



**PERSONNEL AND ADMINISTRATIVE
REFORMS DEPARTMENT**

**POLICY NOTE
DEMAND No.35**

2016-2017

**O. PANNEERSELVAM
Minister for Finance,
Personnel and Administrative
Reforms**

©
Government of Tamil Nadu
2016

CONTENTS

Sl. No.	Headings	Pages
1.	INTRODUCTION	1
2.	TAMIL NADU PUBLIC SERVICE COMMISSION	18
3.	RIGHT TO INFORMATION ACT, 2005	27
4.	STATE VIGILANCE COMMISSION	35
5.	TRAINING	47
6.	INSPECTION WING	82
7.	ORGANISATION AND METHODS CELL	87
8.	TAMIL NADU INNOVATION INITIATIVES (TANII)	90
9.	CONCLUSION	91

**PERSONNEL AND ADMINISTRATIVE
REFORMS DEPARTMENT**

**POLICY NOTE FOR THE YEAR
2016-2017**

1. INTRODUCTION

The Government of Tamil Nadu have carved a special department from the Public Department on 6th of November 1976 and created Personnel and Administrative Reforms Department to play an effective role in managing the Human Resources across the Government Departments. 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 discharges all the essential function of Human Resources Development effectively and delivers the important functions like recruitment,

training, motivation, promotion and disciplinary issues of Government employees both inside Secretariat and other departments in Tamil Nadu.

The personnel management is a dynamic concept and requires to be updated from time to time. This department augments its resources to rise to the occasion and cope with changes.

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:

a. Advisory Functions

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

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

- iii. Provision of Clarifications in Fundamental Rules and the Rulings thereunder.
- iv. Examination of proposals with regard to revision of seniority in accordance with the rule provisions.
- v. 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:

1. 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.

2. 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.

3. Rules relating to other Institutions:

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

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

4. 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

1. Follow-up Action, based on the recommendations of the State Administrative Reforms Commission and Government of India Administrative Reforms Commission.
2. Imparting Training:-
 - i. 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.

- ii. for Senior / Apex level functionaries at Anna Institute of Management, Chennai.
 - iii. special training for the newly recruited employees through TNPSC on the day to day functioning in Secretariat.
3. 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 and Coimbatore.

- x. Civil Service Training Institute, Bhavanisagar.

4. **Government Employees' Welfare**

The overall welfare of the Tamil Nadu Government employees is of utmost importance to this Government. 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 their pay, regularisation of services etc., are being promptly dealt with

on merits.

5. **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 Computerised 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).

6. Simplification of existing procedures in various Government Services

Consequent on the announcement made by the Hon'ble Minister (MA, RD, Law, Courts and Prisons) on the floor of Assembly on 7.8.2014, with the aim of expediting the services offered through Government Departments, suggestions were invited from the general public to identify 25 services being offered by different departments and consult,

simplify and regulate the same. Accordingly, 381 suggestions were received and the same were sent to the departments concerned. Follow up action is being taken by this department with the three members team constituted for this purpose in the departments.

2. TAMIL NADU PUBLIC SERVICE COMMISSION

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

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 fourteen Members. The service conditions of the Chairman and Members 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 Rashtriya 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, 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 January 2015 to March 2016 the Tamil Nadu Public Service Commission conducted the Assistant Medical Officer Examination (83 vacancies), Combined Civil Service Examination-I (Group-I) (74 vacancies), Combined Civil Service Examination-II (1,241 vacancies), Combined Civil Service Examination-IIA (1,863 vacancies), Village Administrative Officer Examination (813 vacancies), Assistant Statistical Investigator Examination (270 vacancies), Maternal and Child Health

Officer Examination (89 vacancies), Assistant Agricultural Officer Examination (417 vacancies) and Assistant Engineer (Civil) Highways Department Examination (213 vacancies).

