



## ABSTRACT

TRAINING – Tamil Nadu General Service – Under Secretaries and Section Officers of Departments of Secretariat [other than Law and Finance (including PD&SI) Departments] – Introduction of 'Compulsory Class-room and City Offices Training' and 'Compulsory Head of Department and District Training' programmes and discontinuance of 'compulsory district training programme' – Orders – Issued.

### Personnel and Administrative Reforms (Trg.III) Department

G.O.(Ms.)No.88

Dated 09.07.2018

விளம்பி, ஆனி 25

திருவள்ளூர் ஆண்டு 2049

Read:

1. G.O.(Ms.)No.1897,Public Department, dated 09.10.1969.
2. G.O.(Ms.)No.2991, Public Department, dated 16.11.1973.
3. G.O.(Ms.)No.3167, Public Department, dated 03.12.1973.
4. G.O.(Ms.)No.452, Personnel and Administrative Reforms Department, dated 30.12.1993.

Read also:

5. G.O.(2D)No.16, Personnel and Administrative Reforms (Trg.III) Department, dated 20.11.2017.

\*\*\*\*\*

### ORDER:

In the Government Order first read above, the scheme of deputing Secretariat officials in the cadre of Assistant Secretaries (now Under Secretaries to Government) for executive training in the districts on the lines of the training given to Central Secretariat Service Officers of the Government of India, was introduced. In the Government Order second read above, a training scheme in district administration for a period of 50 weeks for Section Officers who have rendered two years of service and who have a left over service of five years before retirement was introduced. The Government after considering the usefulness of the training programme, have prescribed in the Government Order third read above that the completion of 'district training' by Under Secretaries is a pre-requisite condition for promotion.

P.T.O.

2. In the Government Order fourth read above, the system of deputing Section Officers and Under Secretaries of Secretariat for Compulsory District Training for a period of 6 months was introduced. The training schedule drawn in this Government Order is being implemented since the year 1994 onwards without any significant change. In view of the changes that occurred in all spheres of Government activity, it was considered that the structure of the compulsory training programme be revamped in such a manner that more focus is given on capacity building of trainees by allowing them to gather experience in the functioning of various State Public Sector Undertakings, follow the trail of scheme implementation till it reaches the beneficiaries etc.

3. The Government in the Government Order fifth read above have constituted a Committee under the Chairmanship of Secretary to Government, Personnel and Administrative Reforms (Training) Department with Additional Secretary, Public (Protocol) Department and two other officers of Secretariat as members to suggest modalities for revamping the structure of the 'Compulsory District Training Programme', so as to meet the current requirements of governance.

4. The Committee after detailed discussions has made certain recommendations on the following aspects:

- i. Deputation for training during non-budget period.
- ii. Revision of training schedule for Section Officers and Under Secretaries.
- iii. Prescription of service qualification both before and after training.
- iv. Size of each batch to be at 30 both for Section Officers and Under Secretaries.
- v. Section Officers to be deputed for district training at the rate of 2 per district.

5. The Government after careful examination of the recommendations of the Committee vis-a-vis its implications hereby direct that the existing scheme of 'compulsory district training' both for Section Officers and Under Secretaries in the Departments of Secretariat {other than Law and Finance (including Planning, Development and Special Initiatives) Departments} be discontinued forthwith and in its place new training programmes viz., 'Compulsory Heads of Department and District Training for Section Officers' and 'Compulsory Class-room and City Offices Training for Under Secretaries' shall be implemented as follows:

i. **Compulsory Heads of Department and District Training for Section Officers**

The interaction of Secretariat officials is mostly with the Heads of Department at Chennai. Therefore, it becomes imperative that the officials of Secretariat are given training in the activities of various Heads of Department so as to have a wider perspective in State administration. Considering these aspects,

a revised training schedule comprising an even mix of exposure in the field and acquiring knowledge about the work carried out in the offices of various Heads of Department as at Annexure-I to this order shall be adopted for Section Officers of Secretariat.

In the revised training schedule, the 6 month (26 weeks) period of compulsory training has been divided into 3 months (13 weeks) of training with various offices in Chennai City and 3 months (13 weeks) of attachment with various revenue, development and offices of various other departments in the districts. In view of the change of the pattern of the training it shall be named as 'Compulsory Heads of Department and District Training for Section Officers of Secretariat'.

ii. **Compulsory Class-room and City Offices Training for Under Secretaries**

Considering the need for training as a measure of 'capacity building, a 3 month 'Class-room and City Offices Training Programme for Under Secretaries' as an alternative to the 'compulsory district training' as at Annexure-II to this order shall be followed.

The 3 month (13 weeks) training programme shall comprise of class-room coaching at Anna Institute of Management (8 weeks) and at State Judicial Academy (1 week); Visits to various important offices in Chennai (2 weeks); and visits to various sites in Chennai (2 weeks).

