

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.:- <ol 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: <ol 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. 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 incharge 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 Annexure-II)</p>
4 (iv)	Norms for Discharge of Functions	<p>(i) Vision and Mission statement of SSC</p> <ol style="list-style-type: none"> 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. To develop recruitment processes which will enable recruitment of manpower conducive for good governance. To ensure total objectivity and impartiality in recruitment of personnel for the Government. To provide suitable and adequate manpower in time to the User Ministries/Departments. To assure the job applicants total satisfaction through zero error tolerance, timely results and immediate nomination. <p>(ii) Details of Business Transacted by SSC</p> <ol style="list-style-type: none"> 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. 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. Recruitment of Group 'C' Non-Technical posts under Government of India and their Attached and Subordinate Offices. Conduct of Limited Departmental Examinations as entrusted by the Government.

		<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>(iii) 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>(iv) 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> <p>a) Introduction of online application System.</p> <p>b) Introduction of on-line collection of vacancies from UserDepartments.</p> <p>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)</p> <p>(d) Introduction of online RTI Portal. This has resulted inefficient handling of RTI applications besides reducing paper work and considerable saving of time.</p> <p>(v) 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 important operative tasks, in order to ensure that the organization act</p>

		<p>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 HQrs 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.

Nomination and Vacancy Collection

- (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).

Court Case

- (i) Files relating to individual Court Case arising out of various open Examinations of the Commission including Recruitment of Constables (GD) Examination.

Document Verification and Skill Test

- (i) Files relating to conduct of Document Verification & Skill Test for various Open Examination of Commission.

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):-

- (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 Pradhypak Examination.
- (v) Inward/ Outward Dak Records of SSC (SR).
- (vi) Records of Speed and Ordinary Post.
- (vii) Records of Speed Post Bills.

Post Examination records of the following Exam are held

- (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.

		<p>RTI:-</p> <p>RTI Applications / Appeal Files and CIC orders.</p>
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	<p>SHRI RAGUL K, IAS Regional Director (Southern Region) Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 28275568; email id: sscsr.tn@nic.in</p>

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Shri Nesamani J

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Shri Deepak S

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Smt. K.P. Dhanalakshmi

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Helpline Number

Staff Selection Commission (SR),
2nd Floor, EVK Sampath Building,
DPI Campus, College Road,
Chennai – 600 006
Phone: (044) 28251139; Mobile: 09445195946

4 (x)	Monthly Remuneration of all the Employees	Monthly Remuneration of all the employees as on 31.01.2025 is Rs. 2,46,04,457/- as per data received from the concerned CPIO & DDO.
4 (xi)	Budget allocated, expenditure and reports on disbursements made etc.	BE 2024-25 Allocation is Rs.5.29 Crore. Expenditure Statement (upto 31.01.2025) 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 - I of Open Examinations (including Selection Post (CBE) & Minor Exams; Custodian of Online Application, AC/CCs & Bio-metric Attendance of candidates, Preparation of dossier(s) of recommended candidate(s) in the absence of DV Facilitation Counter & Helpline matters; MTS Vacancy Collection)</p> <p style="text-align: center;">Phone: (044) 2825 1138 e-mail id: sscsr.tn@nic.in</p> <p style="text-align: center;">Shri J. Nesamani Assistant Director</p> <p>(Establishment/General Administration; House Keeping; Budget and Accounts (including Exam Accounts), Settlement of offline Examination Advances, Implementation of Official Language Act, Question Bank Workshop; Evaluation Work)</p> <p style="text-align: center;">Phone: (044) 2825 1137 e-mail id: sscsr.tn@nic.in</p> <p style="text-align: center;">Shri Deepak S Assistant Director</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; Website maintenance and other IT related issues and technical issue relating to all the examinations, Website Maintenance, other IT related issues and technical issue relating to all the examinations)</p> <p style="text-align: center;">Phone: (044) 2825 1138 e-mail id: sscsr.tn@nic.in</p> <p style="text-align: center;">Smt. K.P. Dhanalakshmi Assistant Director</p> <p>(Selection Posts [Pre&Post Exams], Nomination in regard to all Open Exams and Selection Posts, Implementation of Official Language At and Document Verification of All Open Exams)</p> <p style="text-align: center;">Phone: (044) 2825 1137 e-mail id: sscsr.tn@nic.in</p>

