



**PERSONNEL AND ADMINISTRATIVE
REFORMS DEPARTMENT**

**POLICY NOTE
DEMAND No.35**

2015-2016

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Rural Development, Law, Courts and Prisons**

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Government of Tamil Nadu
2015

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REFORMS DEPARTMENT**

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Government of Tamil Nadu understood the need for Human Resource Management and created a special department by carving it out from the Public Department on 6th November 1976. It was appropriately 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.

The Personnel and Administrative Reforms Department plays a key role in Human Resource Management across Government Departments.

Personnel management is a dynamic field and requires to be adapted and updated from time to time. This Department manages its resources and has been able to cope with recruitment, training, motivation, promotion and disciplinary issues of Government employees both inside Secretariat and field departments in Tamil Nadu.

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) Anna Institute of Management
- (vi) Office of the Director General of Training
- (vii) A & B Wing Foundational Course Training Institute, Chennai
- (viii) All India Civil Services Coaching Centre, Chennai
- (ix) Civil Services Coaching Centres at Madurai & Coimbatore
- (x) Civil Service Training Institute, Bhavanisagar

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 the staff and officers have full

confidence in the Government in addressing their issues.

Grievances of the 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 orders (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.htm". Moreover, the Electronic File Processing System (EFPS) developed by NIC (National Informatics Centre) which includes computerized tappal distribution system, Personal Register entry / check had 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).

e) Simplification of existing procedures in various Government Services

The Hon'ble Minister (MA, RD, Law, Courts and Prisons) on 7.8.2014 has

announced on the floor of Assembly as follows: -

“It is proposed to identify at least 25 services being rendered by different departments and to simplify the same after extensive consultation with the concerned department and stakeholders. The public will also be encouraged to offer their suggestions for due consideration. After reaching a consensus on the revised procedures to be adopted, the proposed simplified procedure will then be processed for adoption by carrying out necessary amendments of existing rules by the concerned departments. Personnel and Administrative Reforms Department will play a coordinating role in the entire exercise and ensure that 25 existing procedures across different Departments are simplified and streamlined”.

To implement the said announcement, orders were issued in G.O. (Ms.) No.101, Personnel and Administrative Reforms (A) Department, Dated 01.10.2014.

Based on the above Government Order, the following advertisement has also been published in the leading news papers viz. Dinamani, Daily Thanthi, Indian Express and Deccan Chronicle on 13.01.2015.

The members of the public have been invited to express their views / suggestions for simplification of existing Government procedures / processes that are directly linked to various services / approvals / licenses etc., by various Government Department that is now utilized by members of the public / institutions etc. The suggestions not exceeding 500 words were to be sent

only to the following e-mail id:
simplifyprocedureintn@tn.gov.in

The following format was advised: -

- a) Specific Service (issue of certificate / payment mechanism etc.,)
- b) Department or Office to which the procedure pertains.
- c) Existing procedure for service delivery
- d) Rough title / Name of the Procedure
- e) Suggested change in procedure
- f) Justification / Reason for the proposed change.

A flow chart of the Suggested procedure was requested. The decision on adoption of the proposed change is left to the respective departments.

The above advertisement has also been published as a Press Release on 04.02.2015. As on date 381 suggestions have been received and are being processed.

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 out its functions independently, fairly and impartially. The Commission consists of a Chairman and 14 (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.

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 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 in respect of 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 the recruitment process

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 the system of releasing the Annual Planner for examinations in the beginning of every year in order to assist the candidates in planning their studies well in advance.
- ii) The Commission has introduced Online Application system for all the Examinations to be conducted by the Tamil Nadu Public Service Commission, which is user-friendly.

- iii) The Commission has introduced a “One-Time Registration Facility” for the candidates in which, anyone can fill their Bio-data particulars and also upload their signature and photo by paying a nominal amount (Rs.50/-), which will serve as a permanent data base of the candidates. This Registration is 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 being monitored through web-camera / videography.
- v) In order to facilitate the Differently Abled Candidates, they are accommodated only in the ground floor rooms in all the examination

centres for writing the examination.
If necessary, scribes are provided.

