



**PERSONNEL AND ADMINISTRATIVE
REFORMS DEPARTMENT**

**POLICY NOTE
DEMAND No.35**

2014-2015

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**GOVERNMENT OF TAMIL NADU
2014**

PERSONNEL AND ADMINISTRATIVE
REFORMS DEPARTMENT
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The Personnel and Administrative Reforms Department plays a key role in Human Resource Management across Government Departments. Important functions such as recruitment, training, motivation, promotion and disciplinary issues of employees are addressed in a staff-based function. A motivated employee is always an asset in discharging the duties and responsibilities that are essential for good governance.

Personnel management is a dynamic field and requires to be adapted and updated from time to time. The Department manages its resources and has been able to cope with the changes that occur at the ground level.

Government of Tamil Nadu understood the need for Human Resource Management and created a special department by separating it from the Public Department on 6th November 1976. It was suitably titled as 'Personnel and Administrative Reforms Department'. This was based on the recommendations of the Administrative Reforms Commission, chaired by Thiru. T.A. Varghese, I.C.S. This Department has two wings:

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

The functions of the Department are classified into three categories:

- (a) Advisory
- (b) Statutory
- (c) Administrative.

In addition to these roles, this Department is actively involved in formulating the business of Secretariat and addressing Government Employees' welfare.

The major functions of this Department are given below in detail:

1 (A) ADVISORY FUNCTIONS

The Department advises on the following subjects as stipulated in the Tamil Nadu Government Business Rules and Secretariat Instructions:

- Estimation of vacancies and preparation of panels for the posts included in the Tamil Nadu State Services and the Tamil Nadu Secretariat Service.
- Examination of proposals for relaxation of relevant Special Rules / General Rules for regularisation of service and

declaration of probation of Government employees.

- Provision of Clarifications in Fundamental Rules.
- Examination of proposals with regard to revision of seniority in accordance with the rule provisions.
- Provision of inputs on the issue of orders on the recommendations of the 'Equivalence Committee' of the Tamil Nadu Public Service Commission relating to recognition of a prescribed qualification.

(B) STATUTORY FUNCTIONS

The following Statutory Rules and Regulations in service matters are dealt with in this Department:

- * Rules governing all categories of State Government employees

under various Departments
(excluding All India Services):

- (i) The Tamil Nadu State and Subordinate Services Rules (Part I and II).
- (ii) The Tamil Nadu Government Servants' Conduct Rules, 1973.
- (iii) The Fundamental Rules of the Government of Tamil Nadu.
- (iv) The Tamil Nadu Civil Services (Discipline and Appeal) Rules.
- (v) The Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955.
- (vi) Special Rules for the Tamil Nadu Ministerial Service.

- (vii) Special Rules for the Tamil Nadu Basic Service.
- (viii) Special Rules for the Tamil Nadu General Subordinate Service-Class XXII.

* Specific Rules to the Secretariat:

- (i) Special Rules for the Tamil Nadu Secretariat Service.
- (ii) Special Rules for the Tamil Nadu General Service-Classes XII and XII-A.
- (iii) Secretariat Office Manual.

* Rules relating to other Institutions:

- (i) The Tamil Nadu Public Service Commission Regulations, 1954.

- (ii) The Tamil Nadu Right to Information (Fees) Rules, 2005.

*** BUSINESS OF THE GOVERNMENT**

This department deals with the rules governing the business of the Government of Tamil Nadu at the Secretariat level, namely:-

- (i) Tamil Nadu Government Business Rules and Secretariat Instructions; and
- (ii) Standing Orders of the Hon'ble Chief Minister issued periodically.

(C) ADMINISTRATIVE FUNCTIONS

The administrative functions dealt with by this Department are:

- (i) Establishment matters of all the employees of the Secretariat who come under "One Unit

System" upto the level of Under Secretaries to Government.

- (ii) Grant of recognition for Service Associations and conduct of Tamil Nadu Civil Services Joint Council Meetings.
- (iii) Establishment matters relating to the Tamil Nadu Public Service Commission and Tamil Nadu Information Commission.

(D) OTHER FUNCTIONS

- a) Follow-up Action, based on the recommendations of the State Administrative Reforms Commission and Government of India Administrative Reforms Commission.
- b) Imparting Training:-
 - * for the field level functionaries at Civil Services Training Institute, Bhavanisagar and also Special

courses through Personnel and Administrative Reforms Department at District head quarters.

- * for Senior / Apex level functionaries at Anna Institute of Management, Chennai.
- * Special training for the newly recruited employees through TNPSC on the day to day functioning in Secretariat.

The following Directorates, Constitutional Bodies and their related establishment matters are under the administrative jurisdiction of this Department:

- i) Directorate of Vigilance and Anti-corruption
- ii) Tribunals for Disciplinary Proceedings
- iii) Tamil Nadu Public Service Commission

- iv) Tamil Nadu Information Commission
- v) A Committee for updating the Tamil Nadu Service Manual.

c) Government Employees' Welfare

The overall welfare of the Tamil Nadu Government employees is of utmost importance and the department is concerned about this. A Cordial and smooth atmosphere is essential to ensure that staff and officers have full confidence in the Government addressing their issues.

Grievances of Government employees regarding issues of pay and regularisation of services are being promptly dealt with on merits.

d) e-Governance

e-Governance is the application of Information and Communication

Technology for delivering Government services to the citizens in a convenient, efficient and transparent manner. Various Acts and Rules administered by all the Departments of Secretariat have been converted into Electronic data base and hosted in the Government website "www.tn.gov.in", in order to ensure transparent and efficient governance. An electronic Compendium of Government (manuscript) and important orders issued by this Department from the year 2007 onward is maintained and hosted in the Secretariat Intranet, website "<http://parserver1/par/gos/default.html>". Moreover, the Electronic File Processing System (EFPS) developed by NIC (National Informatics Centre) has already been implemented in the Departments of Secretariat, and this facility has also been extended to the District Collectorates. The Personal details of the Officers and Staff of the Departments of Secretariat

are also maintained under Personnel Information System (PINFOSYS).

