

**Staff Selection Commission
Southern Region, Chennai**

Disclosure of Information under Section 4 (b) of Right to Information Act, 2005

Section/ Sub- Section	Subject	Details
4 (i)	Particulars of its Organization, Function and Duties	<p>The Staff Selection Commission has its Head Quarters in New Delhi and there are Nine Regional Offices functioning at Allahabad, Bengaluru, Chennai, Guwahati, Kolkata, Mumbai, New Delhi, Chandigarh and Raipur. Each Regional Office is headed by a Regional Director. SSC (SR) is headed by Regional Director.</p> <p>The functions of the Staff Selection Commission as per Resolution No.39018/1/98-Estt(B) dated 21.05.1999 and its subsequent amendments vide Resolution No.24012/8-A/2003-Estt(B) dated 13th November, 2013, 29th September, 2005, 14th January, 2011 and 24th July, 2002 are as under:-</p> <ol style="list-style-type: none"> 1. To make recruitment to Group "C" (Non-Technical) and Group "B"(Gazetted & Non-Gazetted) posts in various Ministries/Departments under Govt. of India and their Attached and Subordinate Offices upto Level 8 of Pay Matrix in the 7th CPC (Grade Pay of Rs.4800/- in the 6th CPC) except those posts which are specifically exempt from the purview of the Staff Selection Commission. 2. To conduct examinations for recruitment to the posts within its purview. The examinations would be held as far as possible at different centres and successful candidates posted to the extent possible, to their home State/Region 3. In particular, to conduct All India Open Competitive Examinations in a year, viz.:- <ul style="list-style-type: none"> (i) Combined Graduate Level Examination (ii) Combined Higher Secondary (10+2) Level Examination. (iii) Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contract) Examination. (iv) Sub Inspectors in Delhi Police, CAPFs & Assistant Sub Inspectors in CISF Examination. (v) Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak and Central Secretariat Official Language Service Examination. (vi) Multi Tasking (Non-Technical) Staff Examination and (vii) Stenographers' Grade 'C' & 'D' Examination 4. The Commission conducts three Limited Departmental Competitive Examinations in a year for promotion from: <ul style="list-style-type: none"> (i) Multi-Tasking Staff (MTS) to Lower Division Clerk (LDC) Grade, (ii) Lower Division Clerk (LDC) to Upper Division Clerk (UDC) Grade, and (iii) Stenographer Grade 'D' to Stenographer Grade 'C'. 5. The Commission also makes Recruitment to Selection Posts i.e. isolated posts in different Ministries / Departments and Attached and Subordinate Offices of the Government of India, which are not covered by the All India Open Competitive Examinations and have essential

		<p>qualifications specific to the job requirement. These posts were earlier filled through interviews only. As interviews for lower level posts have been dispensed with by the Government of India w.e.f. 01.01.2016, the said posts are now being filled through Computer Based Examinations, conducted in the format of Objective Type Multiple Choice Questions.</p> <p>6. In addition to the above, the Commission also conducts non-mandated examinations on the specific directions of the Government of India.</p> <p>7.</p> <p>7. The Commission also conducts Annual Typing / Stenography Test for serving Government employees for the purpose of their confirmation / release of increment or any other specific requirement.</p> <p>8. The Commission performs such other functions as may be entrusted to it by the Central Govt. from time to time.</p>
4 (ii)	Powers and Duties of its Officer and Employees	<p>Work Allocation:-</p> <p>Regional Director is over all in charge of supervision and also to ensure that the office is functioning as per the duties assigned to it.</p> <p>The allocation of work among Officers and its employees is at <u>Annexure-I</u>.</p>
4 (iii)	Procedure followed in Decision Making Process	<p>The hierarchy and the channel of submission for discharging of duties and responsibilities in this SSC (SR) is as under:-</p> <p>Dealing Assistant → Assistant Director → Deputy Director/Consultant → Joint Secretary & Regional Director.</p> <p>(Flow chart at <u>Annexure-II</u>)</p>
4 (iv)	Norms for Discharge of Functions	<p>(i) Vision and Mission statement of SSC</p> <p>(ii)</p> <ul style="list-style-type: none"> (a) To select suitable candidates for the Government in an objective and transparent manner at the Group 'B' (Gazetted & Non- Gazetted) and Group 'C' (Non-Technical)levels. (b) To develop recruitment processes which will enable recruitment of manpower conducive for good governance. (c) To ensure total objectivity and impartiality in recruitment of personnel for the Government. (d) To provide suitable and adequate manpower in time to the User Ministries/Departments. (e) To assure the job applicants total satisfaction through zero error tolerance, timely results and immediate nomination. <p>(iii) Details of Business Transacted by SSC</p> <ul style="list-style-type: none"> (a) Recruitment of Group 'B' (Gazetted) post of Assistant Audit Officer in the Grade Pay of Rs. 4800/- in the Offices of C&AG of India. (b) b) Recruitment of Group 'B' (Non-Gazetted) posts upto Grade pay of Rs. 4800/- under Government of India and their attached and subordinate offices through All India Open Competitive Examinations. (c) Recruitment of Group 'C' Non-Technical posts under Government of India and their Attached and Subordinate Offices. (d) Conduct of Limited Departmental Examinations as entrusted by

