

## **PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT**

### **POLICY NOTE FOR 2009-2010**

Personnel and Administrative Reforms Department was created on 6<sup>th</sup> November 1976 based on the recommendation of the Administrative Reforms Commission headed by Thiru. Varghese constituted in 1973. This Department was set up to cope with the increase in the activities of the Government and substantial expansion of staff. The following two wings are functioning in this Department each under the control of a Secretary to Government:

- i) Personnel and Administrative Reforms Department,
- ii) Personnel and Administrative Reforms (Training) Department.

2. This Department performs important functions, which are Advisory, Statutory and Administrative in nature.

#### **Advisory Functions**

The Personnel and Administrative Reforms Department is functioning as an advisory Department on the subjects detailed below as envisaged in the "**Tamil Nadu Government Business Rules and Secretariat Instructions**":

- (i) Arriving at the estimate of vacancies for various posts in the **Tamil Nadu State Service** and preparation of panels for the posts in state service;
- (ii) Arriving at the estimate of vacancies and preparation of panels for the various posts included in the Tamil Nadu Secretariat Service.
- (iii) Examining proposals relating to relaxation of relevant Special Rules / General Rules for regularisation of service and declaration of probation of Government servants;
- (iv) Rendering advice in respect of various provisions of Fundamental Rules;
- (v) Examining proposals relating to revision of seniority as per the provisions under Rule 35 of the General Rules for the Tamil Nadu State and Subordinate Services;
- (vi) Placing proposals relating to equivalence / recognition of a qualification before the "recognition committee" of the Tamil Nadu Public Service Commission and watching the issuance of orders on the recommendation of the above committee.

#### **Statutory Functions**

The following Statutory Rules and Regulations relating to service matters are administered in the Personnel and Administrative Reforms Department:

- (a) Rules governing all categories of State Government servants under various Departments (excluding All India Services):
  - (i) The Tamil Nadu State and Subordinate Services Rules (Parts I and II);
  - (ii) The Tamil Nadu Government Servants' Conduct Rules, 1973;
  - (iii) The Fundamental Rules of the Tamil Nadu Government;
  - (iv) The Tamil Nadu Civil Services (Discipline and Appeal) Rules;
  - (v) The Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955.

- (b) Rules governing certain specified categories common to all the Departments of the Government:
  - (i) Special Rules for The Tamil Nadu Ministerial Service;
  - (ii) Special Rules for The Tamil Nadu Basic Service;
  - (iii) Special Rules for The Tamil Nadu General Subordinate Service Class XXII.
- (c) Secretariat Service:
  - (i) Special Rules for The Tamil Nadu Secretariat Service;
  - (ii) Special Rules for The Tamil Nadu General Service-Classes XII and XII-A.
- (d) The Tamil Nadu Public Service Commission:
  - The Tamil Nadu Public Service Commission Regulations, 1954.
- (e) The Right to Information Act, 2005:
  - The Tamil Nadu Right to Information (Fees) Rules, 2005.

### **Business of the Government**

The business of the Government of Tamil Nadu at the Secretariat level is carried on in accordance with

- (i) The Tamil Nadu Government Business Rules and Secretariat Instructions;
- (ii) The Standing Orders of the Hon'ble Chief Minister issued from time to time and
- (iii) The Tamil Nadu Secretariat Office Manual which are administered by this Department.

### **Administrative Functions**

(i) This Department deals with the establishment matters of all the staff members of the Secretariat, who come under "One Unit System" upto the level of Under Secretaries to Government.

(ii) It also deals with the grant of recognition for all Service Associations besides conducting Tamil Nadu Civil Services Joint Council Meetings.

(iii) The establishment matters pertaining to the Tamil Nadu Public Service Commission and Tamil Nadu State Information Commission are looked after by this Department.

### **SERVICE ASSOCIATIONS**

Immediately after formation of the Government, Hon'ble Minister (Electricity) considering the welfare of the Government servants / Teachers held discussions with the office bearers of the recognised Service Associations functioning in the Secretariat Campus, viz., Tamil Nadu Secretariat Association, Tamil Nadu Secretariat Officers' Association, Tamil Nadu Legislative Assembly Reporters Association, Tamil Nadu Government Secretariat Drivers' Association and Tamil Nadu Government Office Assistants and Basic Servants Branch Association on their various demands. Based on the above discussion, action has been taken on many of the demands of the Associations and final orders have been issued.

### **Government Staff, Teachers' and Pensioners' Welfare**

The Government has consistently felt the need for cordial relationship with the Government employees and teachers since they play a very important role in the functioning of the Government and in carrying the schemes of the Government to general public.

2. The previous Government had withdrawn the benefits enjoyed by the Government Servants and Teachers. This Government in addition to the restoration of those benefits, have also extended additional benefits such as, Repealing of TESMA 2003, Lifting of ban order for new recruitment, Regularisation of strike period as duty, Reducing of qualifying service for full pension from 33 years to 30 years, Sanction of Pongal Bonus / Exgratia, Payment of VI Pay Commission arrears in 3 equal installments, Increasing the quantum of Festival advance from Rs. 1000 to Rs. 2000, Sanctioning of 3 months salary as interim relief to all Government Servants including temporary staff and pensioners based on the recommendation of the Official Committee, Payment of Dearness Allowance at 64% with effect from 01.01.2009 and payment of arrears of all increased Dearness Allowance in cash from 2006.

