

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 154, dated 12.01.2021

Sub.: Departmental Promotion Department –
Nature of Work – Disposal of Files -
Regarding.

The following orders are issued with regard to the duties and responsibilities of the Departmental Promotion Department.

- (1) **Calling for the estimates of vacancy** on the due dates and scrutiny of the same on their receipt.
- (2) **Calling for proposals therefor** based on the estimate of vacancies received.
- (3) **Scrutiny** of the proposals with reference to the Special Rules, Tamil Nadu Government Servants (Conditions of Service) Act, 2016 and Government's guidelines and norms prescribed for consideration for promotion / recruitment by transfer, as the case may be.
- (4) **Single Window System**: All proposals shall be brought by the dealing hand and checked by staff not below level of Section Officer, on-the-spot. Deficiencies, if any, shall be specified on paper. The proposal shall be retained or returned, as the case may be. If the proposal is in complete shape, this fact shall also be stated on paper along with a provision regarding intimation of date of Departmental Promotion Committee meeting later, etc.
- (5) **Clarification**, if any required subsequently, shall be called for.
- (6) **Submission** of file to Chairman for the nomination of the Chairman to Chair the Departmental Promotion Committee.
- (7) Ascertaining the convenience of the Chairman and other members of the Departmental Promotion Committee for **fixing the date and time** for Departmental Promotion Committee meeting.

- (8) **Communicating the date and time of meeting** to the officers / Secretary to Government concerned and arranging for the meeting on the scheduled dates.
- (9) **Drawal of minutes** of the Departmental Promotion Committee meeting.
- (10) **Drawal of the list** of selected candidates following the rule of reservation of appointments wherever applicable.
- (11) **Forwarding the recommendations** of the Departmental Promotion Committee to the Government / Head of the Department.
- (12) Once the minutes of the Departmental Promotion Committee meeting are forwarded to the Government / Head of the Department, the concerned file shall be kept open for a month pending Government orders / proceedings approving the selection panel for a said post.
- (13) In case Government orders / proceedings are not received within a month, a reminder shall be sent to the Government / Head of Department requesting the copy of the Government orders / proceedings.
- (14) In case Government orders / proceedings are not received after two months, the concerned file shall be closed. Necessary entries shall also be made in the Selection Register. As and when Government orders / proceedings are received, the same shall be added to the file concerned. The entries made in the register, shall be closed after obtaining orders from the Under Secretary concerned.
- (15) **Examining the proposals for inclusion / deletion** of names in the / from the approved list and submission of files for Commission's orders and communicating the views of the Commission thereon to the Government / Head of the Department.

- (16) **Examining Government proposals regarding fixing of norms** (for promotion / recruitment by transfer) and submission of files seeking the views of the Commission thereon, etc.
- (17) Any other **Miscellaneous** work entrusted to the Departmental Promotion Department.
- (18) A permanent register in the format below shall be maintained by the DPD section:

Sl. No. of the proposal for the financial year	Date of receipt of the proposal	Signature of the Tapal section SO / DPD section SO	Date on which the file is submitted to the Secretary	Date of conduct of the Departmental Promotion Committee meeting	Date on which minutes of the DPC is communicated to Government	Signature of the DPD section S.O.
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This register shall be submitted to the Secretary on the first working day of every month.

K. NANTHAKUMAR, I.A.S.
Secretary