

Pd1.182/2023/N1

O/o.Commissioner of Treasuries and Accounts,
No.571, Perasiriyar K Anbazhagan Maaligai,
III Floor, Anna Salai, Nandanam,
Chennai -600 035.

Dated:22.02.2024.

CIRCULAR

**SUB: PUBLIC SERVICES - Treasuries and Accounts
Subordinate Service - Sub Treasury Officer/
Superintendent - Preparation of Panel for the year
2023-2024 - Proposal called for - Regarding.**

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

2) It is therefore proposed to prepare a panel for the year **2023-2024** for appointment as Sub Treasury Officer / Superintendent in category 4 of Tamil Nadu Treasuries and Accounts Subordinate Service by promotion among the qualified Accountants in Treasuries and Accounts Department in Tamil Nadu Ministerial Service.

3) To consider for inclusion in the panel one must possess the following qualification as on **01.04.2023**.

- (a) Must possess the minimum General Educational qualification
- (b) Must have passed the Account Test for Subordinate Officers Part I and II
- (c) Must have passed the District Office Manual Test
- (d) Must have passed Departmental Test for Treasuries and Accounts Dept.
- (e) Direct Accountants must have undergone Bhavani Sagar training and Completed probation.

4) Hence all the Subordinate officers are requested to send a list of Accountants who are qualified for appointment as Sub Treasury Officer / Superintendent as on **01.04.2023** and whose services were regularized upto **31.03.2015** in the Proforma enclosed. A copy of panel of Accountant for the related years should also be enclosed.

5) The Subordinate officers are requested to verify the panel of Accountants for the related years and ensure that all the eligible individuals included in the concerned Accountant panels are included in the proposals and also specify the reasons for not sending proposal in respect of omitted cases in the format enclosed without fail along with the copy of panel of Accountants for the related years.

6) It may be ensured that a senior person in the panel of Accountant who has been promoted from the category of Junior Assistant and whose services were regularized later than his junior shall not be omitted in the above list for the reason that the services of the senior were not regularized before **31.03.2015**.

7) The list should also include the names of the individuals who are on deputation on Foreign Service and in other Government departments. The individuals whose names were **overlooked in the previous year** panels of Sub Treasury Officer / Superintendent should also be included in the list and their Service Register and Record Sheet with upto date entries should be sent to this office without fail. The individuals who have temporarily relinquished the rights of promotion and completed the period of relinquishment as on **01.04.2023** should also be considered and necessary proposals shall be sent.

8) The particulars should be furnished in respect of each individual in the Proforma enclosed with the specific recommendations of the Subordinate officers.

9) The Record Sheets /Service Books should be sent with **updated entries**.

10) The entries for having passed the Departmental Test for Treasuries and Accounts Department have to be confirmed with reference to **Name Bulletin published by TNPSC**. If the entries have already been made in the Service Register based on the Number Bulletin necessary entries with reference to Name Bulletin also need to be made in the Service Register.

11) Since, the appointing authority has to examine the lapses for which punishments were inflicted and to decide his/her fitness for promotion all the Subordinate officers are requested to intimate charges if any pending against them under Rule of 17(a) or 17(b) of Tamil Nadu Civil services (D&A) Rules and a copy of the final orders awarding punishment along with the Record Sheet of concerned individuals without omission.

12) A certificate to the effect that no individual who has satisfied all the conditions is excluded in the above proposals should be furnished.

13) If, there are no qualified persons available for consideration for inclusion in the panel, a NIL report should be sent without fail.

14) Specific recommendation should be furnished by the Head of Office (Treasury Officer's in the case Districts) in Sl.No.15 of the proforma.

15) All the Subordinate officers are requested to submit the proposal in full shape **on or before 15.03.2024** through Special Messenger, without fail.

16) The initiation of the preparation of panel is only for administrative reasons (i.e.) to check up the eligibility criteria of person to be included in the panel in the event of pronouncement of Judgment / Interim orders if any issued by the Honorable Court in respect of the pending cases in this regard.