The various class-room subjects, places where the site-visits are to take place and details of organisations that are to be visited shall be as per the schedule at Annexure-II to this order.

At the end of the training, the trainees are to make a presentation of the training experience and based on their interaction during this presentation an evaluation will be conducted and rating for each trainee given. These ratings may be used while assessing the trainees' suitability for higher responsibilities.

iii. **Deputation Period**

The State Budget is presented in the months of February-March and the Demands for Grants are taken up for discussion during April-June every year. In order to maintain the manpower position in Secretariat during the Budget period, the Under Secretaries shall be deputed for the 3 months 'Class-room and City Offices training programme' only during non-Budget period in 2 batches. The first batch of the year to be deputed in July and the second batch of the year be deputed from October.

However, the Section Officers of Secretariat shall be deputed for 6 months 'Compulsory Heads of Department and District Training' in 2 batches every year in April and October.

iv. **Service Qualification**

The benefits of the district training cannot be made full use of, unless the trainee serves the Government for a considerable period after his return from training. Considering the length of the training period and period for which the imparted training would benefit the Government, the trainees in the cadre of Section Officers should have rendered a service of 2 years and have a minimum left over service of 3 years (including the period spent on training) to ensure that the benefits of training are fully reaped. Similarly, an Under Secretary to become eligible for the compulsory 3 month Class-room and City Offices training programme, should have rendered service of 1 year and a left over service of 2 years (including the period spent on training) to become eligible for compulsory training.

v. **Size of the Batch**

The revised training schedule entails the entire batch visiting various offices in Chennai city. A manageable size of the batch can aid in providing personal attention during training. For this reason and also for sustaining the training scheme in the years to come, the per batch size for both Section Officers and Under Secretaries shall be thirty (30).

For every batch deputed for training, matching number of personnel are to be available to fill the resultant vacancies. Similarly, adequate vacancies are to be available to accommodate the personnel returning from training. Hence, the number of trainees to be deputed for training shall be decided on the basis of availability of suitable personnel to fill up vacancies caused due to deputation for training and vacancies anticipated / available to accommodate trainees on their return from training subject to the maximum number of thirty (30). In case adequate number of posts to accommodate those returning from training are not available the Junior most Section Officer / Under Secretary shall be reverted to the extent of such inadequacy.

vi. **Grouping of districts**

The number of districts to which the Section Officer trainees could be deputed i.e., 30 (excluding Chennai and the Nilgiris) be divided into two groups of 15 each viz., 'Group-I Districts' and 'Group-II Districts' by evenly mixing the districts of North, East, South and West regions of the State in both the groups. The 30 Section Officer trainees of first batch of the year shall be deputed to Group-I Districts and next 30 Section Officer trainees of second batch of the year shall be deputed to the Group-II Districts at the rate of 2 trainees per district. The list of Group-I Districts and Group-II Districts is at Annexure-III to this order.

vii. The selection and deputation of Section Officers and Under Secretaries for the training programmes viz., 'Compulsory Head of Department and District Training' and 'Compulsory Class-room and City Offices Training' respectively and allocation of choice districts for the training shall be as per seniority only

and requests for priority allocation of districts and exemption from undergoing the training either in a particular batch or for total exemption shall be summarily rejected.

- viii. The Section Officers and Under Secretaries shall undergo their respective trainings with 100% attendance as and when their turn for deputation is reached and on forfeiture they shall not be deputed for training in subsequent batches. As was the case of 'compulsory district training', the successful completion of 'Compulsory Head of Department and District Training' and 'Compulsory Class-room and City Offices Training' for Section Officers and Under Secretaries respectively with 100% attendance shall be prerequisite qualifications for their appointment to the posts of Under Secretary and Deputy Secretary respectively. Necessary amendments to the Special Rules for the Tamil Nadu General Service will be issued separately in this regard.
- ix. The Heads of Department, Heads of Boards / Corporations and other institutions to which the Section Officers and Under Secretaries are to be deputed for training as per the schedule at Annexure-I and II of this order shall chalk out a programme with appropriate power-point presentations for imparting quality training to the trainees. The trainees are to attend all the components of the training programme without fail. The Head of Department / Office / Institution shall furnish an attendance certificate on the same day to the Personnel and Administrative Reforms Department through e-mail and send a post copy also.

6. The deputation of trainees in the revised training pattern described in para 5 above shall commence from October, 2018.

7. The additional financial implication due to the implementation of the above scheme for imparting training to Section Officers is 'nil'. However, class-room sessions for Under Secretaries at the Anna Institute of Management and at State Judicial Academy involve financial commitment. Sanction of expenditure relating to class-room sessions at Anna Institute of Management and State Judicial Academy will be accorded separately.