Tamil Nadu Public Service Commission has published final results for 58,553 vacancies in various posts from May 2011 to 22nd August 2016.

d. Annual Recruitment Planner – 2016-2017

Commission has released the Annual Recruitment Planner for the year 2016-2017 on 29.01.2016.

e. General

The Commission prepares an Annual Report for being placed in the State Legislative Assembly.

3. RIGHT TO INFORMATION ACT, 2005

The Right to Information Act, 2005 aims to provide citizens with access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority and also to contain corruption.

a) Salient features of the Act

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.

Any citizen is entitled to get information held or under the control of any public authority as material in any form, on paper or in electronic form or as certified samples and models. The citizen can also undertake inspection of work, document or records.

b. Suo moto Disclosure

Every public authority is mandated under the Act to maintain all its records duly catalogued and indexed to facilitate access to information. It is also required to publish information about its organization, functions, duties and other details.

c. Access to Information

Every public authority nominates Public Information Officers, generally for each office or unit. Any citizen can submit a request for information to the concerned Public Information Officer and he should furnish a reply within 30 days.

Other than information specifically exempted under the provisions of the Act, all other information will be accessible to the citizens. If a reply is not provided or if the applicant is not satisfied with the information given, an appeal can be filed to a designated appellate authority in the department.

d. Constitution of the Tamil Nadu Information Commission

Tamil 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. Tamil Nadu Information

Commission consists of 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. 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.

e. 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 second appeals to the Commission and

the procedure involved in deciding the appeals.

f. 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. This is the first such arrangement in India.

g. 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 their registration.

Whenever an appeal or a complaint is taken up for inquiry, hearings are generally held in the Commission's office. There are three Inquiry Halls in the premises for this purpose. Sometimes, hearings are held in District Headquarters

for the convenience of the appellants in far off places. Video Conferencing facility is also available for holding hearings.

The Commission prepares an annual report for being placed in the State Legislative Assembly. The website of the Commission carries cause lists 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, Central Vigilance Commission was set up in February 1964

by the Central Government. The main purpose of the Commission is to advise the Government on the major administrative problems in Prevention of corruption in Public Services 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 is the major agency in advising and assisting the Vigilance Commission in the discharge of its responsibilities.

The State Vigilance Commission have powers and functions 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 and 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 its recommendations.

a. Jurisdiction of State Vigilance Commission

The State Vigilance Commission has its jurisdictions over: -

- i. All Public / Government Servants of the Tamil Nadu State.
- ii. All the Statutory Bodies,

Corporations and Companies
of the State Government.

- iii. All the public servants of Universities including Vice Chancellors of the Universities.

The State 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

As a first organized measure towards tackling corruption in public administration, the Government set up the Directorate of Vigilance and

Anti-Corruption in the year 1964. The Directorate of Vigilance and Anti-Corruption functions as a major agency advising and assisting the State Vigilance Commission in due discharge of its responsibilities. The main functions of the DVAC are:

- i. To conduct inquiries into the allegations of corruption and allied misconducts referred to by the State Vigilance Commission.
- ii. On specific complaints, traps are organised after complying with the formalities and the corrupt Public Servants are caught

red handed while accepting the bribe.

- iii. To institute inquiries on the complaints made by members of public regarding the alleged corrupt practices indulged by public servants.
- iv. 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.
- v. To furnish the State Vigilance Commission, information and statistics gathered by the Directorate.

The Public Servants caught in traps are immediately placed under suspension by the Competent Authority. Such tough action will pave way for the honest discharge of duties by the Public Servants.

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 in the Notice Board in a prominent place and to post the same in their Official website.

**“Bribe giving and receiving is an
offence”**

The complaints about Corruption may be
sent to

**The Director,
Vigilance and Anti-Corruption,
Chennai-16.**

Website: www.dvac.tn.gov.in

**Phone No. 22310989 / 22321090 /
22321085.**

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 Directorate of Vigilance and Anti-Corruption, 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 referred to the Tribunals for Disciplinary Proceedings in accordance with the Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955 / Tamil Nadu Civil Services (Discipline and Appeal) Rules against the officials working under the control of the State Government and the Municipal

Establishments. For inquiring the charges referred to the Tribunals for Disciplinary Proceedings against the officials, the Tribunal for Disciplinary Proceedings have been vested with Quasi Judicial Powers for summoning witnesses and calling for necessary documents.