		<p>the Government.</p> <p>(e) Recruitment of certain posts under Government of India by Selection.</p> <p>(f) In addition to the mandated All India Competitive examinations, the Commission also conducts non-mandated examinations on the specific directions of the Government of India.</p> <p>(g) To process results of Selection Post Recruitment advertised by this Region.</p> <p>(iv) Details of 'Citizens' or 'Clients'</p> <p>All the candidates appearing for examinations conducted by Staff Selection Commission are 'Citizens' and User Departments are 'clients'.</p> <p>(v) Statement of services including standards, quality, time frame etc. provided to each Citizen / Client group separately and how / where to get the services</p> <p>In order to make the examination system more user/client friendly, the Commission periodically reviews the same and introduces reforms. Some of the following initiatives taken by the Commission in this regard:-</p> <ul style="list-style-type: none"> a) Introduction of online application System. b) Introduction of on-line collection of vacancies from User Departments. c) After implementation of the Mission Mode recruitment for filling up various vacancies in the Commission, User Departments have been mandated to conduct Document Verification/ further Appointment formalities of the candidates shortlisted in the final result of the Examinations. (As per existing procedure) d) Introduction of online RTI Portal. This has resulted in efficient handling of RTI applications besides reducing paper work and considerable saving of time. <p>(vi) Details of Grievance Redressal Mechanism and how to access it</p> <p>Government has introduced a programme on disposal of online public grievances under Centralized Public Grievance Redress and Monitoring System (CPGRAMS) through CPGRAMS. The public grievances in the form of petitions / representations received from the Candidates / General Public under CPGRAMS through DOPT are being redressed online in a time-bound manner by the concerned officers of the Commission. This has resulted in quick disposal of grievances and effective monitoring.</p>
4 (v)	Rules, Regulations, Instructions Manual and Records for Discharging Functions	<p>Rules/ Regulations/ Instructions for discharging functions</p> <p>Staff Selection Commission follows the rules, regulations, instructions issued by the Government of India and also instructions/guidelines issued by the Commission from time to time.</p> <p>Manual / Handbook</p> <p>The 'Handbook of Procedures', 'Manual for Centre Supervisor' and similar manuals of the Staff Selection Commission are organizational workplace policies, basic rules and procedures providing a roadmap for day-to-day operations/ conduct of examinations in compliance with laid down laws and regulations, containing guidance for decision-making and streamline internal processes, activities with solutions of concept and</p>

		<p>important operative tasks, in order to ensure that the organization act predictably and responsibly, which are not meant for the general public. These are handy tools for carrying out the functions and activities of the Commission uniformly by different Officers at HQs and in the Regional/ Sub-Regional Offices and to enable them to work towards achieving the objectives of the Commission.</p> <p>In view of the nature of confidentiality and proprietary information, the Manuals, Handbooks of the Commission related to conduct of examinations are not to be disclosed to anyone other than authorized officers/ Persons. However, all other relevant disclosable information are advertised/ published on various public media and/ or made available to the general public on the public domain.</p> <p>Transfer policy and transfer Orders</p> <p>Transfer Policy and Orders are issued by DoP&T and the same is followed by the Commission.</p>
4 (vi)	Categories of Documents held by the authority under its control	<p>Administration / Establishment, General Administration & Budget and Accounts</p> <ul style="list-style-type: none"> (i) Files pertaining to tender process for procurement of goods and services for Commission's HQ. (ii) Records of purchase of Stationary items. (iii) Records of purchase and maintenance of ACs, Furniture etc. (iv) Records of Printing of Manuals/ formal letter heads etc. (v) Records of Procurement and maintenance of computers/ printers/ telephone instruments/ Staff Car etc. (vi) Records of Payment/Reimbursement of telephone bills, etc. (vii) Records of outsourcing of manpower for cleanliness; outsourcing of photocopying services tec. (viii) Files relating to disposal of old/obsolete/unserviceable items. (ix) Payment in respect of BNPL Bills. (x) Personal Claim relating to LTC/TA/CEA etc. of all Officers/Staff of SSC (SR). (xi) Medical claim reimbursement of all Officers & Staff of SSC (SR). (xii) Records of Service Books/ Personal Files in r/o MTS, LDCs, UDCs, Assistant Section Officers, Steno Gr. 'D' and Steno Gr. 'C', SOs, Group 'A' Officers of SSC (SR) and also in respect of Jr. Hindi Translators. (xiii) Telephone Directory of the Officers of SSC (SR) of the Level of Under Secretary and above. (xiv) List of Officers/Officials of SSC (SR) of the level of Section Officers/Equivalent and above. (xv) Organization Chart of SSC (SR). (xvi) Records of Final Result of various All India Open Competitive Examinations. (xvii) Records maintained as per the Retention Schedule in SSC (SR). <p>Selection Posts</p> <ul style="list-style-type: none"> (i) Files relating to scrutiny of requisition proforma received from various User Departments for Recruitment to Selection Posts. (ii) Records of Notices for Selection Posts. (iii) Files relating to conduct of Document Verification for Selection Posts. (iv) Nomination of candidates to User Departments on the basis of final results of Selection Posts.