2. Tamil Nadu Public Service

Commission

a) Constitution and Functions

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

The Tamil Nadu Public Service Commission discharges 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 the 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 appeals on disciplinary matters affecting Government employees;
- (iii) It conducts Departmental Tests for Government employees;
- (iv) It conducts examination on behalf of the Government of India, Ministry of Defence for admission to Rastriya Indian Military College, Dehradun twice a year.

b) Introduction of various reforms in recruitment

The Tamil Nadu Public Service Commission has introduced various reforms to ensure free and fair recruitment process with the highest

level of transparency in each stage of selection. They are as follows:-

- i) The Commission has introduced an Annual Planner every year in order to enable the candidates to plan their studies well in advance.
- ii) It has also introduced an Online Application system for all Examinations to be conducted by the Tamil Nadu Public Service Commission. (website: www.tnpsc.gov.in)
- iii) Another Major Initiative by the Commission is to introduce One-Time Registration Facility for the candidates in which, an applicant can fill in their Bio-data particulars and also upload signature and photo by paying a nominal amount (Rs.50/-). This Registration will be valid for a

period of Five Years, which can then be renewed.

- iv) To prevent malpractices in the examination halls, all the examination centres are monitored through web-camera/ videography.
- v) In order to assist Differently Abled Candidates, they are accommodated only in the ground floor rooms in all the examination centres for writing the examination and if necessary, scribes are provided.
- vi) For speedy and a fair selection process, Commission has introduced Computer-Based Test for the Technical Posts and this likely to be extended to all recruitments.

- vii) The tentative Answer Keys for the Objective type Examinations is hosted in the Commission's website immediately after the examination is over. The candidates will be given seven days time to file claims and objections, if any, to the Commission.
- viii) The candidates are permitted to peruse their descriptive-type answer scripts in the Commission's office, which ensures more transparency in the activities of the Commission.
- ix) To ensure transparency in service/ unit allocation, the Commission has introduced the Counselling Mode from February 2012. The vacancy particulars are published in the website.

- x) It has further introduced Single Window System for Departmental Promotion Committee proposals.

c) Achievements

Group – IV Examinations – 2013

The Commission has issued notification for 5566 posts included in Group-IV Services Examination on 14.06.2013. In response to the notification, 17,06,552 candidates had applied for the recruitment and 14,12,249 candidates were admitted to the written examination, held on 25.08.2013. This is the highest number of applications received by the Commission so far. Group-IV examination has been conducted within 70 days from the date of notification, results have been published on 05.03.2014 and allotment orders are under issue.

Group-II Examinations - 2013

The Commission has also issued notification for 1064 posts included in Combined Civil Services Examination – II, 2013 (Group - II) on 05.09.2013. In response to the notification dated 05.09.2013, a total number of 7,77,984 candidates have registered through online and 6,65,607 candidates were admitted to the written examination held on 01.12.2013.

Group-I Examinations – 2013-2014

The Commission has also issued notification for the posts included in Combined Civil Services Examination – I, 2013-2014 (Group - I) on 29.12.2013. In this notification, 79 vacancies have been notified and the preliminary examination was held on 20.07.2014.

d) Annual Recruitment Planner – 2014-2015

Commission has released the annual recruitment planner for the year 2014-2015 on 10.01.2014. As per the annual planner 3686 posts have to be notified within this year, besides other posts for which proposals will be received during the course of the year.

The Tamil Nadu Public Service Commission is now functioning in its own building at V.O.C. Nagar, Park Town, Chennai.

3. RIGHT TO INFORMATION ACT, 2005

The Right to Information Act, 2005 was enacted by the Parliament of India to provide for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the

working of every public authority. This Act received the assent of the President of India on the 15th June 2005 and came into effect from 12.10.2005. It has ensured citizen-centric governance.

a) Salient Features of the Right to Information Act, 2005

As per the Right to Information Act, 2005, "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

Every citizen of India has the right of access to 'information' as determined under the Right to Information Act, 2005

which is held by or under the control of any public authority and includes the right to –

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts or certified copies of documents or records;
- (iii) taking certified samples of material; and
- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

The Right to Information Act, 2005 stipulates mandatory disclosure of information on the functioning of the public authorities as well as designation of Assistant Public Information Officers

and Public Information Officers by every public authority to provide information to persons requesting for the information under this Act.

b) Tamil Nadu Information Commission

Tamil Nadu Information Commission was constituted by the Government of Tamil Nadu on 07.10.2005 to exercise the powers conferred on and to perform the functions assigned to it under the Right to Information Act, 2005. The Tamil Nadu Information Commission initially had one State Chief Information Commissioner and two State Information Commissioners. Subsequently, the strength of the State Information Commissioners was increased from two to six in order to cope up with the increased work load.

The Tamil Nadu Information Commission is now situated in the newly constructed building owned by the Tamil Nadu Slum Clearance Board at No.2, Thiyagaraja Road, Teynampet, Chennai-600018 having an accommodation of 12750 sq ft with effect from 10.02.2011 with all facilities including reverse osmosis protected drinking water supply. Elevator has also been provided to ensure access to the physically challenged. The Commission is served by a Secretary and a Registrar along with other supporting staff.

c) Fees

As per Tamil Nadu Right to Information (Fees) Rules 2005, every application for obtaining information shall be accompanied by an application fee of Rs. 10/- It can be paid by cash or by affixing court fee stamp or by demand draft or by Bankers Cheque or by

Treasury Chalan or by Postal Money Order. Tamil Nadu is a pioneer in introducing "Court Fee Stamp" as one of the modes of payment as fee for application under the Right to Information Act, 2005. Fee for providing copies of documents can be paid by way of cash or demand draft or Bankers Cheque or Treasury Chalan as prescribed in the Tamil Nadu Right to Information (Fees) Rules, 2005. There is no fee for the appeal. Persons who are below poverty line are exempted from payment of above said fee.