8. This order issues with the concurrence of Finance Department vide its U.O. No.35271/ADS(AK)/2018-1, dated 05.07.2018.

**(BY ORDER OF THE GOVERNOR)**

**GIRIJA VAIDYANATHAN  
CHIEF SECRETARY TO GOVERNMENT**

To  
Additional Chief Secretary / Principal Secretary / Secretary to Government,  
All Departments of Secretariat, Secretariat, Chennai-600 009.(w.e.)

Principal Secretary / Commissioner of Revenue Administration,  
Ezhilagam, Chepauk,  
Chennai-600005.(w.e.)  
All District Collectors.(w.e.)  
Director,  
Tamil Nadu State Judicial Academy,  
No.30/95, P.S.K.R. Salai,  
R.A. Puram,  
Chennai-600 028.(w.e.)  
Director, Anna Institute of Management and  
Director General of Training,  
"Mahizhampoo"  
No.163/1, P.S. Kumarasamy Raja Salai (Greenways Road),  
Chennai-600 028.(w.e.)  
Pay and Accounts Officer,  
Chennai-600 009.(w.e.)  
Accountant General,  
Chennai-600 018.(w.e.)  
Accountant General (CAB),  
Chennai-600 009.(w.e.)  
Commissioner of Survey and Settlement,  
Ezhilagam, Chepauk, Chennai-600 005.(w.e.)  
Commissioner of Treasuries and Accounts,  
Integrated office complex for Finance Department,  
571, Anna Salai,  
Nandanam, Chennai-600 035.(w.e.)  
Director of Agriculture,  
Chepauk, Chennai-600 005.(w.e.)  
Commissioner of Rural Development and Panchayat Raj,  
Panagal Building, 4<sup>th</sup> and 5<sup>th</sup> floor,  
Jeenis Road, Saidapet, Chennai-600 015.(w.e.)  
Director General of Police,  
Dr. Radhakrishnan Salai, Mylapore, Chennai 600 004.(w.e.)  
Engineer in Chief (Buildings) and Chief Engineer (Buildings),  
Chennai Region, Chepauk, Chennai-600 005.  
Engineer in Chief (Water Resources Organization) and Chief Engineer (General),  
Chepauk, Chennai-600 005.(w.e.)  
Principal Chief Conservator of Forest,  
Department of Forests,  
Panagal Maligai, Saidapet, Chennai 600 015.(w.e.)  
Registrar of Co-operative Societies,  
N V Natarajan Maaligai,  
170 Periyar EVR High Road,  
Kilpauk, Chennai – 600 010.(w.e.)  
Director of Medical and Rural Health Services,  
Chennai-600 006.(w.e.)

Commissioner of Labour,  
DMS Complex,  
Teynampet, Chennai-600 006.(w.e.)  
Commissioner of Municipal Administration,  
Ezhilagam Annexe Building,  
VI<sup>th</sup> Floor Chepauk, Chennai-600 005.(w.e.)  
Director of School Education,  
DPI Complex, College Road, Chennai-600 006.(w.e.)  
Director General of Police & Director,  
Fire and Rescue Services,  
No.17, Rukmani Lakshmipathi Road, Egmore, Chennai-600 008.(w.e.)  
Transport Commissioner,  
Chepauk, Chennai-600 005.(w.e.)  
Industries Commissioner and Director of Industries and Commerce,  
3<sup>rd</sup> Floor, Thiru-Vi-Ka Industrial Estate,  
Guindy, Chennai-600 032.(w.e.)  
Director (Disaster Management),  
Office of Commissioner of Revenue Administration,  
Ezhilagam, Chepauk, Chennai-600 005.(w.e.)  
Commissioner of Land Administration,  
Ezhilagam, Chepauk, Chennai-600 005.(w.e.)  
Commissioner of Land Reforms,  
Ezhilagam, Chepauk, Chennai-600 005.(w.e.)  
Commissioner of Commercial Taxes,  
Ezhilagam, Chepauk, Chennai-600 005.(w.e.)  
Commissioner of Civil Supplies,  
4<sup>th</sup> Floor, Ezhilagam, Chepauk, Chennai-600 005.(w.e.)  
State Planning Commission,  
Ezhilagam, Chepauk, Chennai-600 005.(w.e.)  
Director of Horticulture and Plantation Crops,  
3<sup>rd</sup> Floor, Agricultural Complex, Chepauk, Chennai-600 005.(w.e.)  
Director of Adi Dravidar Welfare,  
Chepauk, Chennai-600 005.(w.e.)  
Director of Tribal Welfare,  
Chepauk, Chennai-600 005.(w.e.)  
Director of Backward Classes Welfare,  
Ezhilagam Annexe Building, II<sup>nd</sup> Floor,  
Chepauk, Chennai-600 005.(w.e.)  
Chairman,  
Tamil Nadu Backward Classes Economic Development Corporation,  
LLA Building, 3<sup>rd</sup> Floor, 735, Anna Salai,  
Chennai-600 002.(w.e.)  
Managing Director,  
Tamil Nadu Water Supply and Drainage Board,  
TWAD House,  
31, Kamarajar Salai, Chepauk, Chennai-600 005.(w.e.)  
Commissioner of Town and Country Planning,  
807, Anna Salai, Chennai 600 002.(w.e.)

