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GOVERNMENT OF TAMIL NADU  
1994

Miscellaneous

PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT.

(G.O.Ms.No.368, Personnel and Administrative Reforms (Personnel-S)Department, dated 18th October 1993 as amended from time to time.

PUBLIC SERVICES PREPARATION OF PANEL FOR APPOINTMENT BY PROMOTION / BY RECRUITMENT BY TRANSFER - DETAILED INSTRUCTIONS - ISSUED.

READ:-

1. G.O. Ms. No. 624, Public (Services -C) Department, dated 17th March 1967.
2. G.O. Ms. No. 11, Personnel and Administrative Reforms (Per.R) Department, dated 5th January 1984.
3. G.O.Ms. No. 603, Personnel and Administrative Reforms (Per.M) Department, dated 12th June 1985.
4. G.O.Ms. No. 381, Personnel and Administrative Reforms (Per.S) Department, dated 28th June 1989.
5. G.O. Ms. No. 440, Personnel and Administrative Reforms (Per.S) Department, dated 26th October 1990.
6. G.O. Ms.No. 367, Personnel and Administrative Reforms Department, dated 12th November 1992.
7. Government Letter No. 16013/93-I, Personnel and Administrative Reforms (Per.S) Department, dated 8th March 1993.
8. Government Letter No. 99628/92-2, Personnel and Administrative Reforms (Per.S) Department, dated 23rd April 1993.

ORDER:

Instructions have been issued by the Government from time to time in the matter of preparation of estimates of vacancies and drawal of panels based on such estimates. In spite of those instructions, proposals are not received in complete shape from the Heads of Department. Incomplete particulars, personal files without up-to-date reports, non-production of a copy of the latest printed or cyclostyled seniority list published/communicated by the departments, etc., are some of the causes resulting in delay in approval of panels causing dislocation of work in offices and also hardship to officers awaiting promotion. Advance action to finalise the estimate of vacancies and to draw panels is not also taken as per the programme fixed in the G.O. third read above. Copies of updated ad-hoc rules/special rules relating to the posts are also not furnished along with the proposals sent for drawal of panels. A list of defects noticed, causing delay in approval of panels is given in Annexure I. In order to minimise the delay in the approval of panels it has become necessary to consolidate and reiterate the provisions under the General Rules as also the various instructions already issued in the matter.

2. The following instructions are accordingly issued:

1. Preparation of Estimate of Vacancies:

