



**Finance (SRC-1) Department,
Secretariat,
Chennai-9.**

Letter No.22404 / SRC-1/ 2018-2, Dated: 09.05.2018.

From

Thiru M.A. Siddique, I.A.S.,
Secretary to Government (Expenditure) / (E.O),
Member Secretary, Staff Rationalisation Committee.

To

All Heads of Department.

Sir / Madam,

Sub: Finance Department - Constitution of Staff Rationalisation Committee – Evaluation of Staff Structure - Administrative Expenditure Management in Government departments and Government agencies – Particulars of Posts and Expenditure – Called for- Regarding.

Ref: G.O.(Ms.) No.56, Finance (CMPC) Department, Dated. 19.02.2018.

I invite your attention to the reference cited wherein the Government has constituted a Staff Rationalisation Committee to review the staff structure in various departments and to identify non-essential posts so as to reduce the revenue expenditure and also to identify the categories of posts which can be outsourced or appointed through contract appointment for an initial period as a measure to control expenditure. The Staff Rationalisation Committee is also required to consider any other relevant issue concerning administrative expenditure management in Government and Government agencies and make suitable recommendations.

2. In pursuance of the above, the committee needs information regarding objectives of your department, functional structure, updated consolidated particulars of the posts and revised level of pay with post-wise number of employees and suggestions for curtailing the administrative expenditure.

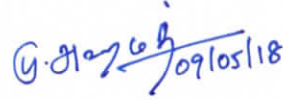
3. Accordingly, a questionnaire form for furnishing the details required by the Staff Rationalisation Committee has been designed and is being enclosed herewith. You are requested to obtain necessary particulars from your subordinate offices in detail and then consolidate the information for the department as a whole, in the formats annexed to this letter.

P.T.O.

4. I also request you to arrange to send a hard copy of the required particulars to the Office of the Staff Rationalisation Committee through a special messenger on or before **21st May, 2018**. The soft copies may also be kindly sent to the e-mail ID **src_2018@tn.gov.in**.

5. Since the Staff Rationalisation Committee is required to submit its report to the Government within six months, it is imperative that the above particulars are sent to the Staff Rationalisation Committee on or before **21st May, 2018**. I would be grateful for your kind cooperation in meeting the importance and urgency of the whole exercise and stipulated deadline.

Yours faithfully,

G. Jayaram
09/05/18

for Secretary to Government (Expenditure) /
(E.O), Member Secretary,
Staff Rationalisation Committee.

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Stock File / Spare Copy.

STAFF RATIONALISATION COMMITTEE

QUESTIONNAIRE TO HEADS OF DEPARTMENTS

PLEASE PROVIDE BRIEF AND SPECIFIC INFORMATION TO THE FOLLOWING RELATING TO YOUR DEPARTMENT

PART- A

Administrative Department of Secretariat	:	
Head of the Department	:	

1		List out the objectives elaborately of your Department under different functional heads.	:	
2		The functional structure of the Department as required in Part-B.	:	
3	a	Identify unproductive / low productive areas in your Department which can be restructured.	:	
	b	Is there any possibility for redeploying the staff to the needy schemes / projects in your Department or elsewhere outside the Department.	:	
4		Suggest the areas where outsourcing or contracting of the work can be encouraged in your department with the objective of bringing down the cost and improving effectiveness.	:	
5	a	What is your suggestion on improving the present system of examination of subjects in files at the Directorate and at the Subordinate offices?	:	
	b	Is it possible to reduce the number of stages through which a file passes before a final decision is taken?	:	
	c	Suggest the areas where final decision can be taken at lower levels.	:	

6		<p>What is your view on single file system where a file emanated from the Head of Department is sent directly to the Secretary to Government for decisions? Do you consider the present system of sending proposals to Government is advantageous or whether single file system may be introduced atleast in selective subjects so as to avoid delay in correspondence?</p>	:	
7		<p>Do you consider that more powers should be given to Heads of Departments and if so furnish the areas where such delegation of power is required? What will be the benefits?</p>	:	
8		<p>Whether in your view there is need to improve skills and expertise of employees to function effectively and efficiently. What are your suggestions?</p>	:	
9		<p>Which are the institutions under your control receiving financial assistance from Government? Do you have reason to continue the assistance or to downsize the same?</p>	:	
10	a	<p>List out the schemes of your Department which are similar in nature to schemes implemented by any other department.</p>	:	
	b	<p>List out those schemes which can be merged (both within the department and with other department schemes)</p>	:	
	c	<p>Furnish the schemes which need to be implemented by your department with justification and tenure.</p>	:	
	d	<p>List out the schemes with reasons that can be discontinued.</p>	:	

11	a	Whether Electronic File Management System was introduced in your Department as an e-Governance initiative?	:	
	b	What are your views on introducing e-office in your Department ? In what way it will increase the efficiency and productivity of your Department?	:	
	c	Suggest the areas in your Department where e-office may be introduced on pilot basis?	:	
	d	Any other relevant suggestions for introducing and sustaining e-office through which transparency is entertained and accountability is enforced in your Department.	:	
12		Is there any study carried out on reorganisation /restructuring /rationalisation and such like of your Department in the past since 2003. If so, what are the salient recommendations and to what extent they have been implemented ?	:	
13		Importantly, what are your main suggestions for effecting economy in your departmental expenditure under different heads like (a) Administrative Cost (b) Staff Cost (c) Any other area.	:	
14		Indicate a Nodal officer and his contact details with e-mail ID from whom further clarification or additional particulars may be obtained.	:	

Head of the Department

// TRUE COPY / BY ORDER //

G. H. M. Uj 09/05/18

SECTION OFFICER.

PART-B

PARTICULARS OF EMPLOYEES (Including employees on Special Time Scale of Pay)

(Organisation Chart should also be enclosed)

Administrative Department of Secretariat :

Head of the Department :

Sl.No	Designation (No abbreviation)	Classification in Service Rules*		No. of Posts as on 31st March 2018						Level of Pay in Pay Matrix (Scale of Pay)
				Sanctioned Posts		Filled up Posts		Vacant Posts		
				Class	Category	Permanent	Temporary	Permanent	Temporary	


* State and Sub-ordinate Service (Special / Adhoc Rules), Service Rules of Common Category (Ministerial / General / General Sub-ordinate / Basic Service) may be indicated separately.

CERTIFICATE

It is certified that the particulars furnished above are verified and found correct.

Head of the Department

// TRUE COPY / BY ORDER //


SECTION OFFICER.