		<p align="center">Appellate Authority for Southern Region</p> <p align="center">SHRI RAGUL K, IAS Regional Director (Southern Region) Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 2827 5568 , e-mail id: sscsr.tn@nic.in</p>
Suo-motu disclosure under Section (xvii)	Foreign and domestic tours	<p>Foreign Tour</p> <p align="center">Foreign Tour matter pertains to DoP&T.</p> <p>Domestic Tour</p> <p align="center">Information on expenditure incurred under DTE Head towards visits of Officers of Staff Selection Commission (SR) from 01.04.2024 to 31.01.2025 onwards is at Annexure-IV.</p>

CAG & PAC and Internal Audit Paras	Number of Statutory Audit Paras and Internal Audit Paras Pending as on 31.01.2025 as under:- (i) Statutory Audit Paras - Nil (ii) Internal Audit Paras - 3
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 06.02.2025. 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 (Annexure VI).</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 05.07.2024 for forming a panel of Data Processing Agencies. A total of 3 bids were received and all the 03 bids were technically disqualified. Now, hiring of Data Processing Agencies is dispensed with.



Handwritten text in Tamil script, likely a reference or internal note, containing various symbols and characters.

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

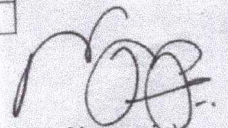
In partial modification of this Office Order dated 19.01.2024 & 05.07.2024 consequent upon the promotion of Smt. K.P. Dhanalakshmi to the post of Assistant Director, the following Officers are allocated the duties with effect from 27.01.2025 and until further orders:-

S. No.	Name of the Officer	Work Allocation	Reporting Officer
(i)	Shri Nesamani.J, Assistant Director/AD-JN	<ul style="list-style-type: none"> Establishment/General Administration; House Keeping; Budget and Accounts (including Exam Accounts); Settlement of offline Examination Advances; Question Bank Workshop; & Evaluation Work. 	DD-II
(ii)	Shti Deepak S Assistant Director/AD-DS	<ul style="list-style-type: none"> All Later Tier Exams and Skill Test; Court Matters and Monitoring Court Cases; Website Maintenance, other IT related issues and technical issue relating to all the examinations; Facilitating, Liasioning and to handle PST/PET related issues of Constable (GD) and SI in CPO Exam. 	DD-I
(iii)	Smt. K.P. Dhanalakshmi, Assistant Director/AD-KPD	<ul style="list-style-type: none"> Selection Post [Pre & Post Exams]; Nomination in regard to all Open Exams and Selection Post Implementation of Official Language Act. Document Verification of All Open Exams 	DD-II
(iv)	Shri R. Saravana Kartheesan, Assistant Section Officer (ASO-RSK)	Establishment/General Administration	AD-JN
		<ul style="list-style-type: none"> Court Matters and Monitoring Court Cases; Skill Test. 	AD-DS

2. Shri P. Shanmuga Sundaram, Sub-Inspector/Min., CISF (SI-PSS) assigned with the work relating to Selection Post. Shri Raghuram. A, Young Professional General (YPG-RA) assigned with the work relating to Selection Post and few Data Processing Tasks.

3. To avoid any dislocation in the smooth functioning of work due to non-availability of Officers/Officials, the following Officers shall be the Link Officer and vice-versa:-

S. No.	Designation	Link Officer
(i)	AD-JN	AD-KPD
(ii)	AD-RMA	AD-DS
(iii)	ASO-RSA	SI-PSS/YPG-RA


(K. Nagaraja)
Regional Director (SR)



பக்தியே அம்ரம் சந்திரனே
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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

Work allocation among Multi-Tasking Staff will be as under, with immediate effect and until further Orders:-

S. No.	Name of the Official	Allocation of Work	Reporting Officer
(i)	Shri A. Sampath	Attached with RD's Office; Delivering of Dak (outside the building); Cash Branch (work related to Bank and other official work outside the Office).	AD-JN
(ii)	Ms. Anushka Trivedi	House Keeping, Diarizing the Dak (E-office & RD's app), Monitoring entry of public into office, Carrying of files & other papers (RD & DDs) and Dispatch	AD-JN
(iii)	Shri Ajin Raj A.S	Selection Posts, Document Verification of All Open Exams & Hindi Implementation	AD-KPD
(iv)	Shri Abdullah S	Nomination	AD-KPD
		Work related to Bank and other official work in the absence of Shri A. Sampath, MTS	AD-JN
(v)	Shri Arun K.A	Court Case, Skill Test, All later Tier Exams & Exam related work	AD-DS/AD-RMA
(vi)	Smt. Sarda E.K	Examination related work & Maintenance of AC(CCs)	AD-DS/AD-RMA

