

## Treasuries and Accounts Department

**From**

**Thiru T.N.Venkatesh, IAS.,**  
Commissioner of Treasuries and Accounts,  
3<sup>rd</sup> Floor, Integrated Complex for Finance Department,  
571, Anna Salai, Nandanam,  
Chennai – 600 035

**To**

All Heads of Department  
(List Enclosed)

**Rc. No. 16477 / 2021 / A3, Dated:14-06-2021.**

**Sir / Madam,**

**Sub:** Establishment – Tamil Nadu State Treasuries and Accounts Services - Assistant Accounts Officer – Preparation of panel of Assistant Accounts Officer for the year 2020 - 2021 – Particulars Called for – Reg.

\* \* \* \* \*

It is proposed to prepare a panel for the year 2020 - 2021 for appointment to the post of Assistant Accounts Officer in Class IV of Treasuries and Accounts State Service by transfer from among the persons holding the posts of Superintendents, Commercial Accountants or Auditors borne on Tamil Nadu Ministerial Service in the scale of pay applicable to Superintendents ( PB – 2 : Rs. 9300 – 34800 + GP 4800 / - ) (Pay Matrix Level -18 in 7<sup>th</sup> PC) as above or from among persons holding similar supervisory posts carrying scale of pay not less than that of Superintendents in any other service or from among the holders of the post of Commercial Accountants in the Tamil Nadu Ministerial Service.

(2) To consider for inclusion in the panel, one must possess the following qualifications as on 15.06.2020.

a)	Must possess the minimum General Educational qualification
b)	Must have passed Account Test for Subordinate Officers Part I and Part II
c)	i) Must have passed Accountancy Lower Grade conducted by the Technical Education Department (or) ii) Provided that a person who possesses B. Com. Degree (10+2+3 / 11+1+3) need not be required to pass the Accountancy Lower / Higher Grade Examination. <b>Note:</b> <b>1. B.Com under double degree program is not acceptable at present on par with regular B.Com course.</b> <b>2. If the individual possess B.Com. Degree the certificates of 10<sup>th</sup>, 12<sup>th</sup> or 11<sup>th</sup> PUC and B.Com degree certificates should be pasted in the Service Register along with a copy of the <u>Mark Statement (3 years) of B.Com Degree, to know the pattern of study.</u></b> iii) B.A Corporate Secretaryship awarded by University of Madras (G.O (Ms.) No.232 Higher Education (K2) Department Dated:18.11.2016)

	iv) B.A Corporate Secretaryship awarded by Bharathidasan University (Government in Finance (T&A-1) Department letter No.8739/T &A-1/ 2018—1 Dated :27.09.2019 ) v) Passed M.Com (Post graduation) with B.B.A as Bachelor degree in Commerce. (Govt. Fin. Dept Letter No.48161/T&A-I/2015 dated 02.11.2015) vi) Passed B.B.M degree awarded by University of Madras (Govt. Fin. Dept Letter No.18369/T&A-I/2019 dated 27.02.2020)
d)	Must have worked in sections dealing with the subjects relating to accounts, audit, budgeting or control of expenditure for a period of not less than five years as Regular Superintendent, Accountant or Auditor borne on the Tamil Nadu Ministerial Service or in any other similar supervisory posts carrying pay not less than that of the Superintendent in other service or as Commercial Accountant in the Tamil Nadu Ministerial Service and
e)	Must be an approved probationer in the category from which appointment is made or in any of the lower categories in that service to which he was recruited.

(3) It is, therefore, requested that eligible candidates may be sponsored from your department. **The details in respect of the candidates may be furnished in Proforma "A" & "B" for each candidate separately, along with their Service Registers and Record Sheets updated to the end of 30.06.2020.** The Proforma "D" may be furnished by the sponsoring authority and enclosed with the proposals sent.

(4) It is pointed out that the aspiring individuals have to discharge his / her duties both as controlling officer or drawing officer and at times as audit officer too during the rest of their career in the Treasuries and Accounts Department. Therefore his / her knowledge in preparation, distribution of budget including Final modified appropriation is necessary. He/ She should able to visualize through his experience, the lapses that may occur in drawal of claims - no matter it is intentional or not - to safeguard the Government interest in the transaction.

