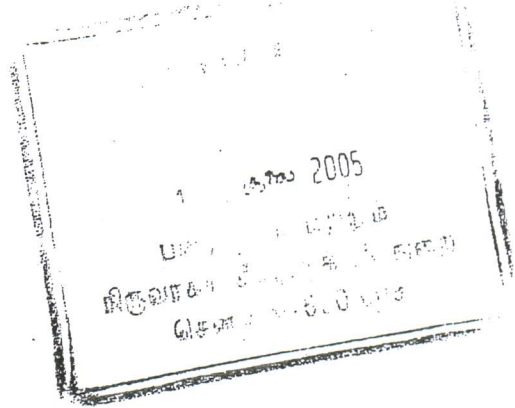
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From

THIRU.N. NARAYANAN, I.A.S.,  
CHIEF SECRETARY TO GOVERNMENT.

To

All Secretaries to Government,  
Chennai-9.  
The Secretary,  
Tamil Nadu Public Service Commission,  
Chennai-2.



Sir,

Sub: Public Services - Preparation of estimates and panels - Sending proposals at the same time - Instructions issued.

Ref: Letter No.67770/P/2001-1 Personnel and Administrative Reforms (P) Department dated 19.12.2001.

....

I am directed to state that in respect of the State Service Posts for which the Government is the appointing authority, the estimates of vacancies and the panels for such posts are prepared by the administrative Departments of Secretariat concerned. As per the existing instructions, all estimate of vacancies for direct recruitment as well as other methods of appointments should be for the actual vacancies i.e. retirement vacancies and the vacancies caused due to the promotions during the panel period of twelve months. After preparing the estimate of vacancies as said above, the administrative Departments of Secretariat concerned send proposals for clearance in Personnel & Administrative Reforms Department and then to the Finance (SERC) Department for reduction of the surplus posts identified, if any, in that cadre. Once this preliminary process is over, the estimate so fixed in that cadre is placed before the "Staff Committee" consisting of Chief Secretary, Secretary, Finance Department Secretary, Personnel & Administrative Reforms Department, Secretary, Administrative Department concerned for its approval. After approval of the estimate, panels are prepared in consultation with the Personnel & Administrative Reforms Department and by placing the proposal before the Departmental Promotion Committee, wherever necessary.

2. With a view to avoid delay in issue of panels, the Government have examined the need to cut short the procedure of sending estimates and panels separately to the advisory Departments and the "Staff Committee". Likewise the Government have also examined problem of filling up of the vacancies arising due to the retirement of the persons included in the panel but retired before promotion. After detailed examination, the Government consider that the proposal for the estimate of vacancies and the panel may be sent simultaneously at the

/p.t.o/

