

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 137, dated 12.11.2020

(Amended vide Commission's orders dated 19.01.2023)

Sub.: Officers / Staff working beyond Office Hours (Early/
Late) and on Holidays – Instructions – Regarding.

The following orders are issued with regard to officers / staff working beyond office hours (early / late) and on holidays.

- (1) Officers and staff shall not attend office before 9.30 am or remain in office after 6.30 pm, on working days, without obtaining prior permission from the Deputy Secretary concerned.
- (2) Officers and staff shall not work in the office on holidays without obtaining prior orders from the Secretary / Controller of Examinations.
- (3) Officers and staff who attend office on holidays with prior permission from the Secretary / Controller of Examinations shall enter / exit the office premises only after registering their bio-metric attendance and/or making necessary entries in the holiday attendance register, as the case may be.
- (4) Verification / authentication of working hours and attendance shall be based solely on the registration / entries made during entry and exit.
- (5) The Section Officer shall compulsorily be present when the section concerned works beyond office hours (early / late) and on holidays.
- (6) The Confidential Result Processing Department, viz., QD-E, F, G and QD-Tech, shall not undertake any confidential work on holidays.
- (7) Result processing work shall be undertaken only between 10.00 am and 5.45 pm on working days.

(8) However, in exceptional circumstances, with prior permission from the Controller of Examinations, the Confidential Result Processing Department, viz., QD-E,F,G and QD-Tech sections, shall undertake confidential work beyond office hours and on holidays. The work of Confidential Result Processing Department on holidays and beyond office hours must be monitored by officer not below Under Secretary / Deputy Secretary level.

(9) Telephone Duty:

(a) The telephone operators shall attend to their duties on all working days on the shifts as mentioned below, in cyclic rotation:

- (i) Telephone Operator-I: Shift – 9.00 am to 4.45 pm.
- (ii) Telephone Operator-II: Shift – 11.00 am to 6.45 pm.

(b) An Assistant who is conversant with the operation of the Electronic Telephone Exchange shall be deputed to attend telephone duty on Government holidays. The regular telephone operators shall also attend telephone duty whenever examinations are conducted by the Commission on Government holidays.

K. NANTHAKUMAR, I.A.S.
Secretary