



**PERSONNEL AND ADMINISTRATIVE  
REFORMS DEPARTMENT**

**POLICY NOTE  
2017 – 2018**

**Demand No. 35**

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Minister for Fisheries, Finance,  
Personnel and Administrative Reforms

©  
GOVERNMENT OF TAMILNADU  
2017

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**PERSONNEL AND ADMINISTRATIVE  
REFORMS DEPARTMENT**

**POLICY NOTE FOR THE YEAR  
2017-2018**

**1. INTRODUCTION**

The Government of Tamil Nadu created Personnel and Administrative Reforms Department in 1976 to play an effective role in managing the Human Resources across the Government Departments.

This Department has two wings:

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

The Personnel and Administrative Reforms Department administers the essential functions of Human Resources Development like recruitment, training, motivation, promotion and disciplinary

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matters of Government employees effectively. 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:

a. Advisory Function

This Department advises the departments of Secretariat 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 various posts included in the Tamil Nadu State Services and the Tamil Nadu Secretariat Service.

- ii. Examination of proposals for relaxation of relevant Special Rules / related sections of Tamil Nadu Government Servants (Conditions of Service) Act, 2016 for regularisation of service and declaration of probation of Government employees.
- iii. Providing clarifications in Fundamental Rules.
- iv. Examination of proposals with regard to revision of seniority in accordance with the rule provisions.

b. Statutory Function

This Department deals with service matters in accordance with the following Statutory Rules and Regulations:

1. Rules governing all categories of State Government employees under various departments (excluding All India Services)

- i. The Tamil Nadu Government Servants (Conditions of Service) Act, 2016 [Tamil Nadu Act No.14 of 2016].
- 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. Rules relating to 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.
- iii. Tamil Nadu Information Commission (Appeal Procedure) Rules, 2012.
- iv. Tamil Nadu State Information Commission Service Rules, 2017.

#### 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 Function

This Department deals with,

- i. Establishment matters of all 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 addressing the grievances of Government employees.
- iii. Establishment matters relating to the Tamil Nadu Public Service Commission and Tamil Nadu State Information Commission.

#### d. Other Functions

##### 1. Imparting training,

- i. to Junior Assistants / Assistants / Deputy Tahsildars at Civil Services Training Institute, Bhavanisagar and also Special courses through Personnel and Administrative Reforms (Inspection) Department at District headquarters.
- ii. to Senior / Apex level functionaries at Anna Institute of Management, Chennai.

iii. foundation training for the newly recruited employees of Secretariat.

2. The establishment matters / provision of amenities relating to the following Constitutional and Statutory bodies / Directorates are dealt with by this department:

- i. Tamil Nadu Public Service Commission
- ii. Tamil Nadu State Information Commission
- iii. State Vigilance Commission
- iv. Office of the Director General of Training

### 3. Government Employees' Welfare

The welfare of the Government employees is of utmost importance to the Government. The Government is keen on redressing and resolving the grievances

of the Government employees in service matters such as, regularization of service, declaration of probation, seniority, promotion, pay anomaly etc., with utmost sincerity and promptness. The fullest co-operation of Government employees is ensured by addressing their grievances.

### 4. e-Governance

Information and Communication Technology is applied 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](http://www.tn.gov.in) to ensure transparent and efficient governance. An electronic Compendium of important Government

orders issued by this Department is hosted in the Secretariat Intranet. 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 this Department. The personal details of the officers and staff of the departments of Secretariat are also maintained under Personnel Information System (PINFOSYS).

#### 5. Organisation and Methods Cell

The Organisation and Methods Cell created to undertake studies for simplifying the systems and procedures in various Departments of the Government has undertaken 233 studies and submitted reports to the offices concerned for necessary follow up action.

## 2. TAMIL NADU PUBLIC SERVICE COMMISSION

The 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 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 duties and functions of Tamil Nadu Public Service Commission are as below:-

- i. to function primarily as a recruiting agency.
- ii. to advise 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. to conduct Departmental Tests for Government employees.
- iv. to conduct 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 undertaken various reforms to ensure free and fair recruitment process with the highest level of transparency in each stage of selection by;

- i. introducing 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. introducing user friendly Online Application system for all the examination and a "One-Time Registration Facility" for the candidates which also serves as a permanent data base of the candidates.