Encl. Proforma I & II

**Sd/- K.VIJAYENDRA PANDIAN
COMMISSIONER OF TREASURIES AND ACCOUNTS**

To

All Pay and Accounts Offices /
All Regional Joint Directors of Treasuries and Accounts /
Treasury Offices / Pension Pay Office /
Assistant Superintendent of Stamps, Chennai
Sub Pay and Accounts Office (Corporation) /
Sub Pay and Account Office (HC @ Madurai Bench) /
Assistant Pay and Accounts Office (New Delhi) /

Copy to:

- 1.The Senior Superintendent, 'OP' Section, O/o. the CTA, Chennai-35
- 2.The Superintendent, 'P' Section, O/o. the CTA, Chennai-35

// FORWARDED BY ORDER //


SENIOR SUPERINTENDENT


22/02/2024

PROFORMA- I

| | | | | |
|----|--|---|--------------------------------|---------------|
| 01 | Name of the individual with Employee ID | | | |
| 02 | Designation and office in which working | | | |
| 03 | Present /Permanent Residential Address | | | |
| 04 | Date of birth | | | |
| 05 | Date of Retirement | | | |
| 06 | Educational qualification | | | |
| 07 | Date of regular appointment in Junior Assistant/Steno-Typist with TNPSC seniority No. / Batch Details | | Page No. of S.R. | |
| 08 | a) | Date of regularization in the cadre of Accountant (Direct Accountant) | Page No. of S.R. | |
| | b) | Date of completion of probation (in respect of the Direct Assistant) with TNPSC seniority No. | Page No. of S.R. | |
| 09 | Panel year, Sl.No. and District in which the name of the Accountant is included | | Page No. of S.R. | |
| 10 | Whether he / she passed the Account Test for Subordinate officers Part I, Part II, DOM and Departmental Test, If so, furnish the details | | | |
| | Sl. No. | Name of the Test | Year and month in which passed | S.R. Page No. |
| | 01 | Account Test for Subordinate Officers Part I | | |
| | 02 | Account Test for Subordinate Officers Part II | | |
| | 03 | District Office Manual | | |
| | 04 | Departmental Test for T&A Dept. (With confirmation of TNPSC Bulletin in which the name of the individual published) | | |

| | | | | |
|----|---|--|--------|--|
| | 05 | Period of Assistant Training (in respect of Steno-Typist only) | | |
| | 06 | Completion of Bhavani Sagar training | From : | |
| | | | to : | |
| 11 | Whether any serious irregularities committed by the individual as pointed out in the notes of inspection if so, furnish the details | | | |
| 12 | Whether any punishment was inflicted on the individual. If so, furnish the details (copies of the orders should be enclosed) Whether the punishment has been given effect to, if not the reasons thereof | | | |
| 13 | Whether on suspension or undergoing punishment at the time of consideration | | | |
| 14 | Whether any disciplinary proceedings are pending against the individual under rule 17(a) or 17(b) of TNCS (D&A) Rules. Further the nature of charges and the stage may be indicated and the date from which pending. (Copy of the charge memo should 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. | | | |
| 16 | Specific remarks / recommendations of the Head of office concerned about the suitability of the individual | | | |
| 17 | Remarks | | | |

**SIGNATURE OF THE HEAD OF OFFICE
(WITH DESIGNATION)**

PROFORMA- II

Name of the District:

| | Period | 15.03.2011 to 14.03.2012 | 15.03.2012 to 14.03.2013 | 15.03.2013 to 14.03.2014 | 15.03.2014 to 31.03.2015 | Remarks if any |
|------------|---|---|---|---|---|-----------------------|
| Sl. | Particulars | | | | | |
| 1 | Total number of persons promoted as Accountant | | | | | |
| 2 | No. of persons for whom proposals now sent | | | | | |
| 3 | No. of persons for whom proposals not sent | | | | | |
| 4 | Reasons for not sending proposals for the persons in Col.No.3 | | | | | |

**SIGNATURE OF THE HEAD OF OFFICE
(WITH DESIGNATION)**

NOTE: Specific reasons such as not qualified / retired / voluntarily retired / expired / transferred to other Districts etc. should be furnished.