	<p>Nomination and Vacancy Collection</p> <ul style="list-style-type: none"> (i) Files relating to scrutiny of requisition proforma received from various User Departments for Recruitment to the post of Multi-Tasking (Non-Technical) Examination. (ii) Nomination of candidates to User Departments on the basis of final results of various open Examinations. (iii) Collection and compilation of State-wise/Category-wise vacancies for Recruitment to the post of Multi-Tasking (Non-Technical Examination). <p>Court Case</p> <ul style="list-style-type: none"> (i) Files relating to individual Court Case arising out of various open Examinations of the Commission including Recruitment of Constables (GD) Examination. <p>Document Verification and Skill Test</p> <ul style="list-style-type: none"> (i) Files relating to conduct of Document Verification & Skill Test for various Open Examination of Commission. <p>Records of vacancy position and Recruitment Notices from the year 2012 till commencement of online vacancy collection by HQrs. in respect of the following Examinations (to check record retention schedule):-</p> <ul style="list-style-type: none"> (i) Stenographer Grade 'C' & 'D' Examination. (ii) Junior Engineers (Civil, Electrical, Mechanical and Quantity Surveying & Contract) Examination. (iii) Combined recruitment of Sub-Inspector in Delhi Police, CAPFs and Assistant Sub-Inspector in CISF Examination. (iv) Combined Recruitment of Junior Hindi Translators, Junior Translator, Senior Hindi Translators and Hindi Pradhyapak Examination. (v) Inward/ Outward Dak Records of SSC (SR). (vi) Records of Speed and Ordinary Post. (vii) Records of Speed Post Bills. <p>Post Examination records of the following Exam are held</p> <ul style="list-style-type: none"> (i) Combined Graduate Level. (ii) Combined Higher Secondary Level. (iii) JHT/SHT Examination. (iv) Junior Engineer Examination. (v) Delhi Police (SI) Exam. (vi) Stenographer Grade 'C' & 'D' Exam. (vii) Prasar Bharti Exam. (viii) FCI Exam. (ix) Cabinet Sectt. Exam. (x) Delhi Police Constable (Executive). (xi) Scientific Assistant in IMD Exam. (xii) Constable (GD) Examination. (xiii) Central Armed Police Forces Examination. (xiv) MTS Examination (xv) Departmental Examinations.
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		RTI:- RTI Applications / Appeal Files and CIC orders.
4 (vii)	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	Not applicable
4 (viii)	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority	<p>Composition of the Commission</p> <p>The Staff Selection Commission is headed by a Chairman of the rank of Secretary / Additional Secretary to the Government of India and is assisted by two Members of the rank of Joint Secretary to the Government of India. The Commission shall be serviced by a Secretariat headed by a Secretary, who will also be the Controller of Examination with other supporting officers and staff of the HQ and by a Regional Network of offices established at various locations.</p> <p>Headquarter</p> <p>The Staff Selection Commission has its Headquarter at New Delhi. All Examinations as well as administrative matters are submitted to the Chairman through two Members or Secretary as decided by Chairman. Besides, there are post(s) of one Director, four Deputy Secretaries, two Joint Directors, seventeen Under Secretaries, five Deputy Directors, one Finance & Budget Officer, one Assistant Director (OL), 29 Section Officers and more than 70 supporting officers / staff working at the Headquarters for discharging the duties and responsibilities of the Commission.</p> <p>Regional/Sub-Regional Offices</p> <p>For smooth conduct of examinations through a large network of examination centres/sub-centres situation in different parts of the country for the convenience of the candidates, the Commission has been provided with a Regional set-up. At present, there are Nine Regional Offices at Allahabad, Mumbai, Delhi, Kolkata, Guwahati, Chennai, Bangalore, Raipur and Chandigarh. Each Regional Office is headed by a Regional Director. The Commission may, with the approval of the Department of Personnel & Training, open more Regional/Sub-Regional Offices of the Commission at such other places, as it may consider necessary.</p>
4 (ix)	Telephone Directory	Shri K. Nagaraja Regional Director (Southern Region) Staff Selection Commission, 2 nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006