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 concerned administrative department. The Government examine and pass appropriate orders on case to case basis.

5. TRAINING

Human resources are the most important form of all resources. Structured training programmes have become, over the years, an integral part of Human Resources Development. For better administration, Government

servants are given training to improve their performance and decision making ability.

For imparting training to various categories of Public Servants, five Training Institutions are functioning under the administrative control of Personnel and Administrative Reforms (Training) Department.

a. Secretariat Training Institute

The Institute conducts Foundational Training Course for the directly recruited Assistant Section Officers, Personal Assistants, Assistants, Personal Clerks and Typists of Departments of Secretariat

for 30 working days on General Administrative Procedures and Financial Administrative Procedures. The Institute has conducted 90 batches of Foundational Training Course so far.

The Institute has proposed to impart 'refresher training' on various Rules and Regulations to around 1300 Assistant Section Officers of Secretariat during the years 2016-2017 and 2017-2018 to tone up their skills in 26 batches of 50 Assistant Section Officers each and the training is being given from May 2016.

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.

In 2015-2016, the Institute conducted 595 training programmes covering 21,143 participants (upto 31.03.2016) including training programmes conducted at Regional Centres of Madurai, Trichy and Salem.

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 Tamil Nadu Water Supply and Drainage Board, 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.

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 Hon'ble Minister In charge of Personnel and Administrative Reforms Department. The Chief Secretary to Government is the Vice-Chairman of the Committee. 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.

The 'Mahizhampoo' Building of Anna Institute of Management was inaugurated by the Hon'ble Chief Minister, Government of Tamil Nadu on 25.05.2005 to improve the infrastructure and quality of programmes.

1. Special Programmes conducted during the year 2015-2016

- i. The Anna Institute of Management (AIM) conducts a series of regular on-going training programmes for 12 days on Hospital Administration from the year 2008-2009 onwards for the Senior Medical Officers of the Health and Family Welfare Department, sponsored by the Tamil Nadu

Health Systems Project. An appreciation was received from the Government of Tamil Nadu through the Tamil Nadu Health Systems Project.

- ii. A training programme sponsored by the Ministry of Environment and Forest, Government of India was conducted in the year 2014 for 27 Indian Forest Service Officers. Based on the feedback, similar programme was sanctioned by the Ministry in the year 2015-2016 and the Institute has conducted training programme from 18.01.2016 to 22.01.2016 for 24 Indian Forest Service Officers.

- iii. The Institute has conducted 223 programmes covering 5,775 participants upto 31.03.2016 on Personality Development, Attitudinal Change, Rules and regulations and on computers, based on the project sanctioned by the Government of India in 2013 at an estimated cost of Rs.3.00 Cores under 'Intensive Training Programme – Training to all' in 2013 which continues till date.
- iv. As conducted every year, the Institute imparted Phase-I and Phase-II training programmes for directly recruited 6

Probationary Deputy
Collectors during the year
2015-2016 also.

- v. The Institute is implementing a Government of India, Department of Personnel and Training sponsored Central Scheme for educating the provisions of Right to Information Act in all the districts of Tamil Nadu. So far upto 31.03.2016, 13 programmes were conducted, and 629 participants were trained. Remaining programmes will be conducted during the year 2016-2017.
- vi. In order to increase the efficiency, one month

orientation training was provided for IAS Probationers of 2011 batch which was attended by 9 (nine) Officers. 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, 2014 and 2015 batch Officers also.

