

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 149, dated 12.01.2021

(Amended vide Commission's orders dated 28.04.2021, 28.01.2022
and 08.04.2022)

Sub.: Commission's Meetings – Convening
– Placing of Matters before the
Commission – Agenda – Conduct of
Meeting – Follow-up Action – Regarding.

The following orders are issued regarding the procedure to be followed during the convening of and conduct of Commission's meetings and the follow-up action to be taken on the minutes of the Commission's meeting.

A. Commission's Meetings

- (1) The Commission is the highest decision-making body that meets at its convenience but at least once in every month.
- (2) The Chairman may convene the meetings of the Commission on his own or on the suggestion of any one or more Members of the Commission. The date of the subsequent meeting, may preferably be decided at the end of every meeting. In case of emergency, the Chairman may convene a meeting at short notice.
- (3) The quorum for holding a meeting of the Commission shall be two-thirds of the Members including Chairman, in position.

B. Placing of Matters before the Commission

- (1) The matters placed before the Commission shall be dealt with, either by the Commission or by the Chairman or by a Committee of one or more Members formed by the Commission as provided for in the Tamil Nadu Public Service Commission's Rules of Procedure.

- (2) All matters placed before the Commission or the Chairman or Committees formed by the Commission, shall be so placed by the Secretary in respect of the subjects under his purview and by the Controller of Examinations, in respect of the subjects under his purview.

C. Agenda

- (1) All subjects to be placed before the Commission, except those relating to Confidential Department (QD / ED – in which case a simple mention of '*Confidential Subjects*' against Sl. No. [4] in the agenda shall be a standard practice) shall be included in the recorded agenda before four clear working days (e.g., if a Commission meeting is scheduled to be held on the Friday of a week, the agenda shall be ready by Friday of the previous week) and the synopsis of the respective subjects listed in the agenda shall be furnished to the Chairman and Members before two clear working days.
- (2) Once the draft agenda is ready, the Secretary shall obtain the approval of Chairman in person, after explaining the agenda. 'Action Taken Report' on the minutes of previous Commission's meeting, follow-up action on the minutes of the Commission's meeting held with effect from 01.01.2021, status report of Annual Planner, status report of notified examinations, post -facto approval of files by the Commission and confidential subjects shall invariably be listed as subjects 1A, 1B, 2A, 2B, 3 and 4 in the agenda, respectively.
 - (a) If any of the urgent files / Minutes got approved by the Hon'ble Chairman / Members through Online / WhatsApp / E-mail, then the concerned section shall include the said subject in the Agenda and place the file in the upcoming Commission's Meeting for post-facto approval of the Commission. If any of the subjects deferred in a Commission's Meeting, the same shall be placed invariably after Sl. No. [4] (Confidential Subjects) in the next Commission's Meeting of the agenda.
 - (b) The subject relating to fixation of Date and Time of Next Commission's Meeting shall be placed invariably as last subject in the Agenda of the Commission Meeting.

- (c) In any unavoidable circumstances the Commission's meeting shall be conducted through online. The decision taken in the meeting shall be recorded and get approval during the next Commission Meeting conducted physically.
 - (d) Vehicle Maintenance Department (VMD) shall arrange the requisite infrastructure so as to enable the Commission to take part in the meeting virtually.
- (3) In case of further inclusions in the agenda due to unavoidable circumstances, the Secretary shall record the same in the file, obtain the approval of Chairman in person and issue an 'Additional Agenda'.
 - (4) It shall be the responsibility of the section that deals with the Commission's meeting, to obtain the subjects to be included in the agenda / synopsis from the Joint Secretary / Deputy Secretaries concerned, according to the time stipulated.
 - (5) In the case of a subject that does not require a synopsis and approval of the full Commission is to be obtained in the file itself or when a subject is placed for information of the Commission, the same shall be mentioned in the agenda.
 - (6) Preparation of agenda and ensuring that the copies of synopses are furnished to the Chairman and Members is the sole responsibility of the section that deals with the full Commission meeting. The sections that deal with the respective subjects shall facilitate observance of these orders.
 - (7) In cases where Chairman or Members entertain a doubt on a particular subject, the Secretary / Joint Secretary / Deputy Secretary concerned shall clarify the doubt.
 - (8) In unavoidable circumstances, when a subject requires the immediate attention of the Commission and had not been listed in the agenda, the Secretary / Controller of Examinations, as the case may be, shall meet the Chairman in person, before the meeting and brief him on such subject. On obtaining the consent of the Chairman, the subject shall be placed before the Commission as a '*Table Subject*'.