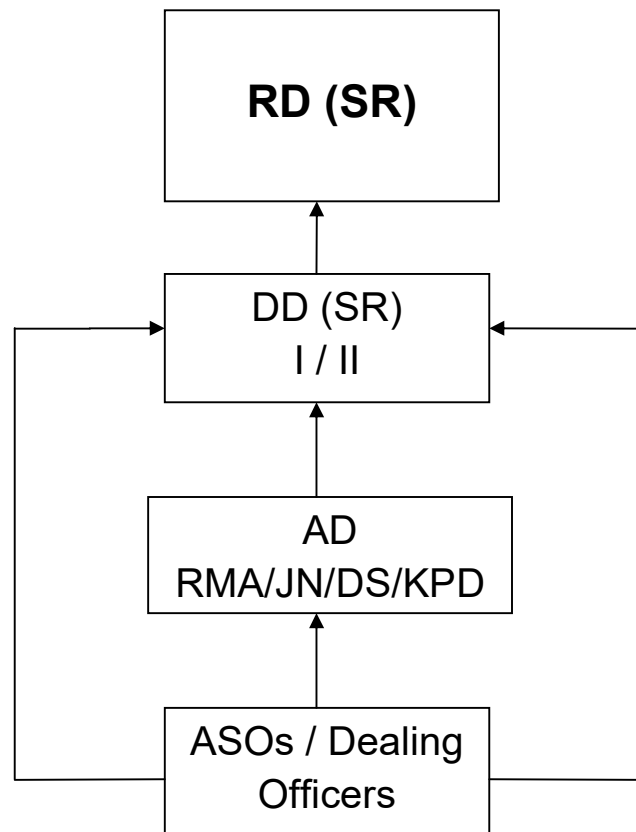
2. The above work allocation is for normal routine times. However, work load in different sections differs from time to time based on specific requirement. The MTS would be required to attend to any task indicated above, which would arise seasonally and during spare time as decided by RD/DDs under intimation to RD.

3. In addition to their own allocated work, the respective MTS will also attend to the photocopying work, physical maintenance of records, carrying of files and other papers, cleaning of rooms, dusting of furniture, computer & printer and cleaning of building, fixtures, etc.

4. In the event of any MTS proceeding on leave, the duty will be performed by the other, as assigned from time to time.

(K. Nagaraja)
Regional Director (SR)

STAFF SELECTION COMMISSION
(SOUTHERN REGION)
THE HIERARCHY OF CHANNEL OF SUBMISSION
(AS ON 17.02.2025)



Annexure III

Staff Selection Commission, Department of Personnel & Training

Name of the Regional Office:		Staff Selection Commission (Southern Region) Chennai				
Expenditure statement for the month of		January/2025		Report Generation Date		03.02.2025
Object Head Code	Object Head Name	Allocation	Expenditure upto 30-11-2024 (last date of previous month)	Expenditure upto 31-12-2024 (last date of current month)	Balance	Exp % of Allotment
Revenue Section		2051 00 103	(Data Minor Head)	General Administration		
01.01.01	Salary	13969960	11,890,134	12,928,434	1,041,526	92.5
01.01.02	Wages	0	0	0	0	0.0
01.01.05	Rewards	135828	86,626	135,626	0	100.0
01.01.06	Medical Treatment	250000	89,607	92,127	157,823	36.9
01.01.07	Allowances	12784804	10,752,420	11,676,023	1,080,781	91.5
01.01.08	LTC	267702	203,000	203,000	64,702	75.8
01.01.09	Training Expenses	87139	79,994	79,994	17,145	82.4
01.01.11	DTE	467000	451,372	451,372	15,628	96.7
01.01.12	FTE	0	0	0	0	0.0
01.01.13	OE	1450000	867,253	957,025	492,975	66.0
01.01.14	RRT	2700000	925,650	925,650	1,774,350	34.3
01.01.16	Printing and Publication	0	0	0	0	0.0
01.01.18	Rent for others	0	0	0	0	0.0
01.01.19	Digital Equipment	250000	116,318	116,318	133,682	46.5
01.01.24	Fuel and Lubricants / P.O.L	0	0	0	0	0.0
01.01.26	Advertising & Publicity	78000	0	0	78,000	0.0
01.01.27	Minor Civil and Electric Works	0	0	0	0	0.0
01.01.28	Professional Services	20000000	14,668,923	15,469,113	4,530,887	77.3
01.01.29	Repairs and Maintenance	80000	32,662	34,762	15,238	69.5
01.01.39	Bank and Agency Charges	0	0	0	0	0.0
01.01.49	Other Revenue Expenditure	50000	26,709	44,709	3,291	89.4
01.96.13	Swacchta Action Plan (OE)	50000	32,977	32,977	17,023	65.0
Sub Total		52,580,231	40,222,645	43,147,180	9,433,051	82.1
Revenue Section		2051 00 800	(Data Minor Head)	Other Expenditure: Departmental Carries		
01.00.01	Salary	0	0	0	0	0.0
01.00.05	Rewards	0	0	0	0	0.0
01.00.06	Medical Treatment	0	0	0	0	0.0
01.00.07	Allowances	0	0	0	0	0.0
01.00.08	LTC	0	0	0	0	0.0
Sub Total		0	0	0	0	0.0
Capital Section		0125 00 001	(Data Minor Head)	Miscellaneous Goods & Services		
01.25.51	Motor Vehicles	0	0	0	0	0.0
01.25.52	Machinery Equipment	0	0	0	0	0.0
01.25.71	Information, computer, Telecommunications (ICT)	300000	49,838	199,352	100,648	66.5
01.25.74	Furniture & Fixture	0	0	0	0	0.0
01.25.77	Other Fixed Assets	12000	533	6,918	5,082	57.7
Sub Total		312,000	50,371	206,270	105,730	66.1
Grand Total		52,892,231	40,273,016	43,353,450	9,538,781	82.0

