

**TAMIL NADU PUBLIC SERVICE COMMISSION**

**Office Order No. 153, dated 12.01.2021**

Sub.: Personnel Department – Marking of Files to  
Chairman and Members – Regarding.

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The following orders are issued regarding the marking of files, etc., to the Chairman and Members of the Commission.

The PD section concerned shall issue a circular, for every three month period, viz., January to March, April to June, July to September and October to December, indicating Chairman / Members to whom the subjects indicated below shall be marked every month.

<b>Sl. No.</b>	<b>Details of the Files</b>	<b>To be Circulated to</b>
1.	Concurrence cases	Two Members in rotation
2.	Registers relating to direct recruitment - Selection & Notification Pending Registers (after submission to the concerned Member, the registers relating to direct recruitment shall be submitted to Chairman)	One Member in rotation
3.	Approval of draft on unanimous orders of the Commission	One Member in rotation
4.	Review of disciplinary cases against Under Secretary / Deputy Secretary / Joint Secretary to the Commission.	Chairman
5.	Review of disciplinary cases against the officials of the Commission's office in respect of all categories who are on the verge of retirement.	Chairman

**K. NANTHAKUMAR, I.A.S.**  
**Secretary**