D. Conduct of Commission's Meetings

- (1) Each approved subject in the agenda shall be presented by the Secretary / Controller of Examinations or the Joint Secretary / Deputy Secretaries concerned.
- (2) Every agenda at a meeting of the Commission shall be determined by a majority of the votes of the Members present and voting on it, and in the case of an equal division of votes, the Chairman shall have and exercise a second or casting vote, including in cases where there is an equal division on a subject matter in a file and such matter is to be determined at a meeting of the Commission.
- (3) In case the Chairman is unable to be present at a meeting of the Commission, he shall nominate any one of the Members of the Commission to act for him and the Member so appointed shall have all the powers of the Chairman at that meeting provided that
 - (a) unless the Chairman otherwise directs, no action shall be taken upon any decision arrived at in a meeting at which he was not present until he has been informed of such decision, and upon being so informed, he may direct that any such decision shall be reconsidered at a meeting at which he is present;
 - (b) where a Member of the Commission who sponsored a subject for discussion by the Commission is absent during the first sitting of the Commission when such subject was included in the agenda for discussion, the subject shall be taken up in the second sitting of the Commission and decided, notwithstanding the absence of the sponsoring Member during such second sitting of the Commission. However, the sponsoring Member may record only his views on the file when it is circulated with the approved minutes.
- (4) Under extraordinary circumstances when the Chairman is unable to nominate any Member to act for him and if any urgent decision is to be taken on matters relating to conduct of examination related issues / urgent matters, the Secretary shall bring it to the notice of the senior most Member available. The senior most Member, on behalf of Chairman, shall immediately arrange to convene the meeting. Subsequent to a briefing by

the Secretary on such matters, the Commission may arrive at a decision by consensus. Such matters shall be reported to the Chairman at once on his return to office.

- (5) The Chairman may adjourn any business at such meeting if he is of the opinion that it cannot be conveniently transacted owing to non-attendance of any Member.
- (6) All decisions of the Commission shall be recorded by the Secretary in the form of minutes, in accordance with the directions of the Commission and such minutes shall be circulated at the end of the meeting itself, for the approval of the Chairman and Members.
- (7) The minutes in respect of confidential subjects shall be recorded, except in the case of those subjects pertaining to internal processes and the same have been approved by the Commission in the file itself.
- (8) It shall be duty of the Secretary to ensure that all minutes of the meeting of the Commission are invariably preserved as permanent records. At the end of every financial year all minutes of meetings in that year shall be bound together and preserved as a permanent record.
- (9) The proceedings of the Commission shall not be invalidated by reason of any vacancy in the office of the Chairman or any other Member or Members.

E. Follow-up Action

- (1) Whenever the Commission makes a decision that is not already covered by the existing Rules of Procedure, Office Orders, etc., the section concerned shall make a note of it and undertake further action leading to amendment of the respective documents.
- (2) Whenever a new policy or change in the existing policy is to be adopted, based on the decision of the Commission, it shall be given prospective effect only and not retrospective effect.
- (3) The follow-up action taken / pending / concluded on the minutes of the Commission's meeting(s), shall be intimated to the section that deals with the full Commission meetings, in the following formats, within seven working days of the date of Commission's meeting.

(a) Follow-Up Action Taken

Subject and C. No.	Commission's Decision	Follow-up action

(b) Follow-Up Action Pending / Concluded

Sl. No.	Date of Commission's Meeting	Agenda No. and Subject	Commission's Decision	Follow Up Action Already Furnished by the Section	Updated Follow Up Action

- (4) In cases where follow-up action in accordance with the decision of the Commission, as stated in the minutes of the Commission's meeting, have been undertaken and concluded, the same shall be intimated to the section that deals with the full Commission meetings, in the format at (b) above, three clear working days before the next meeting of the Commission.
- (5) The above formats in the form of a periodical, shall also be placed for review by the Secretary, every month in the 'All Under Secretaries' meeting.

K. NANTHAKUMAR, I.A.S.
Secretary