	<p>Phone: (044) 28275568; Fax: (044) 28270561; email id: sscsr.tn@nic.in</p> <p>Shri T. Avudai Kandhan Deputy Director (Southern Region) Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 28220605; Fax: (044) 28270561; email id: sscsr.tn@nic.in</p> <p>Smt. M. Latha Deputy Director (Southern Region) Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 29862015; Fax: (044) 28270561; email id: sscsr.tn@nic.in</p> <p>Shri B. Ramakrishnan Consultant Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 29862015; Fax: (044) 28270561; email id: sscsr.tn@nic.in</p> <p>Shri. Mathiarasan R Assistant Director Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 28251137; Fax: (044) 28270561; email id: sscsr.tn@nic.in</p> <p>Shri Nesamani J Assistant Director Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 28251137; Fax: (044) 28270561; email id: sscsr.tn@nic.in</p> <p>Shri S. Micheal Raj Assistant Director Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 28251137; Fax: (044) 28270561; email id: sscsr.tn@nic.in</p> <p>Helpline Number Staff Selection Commission (SR), 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 28251139; Mobile: 09445195946</p>
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4 (x)	Monthly Remuneration of all the Employees	Monthly Remuneration of all the employees as on 31.07.2023 is Rs. 1750608/- as per data received from the concerned CPIO & DDO.
4 (xi)	Budget allocated, expenditure and reports on disbursements made etc.	BE 2023-24 Allocation is Rs.5.19 Crore. Expenditure Statement (upto 31.07.2023) is at (Annexure-III).
4 (xii)	Manner of execution of subsidy Programmes	Not applicable
4 (xiii)	Particulars of recipients of concessions, permits of authorization granted by the public authority	Not applicable
4 (xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	Not applicable

4 (xv)	Particulars of facilities available to citizen for obtaining information	Through SSC (SR) website i.e. sscsr.gov.in Helpline Number Staff Selection Commission (SR), 2 nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 28251139; Mobile: 09445195946
4 (xvi)	Name, Designation and other particulars of Public Information Officers	<p style="text-align: center;">Shri R Mathiarasan Assistant Director (RMA)</p> <p>(Tier of Open Examinations (including Selection Post (CBE) & Minor Exams; Facilitation Counter & Helpline matters; MTS Vacancy Collection) Phone: (044) 2825 1138 e-mail id: sscsr.tn@nic.in</p> <p style="text-align: center;">Shri J. Nesamani Assistant Director (JN)</p> <p>(Establishment/General Administration; House Keeping; Nomination in regard to all open exams; Selection Post (Pre & Post Exam); Question Bank Workshop; Evaluation Work; Implementation of Official Language Act; Budget & Accounts; Settlement of Examination Advances)</p> <p style="text-align: center;">Phone: (044) 2825 1137 e-mail id: sscsr.tn@nic.in</p> <p style="text-align: center;">Shri S. Micheal Raj Assistant Director (MR)</p> <p>(All later tier exams & Skill Test; Court Matters and Monitoring of Court Cases, Facilitating, liaisoning and to handle PST/PET related issued of Constable GD and SI in CPO Exam; Document Verification of all Exams, Website maintenance and other IT related issues and technical issue relating to all the examinations) Phone: (044) 2823 5021 e-mail id: sscsr.tn@nic.in</p> <p style="text-align: center;">Appellate Authority for Southern Region</p> <p style="text-align: center;">Shri K. Nagaraja Regional Director (Southern Region) Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 2827 5568 , Fax : (044) 28270561 e-mail id: sscsr.tn@nic.in</p>
Suo-motu disclosure under Section (xvii)	Foreign and domestic tours	<p>Foreign Tour</p> <p>Foreign Tour matter pertains to DoP&T.</p> <p>Domestic Tour</p> <p>Information on expenditure incurred under DTE Head towards visits of Officers of Staff Selection Commission (SR) from 2018-19 onwards is at Annexure-IV.</p>

CAG & PAC and Internal Audit Paras	<p>Number of Statutory Audit Paras and Internal Audit Paras Pending as on 31.03.2021 as under:-</p> <table border="0" data-bbox="555 157 1111 224"> <tr> <td>(i) Statutory Audit Paras -</td><td>Nil</td></tr> <tr> <td>(ii) Internal Audit Paras -</td><td>1</td></tr> </table>	(i) Statutory Audit Paras -	Nil	(ii) Internal Audit Paras -	1
(i) Statutory Audit Paras -	Nil				
(ii) Internal Audit Paras -	1				
Final Organizational Chart	Placed at Annexure-V				
Particulars of facilities available to citizen for obtaining information	<p>1. Website: www.sscsr.gov.in</p> <p>All the details in respect of various exams conducted by SSC viz., Recruitment Notice/Advertisement, schedule of Examinations, Skill Test, Document Verification, Results, Nomination/Allocation, etc., can be viewed by the candidates easily in the website. The candidates can fill up applications through online and can also download e-Admission Certificates.</p> <p>2. Information Facilitation Counter</p> <p>Facilitation Counter has been set up with a view to make the RTI applicant(s) to get the desired information at the premise of the Staff Selection Commission (SR). The Facilitation Counter is situated at Staff Selection Commission (SR), 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006.</p> <p>3. Working Hours: 09:30 AM to 06:00 PM (except Saturdays and Sundays)</p>				
Important Committees & Nodal Officer	<p>Nodal Officer for RTI and CPGRAMS and Selection Posts</p> <p>Smt. M. Latha, Deputy Director, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006.</p> <p>Internal Complaints Committee has been constituted to enquire into the complaints of Sexual Harassment of Women Employees of this Regional Office has been functioning since 15.05.2015 and the said Committee has been recently reconstituted on 04.08.2023. Effective awareness on the concept of sexual harassment of woman at work place has been created among the employees of this Regional Office at regular intervals for sensitizing them with provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.</p>				
Information Related to Procurement	Goods and Services procured through GEM portal and as per GFR.				
Annual Report of the Commission	Published by SSC (HQs.).				
No. of Employees against whom Disciplinary action is proposed/ taken	<p>(i) Pending for Minor penalty or major penalty proceedings: <u>NIL</u></p> <p>(ii) Finalised for Minor penalty or major penalty proceedings: <u>NIL</u></p>				
Information about publishing of tender through CPP portal and e-tender	One E-tender was floated in e-procurement portal on 29.10.2021 for forming a panel of Data Processing Agencies. A total of 3 bids were received out of which 2 bids were technically qualified. A panel of two Data Processing Agencies has been formed at lowest bid rates for an initial contract period of two years with provision to extend the contract for another two years, one year at a time.				