- Director of Public Libraries,  
737/1 Anna Salai LLA Building, Chennai-600 002.(w.e.)
- Executive Director,  
Tamil Nadu Road Infrastructure Development Corporation,  
735, Anna Salai,  
4<sup>th</sup> Floor, LLA Building, Chennai-600 002.(w.e.)
- State Commissioner for the Differently Abled,  
Jawaharlal Nehru Inner Ring Road,  
KK Nagar, Chennai-600 078.(w.e.)
- Director of Minorities Welfare,  
807, Anna Salai, Chennai 600 002.(w.e.)
- Chairman,  
State Minorities Commission,  
735, LLA Building, 3<sup>rd</sup> Floor,  
Anna Salai, Chennai-600 002.(w.e.)
- Chairman and Managing Director,  
Tamil Nadu Electricity Board,  
NP K R Ramasamy Maaligai,  
144, Anna Salai, Chennai-600 002.(w.e.)
- Commissioner of Tourism,  
Tamil Nadu Tourism Development Corporation  
"Tourism Complex",  
Wallajah Road, Chennai-600 002.(w.e.)
- Managing Director,  
Tamil Nadu Cements Corporation,  
735, Anna Salai, Chennai-600 002.(w.e.)
- Managing Director,  
Tamil Nadu State Marketing Corporation (TASMAC),  
CMDA Tower II, IV<sup>th</sup> Floor,  
Gandhi Irwin Bridge Road,  
Egmore, Chennai - 600 008.(w.e.)
- Member Secretary,  
Sports Development Authority of Tamil Nadu,  
116 A, Periyar EVR High Road, Nehru Park, Chennai 600 084.(w.e.)
- Chairman,  
Metropolitan Transport Corporation (Chennai Division) Limited,  
Pallavan House, Anna Salai, Chennai-600 002.(w.e.)
- Managing Director,  
Chennai Metropolitan Water Supply and Sewerage Board,  
1, Pumping Station Road, Chindatripet, Chennai-600 002.(w.e.)
- Chairman,  
Chennai Metropolitan Development Authority (CMDA),  
"Thalamuthu Natarajan Building",  
1, Gandhi Irwin Road, Egmore, Chennai 600 008.(w.e.)
- Managing Director,  
Tamil Nadu Arasu Cable TV Corporation Limited,  
Dugar Towers, 6<sup>th</sup> Floor, No.34 (123), Marshall Road,  
Egmore, Chennai-600 008.(w.e.)



Commissioner,  
Tamil Nadu Archives and Historical Research,  
No. 51, Gandhi Irwin Road, Egmore, Chennai 600 008.(w.e.)

Commissioner of Art and Culture,  
Tamil Valarchi Valagam,  
II<sup>nd</sup> Floor, Halls Road, Egmore,  
Chennai- 600 008.(w.e.)

Commissioner of Museum ,  
406, Pantheon Road, Chennai-600 008.(w.e.)

Chairman and Managing Director,  
Tamil Nadu Industrial Development Corporation (TIDCO),  
19A, Rukmini Lakshmi pathi Road, Egmore, Chennai-600 008.(w.e.)

Tamil Nadu Medical Services Corporation (TNMSC),  
417, Pantheon Road,  
Egmore, Chennai-600 008.(w.e.)

Inspector General of Prisons,  
CMDA Tower-II,  
No.1, Gandhi-Irwin Road,  
Chennai-600 008.(w.e.)

Director of Collegiate Education,  
EVK Sampath Building, 9<sup>th</sup> Floor, College Road,  
Chennai-600 006.(w.e.)

Director of Elementary Education,  
DPI Complex,  
College Road, Chennai-600 006.(w.e.)

Director of Matriculation Schools,  
DPI Campus, College Road,  
Chennai - 600 006.(w.e.)

State Project Director,  
Sarva Shiksha Abhiyan,  
DPI Compound,  
College Road, Chennai-600 006.(w.e.)

Director of Government Examinations,  
DPI Campus, College Road,  
Nungambakkam, Chennai-600 006.(w.e.)

Managing Director,  
Tamil Nadu Corporation for Development of Women,  
Annai Teresa Mahalir Valagam, Nungambakkam High Road,  
Chennai-600 034.(w.e.)

Commissioner,  
Hindu Religious and Charitable Endowments,  
119, Uthamar Gandhi Road, Chennai-600 034.(w.e.)

Managing Director,  
Tamil Nadu Civil Supplies Corporation,  
12, Thambusamy Road, Kilpauk, Chennai-600 010.(w.e.)

