

Rc.No. 30997 /A2/2020

O/o the Commissioner of Treasuries  
and Accounts,  
3<sup>rd</sup> floor, Integrated Office Complex  
for Finance Dept., Amma Campus,  
Nandanam, Chennai-35.  
Dated : 29.10.2020

**CIRCULAR**

**Sub:** Establishment – Tamil Nadu State Treasuries and Accounts Services – Class III Officers – Preparation of panel of Class III Officers for the year 2020-2021 – Proposals called for – Regarding.

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All the Pay and Accounts Officers/ Regional Joint Director of Treasuries and Accounts / Treasury Officers / Pension Pay Officer / Sub Pay and Accounts Officers / Assistant Superintendent of Stamps are requested to send the **Service Register and Record sheet** of the qualified Assistant Treasury Officer / Senior Superintendent (included in the Assistant Treasury Officer / Senior Superintendent panel up to the year 2014 – 2015, 2015 – 2016) who has passed Accountancy Senior Grade / B.Com., duly furnishing the particulars in the proforma enclosed with this letter for inclusion in the Class III Officers panel of Tamil Nadu State Treasuries and Accounts Services for the year 2020-2021 along with the following particulars **on or before 31.12.2020**

1. Xerox copies of B.Com degree certificate along with Mark Sheets or Xerox copy of Accountancy Higher Grade Certificate.
2. Whether the individual has obtained B.Com Degree Certificate after passing S.S.L.C (XI Standard – Old pattern) and P.U.C. / X Standard and Plus Two Examination (New pattern). (Xerox copies of P.U.C / Plus Two mark sheets to be enclosed)
3. Xerox Copies of M.Com Degree Certificate (if obtained) along with Mark Sheets.
4. Whether the individual has passed M.Com / other Post Graduate Degree (if obtained) after passing B.Com Degree / Basic degree
5. Whether any disciplinary action / Vigilance case is pending / contemplated against the officer? (If so, a copy of the charge memo may kindly be sent to this office)
6. Whether any punishment has been awarded to the officer? (If so, a copy of the punishment order may kindly be sent to this office)

All the particulars furnished in the Proforma should be flagged on the relevant pages where the entries are made in the Service Register of the individual.

A certificate to the effect that the proposals are submitted to this Commissionerate in respect of all eligible persons and that no qualified one has been left over in the proposals shall be furnished. If there is no eligible person for consideration for the panel, a 'NIL' report shall also be furnished without fail.

**SD/- C. SAMAYAMOORTHY  
COMMISSIONER OF TREASURIES AND ACCOUNTS**

**Encl: Proforma**

**To**

All PAOs / RJDs / TOs / PPO / A.S.S / Sub PAO(C) / APAO, Madurai Bench of Madras High Court / Tamil Nadu House, New Delhi

Copy to the Director of Pension, D.M.S.Complex, Chennai-6

Copy to the Senior Superintendent, N Section, O/o the CTA, Chennai-35.

**// Forwarded by Order //**

*h. y. 42m  
1/12/2020*

**Personal Assistant (Admin)  
For Commissioner of Treasuries and Accounts**

*1/12/2020*

**PROFORMA**

Brief particulars about the officers to be considered for inclusion of Class III Panel of TN State Treasuries and Accounts Service for the year 2020-2021			Entries in SR		
			Volume No.	Page No.	
01	Name & Designation of the Officer and the scale of pay attached to the post now held <b>(Contact number of the individual)</b>				
(a)					
(b)	Classification of community (SC/ST/BC/MBC/DNC/OC)				
(c)	Name of the community as specified in the General Rules (except O.C.) (Col.B) and (c) are applicable only for the posts for which rule of reservation is followed for recruitment by transfer to higher posts				
02	Age and Date of Birth				
03	Date of Retirement				
04	Educational Qualification, Special Qualification if any (as on 15.06.2020)				
05	Training undergone				
06	Date of regular appointment (in the present post) i.e in AAO or ATO/Sr.Suptd				
	Date of completion of probation				
	Total service in the post, presently held (as on 15.06.2020)	<b>Years</b>	<b>Months</b>		
If on O.D., period from which he/she is on O.D.					
07	Whether the Officer has acquired all the qualifications prescribed in the Special or adhoc rules for higher post including previous experience, teaching experience, Special training etc., on the crucial date				
	<b>Crucial Date</b>	<b>Qualification/ Tests</b>	<b>Month &amp; Year of passing</b>		
	15.6.2020	1. Must have passed the Accountancy Higher Grade / B.Com. 2. Must have passed the Deptl. Test for Sub.Officers in T&A Dept.			

		SR No	Vol	Page No.
08	Whether any charges are pending against the Officer, 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 finalising the disc. Proc. Whether any appeals are pending and if so, the present stage			
(a)	Extract of charges pending under Rule 17(b) of TNCS (D&A) Rules			
	1			
	2			
	3			
(b)	Extract of lapses for which disciplinary Action under rule 17(a) of the TNCS (D&A) Rules have been initiated			
09	Whether any vigilance or other enquiries are pending against the officer and if so indicate the details thereof, nature of irregularities lapses for which he is proceeded against period to which lapses relates			
(a)				
(b)	Present stage of disciplinary proceedings			
9-A	(a) Whether any Criminal Case is pending against the officer 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;			
9-B	(a) Whether any Criminal Case is pending against the officer in the personal / 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;			
9-C	(a) Whether any charges have been framed by the Tribunal for disciplinary proceedings and the enquiry by the Tribunal for Disciplinary proceedings is pending;			
	(b) Whether the case was referred to the Tribunal for Disciplinary proceedings by the Government themselves or on recommendation of the Vigilance Commission;			
	(c) Present stage of the enquiry by the Tribunal for Disciplinary proceedings;			

10	Whether any penalties have been imposed on the officer 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 therefore			
(b)	Whether on suspension or undergoing punishment at the time of consideration			
11	Recommendation of the Head of Office			

**HEAD OF OFFICE**