- vi) For speedy and a fair selection process, Commission has introduced Computer-Based Test for Technical Posts.
- vii) The tentative Answer Keys for the Objective type Examinations are hosted in the Commission's website immediately after the examination is over. The candidates are 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 a Single Window System for Departmental Promotion Committee proposals.

c) Achievements:

During 2013-2014 the Tamil Nadu Public Service Commission conducted the Civil Judges Examination (162 vacancies), Combined Civil Service Examination–I (Group-I) (79 vacancies), Combined Civil Service Examination–II (1,064 vacancies), Combined Civil Service Examination–IIA (2,269 vacancies) besides examinations for Village Administrative Officer (2,342 vacancies) and Group-IV posts (4,963

vacancies). It has published Group-IV (2013) examination marks and ranks in the Commission's website for ensuring transparency.

Tamil Nadu Public Service Commission has published final results for 53,356 vacancies in various posts from May 2011 to 31.08.2015.

d) Annual Recruitment Planner – 2015-2016

Commission has released the annual recruitment planner for the year 2015-2016 on 30.01.2015.

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

3. RIGHT TO INFORMATION ACT, 2005

The Right to Information Act, 2005, is one of the significant legislations enacted by the Parliament of India to

provide for setting out the practical regime of right to information for citizens.

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

The Right to Information Act, 2005 covers a wide spectrum of bodies. All the Departments and the Public Sector Undertakings of the Central and State Governments, institutions, agencies and other bodies established, constituted, owned and controlled or substantially financed including non-Governmental organisations substantially financed directly or indirectly by the appropriate Governments are covered by the Act. Every citizen of India has the right to access information under the Act which is held by or under the control of any public authority which includes inspection of work, documents or records, taking certified samples of materials, 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 Act ensures transparency, effective access to information and greater accountability in the functioning of the public authorities. The obligations of the public authorities are to proactively disclose information on their functioning. The Act has made governance citizen-centric.

b) Constitution of the Tamil Nadu Information Commission

Tami Nadu Information Commission was constituted on 07.10.2005 by the Government of Tamil Nadu under the powers vested in Section 15(1) of the Right to Information Act, 2005. The sanctioned strength of the Tamil Nadu Information Commission is one State Chief Information Commissioner and six

State Information Commissioners. The Commission's mandate is to exercise the powers conferred on it and to perform the functions assigned to it under the Right to Information Act, 2005. The Commission is functioning in a rented building owned by the Tamil Nadu Slum Clearance Board at No.2, Thiyagaraya Road, Teynampet, Chennai-600 018 having an accommodation of 12,750 Sq. ft. with all basic amenities. The Tamil Nadu Information Commission is served by a Secretary, a Registrar and a Legal Officer along with other supporting staff. The General superintendence, direction and management of the affairs of the State Information Commission vests in the State Chief Information Commissioner as per Section 15(4) of the Right to Information Act, 2005. One state Chief Information Commissioner and

two State Information Commissioners assumed charges in the Commission on 09.08.2015.

C) The Tamil Nadu Right to Information (Fees) Rules, 2005

Every application made for obtaining information shall be accompanied by an application fee of Rs.10/- which can be remitted by cash or by demand draft or banker's cheque or through Treasury challan or by affixing court fee stamp or by way of Money Order. For providing copies of documents, fee shall be paid by way of cash or demand draft or banker's cheque or Treasury challan. There is no application fee for preferring first appeal before the Appellate Authority and the second appeal before the Commission. The prescribed fee including application fee is not charged from these applicants below the poverty line.

d) The Tamil Nadu Information Commission (Appeal Procedure) Rules, 2012

The Government of Tamil Nadu, vide G.O. (Ms.) No.137, Personnel and Administrative Reforms (A.R.III) Department, dated 03.09.2012, has notified the Tamil Nadu Information Commission (Appeal Procedure) Rules, 2012, which contain the procedure to be followed by the Appellants for filing of appeals to the Commission and the procedure involved in deciding the appeals. These rules came into force on the 3rd September 2012.

e) Special facilities provided by the Tamil Nadu Information Commission

The hearing impaired and visually challenged persons can have the assistance of any person during the course of enquiry at his / her written

request in that regard to the Commission.

The Tamil Nadu Information Commission provides the Decisions / Orders of the Commission in Braille Version, on a specific request from the visually challenged persons, in collaboration with the National Institute for the Visually Handicapped Regional Centre, Poonamallee, Chennai-56. Tamil Nadu is the first state to implement such arrangement in India.