Director of Medical Education,  
No.162, EVR Periyar Salai,  
Kilpauk, Chennai – 600 010.(w.e.)

- Chief Managing Director,  
Tamil Nadu Energy Development Agency (TEDA),  
5<sup>th</sup> Floor, EVK Sampath Maaligai,  
College Road, Chennai-600 006.(w.e.)
- Managing Director,  
Tamil Nadu Textbook and Educational Services Corporation,  
No.68, College Road, EVK Sampath Maaligai,  
Chennai-600 006.(w.e.)
- Inspector General of Registration,  
100, Santhome High Road, Pattinapakkam, Chennai-600 028.(w.e.)
- Director of Forensic Science,  
Forensic House, 30-A,  
Kamarajar Salai, Mylapore, Chennai-600 004.(w.e.)
- Director-cum-Mission Director,  
Integrated Child Development Services (ICDS),  
Pammal Nallathambi Street, Tharamani, Chennai-600 113.(w.e.)
- Director,  
Tamil Virtual Academy,  
Anna University Campus, Gandhi Mandapam Road,  
Kottur, Chennai – 600 025.(w.e.)
- Director,  
Vigilance and Anti-Corruption,  
No.293 M.K.N. Road,  
Alandur, Chennai-600 016.(w.e.)
- Managing Director,  
Chennai Metro Rail Limited,  
Poonamallee High Road,  
Koyambedu, Chennai-600 107.(w.e.)
- Tamil Nadu State Election Commissioner,  
State Election Commission,  
208/2, Jawaharlal Nehru Salai (Opp. to Koyambedu Bus Terminus),  
Arumbakkam, Chennai-600 106.(w.e.)
- Commissioner,  
Indian Medicine and Homoeopathy,  
Arumbakkam, Chennai-600 106.(w.e.)
- Director of Handlooms and Textiles,  
Kuralagam, II<sup>nd</sup> Floor, Chennai-600 108.(w.e.)
- Director of Town Panchayats,  
Kuralagam, IV<sup>th</sup> Floor, Chennai-600 108.(w.e.)
- Director,  
Information and Public Relations Department,  
Secretariat, Fort St. George, Chennai-600 009.(w.e.)
- Chairman,  
Tamil Nadu Pollution Control Board (TNPCB),  
76 Anna Salai, Guindy, Chennai-600 032.(w.e.)
- Director of Industrial Safety and Health,  
T.S.No.47/1, Thiru-Vi-Ka Industrial Estate,  
Guindy, Chennai-600 032.

- Commissioner of Employment and Training,  
Thiru-Vi-Ka Industrial Estate,  
Guindy, Chennai-600 032.(w.e.)
- Managing Director,  
Overseas Manpower Corporation Limited,  
42, Alandur Road,  
Guindy, Chennai-600 032.(w.e.)
- Managing Director,  
Tamil Nadu Small Industries Development Corporation (TANSIDCO),  
Thiru-Vi-Ka Industrial Estate, Near Electronic Complex,  
Guindy, Chennai-600 032.(w.e.)
- Managing Director,  
Tamil Nadu Newsprint and Papers Limited (TNPL),  
67, Anna Salai, Guindy, Chennai-600 032.(w.e.)
- Commissioner,  
Directorate of Technical Education,  
Guindy, Chennai-600 025.(w.e.)
- Director General,  
Highways Department,  
Chepauk, Chennai-600 005.(w.e.)
- Chairman,  
Tamil Nadu Housing Board (TNHB),  
493, Anna Salai, Nandanam, Chennai-600 035.(w.e.)
- Chairman,  
Electronics Corporation of Tamil Nadu Limited,  
MHU Complex, II Floor, 692, Anna Salai,  
Nandanam, Chennai-600 035.(w.e.)
- Director of Animal Husbandry and Veterinary Services,  
DMS Complex, 3<sup>rd</sup> Floor Block 2,  
Anna Salai, Teynampet, Chennai-600 018.(w.e.)
- Director of Fisheries,  
DMS Complex, Teynampet Chennai-600 006.(w.e.)
- Managing Director,  
Fisheries Development Corporation,  
485, MTB Building, 6<sup>th</sup> Floor, Anna Salai, Chennai-600 035.(w.e.)
- Chairman,  
Tamil Nadu e-Governance Agency,  
5/9, TNHB Building, Crescent Street,  
Alwarpet, Chennai – 600 018.(w.e.)
- Director of Public Health and Preventive Medicine,  
359, Anna Salai, DMS Complex,  
Teynampet, Chennai-600 006.(w.e.)
- Chairman,  
Tamil Nadu Adi Dravidar Housing and Development  
Corporation Limited (TAHDCO),  
# 31, Cenotaph Road, 2<sup>nd</sup> Lane, Teynampet, Chennai-600 018.(w.e.)