- vii. In G.O. (Ms.) No.404, Revenue Department, dated 11.10.2013 the Government have sanctioned 'Disaster Management' training

programmes for the Revenue Assistants, Deputy Tahsildars, Tahsildars and Deputy Collectors by Anna Institute of Management. These programmes were conducted in several Districts during the years 2014-2015 and 2015-2016 also.

- viii. Department of Personnel and Training, Government of India, has launched a Pilot scheme of 'Induction Training Programme' for the newly recruited cutting edge level State Government functionaries on pilot basis in five districts each in the States of Tamil Nadu, Maharashtra and Jammu and

Kashmir during the 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 at Chennai. Government of India have

sanctioned a special grant of Rs.1.80 Crores to Anna Institute of Management for this pilot programme. Anna Institute of Management has completed all the 25 batches of Induction training programmes for 1,127 participants and exceeded the target of training 1,000 Government employees in this pilot project. Based on the feedback, for the year 2015-2016 Government of India sanctioned a sum of Rs.63.00 lakhs for training 350 personnel for 12 days in five selected districts viz. Kanniykumari, Dharmapuri, Madurai, Salem and Trichy.

The first training programme was started on 26.10.2015 and so far 8 programmes have been completed upto 31.03.2016.

- ix. Two days training for the State Level Master Trainers involved in the General Elections 2016 was conducted during December 2015. Further, four days 'Special Training' programme was conducted through Trainers from Government of India for the State Election Officers, District Election Officers, Assistant District Election Officers, Superintendents of Police and Commissioners of Police during January 2016.

- x. Three programmes on 'Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013' for Revenue Divisional Officers and Tahsildars of Land Administration Department was conducted during this year.
- xi. Programme on 'Leadership Skills' and 'Office Procedures' was conducted for the Superintendents and Assistant Commissioners respectively of the Customs and Central Excise Department.
- xii. Three days special training programme on 'Office

Procedures' was conducted for the officials of Tamil Nadu Agricultural University at Coimbatore.

- xiii. IT Productivity Workshop for the first time was conducted for the officers in the level of Secretaries to Government of Tamil Nadu in Collaboration with Microsoft Corporation India Private Limited for the year 2015-2016.
- xiv. Programmes on 'Office Procedures' was conducted for Sericulture Department Officers for the first time.
- xv. A special workshop on 'Management Information System' sponsored by

National Urban Livelihood Mission was conducted by the Institute for Officers of Municipal Corporation.

- xvi. The programme on 'Management Principles and Functions' sponsored by the Institute of Hotel Management was conducted for the faculty members of Institute of Hotel Management, Chennai functioning under the Government of India for the first time.
- xvii. Programme on 'Office Procedures' was conducted for Assistant Educational Officers of Corporation of

Chennai sponsored by Corporation of Chennai.

- xviii. Programme on 'Stress Management' was conducted for Officials of Corporation of Chennai sponsored by Corporation of Chennai.
- xix. Workshop on 'Abolition of Bonded Labour Act' was conducted for Deputy Collectors in three batches sponsored by Adi Dravidar and Tribal Welfare Department.
- xx. Training programme on 'Right to Information Act, 2005' was conducted for the Nodal Officers of Corporation of Chennai.

xxi. Eight special training programmes on Financial Management and Accounting, Modern Storage Process, Grains Storage / Maintenance, Infestation Control Measures, Upgradation Quality of Food Grains, General Administration and Construction Management were conducted for the officials of Tamil Nadu Civil Supplies Corporation.

2. Regional Training Centres

After the establishment of Regional Centres at Trichy, Madurai and Salem, the Institute has conducted at least one programme every month almost in all the District Collectorates for the benefit of

employees working in the District Collectorates and other Departments at the Districts continuously. During the year 2015-2016, upto 31.03.2016, 168 programmes were conducted, 8,685 officials trained through these three Regional Centres. Through these Centres, Anna Institute of Management extends the training activities to all the Districts of the State in collaboration with the concerned District Collectors.

c. A & B Wing Foundational Course Training Institute

The A & B Wing Foundational Course Training Institute is functioning at 'Kanchi' campus near the 'Mahizhampoo'

premises. This Institute imparts Foundational Training in A-Course and B-Course modules to the directly recruited and promoted Group A and B category Officers of various State Government Departments. During the year 2015-2016, 409 officers have been trained in 15 batches.

d. All India Civil Services Coaching Centre

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 is functioning under the administrative control of 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 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 parental 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.