d) Generating Copies of orders in Braille Version

In furtherance of the meeting held by the Tamil Nadu Information Commission on 28.11.2011 with the Regional Director (i/c), National Institute for the Visually Handicapped Regional Centre, Poonamallee, Chennai-56, it has

been decided that the Commission will provide the decisions / orders of the Commission in Braille Version on a specific request from visually challenged persons, in collaboration with the above said Institute.

e) Appeal Procedure Rules

The Tamil Nadu Information Commission (Appeal Procedure) Rules, 2012 were notified in the Tamil Nadu Government Gazette No. 45, dated 21.11.2012 and these rules came into force on 3rd September 2012. The applicant, if not satisfied with the reply of the Public Information Officer, can make the first appeal to the Appellate Authority in the same department and the second appeal to the Tamil Nadu Information Commission. In making a decision on the complaint or appeal, the Commission has the power to impose a penalty and also to recommend for disciplinary action

against the Public Information Officer. The decision of the Commission is binding on all parties concerned. The Commission shall not admit any complaint on the non-compliance of the order of the Commission by the Public Authority, unless it is filed by the appellant within a period of one year from the date of such order issued by the Commission.

4. STATE VIGILANCE COMMISSION

The State Government constituted a State Vigilance Commission in 1965 in line with the Central Vigilance Commission which had been set up earlier. The Directorate of Vigilance and Anti-Corruption which was set up in February 1964 is functioning as the major agency in advising and assisting the Vigilance Commission in the discharge of its responsibilities.

The State Vigilance Commission has jurisdiction and powers in respect of matters to which the executive power of the State extends:-

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

on the action taken on the recommendations.

a) Jurisdiction of State Vigilance Commission

The State Vigilance Commission has its jurisdictions over:-

- All Public /Government Servants of the Tamil Nadu State;
- All the Statutory Bodies, Corporations and Companies of the State Government;
- All the public servants of Universities including Vice Chancellors of the Universities.

The Vigilance Commission submits an annual report to the State Government about its activities. This Annual Report is reviewed by the

Government and placed before the Legislature.

b) Directorate of Vigilance And Anti Corruption

The Directorate of Vigilance and Anti-Corruption is the prime Anti-Corruption agency in Tamil Nadu. It was established in the year 1964. The main functions of the DVAC are:-

- To conduct inquiries into the allegations of corruption and allied misconducts referred to by the State Vigilance Commission.
- To furnish the State Vigilance Commission, information and statistics gathered by the Directorate.
- To institute inquiries in the complaints made by members of public regarding the alleged corrupt

practices indulged by public servants.

- 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.
- On specific complaints, traps are organised after complying with the formalities and corrupt Government Servants are caught red handed while accepting bribes.

As a rule, all Government Servants caught in traps are arrested and remanded to judicial custody. Also, they are immediately placed under suspension by the Competent Authority till the criminal case is disposed of. Such tough action acts as a deterrent for those fence-sitters who might otherwise be tempted to go astray.

As a preventive measure the Government have issued instructions to all Heads of Department, all local bodies, Public Sector Undertakings to display the following message on the Notice Board in a prominent place at their offices and also in their official website.

“The Bribery is against the Law.

Complaints about Corruption may be sent to

The Director,
Vigilance and Anti-Corruption,
Chennai-28”.

Website: www.dvac.tn.gov.in

Phone No. 24615929/24615949/
24615989.

The Government have also issued instructions to all Heads of Department to appoint the second in command as the Vigilance Officer of the Department to enquire into the complaints of corruption against the Government Servants in that

particular department. Further, the departmental Vigilance Officers have also been instructed to conduct surprise checks at sensitive points and places of their organization periodically.

To create awareness amongst the general public regarding the functioning of the DVAC, a pavilion is being put up at the Government Exhibition, Island Grounds, Chennai Trade Fair every year. In this pavilion, digital printed banner on anti-corruption awareness slogans, screening of video clipping against corruption, telecasting of a song on anti-corruption, pledge taking event against corruption by the Public are held. Senior Officers were present on rotation at the pavilion to explain the functioning of the Directorate to the visitors.

c) Tribunal for Disciplinary Proceedings

The Tribunals for Disciplinary Proceedings were constituted by

Directorate of Vigilance and Anti-Corruption for conducting enquiries on the allegations of corruption against the officials working under the control of the State Government and the Municipal Corporations. In order to enquire into the charges leveled by the Directorate of Vigilance and Anti-Corruption against officials, the Tribunal for Disciplinary Proceedings has been vested with Quasi Judicial Powers for summoning witnesses and calling for necessary documents. The Tribunals conduct the enquiries in accordance with the Rules enshrined in Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955.

At present six Tribunals for Disciplinary Proceedings are functioning at Chennai, Trichy, Madurai, Coimbatore, Tirunelveli and Nagercoil. The Tribunals are presided over by a Commissioner for Disciplinary Proceedings in the cadre of

Indian Administrative Service Officers / District Revenue Officers. The Commissioner for Disciplinary Proceedings are assisted by the Prosecutors for Disciplinary Proceedings in conducting enquiries. The Commissioner for Disciplinary Proceedings send the findings of the Tribunal to the administrative department in Government concerned. The Government then examine and pass final orders on the findings of the Tribunal for Disciplinary Proceedings.

5. TRAINING

(A) Secretariat Training Institute

Foundation Training for directly recruited Assistant Section Officers, Assistants, Personal Clerks and Typists of Departments of Secretariat are given by Secretariat Training Institute for thirty one working days on General Administrative Procedures, Financial

Administrative Procedures. Clearing the Examination conducted at the end of Foundational Training is a prerequisite for declaration of satisfactory completion of probation and for inclusion of the names in the panel for Promotion. Moreover, 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 in order to update their knowledge to deal with such cases. So far Foundational Training have been conducted for 78 batches by this Institute.

The 79th batch of Foundation Training Course is being conducted from June 2014 for directly recruited 50 Assistant Section Officers, Assistants, Personal Clerks and Typists of Departments of Secretariat for thirty one days in Secretariat Training Institute.