(5) It is therefore insisted that the actual experience alone in respect of the individual should be furnished. The **table entries** as below should be made in the Service Register of the individuals under **proper attestation of the competent authority** as it form one of the basic qualification for consideration and inclusion in the panel for the Assistant Accounts Officer.

<b><u>Work experience during the 5 years as Superintendent</u></b>					
<b>Period</b>				<b>Office in which worked</b>	<b>Subject actually dealt with</b>
<b>From</b>		<b>To</b>			
<b>Month</b>	<b>Year</b>	<b>Month</b>	<b>Year</b>		

(6) The list of candidates may kindly be sent so as to reach this office in complete shape **on or before 13.07.2021** and proposals received after that date will not be considered.



**PROFORMA "A"**

**Particulars of persons to be considered for inclusion in the panel of AAO in Tamil Nadu State Treasuries and Accounts Services for the year 2020 - 2021**

01	Department		
02	Name (in block letters)		
03	Gender (Male or Female)		
04	Designation and <b>Mobile No.</b>		
05	Date of birth		SR Pg / Vol
06	Present office <b>(in full address, phone number and Fax number to be specified )</b>		
07	Date of Retirement		SR Pg / Vol
08	Scale of pay		
09	Present pay		
10	Date of entry into Government service		SR Pg / Vol
11	Community (state whether SC / ST / BC / MBC)		
12	Total service as on 15-06-2020 <b>(in year, months and days)</b>	<b>Y M D</b>	SR Pg / Vol
13	(i) Whether service in the <b>present post is regular / temporary</b>		SR Pg / Vol
	(ii) Date of regular appointment in the present post (i.e. feeder post)		SR Pg / Vol
	(iii) Total service in the present post as on 15-06-2020 <b>(i.e., Superintendent post)</b>		
14	Educational Qualifications		SR Pg / Vol
15	Test / Examinations passed <b>(DOM / Accountancy Lower / Higher and Account Test Part I and II)</b>		SR Pg / Vol
16	Work experience during the 5 years as Superintendent <b>( to be recorded in SR) ( vide para 4 of this letter)</b>		SR Pg / Vol
17	<b>Suitability of the candidate for inclusion in the panel with the specific recommendation of the Head of Department</b>		
18	<b>If not recommended, the reasons for the same (enclose documentary evidence)</b>		
19	<b>Whether charges are pending / contemplated</b>		
20	<b>Details of punishment, if any, awarded</b>		
21	<b>Remarks, if any</b>		

Signature of Head of Department

**PROFORMA "B"**

**DECLARATION**

I, Thiru / Tmt.

hereby declare that in the event of inclusion of my name for appointment as Assistant Accounts Officer in Class IV of Tamil Nadu State Treasuries and Accounts Service in the panel for the year 2020 - 2021, I opt permanently for the Tamil Nadu State Treasuries and Accounts Service and prepared to work in Treasuries and Accounts Department / other Government Department / Tamil Nadu Government Undertakings on foreign service in or anywhere in Tamil Nadu and I will not claim reversion on any circumstances.

Date:

Signature

Place:

**PROFORMA "D"**

**Certificates to be authenticated by the Sponsoring Authority**

<b>01</b>	<b>Certified that no qualified seniors have been omitted in the list</b>
<b>02</b>	<b>Certified that restoration or revision of seniority, as ordered by the Administrative Tribunal / Government or on the decision of the authority on the appeal petition have been given effect to before sponsoring the candidates, in the list enclosed</b>
<b>03</b>	<b>Certified that details of charges, if any, pending under Rule 17 (a) or 17 (b) as the case may be, have been noted against the concerned candidates and a copy of the proceedings enclosed.</b>
<b>04</b>	<b>Certified that disciplinary cases, if any arises / to be contemplated against the sponsored candidate, till their appointment in the higher post, would be intimated without fail then and there.</b>

**Signature of Head of Department**