ABSTRACT

Public Services – Writing of Confidential Reports on Officers – Format for writing Confidential Reports – Prescribing the Reporting / Reviewing / Accepting Authorities for Writing Annual Confidential Reports of State Service Officers (Group A and Group B) of Heads of Department under the administrative control of Planning and Development Department– Orders – Issued.

Planning, Development and Special Initiatives (OP/MC) Department

G.O.(Ms).No.106 **Dated: 23.08.2024**
குரோதி – ஆவணி - 7
திருவள்ளுவர் ஆண்டு – 2055.

Read:

1. 1.G.O.(Ms).No.121, P&AR (S) Department, dated: 29.09.2021.
2. From the Secretary to Government, Human Resources Department, D.O. Letter No.2206/OP-1/2024-1, Dated 05.04.2024.
3. From the Secretary to Government, Human Resources Department, Letter No.e-file 3425/S1/ 2024-1, Dated 28.05.2024.

ORDER:

In the Government Order first read above, orders were issued revising the format for writing Annual Confidential Report in respect of State Service Officers (Group A and B) into single format as in the Annexure -I to the above said order. Orders were also issued on the guidelines to be followed in this regard as given in the Annexure - II to the said order.

2. In the reference second read above, the Secretary to Government , Human Resources Department inter-alia has observed that the 2 tier system for writing Annual Confidential Reports followed in some of the Departments is leading to difficulties at critical stages and requested to issue orders by concerned administrative department for writing Annual Confidential Reports of State Service Officers of Group A and B in the Heads of Department in the

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prescribed 3-tier architecture specified as Reporting Reviewing and Accepting authority.

3. Accordingly, the Government hereby prescribe the Reporting / Reviewing / Accepting Authorities for Writing Annual Confidential Reports of State Service Officers (Group A and Group B) in respect of Heads of Department under the administrative control of Planning and Development Department as follows:-

Sl. No	Post	Reporting Authority	Reviewing Authority	Accepting Authority
I STATE PLANNING COMMISSION				
1	Member Secretary, State Planning Commission	Additional Chief Secretary to Govt, Planning and Development Department	Chief Secretary to Government of Tamil Nadu	Hon'ble Minister Concerned
2	Heads of Division	Member Secretary	Additional Chief Secretary to Govt, Planning and Development Department	Hon'ble Minister Concerned
3	Senior Planning Officers	Head of Division	Member Secretary	Additional Chief Secretary to Govt., Planning and Development Department
4	District Plannning Officers	Head of Division	Member Secretary	Additional Chief Secretary to Govt., Planning and Development Department
5	Administrative Officer	Head of Division (Admin.)	Member Secretary	Additional Chief Secretary to Govt., Planning and Development Department
6	Chief Accounts Officer	Head of Division (Admin.)	Member Secretary	Additional Chief Secretary to Govt., Planning and Development Department

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Sl. No	Post	Reporting Authority	Reviewing Authority	Accepting Authority
7	Planning Officer	Head of Division	Member Secretary	Additional Chief Secretary to Govt., Planning and Development Department
8	System Analyst	Head of Division (Admin.)	Member Secretary	Additional Chief Secretary to Govt., Planning and Development Department
II DEPARTMENT OF ECONOMICS AND STATISTICS				
1	Director/ Commissioner, Economics and Statistics Department	Additional Chief Secretary to Govt, Planning and Development Department	Chief Secretary to Govt, Tamil Nadu	Hon'ble Minister Concerned
2	Director, Tamil Nadu State Statistical Training Institute	Director/ Commissioner, Economics and Statistics Department	Additional Chief Secretary to Govt, Planning and Development Department	Hon'ble Minister Concerned
3	Additional Director, Economics and Statistics Department	Director/ Commissioner, Economics and Statistics Department	Additional Chief Secretary to Govt, Planning and Development Department	Hon'ble Minister Concerned
4	Statistical Joint Director , (Head quarters)	Concerned Project Additional Director	Director/ Commissioner, Economics and Statistics Department	Additional Chief Secretary to Govt., Planning and Development Department
5	Regional Statistical Joint Director	Additional Director (Admin.)	Director/ Commissioner, Economics and Statistics Department	Additional Chief Secretary to Govt., Planning and Development Department
6	Statistical Deputy Director, (Head quarters)	Concerned Project Joint Director	Concerned Project Additional Director	Director/ Commissioner, Economics and Statistics Department

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Sl. No	Post	Reporting Authority	Reviewing Authority	Accepting Authority
7	District Statistical Deputy Director	Concerned Regional Statistical Joint Director	Additional Director (Admin)	Director/ Commissioner, Economics and Statistics Department
8	Statistical Assistant Director, (Head quarters)	Concerned Project Statistical Deputy Director	Concerned Project Joint Director	Additional Director (Admin)
9	Zonal Statistical Assistant Director	Concerned District Statistical Deputy Director	Concerned Regional Statistical Joint Director	Additional Director (Admin)
III EVALUATION AND APPLIED RESEARCH DEPARTMENT				
1	Director	Additional Chief Secretary to Govt, Planning and Development Department	Chief Secretary to Govt, Tamil Nadu	Hon'ble Minister Concerned
2	Additional Director	Director	Additional Chief Secretary to Govt, Planning and Development Department	Hon'ble Minister Concerned
3	Joint Director	Additional Director (Admin.)	Director, Evaluation and Applied Research Department	Additional Chief Secretary to Govt., Planning and Development Department
4	Deputy Director	Concerned Joint Director	Concerned Additional Director	Director, Evaluation and Applied Research Department
5	Research Officer	Concerned Joint Director	Additional Director	Director, Evaluation and Applied Research Department

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Sl. No	Post	Reporting Authority	Reviewing Authority	Accepting Authority
IV SPECIAL AREA DEVELOPMENT PROGRAMME				
1	Project Director	Additional Chief Secretary to Govt, Planning and Development Department	Chief Secretary to Government of Tamil Nadu	Hon'ble Minister Concerned
2	Assistant Project Director	Project Director	District Collector, The Nilgiris District	Additional Chief Secretary to Govt., Planning and Development Department
3	Assistant Engineer	Project Director	Executive Engineer, Agricultural Engineering Department	Chief Engineer Agricultural Engineering Department

4. The Government also direct that, the revised format stipulated in the Government Order read above shall be adopted and the guidelines issued in the Government Order read above shall be followed while Writing Annual Confidential Reports of State Service Officers (Group A and Group B).

(BY ORDER OF THE GOVERNOR)

RAMESH CHAND MEENA,
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.

To

1. The Member Secretary (FAC),
   State Planning Commission, Chennai-600 005.
2. The Director,
   Department of Economics and Statistics, Chennai – 600 006.
3. The Project Director,
   Special Area Development Programme, Udhagamandalam,
   The Nilgiris – District.-643 001.

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4. The Director, (FAC)
   Evalution and Applied Research Department, Kuralagam,
   Chennai – 600 108.

5. The Human Resources Management Department (OP/S),
   Secretariat, Chennai-600 009.

Copy to:

The Special Personal Assistant to Hon'ble Minister for Finance and Human Resources Management Department, Secretariat, Chennai-600 009.
The Senior Principal Private Secretary to Chief Secretary, Secretariat, Chennai-600 009.
The Senior Principal Private Secretary to Additional Chief Secretary to Government, Planning and Development Department, Secretariat, Chennai-600 009.
The Principal Private Secretary, Human Resources Management Department, Secretariat, Chennai-600 009.
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// FORWARDED / BY ORDER //

SECTION OFFICER.

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