### **Announcements made in the Budget 2009-2010 for the welfare of the Government Employees, Teachers and Pensioners.**

i) Under the new Medical Insurance Scheme, a provision of Rs. 66 crores has been made in the Budget.

ii) Under the scheme for medical treatment to pensioners, in addition to providing Rs. 24 crores in the past three years to make up the shortfall of the contribution received from the pensioners, the ceiling on medical reimbursement has been increased from Rs. 50,000 to Rs. one lakh by this Government. Accepting the long standing demand for inclusion of the spouse of the pensioner also under this scheme for the purpose of providing medical reimbursement, medical expenses incurred by them also will be reimbursed.

### **Pay Commission**

Consequent on the implementation of the recommendations of the Sixth Central Pay Commission by the Government of India, the State Government constituted an Official Committee to examine and make necessary recommendations on the extension of Central scales of pay to State Government employees. Pending implementation of the recommendations of the Official Committee, the State Government granted Interim Arrears of three months Basic Pay + Dearness Pay + Dearness Allowance / Basic Pension + Dearness Pension + Dearness Allowance as on 01.01.2009 to the Government employees / Pensioners. Due to the sanction of Interim Arrears an additional expenditure of Rs.4,247 crores has been incurred by the Government in January, 2009. The Official Committee submitted its report to Government on 27.05.2009. Considering the welfare of the Government employees / Pensioners / Family Pensioners, recommendations of the Official Committee have been accepted by the Government. Orders have been issued in this regard on 1<sup>st</sup> June 2009. In spite of the declining tax revenues due to the economic slowdown and the increasing financial burden on account of the various welfare schemes for the people, the State Government having regard to the welfare of employees and teachers decided to implement the pay revision as recommended by the Official Committee notionally with effect from 01.01.2006 with monetary benefit from 01.01.2007. The existing pay scales have been revised based on the Central pay scales on a "pay scale to pay scale" basis. Tamil Nadu is the first Southern State to implement the Central Scales of Pay to its employees. Due to the implementation of the revised scales of pay / pension, there will be an additional recurring expenditure of Rs.5,155.79 crores per annum and Government will incur an expenditure of Rs.11,093 crores on account of payment of arrears of increased pay.

### **Rule of Reservation in Education and Appointments**

Based on the orders issued providing reservation in education and for appointments to Backward Class Christians and Backward Class Muslims at 3.5% each, the existing 100 point roster was revised to 200 point roster and orders were issued in G.O.(Ms.) No.241, P&AR (K) Department, dated 29.10.2007. Consequent on the withdrawal of the 3.5% reservation provided for the Backward Class Christians on their request, in G.O.(Ms.) No.206, P&AR (K) Department, dated 06.11.2008, the said roster was further revised so as to enable the Backward Class Christians to compete within the reservation provided for the Backward Classes. Further, orders have also been issued in G.O.(Ms.) No.10, P&AR (K) Department, dated 09.02.2009, prescribing the ratio to be followed between the priority and non-priority categories subject to rule of reservation in respect of appointment made through Employment Exchanges. Further, in pursuance of the Act 4/2009 and the rules made

thereunder, with effect from 29.04.2009, the rotation No.2, 32, 66, 102, 132, and 166 in the above roster have to be offered to the Arunthathiyars on preferential basis. Evenafter filling up of the required appointments or posts reserved for Arunthathiyars on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se merit among them and if any appointments or posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified candidates, it shall be filled up by Scheduled Castes other than Arunthathiyars. Based on this, orders have been issued in G.O. (Ms.) No.65, Personnel and Administrative Reforms (K) Department, dated 27.05.2009.

## **ADMINISTRATIVE REFORMS COMMITTEE**

The Government constituted an Administrative Reforms Committee under the Chairmanship of Justice Dr. A.K. Rajan, Retired Judge of Madras High Court with ten members and a Member Secretary to ensure corruption free and transparent administration from the Secretariat down to the village level.

2. The Terms of Reference for the Administrative Reforms Committee were issued to enable them to make recommendations to encourage transparency of administration, to eradicate corruption and to reduce red-tapism. A General Questionnaire on the Terms of Reference of the Committee was prepared and sent to all Heads of Department and District Collectors for their views. A Public Notice was also issued in the leading Dailies in English and Tamil and in response to it about 1700 petitions were received from the Public with their opinion.

3. The Committee after holding 22 meetings with the Administrative Departments of Personnel and Administrative Reforms, Co-operation, Food and Consumer Protection, Adi Dravidar and Tribal Welfare, Backward Classes, Most Backward Classes and Minorities Welfare, Revenue, Health and Family Welfare and Commercial Taxes and Registration Departments along with the Heads of Department under their control and after holding discussions with the non-officials in the District head quarters, viz Vellore, Coimbatore, Salem, Madurai, Tiruchirapalli & Tirunelveli, submitted its first report to Hon'ble Chief Minister on 25.04.2008.

