



## **ABSTRACT**

Departmental Promotion Committee – Headed by Secretary to Government of the administrative department concerned – Procedure to be followed – Guidelines – Issued.

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### **PERSONNEL AND ADMINISTRATIVE REFORMS (S) DEPARTMENT**

**G.O.(Ms.)No.46**

**Dated: 11.05.2021**

**பிலவ, சித்திரை -28**

**திருவள்ளூர் ஆண்டு 2052**

**Read:**

1. G.O.(Ms.) No.15, Personnel and Administrative Reforms (Per.S) Department, dated 12.01.1994.
  2. G.O.(Ms.) No.97, Personnel and Administrative Reforms (Per.M) Department, dated 21.04.1994.
  3. G.O.(Ms.) No.137, Personnel and Administrative Reforms (S) Department, dated 09.06.1998
  4. G.O.(Ms.) No.125, Personnel and Administrative Reforms (Per.M) Department, dated 13.11.2020.
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### **ORDER:**

In the Government Order first read above, the Government constituted Departmental Promotion Committee (DPC) under the Chairmanship of either Chairman or a Member of Tamil Nadu Public Service Commission. In the Government Order fourth read above, the Government have constituted Departmental Promotion Committee headed by Secretary to Government of the administrative department concerned for making appointment to the posts classified under Group A other than entry level posts and Group B posts within the purview of Tamil Nadu Public Service Commission, which were hitherto placed before the Departmental Promotion Committee headed by Chairman / Member of Tamil Nadu Public Service Commission.

2. Consequent to the formation of the Departmental Promotion Committee headed by the Secretary to Government of the administrative department concerned, the Government issues the following guidelines for finalizing the panel placed before it:

(P.T.O)

(I) **Composition of the Committee:**

The Composition of the Departmental Promotion Committee as ordered in the Government Order fourth read above is as follows:-

(i)	Secretary to Government of the administrative department concerned	Chairman
(ii)	Heads of the Department concerned	Member
(iii)	Secretary / a nominee of Personnel and Administrative Reforms Department	Member

(II) **Nomination of SC / ST Members in DPC:**

The Government have issued orders in the Government Order third read above nominating a Scheduled Castes / Scheduled Tribes Officer as a member of Departmental Promotion Committee for the posts to which rule of reservation shall apply, so as to ensure their representation as per rules. The procedure now being followed for the posts to be placed before the Departmental Promotion Committee headed by Chairman / Member of Tamil Nadu Public Service Commission, shall also be followed for the posts to which rule of reservation apply and placed before the Departmental Promotion Committee headed by Secretary to Government of the administrative department concerned.

(III) **Venue of the meeting:**

The meeting shall take place in the administrative department concerned in Secretariat.

(IV) **Meeting Procedure:**

- (a) All matters relating to convening of the meetings shall be dealt with by the concerned administrative department of Secretariat.
- (b) Action shall be taken in advance to finalize the estimate of vacancies by the administrative department of the Secretariat / Head of Department as the case may be, two months prior to the crucial date.
- (c) The administrative department concerned shall prepare notes on proposals for preparing the list of eligible candidates for the various services relating to the respective department in accordance with the concerned service rules and circulate them to other Members and the Chairman of the Departmental Promotion Committee in advance. The proposals shall be strictly confidential.
- (d) The original of the service records and the personal files of the eligible candidates shall be made available at the time of the meeting.



- (e) The recommendation regarding eligibility shall be recorded in the proforma annexed to this order according to the consensus arrived at the time of meeting and signed by the Chairman / Members of the Departmental Promotion Committee. The minutes so communicated shall be treated as final and there shall be no further consultation with the Departmental Promotion Committee on the issue.
- (f) In any case, where the views of the Member / Nominee of the committee differ from the Member / Nominee of the Personnel and Administrative Reforms Department, then all the members shall record their views in the sectional notes. The administrative department concerned may follow the procedure indicated in the Government order first read above, if necessary.
- (g) All selections shall have to be made in accordance with the provisions of Special Rules concerned, Tamil Nadu Government Servants (Conditions of Service) Act, 2016 and Government orders and instructions in force.
- (h) The usual procedure of circulating proposals to the concerned Ministers and consulting advisory departments shall be followed.
- (i) In all other matters not specifically indicated herein, the procedure now being followed shall be continued.

**3. Programme of Meeting:** The Departmental Promotion Committee meeting finalizing the panel for the year can be convened, on the next working day of the crucial date prescribed in the Special Rules for the post.

**4. Estimation:** The estimation period is one year following the next date of the crucial date. The crucial date of the respective panel year shall be the date specified in the special / adhoc rules.

5. The revised proforma to be placed before Departmental Promotion Committee headed by the Secretary to Government of the administrative department concerned is annexed herewith.

**(BY ORDER OF THE GOVERNOR)**

**S. SWARNA,  
PRINCIPAL SECRETARY TO GOVERNMENT.**

To

All Additional Chief Secretaries / Principal Secretaries /  
Secretaries to Government, Secretariat, Chennai – 600 009.  
All Departments of Secretariat, Chennai – 600 009.  
All Heads of Department / All District Collectors / All District Judges /  
District Magistrates.  
The Secretary, Tamil Nadu Public Service Commission,  
Chennai – 600 003.  
The Secretary, Tamil Nadu Legislative Assembly Secretariat,  
Chennai – 600 009.

(P.T.O)

The Registrar General, High Court of Madras, Chennai – 600 104.  
The Works Manager, Government Central Press,  
Chennai – 79 (for publication of notification in the Tamil Nadu  
Government Gazette).

