



HUMAN RESOURCES MANAGEMENT DEPARTMENT

POLICY NOTE 2021-2022

Demand No.35

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Management Department



**GOVERNMENT OF TAMIL NADU
2021**

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1. Introduction

‘இதனைஇதனால்இவன்முடிக்கும்என்றாய்ந்து
அதனைஅவன்கண்விடல்”

(குறள் 517 - தெரிந்துவினையாடல்)

(இச்செயலைஇக்காரணங்களால்இவன்முடிக்கவல்லவன்என்றுஆ
ராய்ந்துஅச்செயலைஅவனிடத்தேவிடுதல்வேண்டும்.)

Assured this man will do this task in the right way, Leave it to him.

To play an effective role in managing the Human Resources across the Government Departments, based on the recommendations of the Administrative Reforms Commission, chaired by Thiru. T.A. Varghese, I.C.S, the Personnel and Administrative Reforms Department was carved out from the Public Department on 6th November 1976.

1(2) An organisation stands tall, only through hard work and initiatives of its workforce for progressing towards targets to successfully achieve the purpose. This department which deals with such personnel had so far sported an archaic nomenclature of 'Personnel and Administrative Reforms Department'. The word personnel has connotations of liability. On the contrary, the human capital have to be considered as balancing scales of the organisation; touchstones enjoined to maintain integrity in public services, stepping stones to promote the status of poor and as a shimmering cadre endowed with talent to assess the stakeholders. Appropriately endorsing the above concept that the personnel are the Assets of an organisation, Hon'ble Chief Minister has renamed the department as Human Resources Management Department.

1 (3) "What's in a name?" remarked Shakespeare, the greatest dramatist. Yet he named his characters after their personality traits. In our culture, 'The Kural' is called as 'Thirukkural' to denote its unique attributes. So appropriate nomenclature denoting the core objective of the organisation will definitely bring about a change to appreciate the purpose of the department among the officers.

1 (4) It is the bounden duty of the Government officials to work as per the principle of

“மகத்தானமனிதவளம்
அதன்மூலம்மக்கள்நலம்”

("Noble Human Resources
For Peoples Welfare")

An employee transforms to be a humane resource only when he perceives the burden of a poor man's tears, anxieties of a lone woman, woes of a

widow, cries of the forsaken through the pages of the heavy files before him.

1 (5) Diamond sparkles only when its facets are cut artistically. Similarly the human capital require to be chiselled to glitter as performers.

Human Resources Management comprises of the functions such as recruitment, training, development through motivation and regulations. All the organisations undertaking the above functions for Government Servants are acting under the jurisdiction of Human Resources Management Department. This department had two wings just like rail tracks running parallel towards a common destination, until it was merged as a single administrative unit of Human Resources Management Department vide G.O.Rt.No.2625, Public (Special.A) Department, dated.30.06.2021.

1 (6) Main functions of this department can be categorised into 4 divisions:-

- a) Statutory
- b) Administrative
- c) Advisory
- d) Training

1(6)(a) Statutory functions

Administering of Acts

The organic link of Acts, Rules and Regulations with service delivery is very evident in the operational sphere of Government with large dimensions. Hence, administration of statutory and executive provisions are dynamic and non-negotiable to ensure regularity and uniformity in operations.

This department administers the following Acts.:-

- The Tamil Nadu Government Servants (Conditions of Service) Act, 2016 [Tamil Nadu Act No.14 of 2016];

- Tamil Nadu Lokayukta Act, 2018 (Tamil Nadu Act No.33/2018);

1(6)(b) Administrative functions

This department ensures adherence to Rules and Regulations relating to service and discipline as listed below in day to day administration of all units of Government Departments:-

- The Tamil Nadu Government Servants' Conduct Rules, 1973;
- The Fundamental Rules of the Tamil Nadu Government;
- The Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1955;
- The Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955;
- Special Rules for the Tamil Nadu Ministerial Service;

- Special Rules for the Tamil Nadu Basic Service;
- Special Rules for the Tamil Nadu Secretariat Service;
- Special Rules for the Tamil Nadu General Service - Class XII and XII-A.
- Special Rules for the Tamil Nadu General Subordinate Service - Class XXII
- The Tamil Nadu Public Service Commission Regulations, 1954;
- The Tamil Nadu Right to Information (Fees) Rules, 2005;
- Tamil Nadu Information Commission (Appeal Procedure) Rules, 2012;
- Tamil Nadu State Information Commission Service Rules, 2017;
- Tamil Nadu Lokayukta Rules, 2018.

Updating Rules and Regulations

With the overwhelming influence of globalisation, liberalisation and technological connect, normative reforms in terms of standardization, simplification of rules and regulations have become inevitable to promote transparency and accountability in operations and to maintain the Human Resources as an irreproachable work force. Relevant rules / regulations are pruned, updated, revamped then and there to reduce ambiguities and reiterate the core values and goals of the organization in the mind of the employees.

1(6)(c) Advisory functions

To maintain uniformity in Government Services, departments of Secretariat consult the Human Resources Management Department on various issues including the following under the

Tamil Nadu Government Business Rules and Secretariat Instructions:-

- Estimation of vacancies and preparation of panels for various posts included in Tamil Nadu State Services and Tamil Nadu Secretariat Service;
- Providing guidance for regularisation of service and declaration of probation of Government employees;
- Providing clarifications in Fundamental Rules;
- Examination of proposals with regard to revision of seniority;
- Advise for framing and amending the Special / Adhoc Rules.
- Advise on issues relating to disciplinary matters against Government servants.

1(6)(d)Training

Training is a core activity of this department for improving the performance of Human

Resources for day to day jobs and future roles and responsibilities.

The employees are imparted with different kinds of training to gain basic knowledge at inception, followed by value addition and competitive edge in select fields of their performance as below:-

- Foundational training to all Government Servants at entry level;
- Mandatory training to Government Servants in-service;
- Need based refresher training (RTI, e-Governance, Cyber Security, etc.);

The Department is also mandated to provide preparatory training for selection to different posts in public services to the youth of Tamil Nadu to improve their employability.