Elevator facility is available in the premises of the Commission to ensure easy access for the physically challenged.

f) General

The Tamil Nadu Information Commission has also arranged the facility to provide information through Short Message Service (SMS) regarding the

receipt of appeals in the Commission and the number assigned to the appeals to the appellants who have given their Mobile phone numbers in their appeals.

A separate Integrated Services Digital Network (ISDN) Line has been installed in the Commission recently and the Video Conferencing facility is to be effectively utilised in case of prisoners in sensitive cases and others.

The Commission's website (www.tnsic.gov.in) facilitates disclosure of information under Section 4(1)(b) of the Right to Information Act pertaining to the Commission. The website is fully functional and has details of updated cause list and the decisions of the Commission on the second appeals / complaints made to the Commission.

4. STATE VIGILANCE COMMISSION

Pursuant to the recommendations of the Committee on the Prevention of Corruption, presided over by Thiru. K. Santhanam, an Independent Vigilance Commission was set up in February 1964 by the Central Government, with jurisdiction over Central Government employees.

The main purpose of the Commission is to advise the Government on the major administrative problems in Prevention of corruption in Public Services in general and the manner in which individual cases of corruption brought to light, should be dealt with.

Pursuant to this measure, the State Government constituted a State Vigilance Commission in 1965. 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 will have 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, Tamil Nadu

The Directorate of Vigilance and Anti-Corruption is the prime Anti-Corruption agency in Tamil Nadu. It was established in the year 1964 on the recommendations of the Santhanam Committee on Prevention of Corruption. 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 on 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 the corrupt Public

Servants are caught red handed while accepting the bribe.

As a rule, all Public 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.

“Bribery is against the Law.

The complaints about Corruption may be sent to

**The Director,
Vigilance and Anti-Corruption,
Chennai-28".**

The Government have also issued instructions to all the Departments of Secretariat and Heads of Departments to post the following message in their Official website.

"Bribery is against the Law.

The 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 are 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 for conducting enquiries on the allegation of corruption by Directorate of Vigilance and Anti-Corruption against the officials working under the control of the State Government and the Municipal Corporations. For inquiring the charges leveled by the Directorate of Vigilance and Anti-Corruption against the officials, the Tribunal for Disciplinary Proceedings have been vested with Quasi Judicial Powers for summoning witnesses and calling for necessary documents. The Tribunals are conducting 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 examine and pass final orders on the findings of the Tribunal for Disciplinary Proceedings.

5. TRAINING

(A) Secretariat Training Institute

Foundation Training Course for the directly recruited Assistant Section

Officer, Assistants, Personal Clerks and Typists of Departments of Secretariat is given by Secretariat Training Institute for 31 working days on General Administrative Procedures and Financial Administrative Procedures. Clearing the Examination conducted at the end of Foundational Training Course is a pre-requisite for declaration of satisfactory completion of probation and for inclusion of 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 84 batches by this Institute.

In the 85th batch which commenced on 29.07.2015, 45 Assistant Section Officers, Personal Assistants and Assistants are given Foundational Training.

(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 2014-2015, the institute conducted 588 training programmes covering 21,626 (upto 31.03.2015) participants at Chennai including 211 training programmes covering 11,378 participants at Regional Centres of Madurai, Trichy and Salem and is an all time achievement in the history of Anna Institute of Management. Likewise during the financial year 2015-2016 the institute has conducted 178 training programmes both at Chennai campus and in three Regional Centres covering 6,679 participants as on date. In addition to General Management modules, Anna Institute of Management provides specialised training courses like Disaster Management, e-Governance 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, Prosecution Department, Commercial Taxes Department, Tamil Nadu Infrastructure Development Board, Adi-Dravidar Welfare, Co-operation, Food and Consumer Protection, Ministry of Commerce and Industry and Institute of Urban Transport, Government of India 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 public service 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 component to address the requirements of public servants to face the challenges effectively and perform with utmost efficiency in fulfilling their objectives. They require to be updated periodically in general and in information technology, in particular. 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 who deals with personnel in order to treat the employees as assets and maximise their returns. The current scenario warrants inculcating life skills to 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.

i) Special Programmes conducted during the year 2014-2015

- The Anna Institute of Management (AIM) 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 65 batches programmes of training have been conducted for 1,803 Senior Medical officers.

