

PdI.180/2021/N2

O/o the Commissioner of Treasuries and Accounts,
Chennai-35.

Dated:14.12.2022.

CIRCULAR

SUB: Public Services - Treasuries and Accounts Subordinate Service - Assistant Treasury Officer/Senior Superintendent -
- Preparation of Panel for the year **2021-2022** - Proposal called for - Regarding.

As per rule 2(c) of Special Rules for Tamil Nadu Treasuries and Accounts Subordinate Service Rules, appointment to the post of Assistant Treasury Officer /Senior Superintendent will have to be made from the list of approved candidates drawn up by the Commissioner of Treasuries and Accounts from among the eligible candidates working as Superintendents / Sub Treasury Officers/Addl.Sub Treasury Officers in various units as on 1st April of every year.

2) It is therefore proposed to prepare a panel for the year **2021-2022** for appointment as Assistant Treasury Officer /Senior Superintendent in category 2 of Tamil Nadu Treasuries and Accounts Subordinate Service by promotion among the Sub Treasury Officers/ Superintendents/Addl.Sub Treasury Officers who possess the required qualification as on 01.04.2021.

3) All the Subordinate Officers are therefore requested to send a list of qualifying persons who are to be considered for appointment **as Assistant Treasury Officer / Senior Superintendent up to and inclusive of the names of persons included in the Panel of Sub Treasury Officer / Superintendent for the year 2014 (i.e. Sl.No.72/2014-15 to 150/2014-15)** and also the names of persons who have earlier relinquished temporarily for further promotion as Assistant Treasury Officer / Senior Superintendent and the name of persons who have been overlooked in the panels for the previous years.

The required particulars in respect of each individual should be furnished in the Proforma enclosed along with their Service Registers and updated Record Sheets of respective individuals. The notes of Inspection may be gone through and the particulars of serious nature of irregularities if any committed during their services as Superintendent / Sub Treasury Officer as pointed out in the notes and charges if any pending against them under Rule 17(a) or 17(b) of Tamil Nadu Civil Services (D&A) Rules may be furnished in the Proforma (Copy of charge memo should be enclosed).

The individuals who have temporarily relinquished the rights of promotion and completed the period of relinquishment as on 01.04.2021 should also be considered and necessary proposals shall be sent.

The subordinate officers are requested to submit the proposals in complete shape together with their specific recommendations and a special report about their conduct and work **on or before 05.01.2023** without fail.

The particulars in respect of the persons on other duty with Government Department / Foreign Service should also be furnished duly noting the respective seniority.

The Subordinate Officers are also requested to obtain and forward the option letter from the individual concerned specifying three places of their choice for posting in the event of their inclusion in the panel.

A certificate to the effect that the proposals are submitted to the Commissioner of Treasuries and Accounts, Chennai in respect of all eligible persons and that no one has been left out in the proposal may be furnished. If there are no eligible persons for consideration for the panel, a "NIL" report may be furnished without fail.

The receipt of this circular memo should be acknowledged by return of post.

**SD/-K.VIJAYENDRA PANDIAN
COMMISSIONER OF TREASURIES ACCOUNTS.**

Encl: One Proforma

To

All Pay and Accounts Officers / All Regional Joint Directors of Treasuries and Accounts / All Treasury Officers / Sub Pay and Accounts Officer (Corporation) / Sub Pay and Accounts Officer (High Court of Madurai Bench) / Pension Pay Officer / Assistant Pay and Accounts Officer (New Delhi) / Assistant Superintendent of Stamps, Chennai.

Copy to: The Superintendent, 'P' Section (For website updation) / 'N' Section in the O/o. Commissioner of Treasuries and Accounts, Chennai -35.

//Forwarded by Order//

K. V. Pandian
14/12/2012
Senior Superintendent

Dr. J. S. Kumar
14/12/2012

PROFORMA

01	Name	
02	Designation and office in which working	
03	Serial Number and year of Panel of the feeder post	
04	Date of birth	
05	Date of Retirement	
06	Classification of community (SC / ST / BC / MBC / DNC / OC)	
07	Date of entry into service	
08	Total Government service as on 01.04.2021 (Year and Month)	
09	Date of joining in the cadre of Superintendents / Sub Treasury Officer /Addl. Sub Treasury Officer	Page No. of SR Vol.
10	Total service in the cadre of Superintendent / Sub Treasury Officer/ Addl. Sub Treasury Officer as on 01.04.2021	
11	Educational qualification	Page No. of SR Vol.
12	Whether any serious irregularities is committed by the individual and pointed out in the notes of Inspection	
13	Nature of charges for which punishment inflicted during his / her service as Superintendent / Sub Treasury Officer (Please give details) Copies of orders imposing punishment should be attached.	
14	If any disciplinary proceedings have not been disposed off, the nature of charges and the stage may be	

	indicated and the date from which pending may be furnished (Copy of charge memo to be enclosed).	
15	Whether any vigilance or other enquiries are pending against the individual and if so, indicate the details thereof, nature of irregularities / lapses for which he / she proceeded against, period to which lapses relate, etc.,	
16	Specific remarks of the Head of Office regarding the suitability of the individual	
17	Remarks	

**SIGNATURE OF THE OFFICER
OFFICIAL SEAL**

Date :

Station :