2. TAMIL NADU PUBLIC SERVICE COMMISSION

Work force plays a pivotal role in implementing the service delivery operations in Government. For recruitment and selection of Government employees, the Tamil Nadu Public Service Commission (TNPSC) was constituted under Article 315(1) of the Constitution of India. The service conditions of the Chairman and Members are governed by the Tamil Nadu Public Service Commission Regulations, 1954. The Commission is functioning with a Chairman and Six Members.

2 (2) General Functions

Besides recruitment to various posts in public services, Departmental Tests for Government employees twice a year are also held by TNPSC.

To encourage youth to select a career path of Indian Commissioned Officers in the Military Services, TNPSC conducts qualifying examination

twice a year as per the schedule of the Ministry of Defence, Government of India, for admission to Rashtriya Indian Military College, Dehradun.

The Tamil Nadu Public Service Commission is consulted on recruitment rules, principles for appointments, promotions and transfers from one service to another service and appeals in disciplinary matters.

2 (3) Annual Recruitment Planner

The Commission releases the Annual Planner for competitive examinations in advance every year in order to assist the candidates in planning their studies as well as to indicate the programme in advance to the departments.

2 (4) One-Time Registration

As a candidate-friendly initiative, the candidates are requested to upload their Bio-data along with signature and photo in the database as "One-Time Registration" and it is valid for a

period of five years and the same can be updated / renewed. Applications for all examinations are received online.

2 (5) Ensuring Credibility in Recruitment Process

To ensure that meritorious candidates get selected, the Tamil Nadu Public Service Commission has strengthened its surveillance mechanism by video graphing the examination centres and monitoring sensitive centres and work-spots through web-camera and providing personalised OMR answer sheets to candidates with their Name, Register Number and Photo. Computer-Based Test has also been introduced for the Technical Posts.

After the examination, the answer keys for the Objective Type Examinations are hosted in the Commission's website immediately. For saving the time / expenditure, the Commission has introduced the method of Online Certificate

Verification utilizing the services of e-Seva Centres. Vacancy particulars are published in the Commission's website prior to counselling for unit /service allocation.

The Tamil Nadu Public Service Commission ensures accessibility in all examination centres to Differently Abled Candidates and wherever necessary, scribes are provided. Compensatory time is given to the persons with disabilities who have physical limitation to write and who are making use of scribe / reader.

2 (6) Departmental Promotion Committee

The Commission adopts Single Window System for clearing Departmental Promotion Committee (DPC) proposals. Currently, panel proposals in respect of cases of appointment by promotion and by recruitment by transfer to the entry level posts under Group-A of the State Services, from Level 25 and above in the pay

matrix, are alone referred to TNPSC Departmental Promotion Committee. Panel proposals relating to all other posts are placed before the DPC of the respective departments.

2 (7) Trends in selection

During January 2020 to August 2021 the Commission has finalised selection of 12,904 candidates in various categories of posts included in the State and Subordinate Services.

The recruitment and selection data is meticulously maintained and analysed with different recruitment metrics to enable the Government to gain insights on trends and challenges and arrive at a customised solution for betterment of qualitative and quantitative selection. Various trends in the selection of candidates across the State are evident in the Graphs (Annexure).

3. TAMILNADU INFORMATION COMMISSION

In line with the affirmed democratic principles of enhancing citizens knowledge and their capacity to take part in public affairs, Tamil Nadu Information Commission was constituted on 07.10.2005 and is functioning with a Chief Information Commissioner and 6 Information Commissioners.

3 (2) Under the Right to Information Act, 2005, the citizens are empowered to seek, access and obtain information that are held by or under the control of any Public Authority.

3 (3) Tamil Nadu Right to Information (Fees) Rules, 2005 prescribes the method of payment of fee and charges and exempts persons below the poverty line. Fee is also waived for preferring first and second appeals.

3 (4) Provision has been made for filing petitions and first appeals under Right To Information Act, with payment of fee online, (www.rtionline.tn.gov.in) in the Human Resources

Management Department, w.e.f. 25.06.2021. This facility is to be adopted by all departments of Secretariat in a phased manner. Necessary amendments to the fee rules to facilitate online payment have been made.

3 (5) The Commission's website enables online filing of second appeals. Cause lists and decisions on second appeals are uploaded in the Commission's website (www.tnsic.gov.in).

3 (6) About 3.30 lakh petitions are received from the common public under the Act, every year. These are responded to by the various Public Information Officers and Appellate Authorities throughout the State.

3(7) The Public Information Officers and Appellate Authorities throughout the State are given periodical training for disposal of petitions and appeals under RTI Act, so as to appreciate the spirit of the Act, and reduce the pendency. Training will also be provided to other stakeholders.

3 (8) Owing to COVID-19, the second appeal proceedings at the Commission were held in Virtual Mode.

3 (9) The Commission issues its orders in Braille version also on request from the Visually challenged persons. The National Institute for the Empowerment of Persons with Visual Disabilities, Chennai, collaborates with the Commission in this regard, which is the first of its kind in the country.

3 (10) The Commission has a Help Desk to cater to the needs of both the general public and the Public Information Officers on various procedures relating to submission of application and furnishing of information.

3 (11) The Tamil Nadu Information Commission is now functioning in the newly constructed building at Government Farm village, Pernpet, Nandanam, Chennai.

3 (12) The Human Resources Management Department places the Annual Report of the Commission in the State Legislative Assembly.

4. STATE VIGILANCE COMMISSION

The Tamil Nadu State Vigilance Commission was constituted in the year 1965, with the mandate to advise the Government in administrative matters relating to prevention of corruption in general and the procedures to be followed in individual cases. All Public Servants and the employees of Universities, Statutory and Constitutional bodies of the State come under the jurisdiction of the Commission.

4 (2) Objectives of The Vigilance Commission

- i) to direct DV&AC to cause an enquiry on any complaint against a public servant alleged to have acted in a dishonest or in a corrupt manner, or who has exercised or refrained from exercising his powers, for improper or corrupt purposes;

- ii) to collect and analyse the information or statistics as may be necessary for advising the Government on prevention of corruption; and
- iii) to monitor the departments or Undertakings of the Government regarding the action taken on its recommendations.