4. The First Report of Administrative Reforms Committee contains the present status and style of functioning in Government Departments in general and important Departments such as Revenue, Co-operation Food and Consumer Protection, Commercial Taxes and Registration and Health and Family Welfare. The Report covers aspects such as change in rules and executive instructions, streamlining of procedures, adoption of e-governance through computerization, e-mails and web-site, so as to ensure transparency in administration. Relevant extracts of the summary of report along with the recommendation of the Administrative Reforms Committee relating to Departments viz., Revenue, Co-operation Food and Consumer Protection, Commercial Taxes and Registration, Health and Family Welfare have been communicated to the Secretaries concerned including Tamil Nadu Public Service Commission for their views / comments on the recommendations of the Committee to enable the Government to pass necessary orders for implementation of the recommendations of the Committee.

5. The Committee held 12 more meetings and further discussions with other Secretaries to Government and Heads of Department and submitted its second and final report to Hon'ble Chief Minister on 03.10.2008.

## **e. GOVERNANCE**

In order to ensure transparent and efficient governance, the Acts and Rules administered by this Department have been converted into electronic format, updated and hosted in the Government Website "www.tn.gov.in" in this Department pages.

2. An Electronic Compendium of Government Orders issued by this Department is updated and maintained every year.

3. A computerized Tappal Distribution System under Electronic File Processing System (EFPS) was commissioned initially in this Department with effect from 01.02.2007 and extended to all other Departments of Secretariat with effect from 01.01.2008. Personal Register entry / check under

Electronic File Processing System has also been introduced in this Department and is being implemented successfully. This is being extended to the following 11 Departments:

- (i) Planning Development and Special Initiatives Department
- (ii) Municipal Administration and Water Supply Department
- (iii) School Education Department
- (iv) Higher Education Department
- (v) Information Technology Department
- (vi) Energy Department
- (vii) Transport Department
- (viii) Public Works Department
- (ix) Commercial Taxes and Registration Department
- (x) Youth Welfare and Sports Development Department
- (xi) Health and Family Welfare Department

4. The Personal details of the officers and staff of the Departments of Secretariat are maintained in computers under Personnel Information System. (PINFOSYS).

### **RIGHT TO INFORMATION ACT, 2005**

Right To Information is one of the basic rights of the Citizens of a Democratic State. The Right To Information Act, 2005 received the assent of the President of India on 15.06.2005 and came into effect on 12.10.2005. The aim of this Act is to promote transparency, accountability and to secure the citizens access to information from Public Authorities.

Tamil Nadu, as a pioneer State in India, had enacted the Tamil Nadu Right To Information Act, 1997. Consequent on the enactment of the Right To Information Act, 2005, the Central Act prevails over the Tamil Nadu Right To Information Act, 1997.

#### **(i) Tamil Nadu Information Commission**

The Central Government have constituted Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to it under the said Act. Similarly, the Government of Tamil Nadu have constituted State Information Commission to exercise the powers conferred on it and to perform the functions assigned to it under the said Act. The powers and functions of the Central Information Commission and State Information Commission are contained in Chapter V of the said Act. The Government of Tamil Nadu have appointed one State Chief Information Commissioner and six Information Commissioners in the State Information Commission. At present one Chief Information Commissioner and 5 State Information Commissioners are holding office. It is served by a Secretary to the Commission and other supporting staff.

#### **(ii) Monitoring and Implementation of RTI Act, 2005**

This department looks after the establishment matters of Tamil Nadu Information Commission. A Guide Book on Right To Information Act, 2005 for the use of general public was published by this Department. The revised priced edition of the Guide Book has been prepared and published.

#### **(iii) Popularisation of RTI Act, 2005 Through Multi Media**

For popularization of Right To Information Act, 2005 through multi-media, a sum of Rs.5.00 lakhs has been sanctioned in Part-II Scheme 2008-2009. This amount has been utilised for conducting programmes on All India Radio and Doordarshan. In the All India Radio, the popular "Kalai Malar" and State News intermittance slots have been utilised for educating the public on RTI through jingles. In Doordarshan a live telecast programmes on the questions from the public has been replied by the State Information Commissioners for use of general public.

#### **(iv) Training in RTI Act, 2005**

The training in RTI Act, 2005 has been imparted to 2968 officials by the Anna Institute of Management, Chennai.

#### **(v) Information to be Furnished**

Under the Right To Information Act, 2005, information is to be furnished in two ways:

- (a) Pro-active disclosure,
- (b) On Application.

When the requests are received from the information seekers they are examined expeditiously and replies sent to them within the time frame.

#### **(vi) Appointment of PIOs / AAs**

Public Information Officers and Appellate Authorities have been appointed in each Department to furnish the information to the information seekers.

#### **(vii) Fees**

The fee payable is Rs.10/- per application. It can be paid by Cash or by affixing court fee stamp or by demand draft or Bankers Cheque or by Treasury Chalan. Tamil Nadu is pioneer in introducing "Court-Fee Stamp" as a mode of fee in the RTI application in India.

#### **(viii) No. of Applications Received**

This Department has received 823 applications under this Act for the year 2008-2009. Replies have been furnished to the applicants in time.

#### **(ix) Appeal**

The applicant, if not satisfied with the Public Information Officer's reply, can make an appeal to the Appellate Authority of the same department. Second appeal under the Right To Information Act vests with the Tamil Nadu Information Commission. There is no application fee for appeal.