Commissioner,  
Food Safety and Drug Administration,  
5<sup>th</sup> Floor, 359, Anna Salai,  
Teynampet, Chennai-600 006.(w.e.)  
Project Director,  
Tamil Nadu Health Systems Project,  
3<sup>rd</sup> Floor, DMS Annex Building, Chennai-600 006.(w.e.)  
Commissioner of Social Welfare,  
No.58 / 70, Arunachalam Street,  
Chintadripet, Chennai-600 002.(w.e.)  
Chairman and Managing Director,  
Tamil Nadu Industrial Investment Corporation (TIIC),  
692, Anna Salai, Nandanam, Chennai-600 035.(w.e.)  
Chairman,  
Tamil Nadu Ex-Servicemen's Corporation (TEXCO),  
No.2E, Major Parameswaran Building,  
West Mada Street, Srinagar Colony, Saidapet, Chennai-600 015.(w.e.)  
Personnel and Administrative Reforms (C) Department,  
Chennai-600 009.(w.e.) (To issue necessary amendments to the Special Rules for  
Tamil Nadu General Service)

Copy to:

Principal Secretary-I to Hon'ble Chief Minister, Chennai-600 009.(w.e.)  
Special Personal Assistant to Hon'ble Minister (Fisheries, Personnel and  
Administrative Reforms), Chennai-600 009.(w.e.)  
Private Secretary to Chief Secretary to Government, Chennai-600 009.(w.e.)  
Finance Department, Chennai-600 009.(w.e.)  
Public (Spl.A) Department, Chennai-600 009.(w.e.)  
Private Secretary to Secretary to Government,  
Personnel and Administrative Reforms (Training) Department,  
Chennai-600 009.(w.e.)  
Personnel and Administrative Reforms (H / Q / Training-1) Department,  
Chennai-600 009.(w.e.)  
Personnel and Administrative Reforms (AR-II) Department,  
Chennai-600 009.(w.e.)(3 copies)  
Stock File / Spare Copy

**//FORWARDED BY ORDER//**

*Rawith Kumar* 10.7.2018  
**SECTION OFFICER**

*Rawith Kumar*  
10/7/18

**ANNEXURE-I**

**Schedule for Compulsory Head of Department and District Training Programme for the Section Officers of Secretariat**

<b>Week</b>	<b>Training at</b>	<b>Number of days</b>
<b>Chennai offices</b>		
Week-1	Commissioner of Revenue Administration-Revenue Administration	1
	Commissioner of Revenue Administration-Disaster Management	2
	Commissioner of Land Administration	1
	Commissioner of Survey and Settlement	½
	Commissioner of Land Reforms	½
	<b>Total</b>	<b>5 days</b>
Week-2	Commissioner of Commercial Tax	1
	Commissioner of Civil Supplies	1
	State Planning Commission	1
	Director of Agriculture	½
	Director of Horticulture and Plantation Crops	½
	Commissioner of Municipal Administration	1
	<b>Total</b>	<b>5 days</b>
Week-3	Director of Adi Dravidar Welfare	½
	Director of Tribal Welfare	½
	Commissioner of Backward Classes Welfare / Tamil Nadu Backward Classes Economic Development Corporation (TABCEDCO)	½
	Tamil Nadu Water Supply and Drainage Board	½
	Buildings Organisation (erstwhile PWD)	1
	Water Resources Department (erstwhile PWD)	1
	Transport Commissioner	1
	<b>Total</b>	<b>5 days</b>
Week-4	Commissioner of Town and Country Planning	1
	Director of Public Libraries	½
	Tamil Nadu Road Infrastructure Development Corporation	½
	Commissioner of Differently Abled	½
	Commissioner of Minorities Welfare and Tamil Nadu Minorities Economic Development Corporation (TAMCO)	½
	Tamil Nadu Electricity Board	1
	Commissioner of Tourism / Managing Director Tamil Nadu Tourism Development Corporation	1
	<b>Total</b>	<b>5 days</b>