5. DIRECTORATE OF VIGILANCE AND ANTI- CORRUPTION

The Directorate of Vigilance and Anti-Corruption was established in 1964 as the first organised move for tackling corruption in public administration. The Directorate is headed by a Director in the cadre of DGP. The Joint Director, Deputy Director, Superintendent of Police, Deputy Superintendent of Police and Legal

Officers collaborate with the Director. DVAC Detachments are functioning all over the State.

5 (2) Functions of the Directorate:

- i) Conduct enquiries into the allegations of corruption and allied misconducts referred by the State Vigilance Commission / Government.
- ii) Submit information and statistics gathered by the Directorate to the State Vigilance Commission.
- iii) Institute enquiries on the complaints made by public on the alleged corrupt practices by public servants.
- iv) Collect intelligence for detection of cases of bribery and corruption and investigate offences covered under Prevention of Corruption Act, 1988.
- v) On specific complaints, traps are organized after complying with the formalities and the corrupt

government servants are caught red-handed while accepting bribes.

5 (3) To ensure speedy trial of cases registered under Prevention of Corruption Act, eight Special Courts function in Chennai, Coimbatore, Madurai, Salem, Sivagangai, Trichy, Tirunelveli and Villupuram. Further, the Chief Judicial Magistrate in the respective districts throughout the State and Sub-judge in the Special Courts are empowered to deal with the cases arising under the Prevention of Corruption Act, 1988.

5 (4) As per Section 17A of Prevention of Corruption Act, 1988, for conduct of enquiry on a public servant on the alleged offence while discharging official functions and duties, the police authorities have to obtain the prior approval of the Competent authority. The Competent authority shall convey its decision within a period of three months, which can be extended by one month for reasons recorded in writing. Adherence

to time limit is being monitored by the State Vigilance Commission.

5 (5) Year wise statistics of cases related to complaints dealt with by the Directorate are uploaded in the DVAC website. Complaints received through e-mail are also entertained.

5 (6) Every year, the DVAC conducts vigilance awareness week during the last week of October. In the year 2020, during the awareness week, "Essay Writing" and "Poster Designing" competitions under the theme "Vigilant India, Prosperous India" was conducted, among the students of schools and colleges of all districts in Tamil Nadu.

5 (7) The theme for the year 2021 is "Independent India @75. Self-Reliance with integrity". As a new initiative, the Central Vigilance Commission has issued guidelines for preventive vigilance by including oversight on activities like land management, IT usage and

e-Governance etc., in Government departments. This will be included in the format of the Inspection Wings.

5 (8) As part of the mandate of DVAC to prevent corruption in Public Services through punitive and preventive methods, its organic link with State Inspection wing is proposed to be further strengthened, at apex level.

6. TRIBUNALS FOR DISCIPLINARY PROCEEDINGS

The Tribunals for Disciplinary Proceedings conduct enquiries on allegation of corruption instituted by the Directorate of Vigilance and Anti-Corruption, for which the Tribunal for Disciplinary Proceedings, have been vested with quasi-judicial Powers to summon witnesses and call for necessary documents in accordance with the Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955.

6 (2) Six Tribunals for Disciplinary Proceedings are functioning at Chennai, Coimbatore, Madurai, Trichy, Tirunelveli and Nagercoil. The quasi-judicial functions are carried over by a Commissioner in the cadre of Indian Administrative Service Officers / District Revenue Officers. Prosecutors of Directorate of Vigilance and Anti-Corruption assist in the enquiry proceedings. The Tribunals forward their findings

to the concerned administrative departments in Government to pass appropriate orders.

Number of Proceedings handled by the Tribunals

S.No	CDP Office	2018			2019			2020			Pending cases as on 01.08.2021
		Previous balance & Receipt	Disposal	Pending	Previous balance & Receipt	Disposal	Pending	Previous balance & Receipt	Disposal	Pending	
1.	Chennai	20	13	7	23	4	19	35	3	32	39
2.	Coimbatore	50	11	39	45	10	35	41	4	37	43
3.	Madurai	11	1	10	12	-	12	19	-	19	27
4.	Nagercoil	33	1	32	33	9	24	29	2	27	27
5.	Trichy	55	12	43	50	12	38	42	5	37	47
6.	Tirunelveli	9	-	9	13	-	13	17	1	16	22
	Total			140			141			168	205

7.LOKAYUKTA

With an intention to reduce the scale of corruption among public servants, the Tamil Nadu Lokayukta Act, 2018 was enacted and Tamil Nadu Lokayukta Rules, 2018 were also framed to establish Lokayukta.

7 (2) The Tamil Nadu Lokayukta is functioning with its full composition of Chairman and two Judicial Members and two Non-Judicial Members at SIDCO Building, Guindy, Chennai with all infrastructure.

7 (3) The Tamil Nadu Lokayukta can utilize the services of its own Inquiry Wing or any agency of the Government or the Vigilance Commission or any Government Servant to inquire into allegations. Currently, Lokayukta refers the cases to DV&AC through Vigilance Commission for conducting enquiry.

7 (4) The mandate of Tamil Nadu Lokayukta is to confirm the grounds for the allegations levelled against the Public Servants.

7 (5) As per section 17A of Prevention of Corruption Act, 1988, prior approval of the competent authority is necessary for carrying out inquiry on public servants. The applicability of the above section, to the cases referred to DV&AC by Lokayukta is under examination.