### **CONSTITUTION AND FUNCTIONS OF THE TAMIL NADU PUBLIC SERVICE COMMISSION**

The Tamil Nadu Public Service Commission was constituted under Article 315 (1) of the Constitution of India as an autonomous body to carry on its functions independently, fairly and impartially. The Commission consists of a Chairman and fourteen Members. The service conditions of the Chairman, Members and Staff of the Commission are governed by the Tamil Nadu Public Service Commission Regulations, 1954.

2. The Tamil Nadu Public Service Commission is discharging the following duties and functions specified in Article 320 of the Constitution of India:-

- (i) It functions primarily as a recruiting agency;
- (ii) It advises Government on all matters relating to framing of recruitment rules, principles to be followed in making appointments, promotions and transfers from one service to another service and in respect of appeals in disciplinary matters affecting Government Servants;
- (iii) It conducts Departmental Tests for Government Servants;
- (iv) It conducts examination on behalf of the Government of India, Ministry of Defence for admission to Rashtriya Indian Military College, Dehradun twice a year.

3. During the year 2008-2009, the Tamil Nadu Public Service Commission had issued 12 notifications for which 4,44,949 applications were received and 844 candidates were selected. During the year 2009-2010, in the month of April 2009, the following 3 notifications for appointment to the 5 posts mentioned below were issued for direct recruitment against 54 vacancies in the State and Subordinate Services:-

Sl.No.	Post	Vacancies
1	Jailor in the Tamil Nadu Jail Service (Examination proposed to be held on 19.7.09)	9
2	Drugs Inspector in the Tamil Nadu Medical Service (Examination proposed to be held on 26.7.09)	24
3	a) Junior Architect b) Computer-Cum-Vaccine Store Keeper c) Store Keeper in the Forensic Sciences Dept (Examination proposed to be held on 9.8.09)	6 14 1
Total		54

The Commission has planned to issue 61 notifications for filling up of 2509 vacancies during the year 2009-10. The approximate number of candidates expected to appear for the above said examinations to be conducted in due course would be around 6,00,000. 5,616 candidates were selected for appointment against the vacancies notified during the year 2007-08 and the results published in April 2009. 1,238 vacancies are to be filled for the notifications issued for the Special Competitive Examination held during the year 2007-08.

4. During the year 2008-09, the Commission held 89 Departmental Promotion Committee Meetings and 792 candidates have been selected.

5. The Tamil Nadu Public Service Commission has proposed to conduct various competitive examinations to fill up vacant posts in various State and Subordinate Services for the year 2009-2010 also.

### **FILLING UP OF VACANCIES**

This Government, after assuming charge on 13.05.2006, have taken effective steps and issued orders to fill up vacancies in Government Departments expeditiously through Tamil Nadu Public Service Commission / Teachers Recruitment Board / Uniformed Services Recruitment Board / Selection Committee as the case may be. So far, 2,92,195 vacancies have been filled up as detailed below:-

- (i) The Tamil Nadu Public Service Commission has so far recruited 18,292 candidates for appointment to various posts in the State and Subordinate Services by direct recruitment.
- (ii) The Teachers Recruitment Board has recruited 24,630 candidates for appointment as Graduate Assistants etc;
- (iii) The Uniformed Services Recruitment Board has recruited 11,814 candidates for appointment in the Police Services / Fire Services;
- (iv) Through Employment Exchange 71,880 candidates have so far been appointed in various posts;
- (v) So far 1,64,143 vacancies have been filled by other methods of appointment;
- (vi) 1,436 retrenched employees of Census 1991 have been absorbed in Government Services;

### **ABSORPTION OF TEMPORARY JUNIOR ASSISTANTS / ASSISTANTS APPOINTED ON CONTRACT BASIS AS REGULAR EMPLOYEES IN GOVERNMENT SERVICE**

During the General Strike called by the Government Employees in the year 2003, the Government issued order in G.O. (Ms.) No.84, Personnel and Administrative Reforms (G) Department, dated 04.07.2003 for appointment of 1000 persons temporarily in the Departments of

Secretariat as Assistants on Contract Basis with a consolidated pay of Rs.4000/- per month, creating an equal number of supernumerary posts of Assistant in the Department of Secretariat in order to carryout the day to day work in Departments. Similarly, the Government issued orders in G.O. (Ms.) No.85, Personnel and Administrative Reforms (G) Department, dated 04.07.2003 to create 500 temporary supernumerary posts of Junior Assistant in each District for appointment as Junior Assistant temporarily on contract basis as was followed in the Secretariat Departments. In this way nearly 11,356 persons were appointed in various Government Departments in the posts of Junior Assistant / Assistant on contract basis on a consolidated pay of Rs.4000/- per month. In order to absorb them permanently into Government Service, a Special Competitive Examination was conducted for 4103 vacancies by the Tamil Nadu Public Service Commission at Group-IV level as per the orders issued in GO.Ms.No.155, Personnel and Administrative Reforms (P) Department, dated 19.09.2006 and in GO.Ms.No.163, Personnel and Administrative Reforms (P) Department, dated 22.09.2006.

2. Taking a sympathetic view of the request of the Tamil Nadu Temporary Junior Assistants / Assistants to absorb them permanently a decision has been taken by the Government to appoint the candidates who have appeared and passed in the Group-IV Special Competitive Examination in the 1510 vacancies that arose subsequently in Group-IV service. Apart from this TNPSC has also been informed to absorb the remaining temporary employees on permanent basis as and when the vacancies arise in future as per the existing rules.