- AIM has conducted 14 batches of training programmes on computer for 272 Prosecuting Officers at Chennai and Madurai during the year 2014-2015.
- A National Level Training Programme sponsored by the Ministry of Personnel and Training, Government of India on "Good Governance" for senior IAS Officers

was conducted from 16.09.2013 to 20.09.2013. The programme was sponsored by the Government of India based on the feedback given by participants in the last three years. Anna Institute of Management conducted the programme on "Project Management" for senior IAS and IPS and IFS Officers from 01.09.2014 to 05.09.2014 with 15 participants. A training programme for Indian Forest Service Officers sponsored by the Ministry of Environment and Forest, Government of India was conducted from 24.11.2014 to 28.11.2014 with 27 participants.

- The project sanctioned by the Government of India at a cost of Rs.3.00 crores in 2013 under

“Intensive Training Programme (including Computer training) – Training for All” covering Tirunelveli, Thoothukudi and Kancheepuram districts was continued this year also. So far we have conducted various programmes covering 3,494 participants on Personality Development, Attitudinal changes, Rules & Regulations and on Computers.

- As done during earlier years, AIM conducted Phase I and Phase II training programmes for 54 directly recruited Deputy Collectors during the year 2014-2015.
- The Institute is implementing a Government of India, DOPT, sponsored Central Scheme for educating the provisions of Right to

Information Act in all the districts of Tamil Nadu. During the year 2013-2014, 16 districts were covered with a total outlay of Rs.15.56 lakhs. Based on the effectiveness of the programme, another project has been entrusted to Anna Institute of Management for which Government of India have sanctioned a sum of Rs.32 lakhs for the year 2014-2015. Four programmes were conducted during the year 2014-2015 and remaining programmes are being conducted during the year 2015-2016.

- In order to increase the efficiency, a one month Orientation training was provided during the year 2014 for IAS Probationers of 2012 batch which was attended by nine IAS

Probationers. This programme was well received by the trainees as it provided them with an opportunity to have exposure to the functioning of various departments before they embark on the district training. This programme was continued for 2012, 2013 and 2014 batch officers at Anna Institute of Management.

- In G.O. (Ms.) No.404, Revenue Department, dated 11.10.2013 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 various districts. The remaining districts will be covered in 2015-2016. The training programme for Deputy Collectors was conducted on 24.02.2014 and 25.02.2014 with the help of experts and experienced officials. The course was inaugurated by Hon'ble Minister for Revenue in Ponnarangam auditorium in Mahizhampoo complex, Anna Institute of Management. The remaining courses will be held in 2015-2016.

- Department of Personnel and Training, Government of India, has recently launched a Pilot scheme of "Induction Training Programme" for the newly recruited cutting edge level state Government functionaries on pilot basis in five

Districts in each of the three states of Tamil Nadu, Maharashtra and Jammu & Kashmir during the financial year 2014-2015. The scheme envisages the conduct of five training programmes of two week duration in each District. The objectives of the Induction training programme is to develop generic and domain specific competencies in cutting edge level functionaries for strengthening capabilities to improve the public service delivery in action. The trainings are imparted by Anna Institute of Management in respect of Tamil Nadu state. The first programme was inaugurated on 05.01.2015. Government of India have sanctioned a special grant of Rs.1.80 Crores to Anna Institute

of Management for this pilot programmes. Anna Institute of Management has completed all the 25 Nos. of the Induction Training programmes and exceeded the target of training 1,000 Government employees in this pilot projects.

**(ii) A
& B Wing Foundational Course
Training Institute, Chennai-600 028**

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 2014-2015, 739 officers have so far been trained in 24 batches. In 2015-2016, 154 officers have so far been trained in 06 (six) batches. All of them have satisfactorily completed the training and cleared the examination conducted by the Institute which mandatory for successful completion of probation. In order to clear the backlog, one special batch for 'Course – A' and four special batches for 'Course – B' training were conducted exclusively for the officials of Agriculture and Animal Husbandry and Veterinary Sciences Departments, without additional financial commitment.

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.