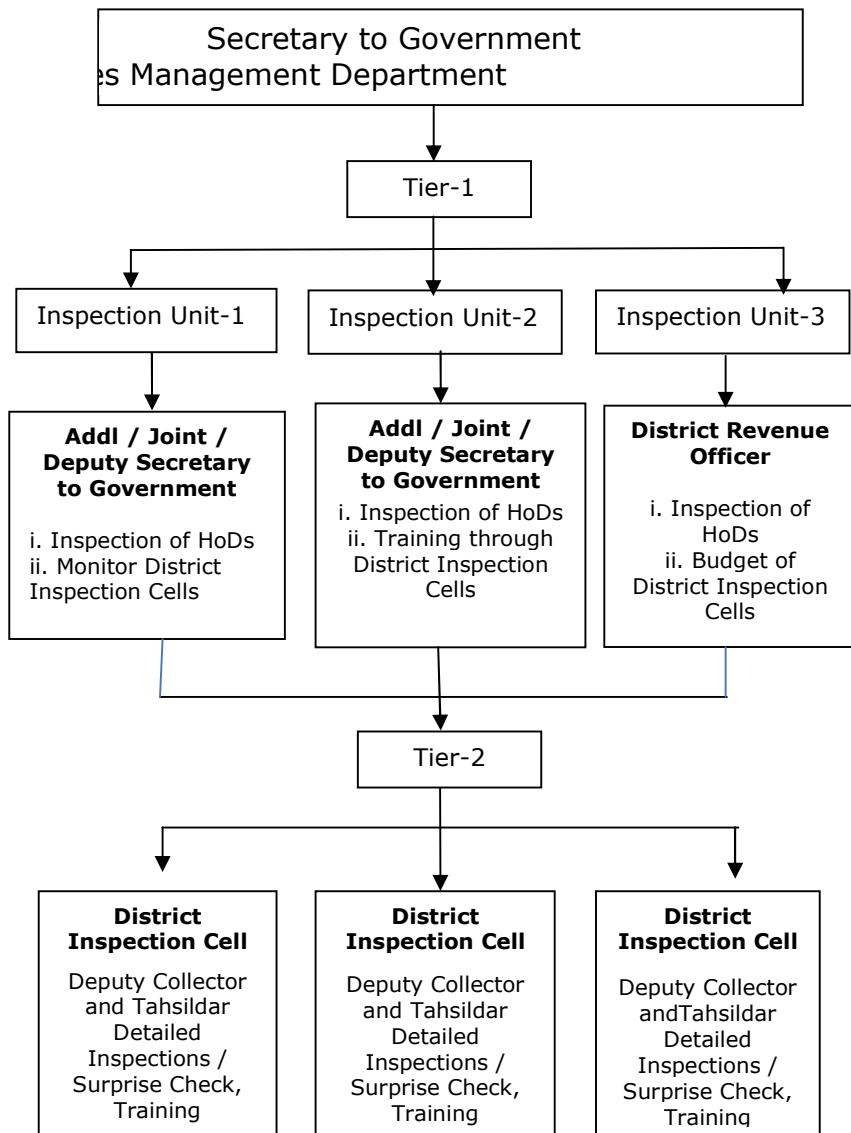
8. INSPECTION WING

Government introduced a scheme of Periodical Inspection of Heads of Departments by senior officers. Consequently in order to secure consistency in operations and adherence to regulations in all units of Government departments, a 2 tier Inspection cell was formed in 1975 to cover all government offices throughout the State.

8 (2)The nature and scope of the Inspections is confined to the administrative aspects as under,

- (i) to check up the organizational set up and to suggest any changes to secure greater efficiency
- (ii) adequacy of staff
- (iii) financial, technical and administrative delegation of functions by Heads of Departments
- (iv) to oversee important cases, to ensure achievement of physical and financial targets
- (v) to see how complaints from the public are dealt with
- (vi) to check efficiency in office work, in particular timely disposal of papers
- (vii) to scrutinise various registers

8 (3) Inspection Units – Two Tier System



8 (4) Jurisdiction of 11 District Inspection Cells

Sl. No.	Headquarter of Inspection Cell	Districts covered
1.	Chennai	1. Chennai
2.	Coimbatore	2. Coimbatore 3. Erode 4. Tiruppur 5. The Nilgris
3.	Salem	6. Salem 7. Dharmapuri 8. Namakkal 9. Krishnagiri
4.	Tirunelveli	10. Tirunelveli 11. Thoothukudi 12. Tenkasi 13. Kanyakumari
5.	Tiruchirappalli	14. Karur 15. Pudukottai 16. Ariyalur 17. Perambalur 18. Trichy

6.	Cuddalore	19. Cuddalore 20.Villupuram 21. Kallakurichi
7.	Vellore	22.Vellore 23.Tiruvannamalai 24.Ranipet 25.Tirupattur
8.	Madurai	26.Dindigul 27.Theni 28.Madurai
9.	Thanjavur	29.Thanjavur 30.Thiruvarur 31.Nagapattinam 32.Mayiladuthurai
10.	Ramnathapuram	33.Ramnathapuram 34.Sivagangai 35.Virudunagar
11.	Kanchipuram	36.Kanchipuram 37.Chengalpattu 38.Thiruvallur

8 (5) Programme of Tier-1 Inspection Units

- The list of Offices to be inspected by the 3 Teams is finalized every year.
- Each team will submit Preliminary Inspection Notes to the HOD / Boards etc., mentioning the defects if any for rectification.
- On receipt of rectification report from the HOD, final inspection will be conducted by a Senior I.A.S., Officer who will report the findings to Chief Secretary.
- After rectification of all the defects pointed out in the final inspection report, the concerned Secretariat Department will issue Consolidated Government Order.

8 (6) Programme of Tier-2 District Inspection Cells

i)	Detailed Inspection	-	One office per month by one cell.
ii)	Surprise Check	-	20 Offices per month by one cell.
iii)	Liaison meeting with DVAC officials	-	1 meeting per month under the Chairmanship of District Collector.
iv)	Training	-	<p>i) One day training for District Level Officers on Disciplinary Procedure</p> <p>ii) Short Course for 2 days on Office Procedure to Subordinate Officers / Superintendents / Senior Assistants</p>
v)	Budget	-	Send proposal to Government for salary, allowances, fuel, etc.,

8 (7) No. of Inspections carried out during 2020-21

Tier – 1 consisting of 3 Units (Inspection-1,2 and 3)

	Target as per Annual programme	Achieved
Preliminary Inspections of HOD	36(Due to pandemic revised target 15)	10

Tier – 2 consisting of 11 Units (11 District Inspection Cells)

	Target as per Annual programme	Achieved
Detailed Inspection	132	75
Surprise Check	2640	1857
Liaison Meeting with DVAC by District Collector	132	45

8 (8) Way forward

The Inspection procedure are time consuming and voluminous. So the costs are heavy in terms of time and resources to the Inspecting team like preparation for the scheduled programmes, documentation and follow up. For inspecting office also there will be disruption and suspension of some activities. Therefore, this department has taken an in-principle decision to make the programme I.T.-enabled for timely collation and communication to multiple levels for follow up.

