



ABSTRACT

Public Services – Fixing the estimate of vacancies – Revised procedure – Orders – Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (S) DEPARTMENT

G.O.(Ms.)No.33

Dated: 06.04.2018

கொயில்குளம், பாந்தூரி-23,
திருவாறூர் முனியடி 2049.

Read:

G.O.(Ms.) No.123, Personnel and Administrative Reforms(S)
Department, dated 10.09.2009.

ORDER:

In the Government Order read above, orders were issued prescribing certain procedure for fixing the estimate of vacancies under the method of direct recruitment/promotion/recruitment by transfer.

2. On re-examination, it has been decided to revise the procedure for fixing the estimate of vacancies, so as to speed up the selection process. Accordingly, the following revised guidelines are issued.

(i) In respect of the posts to be filled up by the method of **direct recruitment** for which **Government is the appointing authority**, the estimate of vacancies shall be fixed by the concerned administrative department after obtaining the approval of the Personnel & Administrative Reforms Department.

ii) In respect of the posts to be filled up by the method of **promotion / recruitment by transfer** for which **Government is the appointing authority** the estimate of vacancies shall be fixed by the concerned administrative department after obtaining the approval of the Personnel & Administrative Reforms Department.

iii) In respect of the posts to be filled up by the method of **direct recruitment** for which the **Head of the Department is the appointing authority**, the estimate of vacancies shall be fixed by him without obtaining the approval of the Finance, Personnel and Administrative Reforms Departments and Staff Committee.

(p.t.o.)

iv) In respect of the posts to be filled up by the method of direct recruitment, for which the **subordinates to the Head of the Department is the appointing authority**, the estimate of vacancies shall be fixed by the concerned appointing authorities, without obtaining the approval of the Finance, Personnel and Administrative Reforms Departments and Staff Committee.

v) In respect of the posts for which the selection is to be made through recruiting agencies like Tamil Nadu Public Service Commission, Teachers Recruitment Board, etc., the estimate of vacancies fixed by the respective appointing authorities shall be furnished to the recruiting agencies by the concerned Head of the Department after consolidation.

vi) In respect of the posts to be filled up by the method of promotion/recruitment by transfer, for which **Head of the Department or his subordinate is the panel drawing authority**, the estimate of vacancies shall be fixed by the respective panel drawing authority after following the instructions in force.

3. The above instructions shall be followed scrupulously.

(BY ORDER OF THE GOVERNOR)

S. SWARNA
SECRETARY TO GOVERNMENT

To

All Departments of Secretariat, Chennai – 600 009.

All Heads of Department/ All District Collectors.

The Secretary, Tamil Nadu Public Service Commission,
Chennai – 600 003.

The Registrar General, High Court of Madras, Chennai –600 104.

The Chairman, Tamil Nadu Uniformed Services Recruitment Board,
807 2nd floor, Annasalai, Chennai -2.

The Chairman, Teachers Recruitment Board, 4th floor,E.V.K. Sampath Maaligai,
DPI Campus, Chennai – 6.

The Chairman, Tamil Nadu Medical Services Recruitment Board, 359, 7th floor,
DMS Building, Anna salai, Chennai – 6.

The Chairman, Tamil Nadu Forest Uniformed Services Recruitment Board,
Chennai.

Copy to:

Senior Personal Assistant to Deputy Chief Minister, Chennai – 9.

Senior Personal Assistant to Minister (Fisheries, Personnel and
Administrative Reforms) Chennai – 600 009.

All Officers/Sections in the Personnel and Administrative Reforms Department,
Stock file/ Spare copy.

//Forwarded by order//

N. Venkateswaran
SECTION OFFICER
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