

TREASURIES AND ACCOUNTS DEPARTMENT

From	To
The Director of Treasuries and Accounts, Panagal Building, Jeenis Road, Saidapet, Chennai 600 015.	

Rc.No.26017/2015/A2 dated : 06.08.2015

Sir / Madam,

Sub:	Establishment - Tamil Nadu State Treasury and Accounts Service - Class III Officers - Preparation of panel of Class III Officers for the year 2015-2016 - Proposals called for - regarding.
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I request you to send the Service Register in respect of **Thiru/Tmt. _____ Assistant Accounts Officer** of your office duly furnishing the particulars in the **proforma enclosed (along with Service Register)** with this letter in connection with the preparation of the panel of class III Officers of Tamil Nadu State Treasuries and Accounts Service for the year **2015-16** along with the following particulars **on or before 30.09.2015.**

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. The **up to date annual confidential report** of the officer may also be sent to this office along with the proposal.
6. 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)
7. Whether any punishment has been awarded to the officer? (If so, a copy of the punishment order may kindly be sent to this office)

I also request to send the required details of the above said officer in the enclosed format in connection with declaration of probation in Assistant Accounts Officer cadre (if applicable).

C.Munianathan
Director of Treasuries and Accounts

Encl: (i) Proforma
(ii) Format for probation declaration

//Forwarded by Order//


Superintendent

PROFORMA

Brief particulars about the officers to be considered for inclusion of Class III Panel of TN State Treasury and Accounts Service for the year 2015-2016			Entries in SR	
			Volume No.	Page No.
01	Name & Designation of the Officer and the scale of pay attached to the post now held (Contact number of the individual)			
(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 15.06.2015)			
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 15.06.2015)	Years	Months	
	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			
	Crucial Date	Qualification/ Tests	Month & Year of passing	
	15.6.2015	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

Probation declaration format in the cadre of Assistant Accounts Officer

1.	Name of the Assistant Accounts Officer(Probationer)			
2.	Post and present office			
3.	Date of joining as AAO (SR Page No. / Vol)			
4.	Period of service counts for probation	Year	Months	Days
5.	Approximate date for completion of Probation			
6.	Details of leave availed in the period of probation (Leave particulars with holiday permission)		Months	Days
7.	Punishment if any			
8.	Date of passing of T&A department exam and details (Only for other department candidates)			
9.	Recommendation of the head of office			

Signature of the head of office