File No. 1/1/2022-SR
Dated: 08.07.2022

आरत सरकार
कर्मचारी चयन आयोग (दक्षिण क्षेत्र)
कार्मिक, लोक शिकायत और पेंशन मंत्रालय,
दूसरी मंजिल, ई. वी.के. संपत बिल्डिंग,
कॉलेज रोड, चेन्ऩई-600006.

Government of India
Staff Selection Commission (SR)
Ministry of Personnel, Public Grievances & Pensions,
2nd Floor, EVK Sampath Building,
College Road, Chennai – 600 006.

OFFICE ORDER

Allocation of work among Officers/Officials will be as under with immediate effect and until further orders:-

Sl. No.	Name of the Officer/ Officials	Work allocation	Files to be routed through
1.	Shri S. Micheal Raj, Assistant Director AD (MR)	(i) Document Verification of All Exams; (ii) Website Maintenance and other IT related issues and technical issue relating to all the examinations;	DD-I
		(iii) All later tier exams & Skill Test; (iv) Court Matters and Monitoring Court Cases; (v) Facilitating, liaisoning and to Handle PST/PET related issues of Constable GD and SI in CPO Exam.	Consultant
2.	Shri J. Nesamani, Assistant Director AD (JN)	(i) Establishment/General Administration; (ii) House Keeping; (iii) Nomination in regard to all Open Exams; (iv) Selection Post (Pre & Post Exam); (v) Question Bank Workshop; (vi) Evaluation Work; (vii) Implementation of Official Language Act; (viii) Budget & Accounts; (ix) Settlement of Examination Advances to Coordinators/Supervisors of Andhra Pradesh, Telangana, Tamil Nadu & Puducherry; (x) Settlement of TA claims under DTE and OAE; (xi) CAG/Internal Audit Paras and their settlement; (xii) Income Tax/TDS; (xiii) Medical claim reimbursement; (xiv) Correspondence with PAO; (xv) Settlement of LTC claims;	DD-II
3.	Shri R. Mathiarasan, Assistant Director AD (RMA)	(i) Tier-I of Open Examinations (including Selection Post [CBE]) & Minor Exams; (ii) Facilitation Counter & Helpline matters; (iii) MTS Vacancy Collection.	DD-I

Contd...2/-

Sl. No.	Name of the Officer/ Officials	Work allocation	Files to be routed through
4.	Shri Saravana Kartheesan, Assistant Section Officer ASO (RSK)	(i) Document Verification of All Exams; (ii) Skill Test (iii) Court Matters and Monitoring Court Cases;	DD-I/ AD(MR)
5.	Smt. K.P. Dhanalakshmi Assistant Section Officer ASO (KPD)	(i) Budget & Accounts; (ii) Settlement of Examination Advances to Coordinators/Supervisors of Andhra Pradesh, Telangana, Tamil Nadu & Puducherry; (iii) Settlement of TA claims under DTE and OAE; (iv) CAG/Internal Audit Paras and their settlement; (v) Income Tax/TDS; (vi) Medical claim reimbursement; (vii) Correspondence with PAO; (viii) Settlement of LTC claims;	Consultant/ AD (MR)
		(ix) Implementation of Official Language Act.	DD-II/ AD (JN)
6.	Smt. Radha Guru, Assistant Section Officer ASO (RG)	(i) Caretaker/House Keeping; (ii) Maintenance of Registers relating to Procurement; (iii) All kinds of advances to staff; (iv) Evaluation Work; (v) Question Bank Workshop; (vi) Organisation of Conferences; (vii) Budget relating to House Keeping including BNPL Payment; (viii) Processing of Bills received from Suppliers, BNPL Payment, etc.	DD-II/ AD (JN)
7.	Smt. M. Abayambigai Assistant Section Officer ASO (MA)	(i) Furnishing of Daily Report of Attendance to SSC (HQs.). (ii) Processing of all kinds of leave applications and leave entries in Service Books; (iii) Verification of Qualifying Service of Officers/Staff; (iv) Dispatch Work; (v) Settlement of TA claim under PS Head; (vi) Custody and retrieval of used AC (CC) copies.	DD-II/ AD (JN) DD-I/ AD (RMA)
8.	Shri Jamachakram Santosh Kumar Assistant Section Officer ASO (ASK)	(i) Selection Post (Pre & Post Exam); (ii) General Administration;	DD-II/ AD (JN)
		(iii) MTS vacancy collection	DD-I/ AD (RMA)

2. In addition to their own work, all officers and officials of SSC (SR) will attend to any work assigned to them by Senior Officers from time to time.