- iii. introducing Computer-based Test for the Technical Posts.
- iv. monitoring all the examination centres through web-camera / videography.
- v. introducing 'Single Window System' for Departmental Promotion Committee proposals.
- vi. facilitating easy access to the Differently Abled candidates in the examination halls and providing scribes wherever necessary.
- vii. introducing 'counselling system' for service / unit allocation to ensure transparency. Vacancy particulars are published in the website in advance.

c. Achievements

From May 2016, the Tamil Nadu Public Service Commission conducted Combined Civil Services Examination-I

(Group-I - Main Examination), Combined Civil Services Examination-II A, Group-IV Examination and Madras High Court Services Examination. The Commission has also conducted examinations for the posts of Maternal and Child Health Officer, Research Assistant, Librarian in Tamil Nadu Public Service Commission, Deputy Manager, ELCOT, General Foreman / Technical Assistant in Tamil Nadu Motor Vehicle Maintenance Department, Junior Scientific Officer, Assistant Jailor, District Educational Officer, Assistant Director of Fisheries, HR&CE Executive Officer Grade-III and Village Administrative Officer.

Tamil Nadu Public Service Commission has published final results for 9,033 vacancies in various posts from 23.05.2016 to 08.06.2017.

d. Annual Recruitment Planner - 2017-2018:

The Commission has released the Annual Recruitment Planner for the year 2017-2018 on 01.02.2017 which indicates the notifications that are to be issued for the posts of Assistant Director of Industrial Safety & Health in the Combined Engineering Service, Statistician in the Medical Subordinate Service, Village Administrative Officer, Librarian in Collegiate Educational Service, HR&CE Executive Officer Grade-I, Junior Analyst in Medical Subordinate Service, Assistant Conservator of Forests in Group-IA Services, Assistant Director of Horticulture in Horticultural Service and posts under Group-IV Services.

### **3. TAMIL NADU STATE INFORMATION COMMISSION**

The Tamil Nadu State Information Commission was constituted in 2005 under the powers vested in Section 15(1) of the Right to Information Act, 2005. The Commission consists of one State Chief Information Commissioner and six State Information Commissioners assisted by a Secretary, a Registrar and a Legal Officer along with supporting staff and is functioning at Teynampet, Chennai. The Commission exercises the powers conferred on it and performs the functions assigned to it under this Act, 2005. The general superintendence, direction and management of the affairs of the Commission are vested with the State Chief Information Commissioner as per Section 15(4) of the Act.

## Right to Information Act, 2005

The Act 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 curtail corruption.

### a. Scope of the RTI Act

Any authority or body or institution of self-Government established or constituted by or under the Constitution or by any other law made by Parliament or State Legislature or by notification issued or order made by the Government comes within the ambit of this Act. Any body owned, controlled or substantially financed by the Government or any non-government organization substantially financed, directly or indirectly by the Government, also comes within the ambit of this 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 samples and models. The citizen can also undertake inspection of documents, records or work.

### b. Suo - motu 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, who is expected to 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 within the department.

#### d. Fee Structure

Fees to be paid while submitting application and subsequently for copies of documents or for inspection are laid down in the Tamil Nadu Right to Information (Fees) Rules, 2005. The fee structure is among the lowest in the Country. There is no application fee for preferring first appeal before the Appellate Authority and the second appeal before the Commission. No fees will be charged from the applicants below the poverty line vide Section 7(5) of the Right to Information Act, 2005.

#### e. Appeal Procedures

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

The Tamil Nadu Information Commission Service Rules, 2017 governs the service conditions of the officers and staff of the Tamil Nadu State Information Commission.

#### g. Special facilities provided by the Commission

i. Hearing impaired and visually challenged persons can have the assistance of any person during the course of enquiry at their request and

as a first such arrangement in the Country, the decisions / orders of the Commission are provided in Braille version, on a specific request from the visually challenged persons.

- ii. The Commission has introduced the facility to provide information through Short Message Service (SMS) regarding the receipt of appeals and their registration and also has a website which carries details of cause lists and decisions of second appeals/ complaints.
- iii. Hearings on second appeals/ complaints are held in the Commission's office and in district headquarters for the convenience of the appellants in far off places. Video Conferencing facility is also available for holding hearings.

#### h. Upgradation of infrastructure

The Government have sanctioned Rs.5.00 lakh for purchase of computer accessories and Rs.8.90 lakh for installing a dedicated lease line of 8 Mbps speed connectivity to the Information Commission. During the Financial Year 2016-17, Government have sanctioned Rs.29.34 lakh for introduction of online filing of appeals and office automation process in the State Information Commission.