M. Latha
4.2.25
Signature of the authority
Place of the authority

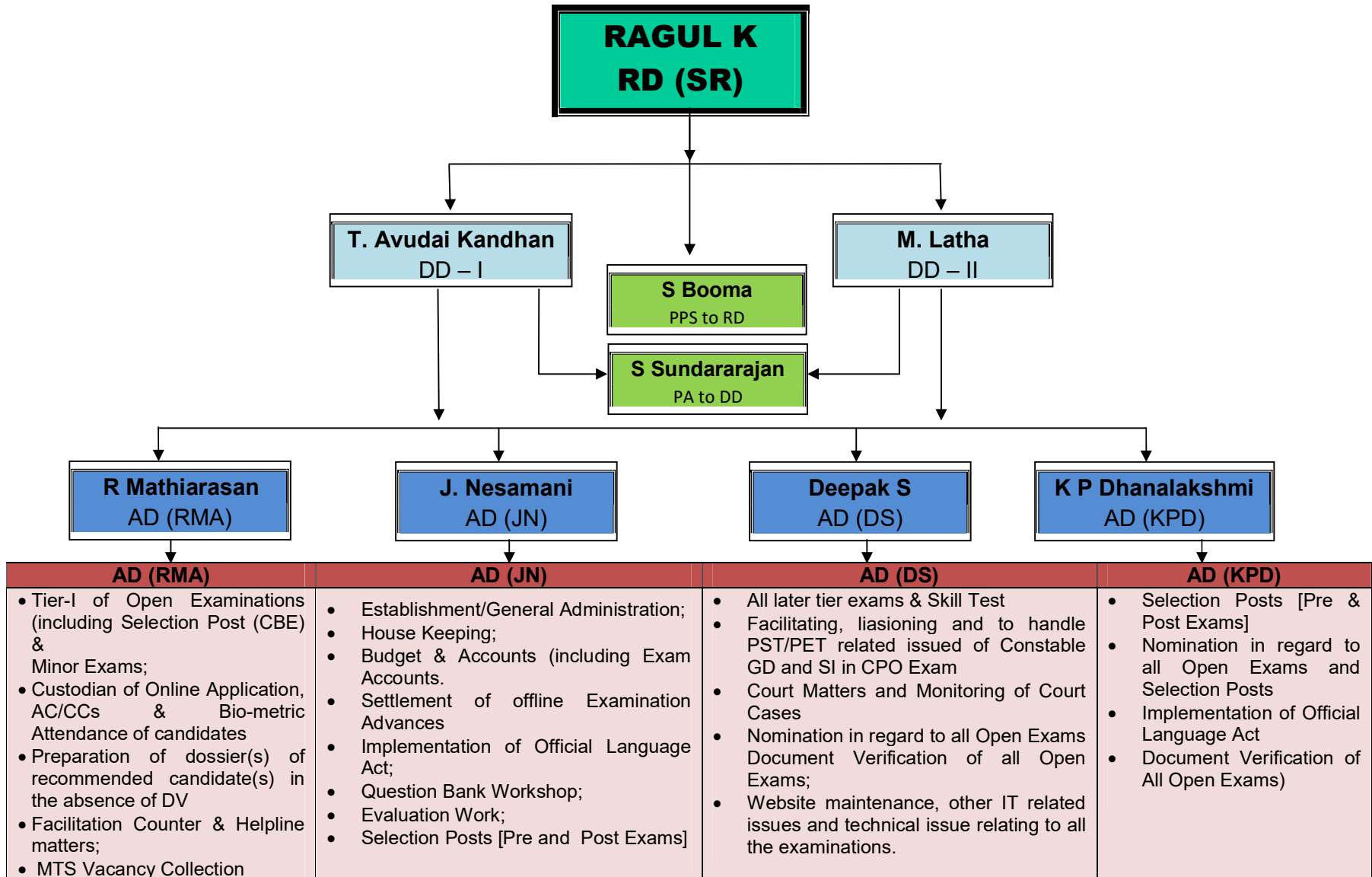
एम. लता / M. LATHA
उप निदेशक / Deputy Director *RD*
कर्मचारी चयन आयोग (दक्षिण)
Staff Selection Commission (SR)
भारत सरकार / Government of India
चेन्नई / Chennai - 600 006.