3. All the Assistant Directors will also act as CPIO in terms of RTI Act and furnish information in regard to their respective subjects.

4. Subject indicated at Sl. No.1 - (iii), (iv), (v) & 4 - (ii), (iii) to be routed through Consultant to RD (SR).

Contd...3/-

5. Allocation of work among CAPF personnel on attachment duty with SSC (SR) is as under until further orders:-

Sl. No.	Name of the Officer/ Officials	Work allocation	Files to be routed through
1.	Smt. Vimla Devi, Ins.(M)/CRPF	(i) Constable (GD) and other exam related work; (ii) Nomination of IOs. (iii) Facilitating, liaisoning and to Handle PST/PET/DME related issues of Constable GD and SI in CPO Exam. (iv) Link Officer of Shri M.N. Mohanan, Ins.(M)/ITBP	AD (RMA)
2.	Shri M.N. Mohanan, Ins.(M)/ITBP	(i) Constable (GD) and other exam related work;	AD (RMA)
		(ii) Payment of fees for court cases.	AD (MR)
		(iii) Link Officer of Smt. Vimla Devi, Ins.(M)/CRPF	
3.	Shri M.M.T.P.D.Pandian, SI (M)/CISF	Constable (GD) and other exam related work	AD (RMA)
4.	Smt. D. Padmavathy, SI (M)/CISF	(i) Constable (GD) and other exam related work; (ii) Nomination in respect of Open Examination;	AD (JN)
		(iii) MTS vacancy collection (iv) Link Officer of Shri S. Palpandi, ASI(M)/CISF	AD (RMA)
5.	Shri S. Palpandi, ASI (M)/CISF	(i) Constable (GD) and other exam related work; (ii) Administrative matter relating to CAPF personnel. (iii) Selection Post (Pre & Post Exam); (iv) Link Officer of Smt. D. Padmavathy, SI (M)/CISF	AD (JN)

6. To avoid any disruption in the smooth functioning of work due to non-availability of Officers, it has been decided that the following Officers/Officials shall be the 'Link Officer/Official' until further orders.

Sl.No.	Designation		Link Officer/Official
1.	AD (JN)	→	AD (MR)
2.	AD (RMA)	↔	AD (MR)
3.	ASO (KPD)	↔	ASO (RG)
4.	ASO (RSK)	↔	ASO (JSK)
5.	ASO (ABN)	→	ASO (RG)

7. For all Officers/Officials having more than one Reporting Officer, Annual Performance is to be assessed by any one Reporting Officer designated by Regional Director after obtaining inputs from other Reporting Officer.



(K. Nagaraja)
Regional Director (SR)

To

All Officers/Officials of SSC (SR).



**File No.1/1/2022-SR
Dated : 26.07.2023**

भारत सरकार
कर्मचारी चयन आयोग (दक्षिण क्षेत्र)
कार्मिक, लोक शिकायत और पैशांश मंत्रालय,
दूसरी मणिल, इ. वी.के. संपत विलिंग,
कॉलेज रोड, चेन्नई-600006.

**Government of India
Staff Selection Commission (SR)
Ministry of Personnel, Public
Grievances & Pensions,
2nd Floor, EVK Sampath Building,
College Road, Chennai – 600 006.**

OFFICE ORDER

In partial modification of this Office Order of even number dated 08.07.2022, allocation of work among the following Officers will be as under :-

Name of the Officer	Sphere of Responsibility	Reporting Officer(s)
Smt. K. P. Dhanalakshmi, Assistant Section Officer (ASO-KPD)	(i) Caretaker/House Keeping; (ii) Procurement of goods and services through GeM (iii) Maintenance of Registers relating to procurement; (iv) All kinds of advances to Staff including GPF advance/withdrawal; (v) Evaluation work; (vi) Question Bank Workshop; (vii) Organization of Conferences; (viii) Budget relating to House Keeping including BNPL Payment; (ix) Processing of Bills received from Suppliers, BNPL Payment, etc.	DD-II/ AD-JN
Smt. Radha Guru, Assistant Section Officer (ASO-RG)	(i) Budget & Accounts; (ii) Settlement of Examination Advances to coordinators/Supervisors of Andhra Pradesh, Telangana, Tamil Nadu & Puducherry; (iii) Settlement of TA claims under DTE and Training Expenses; (iv) CAG/Internal Audit Paras and their settlement; (v) Income Tax/TDS; (vi) Medical claim reimbursement; (vii) Correspondence with PAO/Bank; (viii) Settlement of LTC claims.	