**Copy to:**

The Principal Private Secretary to Principal Secretary to  
Government, Personnel and Administrative Reforms Department,  
Chennai – 600009.

The Personnel and Administrative Reforms (M) Department, Chennai-600 009.

The Personnel and Administrative Reforms (AR-II) Department,  
Chennai-600 009(for publication in the Government website / intranet).

All Officers / Sections in the Personnel and Administrative Reforms  
Department, Chennai – 600 009.

Stock file / Spare copy.

//Forwarded by order//

*R. S. G. S. S.*  
SECTION OFFICER

*11.05.21.*

**ANNEXURE**

(G.O.Ms.No.46, Personnel and Administrative Reforms (S) Department,  
dated 11.05.2021)

**Brief Particulars about the Members to be Considered for Inclusion in the  
Approved List**

- (1) (a) Name and designation of the member and the level of pay attached :  
to the post now held
- (b) Classification of community (SC/SC(A)/ST/BC/BCM/MBC/DNC/OC) :  
[columns (b) is applicable only for the posts for which rule of  
reservation is followed for recruitment by transfer/ promotion to  
higher posts]
- (2) Age and date of birth :
- (3) Date of retirement :
- (4) Educational qualifications, Special qualifications, if any :
- (5) Training undergone :
- (6) Date of regular appointment, date of completion of probation and :  
total service in the post presently held. If, on O.D., period from which  
he is on O.D.
- (7) Whether the member of service has acquired all the qualifications :  
prescribed in the Special or Ad-hoc Rules for higher posts including  
previous experience, teaching experience, special training, etc., on  
the crucial date

*Crucial Date**Qualifications /  
Tests, experience  
etc., prescribed**Date of  
acquiring the  
qualification /  
experience etc.,  
and date of  
passing the test*

(1)

(2)

(3)

- (8) Whether any charges are pending against the member of service, and if :  
so, indicate the period to which charges relate, nature of charges and  
date from which pending, the present stage. Reasons for delay in  
finalizing the disciplinary proceedings. Whether any appeals are pending  
and if so, the present stage.
- (a) Extract of charges pending under rule 17(b) of the Tamil Nadu Civil :  
Services (Discipline and Appeal) Rules
- (i)
- (ii)
- (iii)



- (b) Extract of lapses for which disciplinary action under rule 17(a) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules have been instituted :
- (i) :
- (ii) :
- (iii) :
- (9) (a) Whether any vigilance or other enquires are pending against the member of service and, if so, indicate the details thereof, nature of irregularities, lapses for which he is proceeded against; period to which lapses relate :
- (b) Present stage of disciplinary proceedings :
- (10) (a) Whether any criminal case is pending against the member of service in the official capacity and if so, indicate the details thereof; nature of crime for which he is proceeded against :
- (b) Whether charge sheet has been filed :
- (c) Present stage of the criminal case :
- (11) (a) Whether any criminal case is pending against the member of service in the personal capacity / private in nature and if so, indicate the details thereof; nature of crime for which he is proceeded against :
- (b) Whether charge sheet has been filed :
- (c) Present stage of the criminal case :
- (12) (a) Whether charges have been framed by the Tribunal for Disciplinary Proceedings (TDP) and the enquiry by the TDP is pending :
- (b) Whether the case was referred to the TDP by the Government themselves or on the recommendation of the Vigilance Commission :
- (c) Present stage of the enquiry by the TDP :
- (13) Whether any penalties have been imposed on the member of the service and if so, the nature of lapses and penalties imposed and date of imposition of the punishment. Copies of orders imposing punishment should be attached :
- (a) Whether the penalties have been given effect to, if not, the reasons therefor :
- (b) Whether on suspension or undergoing punishment at the time of consideration :
- (c) Date of communication of the punishment imposed :
- (d) Date of occurrence of lapses for which the punishment was imposed :
- (14) (a) Whether there are any adverse remarks in his personal file and, if so, indicate the details therefor and whether they have been communicated to the individual :
- (b) Resume of Personal File for the last five years :

*Adverse Remarks, if any; If there are no adverse remarks put 'NIL'; (if no case, it should be left blank*

From	To	Rating	
(1)	(2)	(3)	(4)

- (15) Whether the individual has been considered earlier in the last approved list, and passed over. If so, the reasons therefor may be indicated:
- (16) Specific recommendation of the Head of the Department :
- (17) Special remarks of the Secretary to Government of the Administrative Department. :
- (18) Views of the Personnel and Administrative Reforms Department :
- (19) Recommendations of the DPC (ie., whether considered Fit / Not Fit / Deferred) :
- (20) (If considered Fit, order of preference will be the order of their seniority : unless contrary intension is expressed by the Committee).

Chairman, DPC  
(Secretary to Government,  
Administrative Department)

Member, DPC (HoD)

Member, DPC ( Secretary / Nominee of P&AR)

**NOTE.-**

- (a) Particulars in respect of persons retired and those whose relinquishment of right for promotion has been accepted and final orders accepting such relinquishment have been issued by Government, need not be furnished.
- (b) Proforma particulars in respect of persons who have relinquished but whose relinquishment has not been accepted and orders issued by Government should be furnished.
- (c) The terminologies viz. Fit / Not Fit / Deferred / Not eligible / Not qualified / Relinquished / Over aged / Retired should be used by the appointing authorities while offering their remarks.

**S. SWARNA,  
PRINCIPAL SECRETARY TO GOVERNMENT.**

//True copy//

*Renuka*  
SECTION OFFICER

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11.05.21.