ANNEXURE IV**STAFF SELECTION COMMISSION
SOUTHERN REGION, CHENNAI****Expenditure Incurred under the Head D.T.E from 01.04.2024 to
31.01.2025**

S.No.	Name	Designation	Place	Amount
1.	Smt. K P Dhanalakshmi	Assistant Section Officer	Chennai-New Delhi-Chennai	29632
2.	Shri Saravana Kartheesan	Assistant Section Officer	Chennai-New Delhi-Chennai	28523
3.	Shri K Nagaraja	Regional Director	Chennai-New Delhi-Chennai	29025
4.	Shri K Nagaraja	Regional Director	Chennai- Mumbai- Chennai	27954
5.	Shri K Nagaraja	Regional Director	Chennai- Bengaluru	78000
5.	Smt. S Booma	Principal Private Secretary	New Delhi-Chennai	177772
6.	Shri R Mathiarasan	Assistant Director	Chennai-New Delhi-Chennai	57867
			Total	428773

STAFF SELECTION COMMISSION (Southern Region)

ORGANISATION CHART (as on 17.02.2025)



F.No.1/31/2015-SR
Government of India
Department of Personnel and Training
STAFF SELECTION COMMISSION
(Southern Region)

2nd Floor, EVK Sampath Building
DPI Campus, College Road,
Chennai-600006

6th
Dated the February, 2025

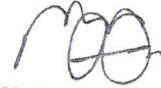
OFFICE ORDER

In supersession of this Office Order No.1/31/2015-SR dated 14.11.2024, it has been decided by the Competent Authority to reconstitute the Complaints Committee to enquire into the complaints of Sexual Harassment of Women at work place in this Regional Office as under:-

- | | | | |
|------|--|---|--------------|
| i. | Smt. M. Latha, Deputy Director | - | Chairman |
| ii. | Smt. S. Booma, Principal Private Secretary | - | Member |
| iii. | Sh. Deepak S., Assistant Director | - | Member |
| iv. | Smt. Arul Thangam | - | Member (NGO) |

2. The Committee will function in terms of DoP&T's guidelines contained in O.M. No.11013/2/2014-Estt.A(III) dated 02.02.2015 as revised from time to time. The Committee will have tenure of three years from the date of issue of this order or until further orders.

3. Smt. M. Latha, Chairperson is also nominated as the Nodal Officer of SSC (SR), Chennai for the purpose of SHe-BOX portal of Ministry of women & Child Development.



(K. NAGARAJA)
Regional Director (SR)

Copy to:-

1. ✓ Under Secretary (Estt.), Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi - 110003.
2. Executive General Secretary, Young Women Christian Association, No. 1086, P.H. Road, E.V.R. Periyar Salai, Prasaiwalkam, Chennai 600 084.
3. Smt. Arul Thangam, Young Women Christian Association, No. 1086, P.H. Road, E.V.R. Periyar Salai, Prasaiwalkam, Chennai 600 084. It is intimated that auto rickshaw/taxi fare and two hundred rupees per day allowance for holding the proceedings of the Internal Committee shall be reimbursed to you in accordance with the provisions of Section (3) (i) of Ministry of Women and Child Development's Notification dated 09.12.2013.
4. Sh. TVLN Rao, DEO, Gr.B with the request to upload the order in SSC (SR)'s website under RTI Information (Suo motto disclosure).
5. Office order file.