### **ABSORPTION OF TEMPORARY TYPIST AND STENO-TYPIST GRADE-III AS REGULAR EMPLOYEES**

On lifting of ban for direct recruitment, the posts of Typists and Steno-typist Grade-III were filled up temporarily by candidates sponsored through Employment Exchange during the year 2007 since there were large number of vacancies and the Government work was held up.

2. Taking into consideration, the requests made by the Temporary Typist and Steno-typists Grade-III and also keeping in mind the welfare of those temporary Typists and Steno-typists, the Government have decided to request the TNPSC to conduct Special Competitive Examination at Group-IV level for the existing vacancies in the said posts. Accordingly, orders have also been issued. The persons who are continuing in the posts temporarily will alone be eligible to appear for the proposed Special Competitive Examination to be held. The Vacancies will be filled up according to the rank to be obtained by the candidates in the select list. The select list will be prepared on the basis of the rank obtained as per rule 30(a) in Annexure-III of Special Rules for Tamil Nadu Ministerial Service and as per the guidelines being followed by the TNPSC. All the Temporary Typists and Steno Typists who qualify in this Special Competitive Examination will be absorbed permanently.

### **STATE VIGILANCE COMMISSION**

The State Vigilance Commission was set up in the year 1965. The main functions of the Commission are to advise the Government on major administrative issues in Prevention of Corruption in Public Services and the manner in which individual cases of corruption, which are brought to light, should be dealt with. The Directorate of Vigilance and Anti-Corruption, is assisting the Vigilance Commission in the discharge of its responsibilities.

2. The powers and functions of the State Vigilance Commission are as follows:-

- i) to undertake enquiry into any transaction in which a public servant is alleged or suspected to have acted in a dishonest or corrupt manner;
- ii) to cause enquiry or investigation to be made on a complaint that a public servant has exercised or refrained from exercising his power, for dishonest or corrupt purpose;
- iii) to collect such information or statistics as may be necessary;
- iv) to call for any information from any department or undertaking of the Government or from any public servant on matters within its jurisdiction, including information on the action taken on its recommendations.



## **DIRECTORATE OF VIGILANCE AND ANTI CORRUPTION**

The Directorate of Vigilance and Anti-corruption was formed in February 1964. At present, this Directorate is headed by a Director in the rank of Additional Director General of Police. He is assisted by a set of Police officials and Law Officers, drawn from Police Department and Directorate of Prosecution respectively.

2. The Directorate of Vigilance and Anti-Corruption undertakes the following functions:-

- (i) To collect intelligence for detection of cases of bribery and corruption and to investigate offences falling within the purview of the Prevention of Corruption Act, 1988 (Central Act 49, 1988).
- (ii) To institute enquiries into complaints made by members of public or received from Government, Vigilance Commissioner and Departmental Authorities relating to Criminal Misconduct (Bribery and Corruption), Criminal Misappropriation and Criminal Breach of Trust, etc. and other venal practices by Public Servants.
- (iii) To conduct surprise checks in different departments with the help of Officers of District Inspection Cells and Departmental Officers in each District as a preventive vigilance.

3. The investigation reports are sent to the Vigilance Commission. The Vigilance Commission after examination, forward them to the administrative departments of the Secretariat concerned with its recommendations for taking necessary further action.

## **TRIBUNALS FOR DISCIPLINARY PROCEEDINGS**

The Tribunal for Disciplinary Proceedings is a quasi-judicial body. At present, four Tribunals for Disciplinary Proceedings are functioning at Chennai, Coimbatore, Tiruchirappalli and Madurai. Each Tribunal is presided over by an I.A.S. officer / District Revenue Officer. The Tribunal shall inquire into such cases as may be referred to it by the Government under the Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955 and to forward its findings to Government holding the charges either as proved or not proved.

## **TRAINING**

Training plays an important role in the improvement of efficiency, constant upgradation of knowledge, skills and general capabilities of Government Servants. Training on administrative development programmes are imparted to the Government Servants to enable them to understand the problems of the Public and to deliver service efficiently to them. Five Training Institutes are functioning under the administrative control of the Personnel and Administrative Reforms (Training) Department as detailed below:

### **i) Secretariat Training Institute**

The directly recruited Assistant Section Officers, Assistants, Personal Clerks and Typists of the Departments of Secretariat are imparted foundational training at the Secretariat Training Institute on general administrative procedures and financial administrative procedures required for perfect processing of files in the Secretariat for 60 working days. A pass in the examinations conducted at the end of the Foundational Training is a pre-requisite for the declaration of satisfactory completion of probation for a directly recruited Assistant Section Officer and for inclusion of the names of Assistants, Personal Clerks and Typists in the panel for promotion as Assistant Section Officer. Other training programmes such as procedures to be observed in dealing with the Disciplinary cases and Court Cases are also imparted to the officers and staff of Secretariat in the Institute to update their knowledge and to enhance their ability to deal with such cases. Basic computer training is also imparted to all the newly recruited Assistants / Personal Clerks of the Departments of Secretariat. So far 61 batches of Foundational Training have been conducted in this Institute.

