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36975



School Education Department  
Secretariat, Chennai-9.

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Letter No.40241 /GE2/2014-1, Dated: 17.12.2014



30/12/14

From  
Tmt. D. Sabitha, IAS.,  
Principal Secretary to Government

- To
- The Director of School Education, Chennai-6.(w.e.)
  - The Director of Elementary Education, Chennai-6. (w.e.)
  - The Director of Matriculation Schools, Chennai-6 (w.e.)
  - The Director of Non-Formal and Adult Education, Chennai-6. (w.e.)
  - The Director of State Council of Educational Research and Training, Chennai-6. (w.e.)
  - The Director of Government Examinations, Chennai-6. (w.e.)
  - The Director of Public Libraries, Chennai-2. (w.e.)
  - The Managing Director, Tamil Nadu Text Book and Educational Services Corporation, Chennai-6.(w.e.)
  - The Chairman, Teachers Recruitment Board, Chennai-6. (w.e.)
  - The State Project Director, Sarva Shiksha Abhiyan, Chennai-6. (w.e.)
  - The Project Director, Rashtriya Madhyamik Shiksha Abhiyan, Chennai -6 (w.e.)

Sir / Madam,

Sub : School Education –Disciplinary Procedure –Suspension Review of suspension cases– regarding.

- Ref :
1. G.O.(Ms) No.30, Personnel and Administrative Reforms Department, dated 23.2.2012.
  2. From Personnel and Administrative Reforms Department Letter No.44189/N/2014-1,dated 25.11.2014.

I am directed to enclose a copy of each the references cited and to request you to state whether a Review Committee has been constituted as per the Government Order 1<sup>st</sup> cited, and if so the number of review meetings held so far(with details) may be furnished to Government immediately. If not so, you are requested to constitute the said committee and issue the orders with immediate effect.

Yours faithfully,

*(Signature)*  
Principal Secretary to Government.

RE.No. 36975/A1/2014

for Principal Secretary to Government.

Copy Communicated for information and necessary action.

To  
All DEEO's  
All officers of this Directorate.  
All Sections of this Directorate.

o/c  
for D.G.E.,

30/12/14



**ABSTRACT**

Public Services –Disciplinary Proceedings – Review Committees for Suspension Cases – Constitution - Orders – Issued.

**PERSONNEL AND ADMINISTRATIVE REFORMS (N) DEPARTMENT**

G.O.(Ms) No.30

Dated: 23.2.2012

மாசி-11

திருவள்ளூர் ஆண்டு 2042

Read:

**ORDER:**

It is noticed that in many cases, the Government servants are kept under suspension unduly for a long time for the reason that the disciplinary cases have not been finalized. In order to curb the delay in finalizing the suspension of a Government servant in a disciplinary proceeding, the Government have decided to constitute Review Committees at two tier level, one at Government level and another at Heads of Department level.

2. The composition of the Review Committees shall be as follows:-

(1) **Review Committee at Government level:-** The Review Committee at Government level shall consists of:-

- (1) Principal Secretary / Secretary of the Administrative Department concerned.
- (2) Heads of the Department concerned
- (3) Principal Secretary / Secretary, Personnel and Administrative Reforms (Trg) Department.

(2) **Review Committee at Heads of Department level:-** The Review Committee at Heads of Department level shall consists of :-

- (1) Heads of Department
- (2) Regional level Officer
- (3) District level Officer

3. The above Review Committees shall have a meeting to review the suspension cases in disciplinary proceedings under their authority once in three months viz.

- (1) End of March  
(31<sup>st</sup> of March) – 1st Quarter
- (2) End of June-  
(30<sup>th</sup> of June) – 2nd Quarter

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- (3) End of September  
(30<sup>th</sup> September) – 3rd Quarter  
(4) End of December  
(31<sup>st</sup> of December) – 4th Quarter

4. The minutes of the meetings and its progress shall be sent to Government in Personnel and Administrative Reforms Department with a copy marked to Administrative Departments of Secretariat and Vigilance Commission (where Vigilance cases reported).

5. The Heads of Department may be requested to constitute the said committee and issue the orders with immediate effect and it may be informed to the Administrative Departments of Secretariat at the earliest.

(BY ORDER OF THE GOVERNOR)

**V. IRAI ANBU**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

To  
All Principal Secretaries/ Secretaries to Government, Chennai-9  
All Departments of Secretariat, Chennai-9  
The Registrar, High Court, Chennai-104  
All Heads of Departments (Including District Collectors and District Judges)  
The Personnel and Administrative Reforms, (LI, LII and LIII) Department,  
Chennai - 9 (5 copies each)  
The Secretary, Tamil Nadu Public Service Commission, Chennai-6  
The Tamil Nadu Vigilance Commission, Chennai-9  
Law (P & A.R /Sty.) Department, Chennai-9

Copy to:

The Secretary to Hon'ble Chief Minister, Chennai-9  
The Private Secretary to Chief Secretary to Government, Chennai-  
The Private Secretary to Principal Secretary to Government, Personnel and  
Administrative Reforms (Trg) Department, Chennai-9.  
The Private Secretary to Secretary to Government, Personnel and Administrative  
Reforms Department, Chennai-9.  
All Officers in Personnel and Administrative Reforms Department, Chennai-9  
All Sections in Personnel and Administrative Reforms Department, Chennai-9  
The Personnel and Administrative Reforms (AR-II/CC (to upload in Website)  
Department, Chennai - 9.  
S.F./S.C.

/Forwarded by order /

*[Signature]*  
25-11-11  
SECTION OFFICER

Personal Attention :



Personnel and Administrative  
Reforms (N) Department,  
Secretariat,  
Chennai - 600 009.  
ஐய கார்த்திகை - 09  
திருவள்ளூர் ஆண்டு 2045

Letter No. 44189/N/2014 - 1, dated 25.11.2014

From  
Tmt. Anita Praveen, I.A.S.,  
Principal Secretary to Government.

To  
All Secretaries to Government,  
Departments of Secretariat,  
Chennai - 09.(w.e.)

40241  
4/12/14



Sub.: Disciplinary Procedure - Suspension -  
Review of suspension cases -  
Regarding.

Ref.: G.O.(Ms) No.30, P&AR (N) Department,  
dated 23.02.2012.

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In the reference cited, orders have been issued to constitute two review committees one at Government level and the other at Heads of Department level for reviewing the suspension of Government Servants who are kept under suspension for a long time. So far, only few departments have constituted the committee and reviewing the suspension cases.

2) I am, therefore, to request you to state whether the review committee has been constituted at the Government level and if so the number of review meetings held so far (with details) may be furnished. Further, the Departments of Secretariat may also be requested to take follow-up action on reviewing the suspension cases at the Heads of Department level as per the orders issued in G.O.(Ms) No.30, P&AR(N) Department, dated 23.02.2012.

Yours faithfully,

*[Handwritten Signature]*

for Principal Secretary to Government

*[Handwritten Signature]*  
25-11-14

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