(B) Anna Institute of Management

Anna Institute of Management is the State Administrative Training Institute of Government of Tamil Nadu. This institute is the nodal training organisation for imparting training to all categories of Government servants ranging from Ministerial staff to All India Service officers.

The programmes conducted over a period of time is an indication of the role of this institute in providing a result oriented and value based capacity building training for the public servants at various levels.

In 2013-2014, the institute has conducted 366 training programmes covering 9586 participants and is a major achievement. In addition to General Management modules, Anna Institute of Management provides specialised training courses like Disaster Management,

Computer and Information Technology, Right to Information Act, Total Quality Management and Health and Hospital Management. Moreover, need based training programmes / workshops were provided to various departments like TWAD, Higher Education, School Education, Tamil Nadu Infrastructure Development Board, Adi-Dravida Welfare, Co-operation, Food and Consumer Protection, Ministry of Commerce and Industry and Institute of Urban Transport catering to their requirements.

Governance has undergone a paradigm shift in the recent years by virtue of public awareness and change in the expectations of various sectors. Hence, training programmes should be amended accordingly to ensure better delivery systems. The institute has internalised this necessity and has

developed its resources, both men and material to serve the demands.

Training has become a vital input to address the requirements of public servants to face the challenges effectively in fulfilling their objectives. They require to be updated periodically, and particularly in information technology. Proper planning is essential to utilise the time available at their command judiciously. Human Resource Management aspects like acquisition, delegation, leadership, motivation, disciplining, retention and compensation are the need of the hour for every public servant in order to treat the personnel as asset and maximise their returns. The current scenario warrants inculcating life skills in the Government servants in their probationary period to lead a stress-free life so that they can discharge their duties with zeal and zest. Basic

requirements like honesty, integrity, modesty, affability, commitment, proactive nature, sincerity, dedication and punctuality have to be stressed to make them highly principled in serving the downtrodden sections of the society.

The Governing Committee of the Institute decides on policy initiatives with financial implication to make it more autonomous and self reliant. It is presided over by the Chairman designate, the Hon'ble Minister for Municipal Administration, Rural Development, Law, Courts and Prisons. The committee comprises of the Chief Secretary to Government as Vice-Chairman and other officials well versed in the field of education and training. Eminent persons in the realm of management are included as members to give expert advice in strengthening the inputs. In 1999, the Director, Anna Institute of Management

was given additional designation as Director General of Training to oversee the administration of various training institutions under the gamut of Government.

The “Mahizhampoo” Building of Anna Institute of Management was inaugurated by the Hon’ble Chief Minister, Government of Tamil Nadu on 25.05.2005 which gave a facelift to the infrastructure and fillip to the quality of programmes.

The Government of Tamil Nadu have increased the establishment grant for Anna Institute of Management from Rs.117.00 lakh to Rs.160.00 lakh and training grant from Rs.47.00 lakh to Rs.60.00 lakh since 2011.

i) * Establishment of Three Regional Training Centres for Anna Institute of Management

Establishment of Training Centres at the Regional level was felt essential to decentralise the training programmes. By virtue of this, the officials in the districts can be trained at the regional level and this will be convenient for women employees also. In addition to the comfort levels, region-specific requirements can be addressed as well. Refresher training programmes on certain dimensions of administration are also possible by this venture. The Centres are to act as the extended wings of Anna Institute of Management and will cater to the Government Departments or undertakings sans training facilities. In G.O. (Ms) No.119, Personnel and Administrative Reforms (Trg.III) Department, dated 18.07.2012, the Government issued orders for

establishing three Regional Training Centres at Trichy, Madurai and Salem. The Centres have commenced their functioning in a full-fledged manner since June 2014.

ii) * Special Programmes

- The Anna Institute of Management is conducting a series of regular on-going training programmes on "Hospital Administration" for the Senior Medical Officers and training on "Office Procedures" for the Ministerial staff of the Health and Family Welfare Department, both sponsored by the Tamil Nadu Health Systems Project. So far 53 programmes have been conducted for 1492 Senior Medical officers. During 2013-2014, 283 Senior Medical officers were trained in twelve batches. Further, 14 batches of training programmes

were provided for the Ayush and Primary Health Centre Medical officers.

- The training programmes for Public Prosecutors were conducted by the Anna Institute of Management in years 2011-2012, 2012-2013, and 2013-2014 and so far 507 Public Prosecutors have undergone training in 21 batches.
- A National Level Training Programme for the year 2012-2013 sponsored by the Ministry of Personnel and Training, Government of India on "Good Governance" for senior I.A.S. Officers was conducted from 16.9.2013 to 20.9.2013. The programme was sponsored by the Government of India based on the feedback given by participants in the last three years. Approval has

been given for conducting this programme for the year 2014-2015 also. A National Level Training Programme for officials of Indian Forest Service has been sanctioned for the year 2014-2015.

- Government of India sanctioned a sum of Rs.3.00 crores under “Intensive Training Programme (including Computer training) – Training for All” covering Tirunelveli, Thoothukudi and Kancheepuram districts. “Training of Trainers” programme was completed in January, 2013. District level Intensive training programme is being conducted in all three districts since February 2013.
- The Anna Institute of Management is implementing a special project for educating the provisions of

Right to Information Act in all the districts of Tamil Nadu. During the first phase, 16 districts were covered with a total outlay of Rs.9.88 lakhs. Based on the effectiveness of this programme, the Government of India released funds for conducting the programmes in the remaining 16 districts. Ten districts were covered till 31.03.2014.

- A five days' refresher course on General Administration for all Section Officers of Secretariat departments at a cost of Rs.21.25 lakh was sanctioned by this Government. Till 31.03.2014, nineteen batches have undergone training. This course is in progress.
- A one month Orientation and training was provided for I.A.S. Probationers of 2011 batch. This

was well received by the trainees as they had been given exposure to the functioning of various departments prior to embarking on district training. Due to the overwhelming response elicited from senior officials, this practice was continued for the nine I.A.S. Probationers of 2012 batch in 2013-2014 by fine-tuning the earlier experience. Like wise, training is being given to nine I.A.S. Probationers of 2013 batch in 2014-2015.