## ii) Anna Institute of Management

### Formation and objectives

The Anna Institute of Management (AIM), promoted by the Government of Tamil Nadu as a registered Society, is the designated nodal training institution of the Government of Tamil Nadu and serves as a training consultant to the Government of Tamil Nadu. This Institution has a Governing Committee with the Hon'ble Minister for Electricity as Chairman and Chief Secretary to Government as Vice-Chairman besides other officials and eminent persons in the areas of education and management.

### Activities

- Anna Institute of Management has all the necessary facilities, logistics and infrastructure for imparting state of the art training, which includes well-furnished hostel facility, library, computer center, lecture halls, auditorium etc.
- It offers training to officers of the Government of Tamil Nadu, Public Sector Undertakings, officials of Government of India and other State Governments in areas of General Administration, Information Technology, Behavioural Science, Quality Management, Project Management, Personality Development etc.
- Anna Institute of Management has established a Disaster Management Cell with the assistance of the Government of India for imparting training in Disaster Management.
- UNDP Assisted Project on "Capacity Building for Access to Information" and DFID funded Project on "Capacity Building for Poverty Reduction", both coordinated by Department of Personnel & Training, Government of India, are being implemented by the Institute.
- Anna Institute of Management is also recognized by the University of Madras as an Institution for undertaking research leading to Ph.D. in Management.

During the year 2008-2009, Anna Institute of Management has conducted 258 training programmes and trained 7059 officers in 970 programme days in the areas of General Administration, Information Technology, Behavioural Science, Disaster Management, Quality Management, Right to Information Act, 2005 etc.

The Anna Institute of Management has undertaken a massive training programme for the Ministerial Staff of the Corporation of Chennai. During the year 2008-2009, 10 batches covering 309 participants have been trained on office procedures, service procedures, Fundamental Rules, Disciplinary Procedures, etc. A written test is also conducted at the end of each training programme.

Under the World Bank assisted Tamil Nadu Health Systems Project, the Anna Institute of Management has undertaken the Hospital Administration training programme for training 370 Medical Personnel including Superintendents, Resident Medical Officers, Administrative Officers and Chief Medical Officers of the Government Hospitals under the administrative control of the Director of Medical and Rural Health Services and for District Level Officers, namely, Joint Directors of Medical and Rural Health Services and Deputy Directors of Medical and Rural Health Services. This is a 10-day residential training programme. So far 10 programmes have been conducted and 288 participants were trained.

During the year 2008-2009 the Disaster Management Cell of the Anna Institute of Management has conducted 36 training programmes covering topics on Flood and Cyclone Management, Earthquakes, Landslides, Industrial Disaster, Environment, etc. Basic and Sector-wise Disaster Management programmes are also being conducted. Two Disaster Management programmes for All India Service Officers were also conducted. The first programme highlighting the Role and Responsibilities of Police Force in Disaster Management was conducted for DIG, IG and ADGP level officers from 21.4.2008 to 23.4.2008. The second programme on Disaster Management for District Collectors and Superintendents of Police was conducted on 30.7.2008 and 31.7.2008.

The Anna Institute of Management has also regularly conducted intensive training programmes for Assistant Public Information Officers, Public Information Officers and Appellate Authorities on the provisions of the Right to Information Act, 2005.

In the area of Computers, a special training programme on "e. Governance" for officials of the Directorate of Technical Education – SPCU (State Project Co-ordination Unit) (four batches) was conducted by the Institute during the year 2008-09.

The Highways Department, Government of Tamil Nadu has sponsored a training programme for their newly-recruited Assistant Engineers on various administrative and office procedures. This programme covering 7 batches of 176 Assistant Engineers was completed in October, 2008.

The Anna Institute of Management has conducted a special training programme on "Land Acquisition and related issues" in two batches to senior officers numbering 98 of the Tamil Nadu Housing Board. Further, a training programme on Office Procedures for the Ministerial Staff of the Tamil Nadu Housing Board has been conducted by the Anna Institute of Management. Upto March, 2009, 10 batches of staff numbering about 242 have been trained.

The Anna Institute of Management and Tata Consultancy Services (TCS) jointly conducted in December, 2008, a two day training programme on 'Change Management' for Senior Officers of the level of Additional Directors/ Joint Directors/ General Managers of State Public Sector Undertakings which included a field visit to TCS World class facility located at Siruseri. Further, Anna Institute of Management, under collaborative arrangement with the Quality Circle Forum of India, Chennai Chapter, conducted two training programmes for Managers and Senior Executives of State owned Public Sector Undertakings and Government Departments on various aspects of Total Quality Management.

A ten day 'Tourist Guide' training programme for graduates is being conducted by Anna Institute of Management for the Department of Tourism. Identity cards are being issued to the successful participants at the end of the training programme by the Commissioner of Tourism, Government of Tamil Nadu. Upto March 2009, 7 batches consisting of 179 graduates have completed training under this Programme.

With the funds provided by the Government of Tamil Nadu Video Conferencing Facility has been set up at a cost of Rs. 15 lakhs covering Anna Institute of Management, A&B Wing Foundational Course Training Institute, Chennai and the Civil Service Training Institute, Bhavanisagar thereby facilitating conducting classes through Video Conferencing.