Tools of inspection like check list is proposed to be revisited to include bench-marking and quality rating.

Priority will be given to offices with higher public interface and those offering services to most vulnerable so as to leave an impact on quality of service delivery.

Sharing of compliant, violative and exemplary practices with decision making levels in appropriate format will be made mandatory. Findings of the Inspection cells should be co-ordinated for reforms opportunity and prompt cross sharing.

Inspection team acts upon the powers delegated from State Government in Human Resources Management Department and therefore the legal frame work needs to be revisited to improve the outcomes.

Frequent training to hone the skills in imparting training to the district officials as well as to improve the fluency of the Inspecting officers in operation of Rules and Regulation is necessary to get the full benefit of this robust two-tier system.

9. TRAINING

Training and perseverance are activities that help advancements in career. Those who are trained in appropriate direction in management become experts. They imbibe the Government rules and regulations in their heart and become referral points for consultation on normative issues. TNPSC has been undertaking the task of recruiting talented youth towards the glorious purpose of public service. Only by imparting training to these recruits in basics of office administration, file maintenance, Government Rules and Audit, they will be able to handle the issues in the documents as per policy with adeptness.

Realising the importance of training, Government have setup 4 training centres under Human Resources Management Department, namely Secretariat Training Institute,

Anna Institute of Management, 'A' & 'B' Wing
Foundational Course Training Institute,
Civil Service Training Institute, Bhavanisagar.

Simultaneously, to hold in honour our State's contribution to the country, youth of Tamil Nadu with sparkling integrity and brilliant erudition are selected for preparatory training at All India Civil Services Coaching Centre, Chennai, to appear in All India Civil Services Examination. In addition to the centre in Chennai, two regional centres at Bharathiyar University and Madurai Kamarajar University are also conducting preparatory training for preliminary exam of All India Civil Services. Apart from the training for All India Civil Services, youth are also provided guidance to join Public Services in Tamil Nadu.

9(1) Secretariat Training Institute

State Secretariat is the brain of the Government. Just as brain coordinates the other

parts of the body, administrative activities originate from the Government orders.

Secretariat is the apex body for formulating schemes and enacting laws. The freshers to the Secretariat services are accordingly given foundational training to equip themselves for effective administration of files, Government orders, Judicial pronouncements, with the reminder diary and periodical registers.

So far 100 batches of Assistant Section Officers, Personal Assistants, Assistants, Personal Clerks and Typists have been given Foundational Training.

Due to the pandemic situation, the Foundational Training Course could not be conducted in Class-room environment. Therefore, the 99th & 100th batch of Foundational Training Course were conducted in the new pattern, by providing Video Lessons through e-mail to the

trainees, as an alternative method. This paved way to cover more number of candidates at a time in one batch.

9(2) Office of The Director General of Training

In order to coordinate the training activities spread over different departments, the Director, Anna Institute of Management was appointed as the ex-officio Director General of Training with effect from 22.10.1999. The Director General Training (DGT) offers training advice to the Government. Anna Institute of Management (AIM) was declared as the Administrative Training Institute of Tamil Nadu. The following Training / Coaching Institutions are functioning under the control of Director General of Training:

- a. 'A' & 'B' Wing Foundational Course Training Institute, Chennai.
- b. Civil Service Training Institute, Bhavanisagar

c. All India Civil Services Coaching Centre,
Chennai.

d. Competitive Examinations Coaching Centre

9(3) Foundational Course Training

(a) Induction Training for Group 'A' & 'B' officers.

Group A and Group B Foundation Training centre is functioning in 'Kanchi Building', Anna Institute of Management. Directly recruited and promoted officers of various departments are imparted training in the subjects of Office Administration, Financial Administration, Law, Public Finance, Public Administration, Management Principles, Planning and Development, Economics and Computer Science for 35 days and 21 days respectively to enable them to perform Administrative and Executive functions towards public welfare. This training institute is headed by a District Revenue Officer.

During the Financial year 2020-2021, 19 Group A Officers and 184 Group B Officers, totally 203 Officers underwent training.

(b) Civil Service Training Institute, Bhavanisagar

Bhavanisagar has been chosen to establish the Civil Service Training Institute (CSTI) in 1974 for its natural landscape, pleasant ambience and salubrious surroundings in order to impart training to the new recruits. The serene atmosphere of the location ensures full concentration on training activities without any distractions for the participants.

This mandatory Training covers Office / Service procedure, Public Relations and Accounts to make them execute their work skillfully and efficiently and to run the Government machinery successfully. The trainees have to clear an examination at the end of the training. This institute has state of the art facility.

Due to pandemic situation the trainings remained suspended during lockdown period, leaving a

backlog of 8,500 Government employees as on date.

To reduce the backlog, action is being taken to provide decentralized and condensed foundational training course in district headquarters. Online training is also imparted in select centres.

Plan of action

(i) On-line Training

Foundational course training through online mode for 35 days is being imparted to 500 trainees per batch. During the year 2021-2022, six batches of total 3000 trainees are expected to complete the training.

(ii) Decentralized Class-room Training

Decentralized Foundational course training for 37 days is proposed to be conducted in districts with an intake of 250 trainees per batch.

During the year 2021-2022, twelve batches totalling to 3000 trainees are expected to complete the training. Accordingly the training backlog will be concluded in 13 months.

9(4) Anna Institute of Management

Anna Institute of Management (AIM) the designated Administrative Training Institute which functions in the campus of Mahizhampoo is mandated to provide refresher training to senior employees. The refresher trainings are imparted to various cadres from Junior Assistants to Indian Administrative Service Officers at different stages of their career.

Anna Institute of Management (AIM) provides refresher training on latest Acts, judicial pronouncements, emerging trends in Information Technology, through short duration training programmes.

All India Service Officers trainees sent periodically by Government of India are also undergoing training.

Anna Institute of Management (AIM) provides customized training programmes on need basis to various departments.

During 2019-2020 Anna Institute of Management has conducted 662 training programmes and trained about 26,288 participants, including the training programmes conducted at Regional Centres of Madurai, Trichy and Salem.

