

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No.76, dated 14.02.2013

Sub.: Tamil Nadu Public Service Commission-
Officers and Staff-Payment of Conveyance
charges-Refreshment Charges.

The rates of conveyance charges and the refreshment charges are revised with effect from 06.06.2012 as follows: -

Conveyance Charges

(For those officers and staff who attend office early in the morning and work late in the evening)

Joint Secretary / Deputy Secretary / Under Secretary / Accounts Officer	Section Officer / Assistant Accounts Officer / Private Secretary / Input Output Supervisor	Assistant Section Officer / Accountant / Data Entry Operators / Personal Clerk / Personal Assistant	Assistant / Typist / Driver / Record Assistant	Record Clerk / Office Assistant / Watchman
(1)	(2)	(3)	(4)	(5)
Rs.240	Rs.200	Rs.160	Rs.120	Rs.80

REFRESHMENT CHARGES Rs.80/-

(for all the officers and staff who attend office before 7.30 am)

2. An attendance in the format prescribed in the annexure should be maintained by the officers and staff of the Commission's office for their early arrival / leaving late, besides the usual certificate given by them. The attendance of the staff up to the rank of Section Officers has to be attested by the concerned Under Secretary / Deputy Secretary. The officers who are attending office early in the morning or leaving late in the evening should also certify themselves for their attendance in the format prescribed.

3. If the officers and staff attend office early in the morning and work late in the evening of the same day they are eligible for two conveyance charges and refreshment charges for the same day.

...Annexure

M. VIJAYAKUMAR, I.A.S.
Secretary

ANNEXURE

CERTIFICATE OF ATTENDANCE

Name :

Designation :

Section :

Work attended :

Attendance for early arrival in the morning / leaving late in the evening: -

Date				
Time of arrival				
Time of Departure				
Signature				
Attestation by US / DS				