### **iii) A & B Wing Foundational Course Training Institute, Chennai**

In this Institute, foundational training is imparted to A&B Group Officers both direct recruits and promotees of various departments. Group A Officers are given Foundation Training for a period of 5 weeks and Group B Officers are given foundation training for 3 weeks. The subjects for training Group A & B Officers include Office Administration, Financial Administration, Public Administration, Law, Economics, Planning and Development, Disaster Management, and Computer usage.

During the year 2008-2009, the A&B Wing Foundational Course Training Institute of the Anna Institute of Management conducted 15 programmes and trained 370 officers. For the year 2009-2010, it has been programmed to conduct training for 5 batches of Group A officers and 10 batches of Group B officers. The training content in this Foundational Course Training Institute has been improved with audio visual presentations and use of Video Conferencing Facility.

### **iv) All India Civil Services Coaching Centre**

Based on the announcement made by the Hon'ble Chief Minister in the Budget Speech for the year 1999-2000, the two Institutes, one for Scheduled Castes and Scheduled Tribes and the other for Backward Classes and Most Backward Classes for imparting training to the candidates appearing for the All India Civil Services Examinations conducted by the Union Public Service Commission were merged and "All India Civil Services Coaching Centre" at Anna Nagar, Chennai, has been formed in the year 2000. The aim of this coaching center is to enhance the standard of training offered and thereby to increase the number of candidates selected from this State for All India Civil Services. This Coaching Centre is functioning with a Principal and Faculty Members under the overall administrative control of the Director, Anna Institute of Management and Director General of Training.

Intensive coaching is given in this Institute to candidates belonging to Scheduled Castes, Scheduled Tribes, Backward Classes, Most Backward Classes to enter into the highest Civil Services in India by providing boarding, lodging, library and computer facilities under one roof. 300 selected candidates are trained in this Institute every year to write the Preliminary Examination and 200 candidates are trained to write the Main Examinations conducted by the Union Public Service Commission. Mock Model interviews are also conducted for the candidates selected in the Main examination to face the interview. The candidates are also facilitated to stay at Tamil Nadu House, New Delhi at concessional rates to enable them to attend the interview at New Delhi. Free coaching, free accommodation and food free of cost is provided to candidates whose parental income is upto Rs.1,00,000 per annum in respect of BC/MBC/DNC/SC/ST candidates. The Government have vide G.O.M.S. No. 146, Personnel & Administrative Reforms (Trg.III) Department, dated 14.8.2008, enhanced the food subsidy for hostel inmates of the All India Civil Services Coaching Centre, from Rs. 600/- to Rs. 800/- per trainee per month.

From the year 2000 to 2008, 239 candidates have been selected for the All India Civil Services through the All India Civil Services Coaching Centre at Anna Nagar. In the Civil Services Examination 2008, conducted by the Union Public Service Commission, 46 candidates coached by the All India Civil Services Coaching Centre, Anna Nagar, for the Main Examination / Mock Interviews have been selected for the All India Civil Services. This is the highest number of candidates who have been selected for the Civil Services from the All India Civil Services Coaching Centre, Anna Nagar, since its inception. This includes 21 BC candidates, 1 BC (Muslim) Candidate, 7 MBC Candidates and 14 Scheduled Castes candidates. Out of the 46 candidates who were selected for the Civil Services, from the All India Civil Services Coaching Centre at Anna Nagar, 11 are women candidates.

#### **v) Civil Service Training Institute, Bhavanisagar (CSTI)**

The Civil Service Training Institute was established in 1974 to impart foundational training for 60 days on the various administrative procedures, to the Tamil Nadu Ministerial Staff (Junior Assistants / Assistants). Further, In-service training to Deputy Tahsildars for 28 days is also imparted in this Institute to update their knowledge. The training content has been modernized with audio-visual presentations and use of the Video Conferencing Facility. During the year 2008-2009, 1587 Junior Assistants/Assistants and 104 Deputy Tahsildars have been trained at the Civil Service Training Institute, Bhavanisagar.

#### **INSPECTION WING**

With a view to have a systematic, periodical and complete inspection of the Offices of Heads of Departments and to tone up their administration, the scheme of periodical inspection of the offices of all Heads of Departments by Senior Level Officers was introduced by the Government in the year 1959. Accordingly an Inspection Wing consisting of 3 Sections is now functioning in the Secretariat under the administrative control of Secretary to Government Personnel and Administrative Reforms (Training) Department. The Inspection-I and Inspection-II sections are supervised by the Inspection Officers in the cadre of Deputy Secretary and the Inspection-III section is supervised by the Officer in the cadre of District Revenue Officer.

The three Inspection sections conduct inspection of 30 Heads of Department including Departments of Secretariat as per the inspection programme drawn up annually and they prepare preliminary inspection notes. Final Inspection will be conducted by senior level Indian Administrative Service Officers nominated for the purpose of taking up final inspection and the Report will be submitted to Government.

Two days Pilot Course on Disciplinary Procedures to District Level Officers and three days Short Course on Office Procedures to Superintendents and Managers are also conducted by the three Inspection Teams of the Personnel and Administrative Reforms Department in coordination with the District Inspection Cell Officers. The above training courses are imparted at the District Collectorates in all the Districts every year. During 2008-2009, a programme was drawn to conduct 31 Pilot Courses and 31 Short Courses and 22 Pilot Courses and 22 Short Courses have been conducted so far. The remaining courses will be conducted quickly. In addition, 2 days "Crash

Course" on Disciplinary Proceedings have been conducted in all the districts under the supervision of concerned Inspection Cell Officers.