As a new initiative, Information and Communication Technology training to 2000 School Teachers of Greater Chennai Corporation has been commenced. So far 24 programmes were conducted covering 600 Teachers. Training is also imparted to Noon Meal workers, employees of Fair Price Shops and staff of the departments of Education, Health, Social welfare and Treasuries.

In addition, special trainings in the subjects of Gender parity, Women Empowerment, Treating women staff with dignity at work place are also imparted. Trainings for personnel deployed in census and commercial taxes also require special mention.

The pre-retirement counselling is the highlight of the trainings imparted in this institute, which includes advice on investments, awareness against fraudulent financial institutions, utilising the free time effectively and maintaining mental health.

9(5) Innovative Initiatives In Training

AIM has designed and developed a new Youtube Channel named *AIM TN* for the benefit of Government officials and public. There are 50,000 viewers and 5,000 subscribers to this channel.

9(6) All India Civil Services Coaching Centre

On the principle of encouraging the Socially and economically weaker sections to partake in All India Civil Service Examinations, Pre-Examination Training Centres for SC & ST and BC & MBC was setup in the year 1966 and 1971 respectively. These institutions were merged together under the aegis of Director General of Training as All India Civil Services Coaching Centre (AICSCC) in the year 2000. The main coaching centre is located in tranquil surroundings of Greenways Road, Chennai with all facilities. Its regional centres are at Madurai and Coimbatore. Admissions are carried out as per the rule of reservation for SC, ST & BC, MBC candidates. This institute has reservation for the Differently Abled Persons also.

Every year an entrance examination is conducted by All India Civil Services Coaching

Centre (AICSCC) for the selection of eligible candidates for admission to Preliminary Examination Coaching. The candidates selected based on the marks secured in Entrance Examination are given coaching for nearly six months (December – May) to take up Preliminary examination.

The candidates who clear the Preliminary examination are given intensive coaching for three months (July – September) to face the Main examination. All the candidates from Tamil Nadu who clear the Preliminary examination are admitted for Main Examination coaching.

The candidates who come out successfully in the main examination are trained in Model Personality Test well in advance before the actual test held at New Delhi.

In Chennai Centre, every year 325 eligible candidates are given coaching for Civil Service Examinations in Preliminary, Main and Personality Tests. Of them, 225 candidates can avail residential facility.

At Kamaraj University, Madurai and Bharathiyar University, Coimbatore, 100 candidates per centre undergo coaching for Preliminary Examination alone.

A monthly stipend of Rs.3,000/- per month for three months is given to all the 225 candidates admitted for Main coaching, irrespective of the income ceiling to meet the expenditure for accessing reading materials.

All India Civil Service Coaching Centre has also created a new Youtube Channel *AICSCC TN* Classes to cater to aspirants all over the

country. There are 5,02,285 viewers and 23,900 subscribers to this channel.

9(7) Competitive Examination Coaching Centre

In order to prepare the youth of Tamil Nadu to gain employment in Public Services of the Government of India, State Government and Public Sector enterprises of the State and Government of India through TNPSC, SSC, RRB, IBPS and CDS, coaching centres are being established across the State.

10. e-GOVERNANCE INITIATIVES

In order to improve transparency and accountability, Information and Communication Technology is adopted for delivering following services to the citizens in an efficient manner:-

- Online facility has been introduced in this department from 25.06.2021 for submitting applications and payment of fee under Right

to Information Act, 2005. It is being adopted by other departments also.

- Various Acts and Rules administered by this Department have been converted into electronic data base and hosted in the Government website <https://www.tn.gov.in>;
- An Electronic Compendium of important Government orders issued by this Department is hosted in the Intranet of Secretariat;
- Electronic File Processing System (EFPS) developed by NIC (National Informatics Centre) for tappal distribution, Personal Register entry / check, is in force in this Department;
- The personal details of the officers and staff of the departments of Secretariat are also maintained undere-platform - Personnel Information System (PINFOSYS);

- Establishment list of Officers / Staffs of Secretariat are maintained in the following e-platforms:-
 - i) List of around 400 Officers is available in link:
<http://192.168.149.234/par/est/default.html>
 - ii) The list of around 2400 Employees is available in links:
<http://192.168.149.165/estt/estt.html> and
<http://192.168.149.165/esttp/esttp.html>

11. NEW INITIATIVES

- In order to guarantee inclusiveness for those persons who have limited access to opportunities, the Government through the Act, 'Tamil Nadu Appointment on preferential basis in the Services under the State of Persons Studied in Tamil Medium Act, 2010' (PSTM Act),

provided for 20% preference in Government Service to those persons who have obtained the educational qualification through Tamil Medium. A clarificatory order has also been issued on 16.08.2021 that the preference is applicable for those who have studied in Tamil medium right from 1st standard upto prescribed qualification.

- As part of its affirmative action to ensure adequate representation of certain sections of the society in education and employment opportunities, Act No.8 of 2021 provides for special reservation to MBC (VanniakulaKshatriya), MBC&DC and MBC at ten-and-a-half percent, seven percent and two-and-a-half percent, respectively, within the twenty percent reservation provided for Most Backward Classes and Denotified Communities. The Act came into force with effect from 26.02.2021. Accordingly, orders

have been issued revising the 200 point communal roster (Vertical Reservation) to be followed in appointments in Government Services. Now, action is being taken to revise the horizontal reservation prescribed in respect of Woman, Destitute widow, Ex-serviceman, Differently abled persons and the Persons Studied in Tamil Medium belonging to MBC (Vanniakula Kshatriya), MBC&DC and MBC and to make amendments to the relevant Acts and Rules.