- In G.O. (Ms) No.404, Revenue Department, dated 11.10.2013 Government have sanctioned Disaster Management training programme for the Revenue Assistants, Deputy Tahsildars, Tahsildars and Deputy Collectors by Anna Institute of Management.

The first programme was inaugurated by the Hon'ble Minister for Revenue on 27.12.2013 at Tiruvallur Collectorate. Training programmes on similar lines were conducted in Kancheepuram, Cuddalore and Tiruvannamalai districts. The remaining districts will be covered in 2014-2015. The training programme for two days to Deputy Collectors was conducted on 24.02.2014 and 25.02.2014 with the help of experts and Disaster Management experienced officials. The course was inaugurated in Ponnarangam, the auditorium in Mahizhampoo complex by Hon'ble Minister for Revenue.

- Ministry of Commerce and Industry for the first time sanctioned one week mid-career training

programme for Indian Trade Service Officers on Good Governance. It was conducted from 03.03.2014 to 07.03.2014. The participants who came from various States and Ministries of Government of India have ranked the programme outstanding both in terms of inputs and infrastructure.

- A series of Computer programmes with hands-on sessions will be conducted during the year 2014-2015 for Public Prosecutors.
- Programme on Quality Management System and Sevottam framework was conducted through the Sevottam Training Cell of Anna Institute of Management. Till 31.03.2014, 524 employees were given training under this scheme. This course will continue for the

next four years with the support of Government of India.

**iii) A&B Wing Foundation Course
Training Institute, Chennai-28**

The A&B Wing Foundational Course Training Institute is functioning at 'Kanchi' Building, near 'Mahizhampoo' premises. This Institute imparts Foundational Training to the directly recruited and promoted Group "A" and Group "B" cadre Officers of various State Government Departments. Successful completion and securing a pass in the examination conducted after the training are mandatory for declaration of satisfactory completion of probation of these officers. This Institute is manned by an officer in the cadre of District Revenue Officer.

During the year 2013-2014, 849 officers were trained in 24 batches. All of them have satisfactorily completed the

training and cleared the examination conducted by the wing. It includes the special batch with 26 Child Development Project Officers organized based on the request made by the Integrated Child Development Services (Social Welfare Department).

The vacant post of 'Law Lecturer' was filled up through Tamil Nadu Public Service Commission in 2013 and law subjects are at present taught by a full time law faculty.

Further, the subjects of Office Administration, Financial Administration, Public Administration, Principles of Management, Public Funds, Economics, Planning and Development and Usage of Computers forming part of curriculum of training course are handled by experienced guest faculties.

iv) All India Civil Services Coaching Centre, Chennai-600 028

In 1966 Pre-Examination Training Centre was established to train SC/ST candidates to take up UPSC Civil Services Examination. Similarly in 1971, a Special Training Institute was established to guide Backward Class and Most Backward Class candidates. Both the Institutes were merged and renamed as "ALL INDIA CIVIL SERVICES COACHING CENTRE" and were ordered to function under the Director, Anna Institute of Management and Director General of Training from February 2000 onwards.

The candidates are given free boarding and lodging facilities in the Hostel. In G.O. (Ms.) No.123, Personnel and Administrative Reforms (Training-III) Department, dated 15.10.2013, the Government have waived mess fee for all the aspirants

studying in this Institute irrespective of their annual income. Thus, the Government have removed the parental income criteria of Rs.1,00,000/- as maximum annual income to avail this benefit and ensure social justice.

** Coaching for Preliminary Examination*

Every year an entrance examination is conducted for the selection of eligible candidates for admission to Preliminary Examination Coaching. 325 candidates (225 Residential + 100 Part Time) were selected for admission to coaching for Preliminary Examination for the year 2014. In G.O. (Ms.) No.149, Personnel and Administrative Reforms (Training-III) Department, dated 19.12.2013, Government have issued orders to increase the strength of residential trainees from 200 to 225. The

increase in admission was possible due to the enhanced infrastructure available in the institute for boarding and lodging. The selection is made based on the marks secured by the candidates in the Entrance Examination. Intelligence Character Reader (ICR) applications are issued to the aspirants through District Collectorates from 2011–2012. In 2012, 4734 candidates applied for the entrance test and 3582 actually appeared. Due to the increase in success ratio owing to the facilities offered, the number of candidates who applied swelled to 8240 in 2013 and 6382 appeared in the entrance test.

The allocation of seats for admission is as below.

Community	Upto 2013		From 2014	
	Full time	Part time	Full time	Part time
Scheduled Castes	82	41	92	41

Arunthathiyar	16	08	18	08
Scheduled Tribes	02	01	03	01
Most Backward Classes/ Denotified Communities	36	18	40	18
Backward Classes	48	24	54	24
Backward Classes (Muslims)	06	03	07	03
Differently Abled	06	03	07	03
Other Communities	04	02	04	02
Total Seats	200	100	225	100

The Institute guides the candidates for nearly nine months (from December to August) to take up the Preliminary examination.

** Coaching for Main Examination*

UPSC Civil Services Examination has three phases. The Preliminary Examination is an eligibility test based on objective type questions conducted to screen the candidates capable of taking a higher level main examination. Those

who qualify in the 'Main Examination' will be called for Personality Test conducted at Union Public Service Commission Office, New Delhi. The marks scored in Main examination and Personality Test will be added and ranking is done. Based on the rank and vacancy, preference of the candidates will be honoured.

The candidates who clear the Preliminary examination are given intensive coaching for nearly four months (from August to November) to face the Main examination. All candidates who clear the Preliminary examination are admitted waiving the condition that they should have had their training in this institute. In 2012-2013, 200 candidates were given coaching for the Main examination. In 2013, out of the 109 candidates selected for Civil Service from Tamil Nadu, 57 candidates were from All

India Civil Services Coaching Centre. A monthly stipend of Rs.3000/- is given to each candidate admitted for Main exam coaching, irrespective of the income ceiling to meet expenditure for accessing reading materials.