#### i. RTI Week celebrations

During the month of October 2016, RTI Week was celebrated by the Commission by conducting the following programmes:-

- i. Handbills on the salient features of the RTI Act, 2005 were distributed to the Public.
- ii. Essay Competition on RTI Act was conducted in 7 Law Colleges of the

State and cash prizes awarded to winners.

- iii. A Workshop on RTI Act was conducted in Anna Institute of Management with the participation of all the stakeholders under the Act.

j. Annual Report

The Annual Report of the Commission is placed in the State Legislative Assembly.

#### **4. STATE VIGILANCE COMMISSION**

The Tamil Nadu State Vigilance Commission was constituted in 1965 in the State pursuant to the recommendations of the 'Santhanam Committee on Prevention of Corruption'.

The main purpose of the Commission is to advise the Government on the major administrative problem in prevention of corruption in Public Services and the manner

in which individual cases of corruption brought to light, should be dealt with.

The powers and functions of the Vigilance Commission are as below:-

(i) Undertake an inquiry into any transaction in which a Public Servant is suspected or alleged to have acted in a dishonest or in a corrupt manner.

(ii) Cause an inquiry 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) Collect such information or statistics as may be necessary.

(iv) 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 jurisdiction over:-

- i. Public / Government Servants of the State.
- ii. Employees of the Statutory Bodies, Corporations and Companies of the State.
- iii. Public servants of Universities including Vice Chancellors.

b. Directorate of Vigilance and Anti-Corruption

The Directorate of Vigilance and Anti-Corruption, established in the year 1964, is the major agency that assist the Vigilance Commission in,

- i. conducting inquiries into allegations of corruption and allied misconduct referred by the Vigilance Commission and complaints made by members of public.

- ii. furnishing the information and statistics gathered by the Directorate.
- iii. collecting 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 tough action is taken against corrupt Government Servants that acts as a powerful deterrent.

In order to ensure speedy trial in cases under Prevention of Corruption Act, 8 Special Courts are functioning at Chennai, Madurai, Coimbatore, Thiruchirappalli, Villupuram, Salem, Sivagangai and Thirunelveli.

Instructions have been issued to all Heads of Department to appoint the second level officer as the Vigilance Officer to inquire into the complaints of corruption against the Government Servants in that particular department.



To create awareness amongst the general public on the functioning of the DVAC, a pavilion is being put up every year at the Government Exhibition - "Chennai Trade Fair". In this pavilion, digital printed banners on anti-corruption awareness slogans, screening of video clippings against corruption, telecasting of song on anti-corruption, pledge taking event against corruption by the public take place with Senior Officials narrating the functions of the Directorate to the visitors.

The general public are sensitized on anti-corruption policy of the Government by displaying the message in all Government offices that 'Bribe giving and receiving is an offence' and that complaints of corruption may be made to the Directorate at Chennai or local detachments.

### c. Tribunal for Disciplinary Proceedings

The Tribunals for Disciplinary Proceedings were constituted for conducting inquiries on the allegations of corruption against the Government servants referred by Directorate of Vigilance and Anti-Corruption. The Tribunals have been vested with quasi-judicial powers for summoning witnesses and calling for necessary documents. The Tribunals are conducting the inquiries in accordance with the Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955.

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

Officers, assisted by the Prosecutors for Disciplinary Proceedings in conducting inquiries. The findings of the Tribunal are forwarded to the concerned administrative department in Government for passing final orders.

## **5. TRAINING**

Training is a learning experience which provides knowledge and skill necessary for improving the ability to effectively perform one's duty. It is imperative to impart training to Government officials in order to improve effective delivery of Government schemes to the public.

The Personnel and Administrative Reforms (Training) Department fulfils the training needs of various Government Departments by providing induction training to newly recruited Government Employees to familiarize them with the various rules

and regulations of the Government; by providing management training in concepts like Human Resources Management, Inter-personal skills development etc., to encourage the employees to perform eagerly while discharging official duties; by providing effective coaching to civil services aspirants of the State to equip them to compete successfully in the national level.

Personnel recruited for various posts in Secretariat are given training by the Personnel and Administrative Reforms (Training) Department at the Secretariat Training Institute.

A separate Directorate headed by the Director General of Training was formed to co-ordinate the training activities of various training institutions in the State.

## SECRETARIAT TRAINING INSTITUTE

The Institute conducts Foundation Training Course for Assistant Section Officers, Personal Assistants, Assistants, Personal Clerks and Typists recruited to Secretariat on General Administrative Procedures and Financial Administrative Procedures. The Institute has conducted 93 batches of Foundation Training Course so far. The Institute is also conducting Refresher Training in various rules / regulations and disciplinary procedures to all Assistant Section Officers of Secretariat to improve their skills.