- As a continuous commitment to the welfare of staff and particularly to focus on improved health of women staff and their children, orders have been issued in G.O.(Ms.)No.84, HRM(FR.III) Department, dated 23.08.2021 to enhance the Maternity Leave admissible to married women Government Servants with less than two surviving children, from 9 months to

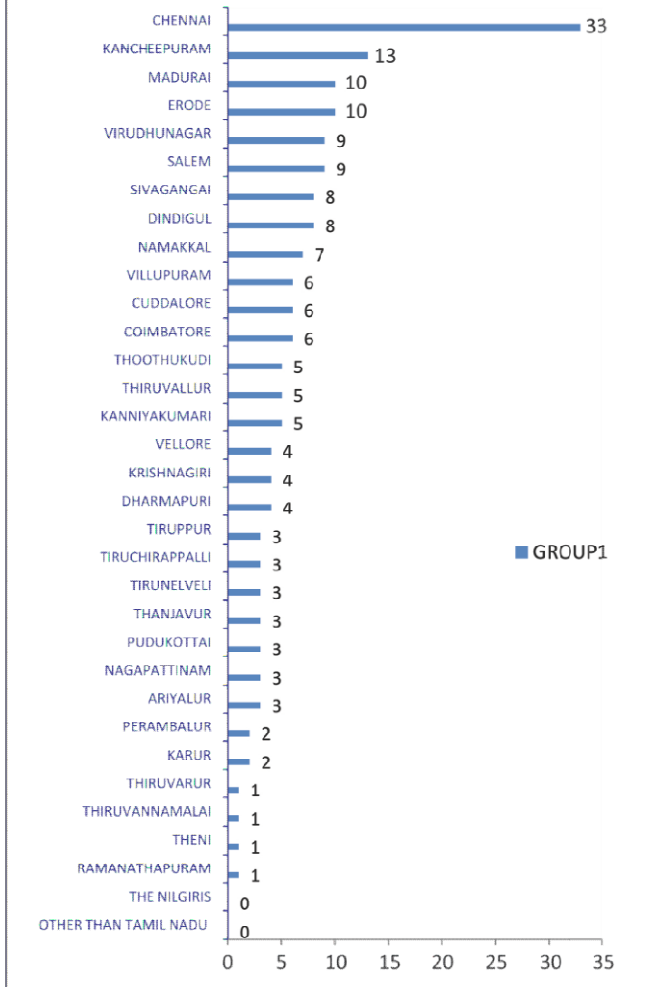
12 months.This order takes effect from 01.07.2021.

12. CONCLUSION

This Department aims at strengthening the work force to ensure qualitative service delivery to achieve the goal of the Government in establishing an inclusive society.

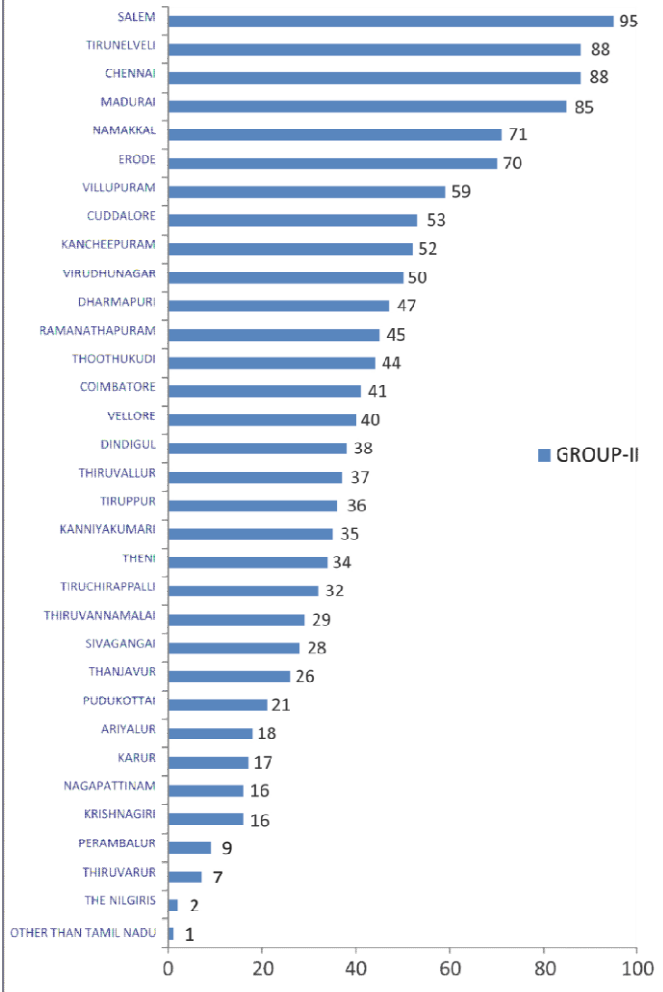
Dr. PALANIVEL THIAGARAJAN,
Minister for Finance and Human Resources
Management Department.