Week-5	Tamil Nadu Cements Corporation	1
	Tamil Nadu State Marketing Corporation (TASMAC)	1
	Sports Development Authority of Tamil Nadu (SDAT)	½
	Metropolitan Transport Corporation	½
	Chennai Metropolitan Water Supply and Sewerage Board	1
	Chennai Metropolitan Development Authority	1
	<b>Total</b>	<b>5 days</b>
Week-6	Tamil Nadu Arasu Cable TV Corporation Limited	1
	Tamil Nadu Archives and Historical Research	1
	Commissioner of Art and Culture	½
	Commissioner of Museums	½
	Tamil Nadu Industrial Development Corporation (TIDCO)	½
	State Industries Promotion Corporation of Tamil Nadu (SIPCOT)	½
	Tamil Nadu Medical Services Corporation Limited	1
	<b>Total</b>	<b>5 days</b>
Week-7	Director of Fire and Rescue Services	1
	Inspector General of Prisons (site visit to prison)	1
	Director of Collegiate Education	½
	Director of School Education	½
	Director of Elementary Education	½
	Director of Matriculation Schools	½
	State Project Director, Sarva Shiksha Abhiyan	½
	Director of Government Examinations	½
	<b>Total</b>	<b>5 days</b>
Week-8	Tamil Nadu Women Development Corporation Limited	1
	Commissioner, Hindu Religious and Charitable Endowments	1
	Tamil Nadu Civil Supplies Corporation	1
	Director of Medical Education	1
	Tamil Nadu Energy Development Agency	½
	Tamil Nadu Text Book Educational Society Corporation	½
	<b>Total</b>	<b>5 days</b>
Week-9	Director General of Police	1
	Inspector General of Registrations	1
	Director of Forensic Science	½
	Director, Integrated Child Development Services	½
	Tamil Nadu Virtual Academy	1
	Director of Vigilance and Anti Corruption	1
	<b>Total</b>	<b>5 days</b>

Week-10	Chennai Metro Rail Limited	1
	State Election Commission	1
	Commissioner of Indian Medicine and Homoeopathy	1
	Director of Handlooms and Textiles	½
	Director of Town Panchayats	½
	The Director, Information and Public Relations (DIPR)	½
	Commissioner for Differently Aabled	½
	<b>Total</b>	<b>5 days</b>
Week-11	Tamil Nadu Pollution Control Board	½
	Director of Industrial Safety and Health	½
	Commissioner of Employment and Training, Tamil Nadu Skill Development Corporation, Overseas Manpower Corporation Limited	1
	Tamil Nadu Small Industries Development Corporation	½
	Tamil Nadu Newsprints and Papers Limited	½
	Director of Technical Education	½
	Director General, Highways Department	½
	Tamil Nadu Housing Board	½
	Electronic Corporation of Tamil Nadu (ELCOT)	½
	<b>Total</b>	<b>5 days</b>
Week-12	Directorate of Animal Husbandry and Veterinary Services	½
	Directorate of Fisheries with Managing Director, Tamil Nadu Fisheries Development Corporation Limited	½
	Tamil Nadu e-Governance Agency (TNeGA)	1
	Commissioner of Labour (including a briefing on various Welfare Boards)	1
	Director of Public Health and Preventive Medicine	½
	Tamil Nadu Adi Dravidar Housing and Development Corporation Limited (TAHDCO)	½
	Commissioner of Food Safety and Drug Administration	½
	Tamil Nadu Health Systems Project	½
	<b>Total</b>	<b>5 days</b>
Week-13	Principal Chief Conservator of Forest	1
	Director of Social Welfare	½
	Registrar of Cooperative Societies	½
	Director of Rural Development and Panchayat Raj	1
	Commissioner of Treasuries and Accounts	1
	Tamil Nadu Industrial Investment Corporation (TIIC)	½
	Tamil Nadu Ex-Servicemen Corporation Limited	½
	<b>Total</b>	<b>5 days</b>

<b>District Attachment</b>		
Week 14	Training with Collector	2
	Training with District Revenue Officer	1
	Training with Personal Assistant (General)	1
	Personal Assistant (Panchayat Development) and Assistant Director (Panchayat)	1 (each ½ day)
	<b>Total</b>	<b>5 days</b>
Week-15	Training with Personal Assistant (Elections), (NMP), (Agriculture), (Law), (Legal), Assistant Director (Survey), (Town Panchayat), District Adi Dravidar Welfare Officer, District Backward Classes Welfare Officer and District Civil Supplies Office (District Supply Officer)	5 (each ½ day)
	<b>Total</b>	<b>5 days</b>
Week-16	District Panchayat Office	1
	Joint Director (Medical and Rural Health Services) (DMRHS Wing)	1
	Deputy Director (Health Services) (DPHPM Wing)	1
	Joint Director of Agriculture	1
	Deputy Director of Horticulture	1
	<b>Total</b>	<b>5 days</b>
Week-17	Various wings under District Police Office (1 day exclusive attachment with Police Commissionerate wherever available)	5
	<b>Total</b>	<b>5 days</b>
Week-18	District Forest Officer (including Wild Life)	2
	District Treasury	2
	District Registrar of Cooperative Societies	1
	<b>Total</b>	<b>5 days</b>
Week-19	Chief Education Officer (including separate attachments with DEO/DEEO/IMS)	4
	Deputy Commissioner of Labour	1
	<b>Total</b>	<b>5 days</b>
Week-20	Regional Transport Officer	1
	Divisional Engineer (Highways Department)	1
	Executive Engineer (Public Works Department)	1
	District Social Welfare Officer	1
	Integrated Child Development Services (ICDS) (Anganwadi Centre)	1
	<b>Total</b>	<b>5 days</b>