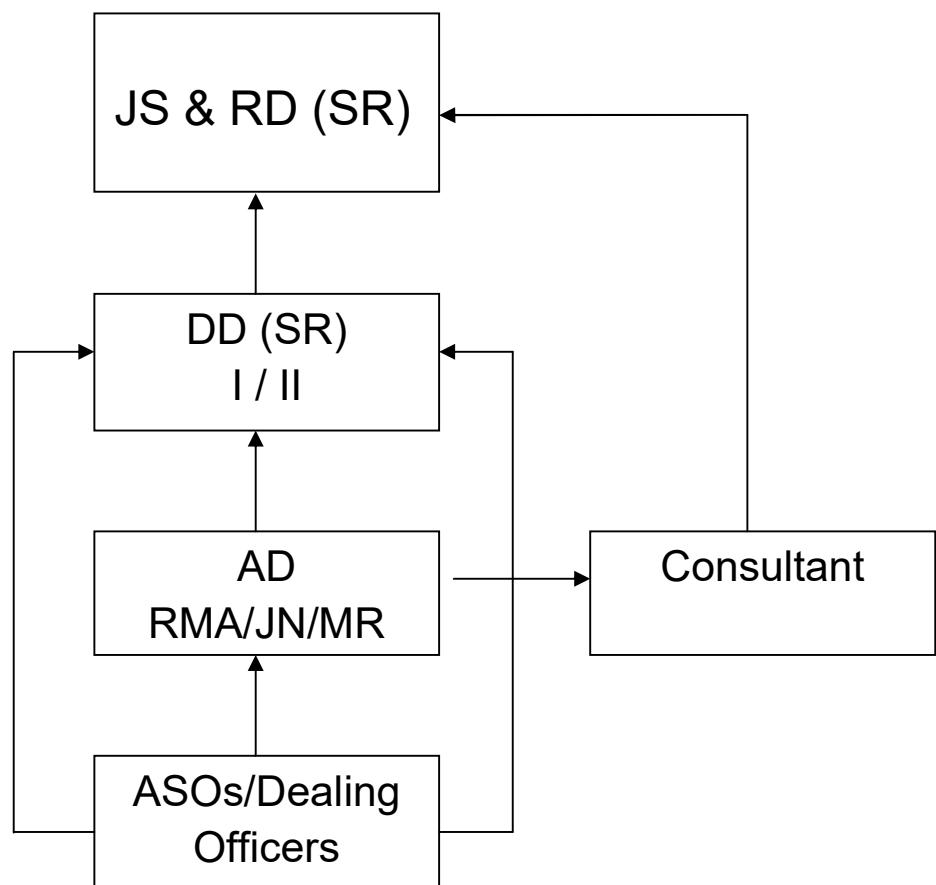
2. Further, ASO-KPD and ASO-RG will be the link Officer to each other. This will be effective from 01.08.2023 and will remain in force until further orders.

(K. Nagaraja)
Regional Director (SR)

Copy to all Officers concerned.

STAFF SELECTION COMMISSION (Southern Region)

THE HIERARCHY OF CHANNEL OF SUBMISSION (as on 31.07.2023)



ANNEXURE -III

No.G/8/2023/C&A

MONTHLY EXPENDITURE UNDER DEMAND NO. 074, MAJOR HEAD 2051
UPTO 31st July, 2023

Head	Subject Head	BE (Allocation made)	Expenditure incurred up to previous month	Expenditure incurred in the month of July, 2023	Receipts during the month	Progressive Total	Balance
01.01.01	Salary	16494000	3975101	1017975	0	4993076	11500924
01.01.05	Rewards	50000	0	0	0	0	50000
01.01.06	Medical Treatment	250000	36963	474	0	37437	212563
01.01.07	Allowances	11517000	3140764	752608	0	3893372	7623628
01.01.08	LTC	150000	10944	11543	0	22487	127513
01.01.09	Training Expenses	60000	60000	0	0	60000	0
01.01.11	DTE	200000	51073	113464	0	164537	35463
01.01.13	OE	458000	233275	36696	0	269971	188029
01.01.14	RRT	3062000	0	185130	0	185130	2876870
01.01.16	Printing and Publication	100000	0	5145	0	5145	94855
01.01.18	Rent for others	100000	100000	0	0	100000	0
01.01.19	Digital Equipment	125000	1652	0	0	1652	123348
01.01.27	Minor Civil and Electric Works	1000000	0	0	0	0	1000000
01.01.28	Professional Services	17800000	5101721	1977260	350	7078631	10721369
01.01.29	Repairs and Maintainance	100000	9086	0	0	9086	90914
01.01.49	Other Revenue Expenditure	80000	1409	20100	0	21509	58491
01.96.13	SAP (OE)	50000	4621	0	0	4621	45379
01.25.71	Information Computer, Telecommunications (ICT) Equipment	400000	0	0	0	0	400000
	Total	51996000	12726609	4120395	350	16846654	35149346