1. 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 2015, 325 candidates (225 Residential + 100 Part Time) were selected for admission to coaching for Civil Services - Preliminary Examination, 2016. 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. Intelligent Character Reader (ICR) applications for the entrance examination are issued to the aspirants through District Collectorates from 2011-2012. In the year 2015, 8,914 candidates applied for the entrance examination and 5,078 appeared.

The allocation of seats for admission is as below.

Community	Full time	Part time
Scheduled Castes	92	41
Arunthathiyar	18	08
Scheduled Tribes	03	01
Most Backward Classes/ Denotified Communities	40	18
Backward Classes	54	24
Backward Classes (Muslims)	07	03
Differently Abled	07	03
Other Communities	04	02
Total Seats	225	100

2. Coaching for Main Examination

The candidates who clear the Preliminary Examination are given intensive coaching for nearly three months (from October to December) to face the Main Examination. All the candidates who have cleared the Preliminary Examination are admitted for Main Examination coaching irrespective of whether they were trained in this Institute or elsewhere. In 2015-2016, 225 candidates were given coaching for the Main examination. Out of the 82 candidates selected for Civil Service from Tamil Nadu in the year 2015, 42 candidates were from All India Civil

Services Coaching Centre. A monthly stipend of Rs.3,000/- is given to each candidate admitted for Main Examination coaching, irrespective of the income ceiling to meet expenditure for accessing reading materials.

3. Model Personality Test

The Institute conducts Model Personality Test for the candidates who come out successfully in the Main Examination. These model tests are conducted well in advance before the actual date of Personality Test 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.

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

5. New Building for All India Civil Services Coaching Centre

This Coaching Centre previously functioned at Tamil Nadu Housing Board Transit Quarters in Anna Nagar, Chennai in a rental building since 1984. The students had their training with minimum facilities in the building that was 30 years old.

The needs of aspirants were duly considered and a modern Coaching Centre was built in nine months' time at 'Kanchi' Campus, next to Anna Institute of management. The new modern Coaching Centre is built at an estimated cost of Rs.1014.00 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.

6. Civil Services Coaching Academies at Madurai and Coimbatore

The Government have sanctioned the formation of two more coaching Centres similar to the All India Civil Services Coaching Centre, Chennai, one at Madurai Kamaraj University - Madurai and another at 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 provide coaching for Civil Services – Preliminary Examination.

**e. Civil Service Training Institute,
Bhavanisagar**

Civil Service Training Institute at Bhavanisagar was established in the year 1974 to impart foundational training to the Assistants / Junior Assistants of all Departments of the Government of Tamil Nadu. The Institute is administered 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. One more post of Lecturer in Computer cum System Analyst was sanctioned for this Institute to train the staff in computer subject. A Physical Training Instructor deputed from Education Department is conducting drill and Physical Training to Trainees.

1. Training Programmes

- i. Since inception, the Institute has so far trained 1,05,573 officials in various categories of training.

- ii. Government have ordered to conduct 41 days condensed Foundational Course Training at the Institute itself vide G.O. (Ms.) No.94, Personnel and Administrative Reforms (Training-1) Department, dated 26.07.2013 to reduce the backlog. Accordingly, the Institute has been imparting condensed course training from September, 2013 onwards. Upto 31.05.2016, 7,026 personnel were trained in 18 batches.
- iii. As per G.O. (Ms.) No.120, Personnel and Administrative Reforms (Training-1) Department, dated 19.11.2014, 37 days Special Condensed Course for Junior Assistants /

Assistants has been started at Police Recruit Schools at Coimbatore, Trichy, Vellore and Salem. A total number of 7,280 candidates were trained in all 4 Police Recruit Schools in 31 batches till 02.01.2016.