** Model Personality Test*

The Institute conducts Model Personality Test for the candidates who come out successfully in the Main Examination. They are held well in advance before the actual date of Personality Test held at New Delhi. The candidates are permitted by the Government of Tamil Nadu to stay at Tamil Nadu House, New Delhi at concessional rates to enable them to attend the test with ease and are provided Rs.2000/- as incidental expenses.

** Faculty*

Apart from a Principal and two regular faculties, more than 20 guest faculties are engaged to educate and evaluate the candidates as there are more than 23 subjects to be taught. In G.O. (Ms.) No.161, Personnel and Administrative Reforms (Training-III) Department, dated 20.11.2012, Government have raised the honorarium to Guest faculty from Rs.750/- to Rs.2000/-.

The institute has a Library with more than 21,000 books and computer facilities. A reading room is provided to assist the candidates to increase their knowledge on current affairs.

** New Building for All India Civil Services Coaching Centre*

This coaching centre originally functioned at Tamil Nadu Housing Board Transit Quarters in Anna Nagar in a

rental building since 1984. As the building was 30 years old, the students had to compromise with the bare minimum facilities available there. The needs of aspirants were duly considered and a modern coaching centre was built in nine months' time at "Kanchi" Campus, Anna Institute of management.

The new modern coaching centre is built at an estimated cost of Rs.1014.00 lakh, with an extent of 50843 sq. ft. with three floors, with air-conditioned conference hall, class room, computers hall, library and modern kitchen. Furnished accommodation is provided to 225 aspirants. The new building was declared open by the Hon'ble Chief Minister of Tamil Nadu on 12.10.2012.

*Number of Successful candidates from the
year 2000 to 2013*

Sl. No.	YEAR	EXAMINATION (UPSC)	Number Appeared					Number passed in Examination				
			DAP /OC	OBC	SC	ST	Total	OC	OBC	SC	ST	Total
1	2000 to 2010	Preliminary	136	1260	1333	26	2755	16	324	93	01	434
		Main	70	1194	588	10	1862	18	467	128	03	616
		Personality Test	46	662	174	7	889	25	238	71	02	336
2	2011	Preliminary										
		Full time	10	90	98	02	200	0	11	03	00	14
		Part-time	05	45	49	01	100	0	02	03	00	5
		Main		114	52	01	167		40	12	01	53
		Personality Test	12	93	22	02	129	06	33	06	02	47
3	2012	Preliminary										
		Full time	10	90	98	02	200	0	18	08	00	26
		Part-time	05	45	49	01	100	0	1	0	00	1
		Main	08	147	35	01	191	02	55	11	01	69
4	2013	Personality Test	12	103	20	01	136	05	34	09	01	49
		Preliminary										
		Full time	10	90	98	02	200	02	26	11	00	39
		Part-time	05	45	49	01	100	0	03	02	00	5
		Main	05	144	50	01	200	0	44	12	02	58
		Personality Test	07	111	22	01	141	05	41	11	00	57
		Total	34	4233	2737	59	7370	79	1337	380	13	1809
Successful candidates from the year 2000 to 2013											489	

** Orientation session for IFS Aspirants*

Changes have been effected in the conduct of examination for Indian Forest Service in 2013. The institute created awareness regarding the new pattern among the aspirants for this All India Service by organising a one day awareness programme in its premises with the contribution of senior officials from the Forest Department on 15.02.2014. 150 aspirants made use of this awareness programme. The institute is planning to create awareness regarding the other Central Services like Indian Statistical Service (ISS), Indian Engineering Service and Indian Economic Service. Such initiatives will make the students of Tamil Nadu familiar with various avenues available before them and make them plan their career in advance.

* *Civil Services Coaching Centres at
Madurai and Coimbatore*

The Government has sanctioned constitution of two more coaching Centres similar to the All India Civil Services Coaching Centre, Chennai, at Madurai Kamaraj University, Madurai and Bharathiyar University, Coimbatore in the name of "Anna Centenary Civil Services Coaching Academy" for the welfare of I.A.S., I.P.S. aspirants of rural areas.

**C) Tamil Nadu Civil Service Training
Institute, Bhavanisagar**

The Tamil Nadu Civil Service Training Institute at Bhavanisagar was established in the year 1974 with the object of imparting foundational training to the Assistants / Junior Assistants of all Departments of the Government of Tamil Nadu. Office procedure, Service matters, Public Relations, Rural development and Accounts are a few important topics

covered. The Government has introduced Computer training since 1999, with the view to equip the ministerial staff with skill to work in modernised and computerised system of administration.

This Institute is headed by a Principal in the cadre of District Revenue Officer. Besides this post, five Deputy Collectors, five Accounts Officers from Treasuries and Accounts Department and two Assistant Directors from Rural Development Department are posted as Lecturers to impart training at the Institute. One more post of Lecturer in Computer cum System Analyst has been sanctioned for this Institute to train the staff in computer subject. A Physical Training Instructor drafted from Education Department is conducting drill and Physical Training for Trainees.

The following are the regular Training Programmes implemented by this Institute:

- i) **Foundational Course Training:**
This training is given to the following categories of Ministerial and Judicial Ministerial staff of the State Government:-
 - a) Junior Assistants recruited by TNPSC and on compassionate grounds.
 - b) Assistants directly recruited by TNPSC after 01.10.1978.
 - c) Assistants promoted from Typists after 27.11.1992.
 - d) Office Assistants / Record Clerks promoted as Junior Assistants after 15.02.1994.
 - e) Stenographers converted as Assistants.

- ii) In-Service Training: Besides the above four weeks (28 working days including Government Holidays) In-service Training is conducted for the Deputy Tahsildars.
- iii) Implementation of various Training Courses.

The duration of the Regular Foundational Course Training for Junior Assistants / Assistants is 60 days (inclusive of holidays). In order to clear the huge backlog of trainees from time to time, the Government had ordered to conduct of condensed foundational course training for 35 working days, which was imparted during the period from 1998 to 2008.