TNPSC 2019 GROUP-I - DISTRICT WISE SELECTED CANDIDATES

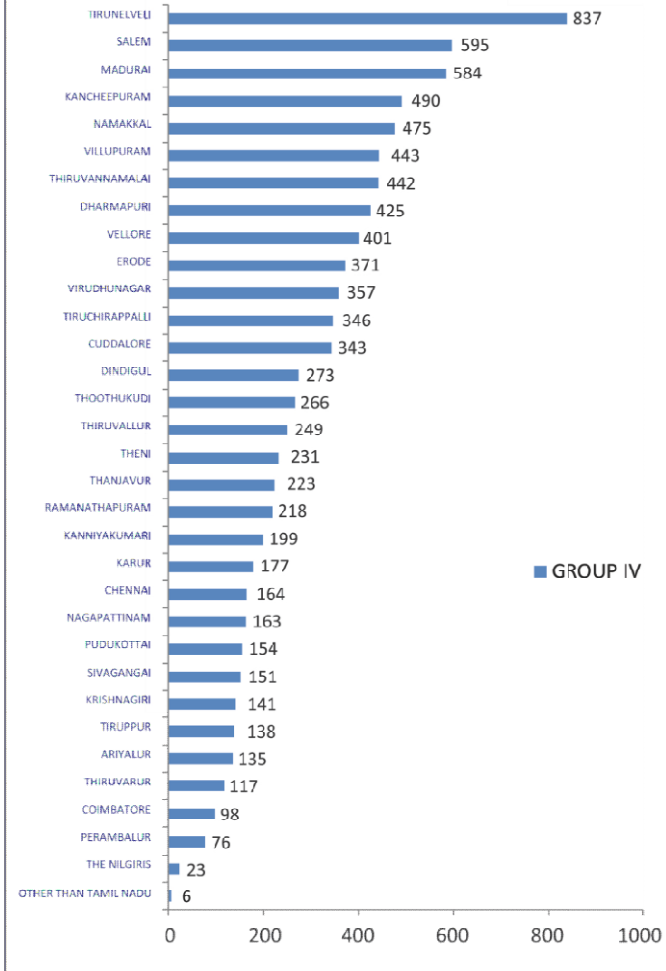


TNPSC

2018 -2019 GROUP-II - DISTRICT WISE SELECTED CANDIDATES

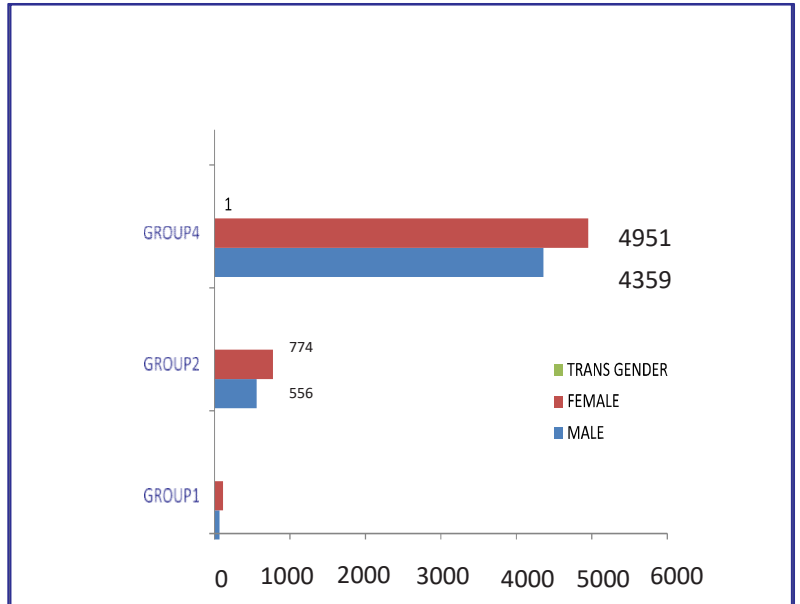


TNPSC 2019 GROUP-IV - DISTRICT WISE SELECTED CANDIDATES

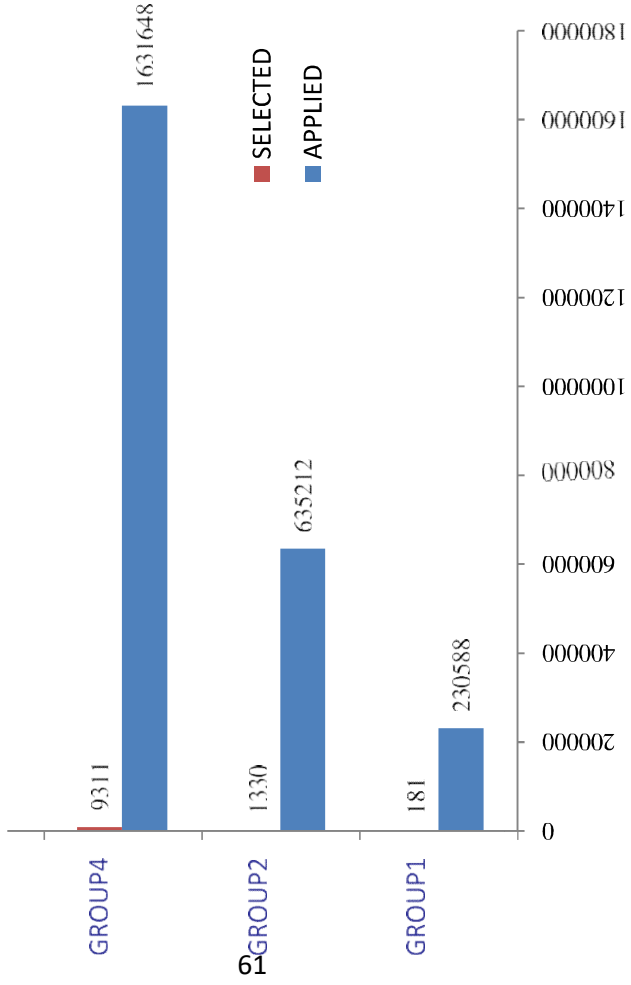


TNPSC

NUMBER OF MEN & WOMEN SELECTED IN 2019 EXAM-WISE



TNPSCAPPLIED –SELECTED CANDIDATES RATIO FOR THE YEAR 2019





Civil Service Training Institute,
Bhavanisagar



CivilService Training Institute,
Bhavanisagar LIBRARY



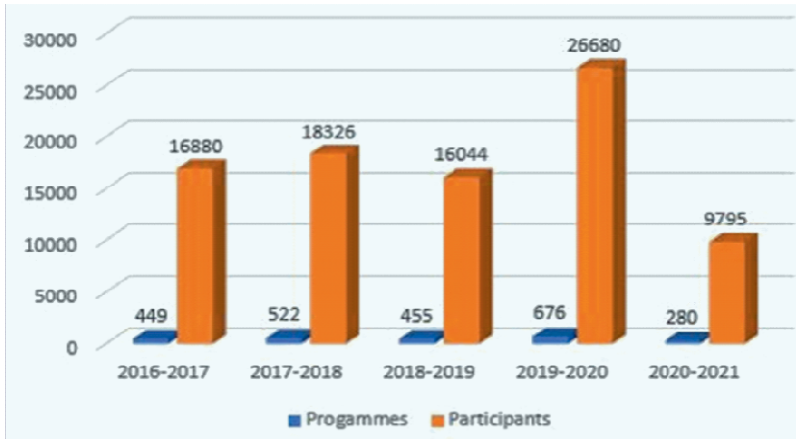
Civil Service Training Institute,
Bhavanisagar AUDITORIUM



Civil Service Training Institute,
Bhavanisagar INDOOR STADIUM



Civil Service Training Institute,
Bhavanisagar HOSTEL



Anna Institute of Management
Programmes conducted in last 5 years