(iii) 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 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 was 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 during the year 2014, 325 candidates (225 Residential + 100 Part Time) were selected for admission to coaching for CS - Preliminary Examination, 2015. 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. Intelligence Character Reader (ICR) applications are issued to the aspirants through District Collectorates from 2011-2012. In 2013, nearly 8,240

candidates applied for the entrance test and 6,382 actually appeared. Due to the increase in success ratio owing to the facilities offered, the number of candidates who applied increased to 9,626 in 2014 and 6,654 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*

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 honored.

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 the candidates who clear the Preliminary examination are admitted waiving the condition that they should have had their training in this institute. In 2013-2014, 200 candidates were given coaching for the Main examination. Out of the 109 candidates selected for Civil Service from Tamil Nadu in the year 2013, 57 candidates were from All India Civil Services Coaching Centre. In 2014, out of 225 candidates appeared for the Civil Services – Main (written) examination, 73 candidates have been selected from All India Civil Services Coaching Centre for Civil

Services. A monthly stipend of Rs.3,000/- is given to each candidate admitted for Main 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.2,000/- as incidental expenses.

** Faculty*

Apart from the 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.2,000/-

The institute has a Library with more than 21,000 books and computer facilities. A reading room is provided to make the candidates to update 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. Officials from Andhra Pradesh have visited this Institute to replicate such facilities in their State. The Government of Karnataka solicited information on the functioning of this Institute with a view to creating one such centre in their State.

The new modern coaching centre is built at an estimated cost of Rs.1,014.00 lakh, extending about 50,843 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.

*Year wise details of 489 Successful
candidates from the year 2000*

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	0	14
		Part-time	05	45	49	01	100	0	02	03	0	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	0	26
		Part-time	05	45	49	01	100	0	1	0	0	1
		Main	08	147	35	01	191	02	55	11	01	69
		Personality Test	12	103	20	01	136	05	34	09	01	49
4	2013	Preliminary										
		Full time	10	90	98	02	200	02	26	11	0	39
		Part-time	05	45	49	01	100	0	03	02	0	5
		Main	05	144	50	01	200	0	44	12	02	58

		Personality Test	07	111	22	01	141	05	41	11	-	57
		Total	341	4233	2737	59	7370	79	1337	380	13	1809
5	2014	Preliminary										
		Full time	11	101	110	03	225	04	28	15	-	47
		Part-time	05	45	49	01	100	02	05	01	-	08
		Main	06	144	73	02	225	-	45	20	-	65
		Personality Test	13	121	42	-	176	08	46	19	-	73
		Successful candidates from the year 2000 to 2013										489

** 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 IAS, IPS aspirants of rural areas. These two Academies provides coaching for Civil Services – Preliminary Examination

alone. Out of 62 candidates appeared from Anna Centenary Civil Services Coaching Academy, Bharathiar University, Coimbatore four candidates have cleared CS – Preliminary Examination, 2014.

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 the 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 days including 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 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 5,551 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 at Coimbatore, Vellore,

Trichy and Thoothukudi, by engaging the service of retired District Revenue Officers as Centers - Incharge and 48 retired B' Grade officers as Faculty members on payment of fixed Honorarium. 5,792 Ministerial staff was 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 1,871 officials at CSTI and 37 days' condensed course training was given to another 1,921 officials at the Police Recruit Schools at Coimbatore, Vellore, Trichy and Thoothukudi.

In 2013-2014, 60 days' regular course of training has been imparted to 1,032 ministerial staff at CSTI, Bavanisagar. As the backlog of trainees have increased 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 4,857 personnel were trained in thirteen batches.

As the backlog of officials due for training increased again enormously, the Government have sanctioned funds to the tune of Rs.175.60 lakh during the year 2014-2015 for conducting 37 days' condensed training programme at four

Police Recruit Schools at Coimbatore, Tiruchirapalli, Vellore and Salem, vide G.O. (Ms) No.120, Personnel and Administrative Reforms (Training-I) Department, dated: 19.11.2014. As per this Government Order, 7,976 personnel will be imparted training in eight batches over a period of one year. In the first batch of training programme from 10.12.2014 to 28.01.2015 conducted at Coimbatore, Thiruchirapalli and Vellore and the second batch to fifth batch of training programme conducted at Coimbatore, Tiruchirapalli, Vellore and Salem and so far 4,493 personnel have completed the training.