Subsequently, in order to reduce the huge backlog of 5551 ministerial staff due for training, the Government have accorded permission to conduct Condensed Foundational Course Training

vide G.O. (Ms.) No.110, Personnel and Administrative Reforms (Training-1) Department, Dated 08.09.2011. The 37 days condensed foundational course training was conducted at the Police Recruit Schools, Coimbatore, Vellore, Trichy and Thoothukkudi, by engaging the service of retired District Revenue Officers as Center Incharge and 48 retired 'B' Grade officers as Faculty members on payment of fixed Honorarium. 5792 Ministerial staff were trained at these Regional Centres during the period between September, 2011 and September, 2012.

Besides these condensed courses, the regular two months foundational course training has also been conducted at CSTI, Bhavanisagar till August, 2013. During the year 2012-2013 regular 60 days' foundational course training was given to 1871 officials at CSTI and 37

days' condensed course training was given to another 1921 officials at the Police Recruit School at Coimbatore, Vellore, Trichy and Thoothukudi.

In 2013-2014, 60 days' regular course of training has been imparted to 1032 ministerial staff at CSTI, Bavanisagar. As the backlog of trainees have swelled again, the Government have ordered the conduct of 41 days' condensed Foundational Course Training at the Institute itself, as per G.O. (Ms.) No.94, Personnel and Administrative Reforms (Training-1) Department, dated: 26.07.2013. Accordingly, the Institute is imparting 41 days condensed course training from September, 2013 onwards and so far 1948 personnel were trained in five batches.

Since the year 1981, the Institute has conducted four weeks (28 days inclusive of holidays) In-service Training

Course for Deputy Tahsildars. A total number of 3173 Deputy Tahsildars have been trained in 138 batches. The Institute has also conducted special training programmes for Commercial Tax Officers, Accounts Officers of TANGEDCO, Nutritious Noon Meal staff and the ministerial staff of Rural Development Department. Since inception, the Institute has so far trained 88,450 officials in various categories of training.

iv) Disaster Management Training

In G.O. (Ms.) No.404, Revenue [D.M.III (2)] Department, dated 11.10.2013, Government have sanctioned a sum of Rs.250.00 lakh for imparting training for the Revenue Officials in Disaster Management. Out of this a sum of Rs.100.00 lakh is allocated for imparting two days training in Disaster Management for 8000 Junior Assistants / Assistants of Revenue

Department. This Institute is entrusted with the task of implementing the training programme for the Junior Assistants / Assistants. The training programme was commenced on 05.02.2014 and so far 646 employees have been trained in 24 batches.

** Mess Facility*

Mess facility is available in the Institute where hygienic food under cost sharing system is provided. Apart from the five Accounts Officers posted as Lecturers, one post of Accounts Officer has been sanctioned by the Government exclusively to look after Mess Accounts.

** Construction of New Buildings*

The Government in G.O. (Ms.) No.163, Personnel and Administrative Reforms (Training-I) Department, dated:22.11.2012 have sanctioned a sum of Rs.3623.34 lakh for the development

of infrastructure and training facilities in this Institute to make it a pioneer Institution in the Country. The following are the works sanctioned as per the said Government Order.

Sl. No.	Description of the Work	Amount Sanctioned (Rs. In lakhs)
1.	Providing New Infrastructure facilities (construction of new buildings)	2853.00
2.	Improving / Strengthening the existing facilities	205.40
3.	Concept of Creating Smart Class Rooms	42.85
4.	Adding Green features to the Institute	72.97
5.	Formation of Main Arterial Roads with interconnecting roads of the entire campus.	178.75

6.	Total Quality Management	111.07
7.	Lump sum Provision as required by PWD	159.30
Total		3623.34

The new infrastructure include construction of new Administrative Complex, well equipped Library, Indoor Sports Complex, Video Conference Hall cum Auditorium, Additional Class Rooms, Record Room, Lecture Halls for Deputy Tahsildars, Additional Hostel Blocks, Modern Kitchen, Integrated Housing Complex for the Principal, Faculties and the staff, etc. All these works are in progress and it is expected that the additional buildings will be completed soon.

6. INSPECTION WING

A system of regular periodical inspection of the Heads of Departments

was introduced by the Government to tone up administration, to improve efficiency and to avoid inordinate delays in Government offices. In the year 1959, the system of inspection of the offices of Head of Departments, Municipal Corporations including Departments of Secretariat by senior officers was begun.

Under the administrative control of Principal Secretary to Government, Personnel and Administrative Reforms Department (Training), the Inspection wing functions with three sections of staff. The Inspection-I and Inspection-II sections are under the supervision of Inspection Officers in the cadre of Deputy Secretary to Government or above and the Inspection-III is under the supervision of an officer in the cadre of District Revenue Officer.

As per the inspection programme drawn annually, the three Inspection

sections conduct inspection of 30 Heads of Departments / Municipal Corporations including Departments of Secretariat. On completion of inspection and after preparation of inspection notes, the concerned Head of Departments are furnished with preliminary inspection notes. The offices in which preliminary inspection was conducted, furnish the rectification report to Government on the shortcomings, defects pointed out in the inspection report. The senior level Indian Administrative Officers nominated by the Government take up final inspections. They send their Inspection Notes and General Remarks to Government after conducting final inspection and these General Remarks will be communicated to the concerned offices for taking remedial action.

The three Inspection sections of the Personnel and Administrative Reforms

Department in co-ordination with the District Inspection Cell Officers are now conducting a two days "Pilot course" on Disciplinary Procedures to District Level Officers and three days "Short Course" on Office Procedures to Superintendents and Managers in the districts to increase the efficiency of the district administration. In the District Level these training courses are conducted every year in the District Collectorates. 29 Pilot Courses and 29 Short Courses were conducted upto March 2014.

*** District Inspection Cells**

In the year of 1975, Inspection Cells were established to increase the efficiency of the administration of the district offices and to exercise control over the subordinate offices. Eleven District Inspection Cells are functioning. These are working under the control of

Inspection Cell Officers in the cadre of Deputy Collector.