Week-21	Training with Grievance Cell, Collectorate	1
	Training with National Informatics Centre (NIC), Collectorate	1
	Public Relations Officer	1
	General Manager, District Industries Centre (DIC)	1
	District Employment Office	1
	<b>Total</b>	<b>5 days</b>
Week-22	Training with Block Development Officer (both Village Panchayat and Block Panchayat), all Deputy Block Development Officers	5
	<b>Total</b>	<b>5 days</b>
Week-23	Training with Tahsildar	2
	Training with Deputy Tahsildar	1
	Training with Taluk Supply Officer	1
	Training with Section Heads in the office of Revenue Divisional Officer	1
	<b>Total</b>	<b>5 days</b>
Week-24	Training with Revenue Inspector	2
	Training with Village Administrative Officer	3
	<b>Total</b>	<b>5 days</b>
Week-25	Commissioner of any one Municipal Corporation in the District (in Districts where Municipal Corporations are unavailable attachment with a large Municipality may be provided)	2
	Commissioner of any one Municipality	3
	<b>Total</b>	<b>5 days</b>
Week-26	Any one Village Panchayat in the District	3
	Executive Officer of any one Town Panchayat in the District	1
	Collector (feed-back on training and relief)	1
	<b>Total</b>	<b>5 days</b>

GIRIJA VAIDYANATHAN  
CHIEF SECRETARY TO GOVERNMENT

//TRUE COPY//

Ranjith Kumar P 10.7.2018  
SECTION OFFICER

*[Handwritten signature]*  
10/7/18



**ANNEXURE-II**

**Schedule for Compulsory Class-room and City Offices Training Programme for the Under Secretaries of Secretariat**

<p><b>Class-room subjects (8 weeks) (through Anna Institute of Management)</b></p>
<p>Various rules, disciplinary matters, Land Acquisition Acts, legal matters, basics of Administrative Law, Right to Information Act, basic computer operations, procurement procedures, budget exercise, Human Resources Subjects, essentials of noting and drafting, Audit - Visit to organisations such as Confederation of Indian Industries, CREDAI, FICCI etc.,</p>
<p><b>State Judicial Academy (1 week)</b></p>
<p>Drafting of counter affidavits, following court procedure, appeal provisions, Contempt Petitions and their background etc.,</p>
<p><b>Visit to various offices ( 2 weeks)</b></p>
<p>Directorate of Rural Development and Panchayat Raj, State Planning Commission, Commissioner of Municipal Administration, Directorate of Town Panchayats, State Election Commission, TIDEL Park Limited, TICEL Bio-park Limited, Commissioner, Tamil Nadu State Disaster Management Agency, office of the Commissioner of Revenue Administration, Commissioner of Treasuries and Accounts, Tamil Nadu e-Governance Agency.</p>
<p><b>Site visit (2 weeks)</b></p>
<p>Government Pleader / Advocate General, Chennai Metro Rail Limited, Tamil Nadu Generation and Distribution Corporation Limited (TANGEDCO), State Data Centre, Perungudi, Chennai Metropolitan Water Supply and Sewerage Board (CMWSSB), Tamil Nadu Water Supply and Drainage Board (TWAD), Tamil Nadu Arasu Cable TV Corporation, Inspector General of Registrations, National Informatics Centre, Rajaji Bhavan, Besant Nagar.</p>
<p><b>Total 13 weeks</b></p>

**GIRIJA VAIDYANATHAN  
CHIEF SECRETARY TO GOVERNMENT**

**//TRUE COPY//**

*Rajith Kumar P* 10-7-2018  
**SECTION OFFICER**

*Rajith*  
10-7-18

ANNEXURE-III

Grouping of Districts

Sl. No.	Group-I Districts	Group-II Districts
<b>Central Region</b>		
1.	Tiruchirappalli	Thanjavur
2.	Nagapattinam	Tiruvarur
3.	Ariyalur	Karur
4.	Pudukottai	Perambalur
<b>Western Region</b>		
5.	Coimbatore	Erode
6.	Namakkal	Salem
7.	Krishnagiri	Dharmapuri
8.		Tiruppur
<b>Southern Region</b>		
9.	Kanyakumari	Ramanathapuram
10.	Madurai	Dindigul
11.	Sivaganga	Virudhunagar
12.	Thoothukudi	Theni
13.	Tirunelveli	
<b>Northern Region</b>		
14.	Tiruvallur	Kancheepuram
15.	Vellore	Tiruvannamalai
16.	Cuddalore	Villupuram

GIRIJA VAIDYANATHAN  
CHIEF SECRETARY TO GOVERNMENT

//TRUE COPY//

Rajith Kumar P 10.7.2018  
SECTION OFFICER

*[Signature]*  
10/7/18