M. LATHA
 03-08-23

M. LATHA
 Deputy Director & DDO

ANNEXURE IV

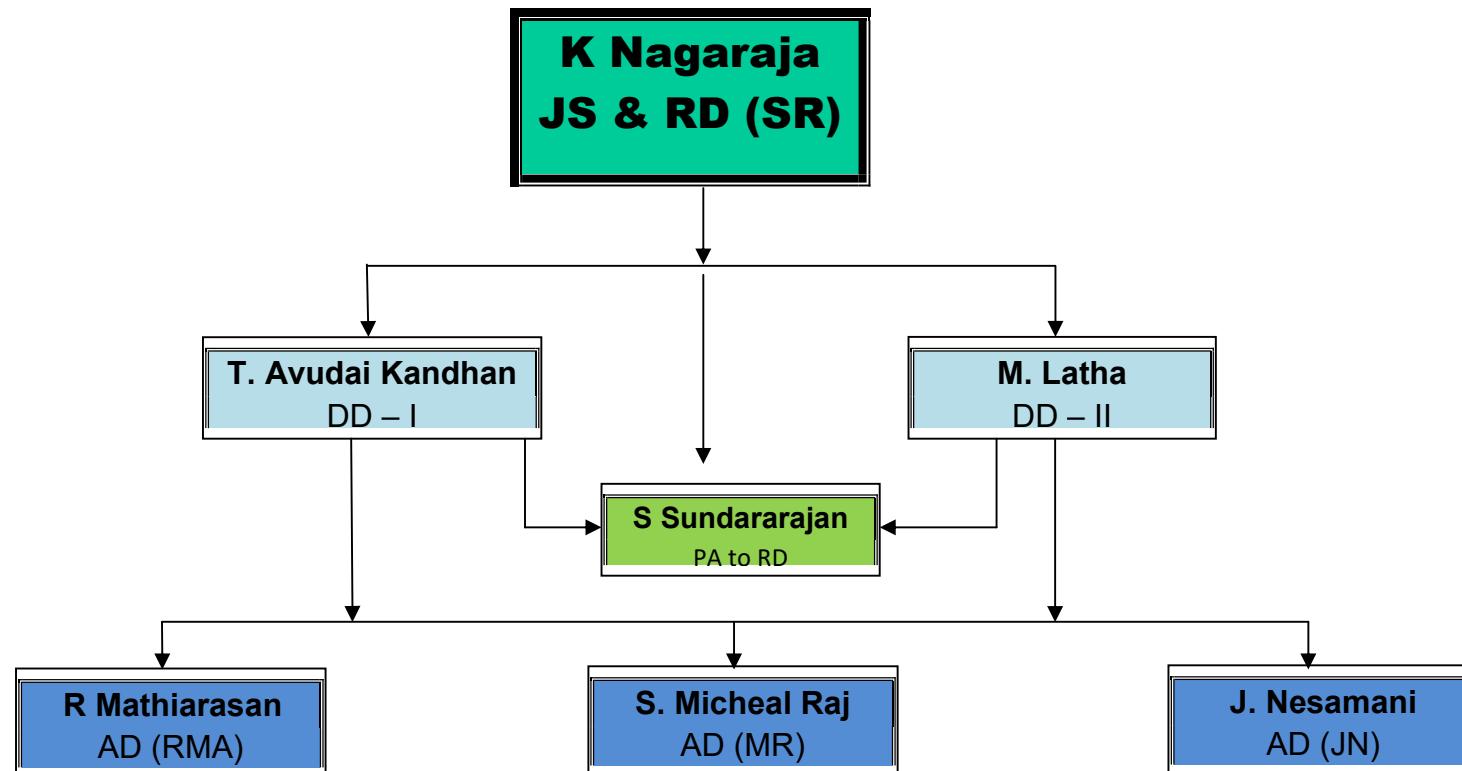
**STAFF SELECTION COMMISSION
SOUTHERN REGION, CHENNAI**

Expenditure Incurred under the Head D.T.E. from 01.04.2023 to 31.07.2023

S No.	Name	Designation	Place	Amount
1.	Shri K. Nagaraja	Regional Director	Chennai – Indore – Chennai	21,434
2.	Shri T. AvudaiKandhan	Deputy Director	New Delhi - Chennai	8,513
3.	Shri S. Micheal Raj	Assistant Director	Chennai -New Delhi- Chennai	70,119
4.	Shri P Muralidharan	Assistant Section Officer (Retd.)	Chennai - Palakkad	64471
	Total			164,537

STAFF SELECTION COMMISSION (Southern Region)

ORGANISATION CHART (as on 31.07.2023)



AD (RMA)	AD (MR)	AD (JN)
<ul style="list-style-type: none"> • Tier of Open Examinations (including Selection Post (CBE) & • Minor Exams; • Facilitation Counter & Helpline matters; • MTS Vacancy Collection 	<ul style="list-style-type: none"> • All later tier exams & Skill Test; • Court Matters and Monitoring of Court Cases; • Facilitating, liaisoning and to handle PST/PET related issued of Constable GD and SI in CPO Exam; • Document Verification of all Exams; • Website maintenance and other IT related issues and technical issue relating to all the examinations 	<ul style="list-style-type: none"> • Establishment/General Administration; • House Keeping; • Nomination in regard to all open exams; • Selection Post (Pre & Post Exam); • Question Bank Workshop; • Evaluation Work; • Implementation of Official Language Act; • Budget & Accounts; • Settlement of Examination

ANNEXURE-V

		Advances
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