### **District Inspection Cells**

The District Inspection Cells were set up during 1975 to tone up efficiency in administration in the Offices in the Districts and to exercise right control over the subordinate officers. There are eleven District Inspection Cells each functioning under the control of District Inspection Cell Officer in the cadre of Deputy Collector assisted by one Deputy Inspection Cell Officer in the cadre of Tahsildar, two Cell Inspectors in the cadre of Assistant, one Typist and two Office Assistants.

The District Inspection Cells conduct the annual inspection of District Level Offices, surprise inspection of offices where there is public complaints, besides assisting the District Vigilance and Anti-Corruption detachments in their surprise checks under the direction of each District Collector. During 2008-2009, the eleven District Inspection Cell Officers have conducted 112 inspections and 2335 surprise checks besides conducting 91 liaison meetings with the Vigilance and Anti-Corruption Officials in the presence of the District Collectors.

### **ORGANISATION AND METHODS CELL**

The purpose of the Organisation & Methods Cell is to undertake Studies for simplification of systems and procedures, assessment of manpower, delegation of powers, maintenance of record management and enforcement of economy and efficiency in various Departments of the Government.

2. The Organisation & Methods Cell comprises of two administrative teams. One team is headed by the O&M Specialist Grade-I – cum - Additional Secretary to Government and another team is headed by a Joint Secretary to Government (O&M). A Monitoring Cell consisting of one Research Officer and one Assistant Section Officer is also functioning under the supervision of Joint Secretary to Government (O&M). It looks after the works pertaining to follow-up actions on the recommendations contained in the Organisation & Methods Study Report and also to attend to the house-keeping functions including the preparation of Budget. The Joint Secretary to Government (O&M) is also the co-ordinator of the two administrative teams and the Monitoring Cell.

3. Every year, a call letter is issued by the Monitoring Cell requesting all the Heads of Department and Departments of Secretariat to provide information as to whether there are any problematic areas in their Departments, which require study by the Organisation and Methods Cell. Based on their requests, an action plan is drawn up and each team is allocated with study works. Apart from the Studies in the annual action plan, special works/studies are also undertaken based on the requests made by the Departments. From the formation of O&M Cell (i.e. 01.08.1970 to till date) 231 studies were undertaken by O&M Cell and reports furnished. During the year 2008-2009, three studies were undertaken and reports furnished. At present, studies are undertaken in the Departments of Adi Dravidar and Tribal Welfare, Tourism and Culture and Tamil Nadu Government Museums.

### **PART - II SCHEMES FOR THE YEAR 2009-2010**

It has been proposed to implement the following schemes under Part-II schemes for 2009-2010:-

#### **1. Personnel and Administrative Reforms Department, Secretariat**

- I. Purchase of 39 Computers
- II. Purchase of one Dot Matrix Printer
- III. Purchase of 39 Computer Chairs

#### **2. Tamil Nadu Public Service Commission**

Purchase of 30 additional Computer with latest configuration, Computer Table and Chairs, Laser Jet Printers, 5 High end Laser Jet Printers, 2 Line Printers, 5 Colour Laser Printers, 5 Laptops, 10 External Hard Disk Drive-1 Terrabyte and one copier.

**3. Directorate of Vigilance and Anti-Corruption**

Purchase of 35 Computers & accessories, 3 Photo Copier Machines & 6 Digital Video Cameras and Furniture and Steel Security Boxes.

**4. Anna Institute of Management**

Provision of Wire Mesh for Windows of Hostel Rooms (48 Nos.) and Guest rooms (4 Nos.), Purchase of 5 Water purifiers for the hostel and administration wing of Anna Institute of Management, 30 Chairs with writing pad for Computer centre classrooms and 3 Laser Printers, provision of connectivity through Local Area Net work, basic cutlery, Refrigerator, etc., for Hostel / Guest House, purchase of 20 Lap Tops for setting up of smart classroom, 10 Television in Mahizhampoo hostel rooms, Software for Library, Furniture for Office, Colour Television for Hostel and Two split Air-conditioners for class room.

**5. All India Civil Services Coaching Centre**

Provision of Netlon for hostel rooms, purchase of Vessels and Refrigerators, Reverse Osmosis System (Water Purifier), Plastic Chairs for hostel rooms, 29" Colour Television, 4 Nos. of New Steel Cupboard and Lap Top Computers.

**6. Tamil Nadu Civil Service Training Institute, Bhavanisagar**

Repair works for Deputy Tahsildars Dining Hall, Special Repairs to Auditorium, purchase of Sports Articles, provision of Fire extinguisher for New Computer Lab, Audio Visual Equipments for Auditorium, Special Repairs to Mess and Store rooms, purchase of Vessels, Grinders, Mixies and other crockeries for Mess, Library books, provision of Intercom facilities between Principal's chamber and Personal Clerk room, Air-conditioners for new Computer Lab and Purchase of two computers and one Printer for Improvement to Office Automation.

**ARCOT N. VEERASWAMI  
MINISTER FOR ELECTRICITY**