The annual inspection of district level offices and surprise inspections are conducted by the District Inspection Cells. Conducting detailed inspection of 12 District Offices and 240 surprise inspections every year has been fixed as target for each District Inspection Cell. Their monthly progress of work is reviewed critically and the observations are sent to the concerned officers by sending a copy to the Collectors concerned. The District Inspection Cell assists the District Vigilance and Anti-Corruption detachments during their surprise checks. The eleven District Inspection Cells have conducted 106 Liaison meetings with the Vigilance and Anti Corruption officials in the presence of the District Collectors upto March 2014.

Considering the need for the provision of vehicle to the District Inspection Cells for easy travel in their administrative jurisdiction eleven jeeps at a cost of Rs.85 lakhs were provided to the District Inspection Cells by the Hon'ble Chief Minister.

*** Refresher Course**

In G.O. (Ms.) No.3, Personnel and Administrative Reforms (Inspn-II) Department, dated 09.01.2014, orders have been issued to conduct 5 days Refresher Course every year at all the District Head Quarters to the Junior Assistants / Assistants at a cost of Rs.10.40 lakhs. These courses will be conducted by the District Inspection Cell Officers at all Districts' Head Quarters.

7. ORGANISATION AND METHODS CELL

The Government conceived the need of an Organisation (a unit of staff systematically structured and managed) and methods (a manner of dealing things systematically) to regulate the staffing pattern in all Departments of the Government by re-organising the existing functions and organizational set up. To achieve this, the Government constituted an Organization and Methods Cell in Finance Department on 01.08.1970. Subsequently, to fall in the line with pattern of Government of India, the O&M Cell was transferred from Finance Department to Personnel and Administrative Reforms Department with effect from 01.10.1979.

2. The specific objectives of the O&M cell are to undertake methods study, assessment of man power,

delegation of powers, better record management, work analysis and organizational structure of Departments which have given consent to undertake such studies to improve, system management, time and work aspects relating to each post in a Department and organizational analysis to improve efficiency and economy in such Departments.

3. The O&M Cell consists of two Administrative Teams with two Research Officers for each Team headed by an O&M specialist, to take O&M study in the Government Departments and one Monitoring Cell with one Research Officer and one Assistant Section Officer headed by Joint Secretary (O&M) to Government to look after the works pertaining to follow-up actions on the recommendations contained in O&M Study Report, to attend to the

house-keeping functions including the preparation of Budget etc. The Joint Secretary to Government (O&M) is also the co-ordinator of the two administrative teams and the monitoring cell.

4. The O&M Study Teams have undertaken studies not only of Government departments but also in Government undertakings. It has completed 233 studies so far, from the time of inception of O&M Cell. Recently, O&M study has been conducted in the State Institute of Hotel Management and Catering Technology, Trichy.

PART-II SCHEMES FOR THE YEAR**2014-2015**

It is proposed to implement the following schemes under Part-II schemes for the year 2014-2015 at a total estimated cost of Rs.2,55,33,000/-

1. Personnel and Administrative Reforms Department (Secretariat)

Purchase of 20 Computers and antivirus software with 3 years license, 5 Scanners, 10 Laser Jet Printers, one Network Component, 20 Vanavil Tamil Software, 20 Nos. of 0.6 KVA UPS and 2 Xerox Machines at a total estimated cost of Rs.13,16,000/- in Component-I.

2. Personnel and Administrative Reforms (Training) Department (Secretariat)

Purchase of 2 Air-conditioners, 2 Collar Mikes, 1 Wi-Fi Modem & 3 UPS at a total estimated cost of

Rs.1,30,000/- for the use of Secretariat Training Institute.

3. Tamil Nadu Public Service Commission

Provision of specially designed workstation and purchase of Fully automated Binding machine at a total estimated cost of Rs.59,22,000/- in Component-I.

4. Tamil Nadu Information Commission

Purchase of 15 Desktop Computers, 3 Dot-Matrix Printers, one Digital Copiers-cum-Printer with Network and one colour Mini copier cum printer, Scanner with Fax at a total estimated cost of Rs.8,21,000/-in Component-I.

5. Directorate of Vigilance and Anti-Corruption

Purchase of 118 Laptops and 30 Photo copier at a total estimated

cost of Rs.85,69,000/- in Component-I.

6. Commissioner for Disciplinary Proceedings, Coimbatore

Purchase of one Computer HP i-3 and HP Laser Printer at an estimated cost of Rs.44,000/- in Component-I.

7. Commissioner for Disciplinary Proceedings, Madurai

Purchase of one Computer at an estimated cost of Rs.30,000/- in Component-I.

8. Anna Institute of Management

Provision of sound proofing arrangement in lecture halls, Separate Rest Room for Women in the Disaster Management Complex, Sun Shades and MS Staircase from the existing kitchen to the first floor of the Hostel at a total estimated

cost of Rs.20,91,000/- in Component-I.

9. All India Civil Services Coaching Centre, Chennai

Purchase of one Digital Colour Copier at an estimated cost of Rs.3,40,000/- in Component-I.

10. Civil Services Training Institute, Bhavanisagar

Purchase of Collar Mikes for Class Rooms, 19 Water Purifier, Special Repairs to Building – AO/Mess Quarters, purchase of one Heavy Duty Multi – Functional device and Acrylic Podium for Class Room and Roof conversion and floor tiling for Tamil Nadu Arangam Building for at a total estimated cost of Rs.62,70,000/- in Component-I.

Conclusion:

The Personnel and Administrative Reforms Department plays an active role in ensuring the smooth functioning of Government by strengthening the potential of Government employees through various measures with a well planned approach. The challenges and tasks are met by the officials with confidence due to their mettle and well groomed performance over a period of time. The Department strives in promoting a high level of motivation for the staff and helps in attaining it.

S.P. VELUMANI
Minister for Municipal
Administration,
Rural Development,
Law, Courts and Prisons.