

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No.153, dated 12.01.2021

(Amended vide Commission's Orders dated 01.09.2022)

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

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.

Sl. No.	Details of the Files	To be Circulated to
1.	Concurrence cases	Two Members in rotation
2.	Approval of draft on unanimous orders of the Commission	One Member in rotation
3.	Review of disciplinary cases against Under Secretary / Deputy Secretary / Joint Secretary to the Commission.	Chairman
4.	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