- iv. Through these two streams of Condensed Courses from September, 2013 to till date, 14,306 Officers were given training.
- v. The present backlog of 6,424 as on date, will be cleared by conducting 8 batches per year with 450 officials per batch.
- vi. Besides the Foundational Course for the Ministerial staff, the Institute also conducts In-service Training Course for

Deputy Tahsildars for 28 days (inclusive of holidays), since the year 1981. A total number of 3,173 Deputy Tahsildars have been trained so far in 138 batches. The Institute had 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.

2. Construction of New Buildings

The Government have sanctioned Rs.3623.34 lakhs for the construction of new buildings for strengthening the training infrastructure and modernising the Institute. An additional amount of

Rs.220.84 lakhs was sanctioned under Revised Administrative Sanction. The new Building includes modernised infrastructure facilities for staff and trainees with boarding and lodging.

6. INSPECTION WING

A system of regular periodical inspection of the Head of Departments was introduced in the year 1959 by the Government to tone up the administration, to improve the efficiency and to avoid inordinate delay in Government Offices.

As per the inspection programme drawn annually, inspection of 36 Head of Departments / Municipal Corporations

including Departments of Secretariat are conducted. On completion of inspection, preliminary inspection notes are prepared and furnished to the concerned Head of Departments. The defects pointed out in the 'Preliminary Inspection Report' are rectified and 'Rectification Report' is furnished to the Government. Senior level Indian Administrative Service Officers are nominated by the Government to take up the Final Inspections. The Final Inspection Officers have to send their Inspection Note and General Remarks to Government after conducting final inspection for taking remedial action.

The officials of Inspection Wing 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 2015-2016, 30 Pilot Courses and 30 Short Courses were conducted.

a. District Inspection Cells

Inspection Cells were established in the year 1975 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 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 107 Liaison meetings with the Vigilance and Anti-Corruption Officials in the presence of the District Collectors upto March 2016.

b. Refresher Course

Refresher Course for 5 days to the Junior Assistants / Assistants at all the District Head Quarters are conducted by

the District Inspection Cell Officers at a cost of Rs.10.40 Lakhs every year

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. Following the pattern of Government of India, the Cell was transferred from Finance Department to Personnel and Administrative Reforms Department on 01.10.1979.

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

The Cell consists of two Administrative Teams with two Research Officers for each Team headed by Organisation and Methods Specialist, to take the study in the Government Departments and one Monitoring Cell with one Research Officer and one Assistant Section Officer headed by Deputy Secretary to Government (O&M),

to manage the functions of the above Teams including the preparation of Budget etc. The Deputy Secretary to Government (O&M) is also the coordinator of the two Administrative Teams and the monitoring Cell.

The Study Teams of the Cell have so far undertaken 233 studies. It has already completed its study in the State Institute of Hotel Management and Catering Technology, Trichy and recently in the Office of the Director of Handlooms and Textiles, Chennai.

**8. SCHEMES UNDER TAMIL NADU
INNOVATION INITIATIVES
(TANII) – STATE INNOVATION
FUND FOR THE YEAR 2016-
2017**

It is proposed to implement the following schemes under Tamil Nadu Innovation Initiatives (TANII) - State Innovation Fund for the year 2016-2017 at a total estimated cost of Rs.1,01,67,000/-

1. Tamil Nadu Information Commission

Introduction of Online filing of appeals to the State Information Commission at a

total estimated cost of
Rs.30,64,000/-.

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

Office Automation of
Directorate of Vigilance and
Anti Corruption Headquarters
and Detachments at a total
estimated cost of
Rs.71,03,000/-.

9. 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.

O. PANNEERSELVAM
Minister for Finance,
Personnel and
Administrative Reforms