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 3,173 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 1,00,554 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 8,000 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. Till 12.08.2015, 4,702 employees have been trained in 136 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.3,623.34 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)	2,853.00
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		3,623.34

The new infrastructure include construction of Guest House, new Administrative Complex, New Class Rooms, Library, Indoor Sports Complex, Video Conference Hall cum Auditorium, Additional Hostel Blocks, Modern Kitchen, Residential Quarters for Principal, Integrated Housing Complex for Faculties and the Staff members, Construction of compound wall, formation of Arterial Roads, etc. All these works have been completed.

As per the revised administrative sanction accorded in G.O. (Ms.) No.130, Personnel and Administrative Reforms (Training-I) Department,

dated: 10.12.2014, the Government have sanctioned additional funds to the tune of Rs.220.84 lakh for civil works executed by Public Works Department. Thus, a total amount of Rs.3,844.18 lakh has been sanctioned for this project.

6. INSPECTION WING

A system of regular periodical inspection of the Head of Departments was introduced by the Government to tone up the administration, to improve the efficiency and to avoid inordinate delay in Government Offices. In the year 1959, the system of inspection of the office of Head of Departments, Municipal Corporations including Departments of Secretariat by senior officers was commenced.

Under the administrative control of Principal Secretary to Government,

Personnel and Administrative Reforms Department (Training), the Inspection wing with three sections of staff are functioning. The Inspection-I and II sections are under the supervision of Inspection Officers in the cadre of Deputy Secretary to Government and the Inspection-III section 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 36 Head of Departments / Municipal Corporations including Departments of Secretariat. On completion of inspection and after preparation of preliminary 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 preliminary inspection report. The senior level Indian Administrative Officers have to be nominated by the Government to take up the Final Inspections. The Final Inspection Officer has to send their Inspections 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 11 (Eleven) District Inspection Cell Officers are conducting 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 district to increase the efficiency of the district administration. In the District Level these training courses are conducted every year in the District Collectorates. In the year of 2014-2015 so far 32 Pilot Courses and 32 Short Courses were conducted upto March 2015.

*** District Inspection Cells**

In the year 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 cells are working under the control of Inspection Cell Officers in the cadre of Deputy Collector.

The annual inspection of district level offices and surprise inspection are

conducted by the District Inspection Cells. Conducting detailed inspection of 12 District Offices and 240 surprise inspection 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 assist the District Vigilance and Anti-Corruption detachments during their surprise checks. The District Inspection Cells have conducted 91 Liasion meetings with the Vigilance and Anti-Corruption Officials in the presence of the District Collectors upto February 2015.

*** Refresher Course**

In G.O. (Ms) No.3, Personnel and Administrative Reforms (Inspection-II) Department, dated 09.01.2014, orders

have been issued regarding refresher training course for 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 are being conducted by the District Inspection Cell Officers at all the Districts Head Quarters.

7. ORGANISATION AND METHODS CELL

The Government constituted an Organisation and Methods Cell in Finance Department on 01.08.1970 to regulate the staffing pattern in all Departments of the Government, by re-organising the existing functions. Then, the Government felt the need to fall in the line with pattern of Government of India, transferred the Organisation and Methods Cell from Finance Department to Personnel and Administrative Reforms Department on 01.10.1979.

2. The Organisation and Methods Cell was created to undertake studies for simplifying the systems and proceedings, assessing man power, delegating powers, maintaining of better record management and enforcing economy and efficiency in various Departments of the Government.

3. The Organisation and Methods Cell consists of two Administrative Teams with two Research Officers for each Team headed by Organisation and Methods Specialist, to take Organisation and Methods Study in the Government Departments and one monitoring cell with one Research Officer and one Assistant Section Officer headed by Joint Secretary to Government (O&M), to attend to manage the functions of the above Teams 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. From the inception of Organisation and Methods Cell, the Organisation and Methods Study Teams have undertaken 233 studies so far. Recently, Organisation and Methods Study Team has completed Organisation and Methods Study in the State Institute of Hotel Management and Catering Technology, Trichy. At present, the Organisation and Methods Study in the Office of the Director of Handlooms and Textiles, Chennai is in progress.

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