Cadre Training to Central Secretariat Service Officials:

The Government of India have included 'State attachment' as part of their cadre training programme for Under

Secretaries / Section Officers of the Central Secretariat Service. As part of this programme, the Government of India has so far deputed 18 Under Secretaries / Section Officers of Central Secretariat Service in two batches to Tamil Nadu for State attachment. The Officers so deputed are given intensive training for 10 weeks in the State. The Training is aimed at understanding the functioning of State Government and ensuring better co-ordination between the State and the Centre for effective implementation of Government Schemes.

## DIRECTOR GENERAL OF TRAINING

The Director General of Training as Head of Department is assisted by a Deputy Collector and supporting staff. The Director, Anna Institute of Management is the ex-officio Director General of Training.

The following 4 Training Institutions are functioning under the control of the Director General of Training:

- I. Anna Institute of Management
- II. 'A' & 'B' Foundation Course Training Institute
- III. All India Civil Services Coaching Centre
- IV. Civil Service Training Institute, Bhavanisagar

#### I. ANNA INSTITUTE OF MANAGEMENT

Anna Institute of Management was established in the year 1981 under the Tamil Nadu Societies Registration Act, 1975. Being the nodal training organisation for imparting training to all categories of Government officials ranging from All India Service officers to Ministerial Service staff, Anna Institute of Management has been

designated as the State Administrative Training Institute both by the Government of India and Government of Tamil Nadu.

Anna Institute of Management, Chennai along with its Regional Centres at Madurai, Trichy and Salem has conducted 421 training programmes for 12,750 participants during the year 2016-2017.

Apart from training programmes on 'General Management', the Institute provides specialised training courses in the fields of Good Governance, Human Rights, Gender Sensitisation, Disaster Management, Right to Information Act, Urban Planning and Management, Total Quality Management in Government Institutions, e-Governance and Information Technology, Litigation Management and Citizen Centric Administration.

Moreover, need based training programmes are being offered to various departments and organizations like Tamil Nadu Text Book and Educational Services Corporation, Tamil Nadu Pollution Control Board, Tamil Nadu Civil Supplies Corporation, Tamil Nadu Infrastructure Development Board, Commercial Taxes Department, Tamil Nadu Fisheries Development Corporation, Indian Institute of Public Administration, New Delhi etc.

The policy initiatives of the Institute are governed by a Committee chaired by the Minister in charge of Personnel and Administrative Reforms Department with officials and experts who are well versed in the field of education and training as members of the Committee.

#### SPECIAL PROGRAMMES CONDUCTED BY THE ANNA INSTITUTE OF MANAGEMENT DURING THE YEAR 2016-2017

- State Headquarters Training to IAS Probationers of 2015 batch and orientation sessions on Government policies and schemes by the Secretaries to Government and Heads of Departments.
- Workshop on "Introduction to Measurement and Survey Design" to the IAS Probationers of 2015 Batch in co-ordination with the J-PAL, South Asia.
- Workshop on "Discussion on the Status of the e-Governance Initiatives in the State" to 42 IAS Officers.
- Orientation session on "Land Revenue Laws" to the IPS Probationers, undergoing training at Tamil Nadu Police Academy.
- Programme on 'Disaster Management' for Deputy Collectors, Tahsildars,

Deputy Tahsildars and Revenue Assistants conducted in Madurai and Krishnagiri Districts.

- Tamil Nadu Infrastructure Development Board (TNIDB) sponsored programmes on "Public-Private Partnership Models", "Public Procurement and Transparency in Tender Procedures" and "Tamil Nadu Vision 2023" at a total cost of Rs.1.72 crore.
- 'First Regional Symposium on Excellence in Training' (RSET) of Southern Region sponsored by the GOI and attended by Heads of Administrative Training Institutes and Experts from all the Southern States.
- GOI sponsored Rs.63 lakh for Induction Training Programmes to 350 newly recruited Group 'C' officials in Coimbatore, Tirunelveli, Theni, Thanjavur and Vellore Districts.

- The GOI, in collaboration with Indian Institute of Public Administration, New Delhi, sponsored programmes on "e-Governance: Digital India Framework" for District level SC / ST officials.
- Programmes on "Upgrading the quality of Foodgrains, Grains Storage / Maintenance, Modern Storage Process and Insects and Infestation Control Measures" to the officials of Tamil Nadu Civil Supplies Corporation.
- GOI assistance of Rs.3.18 crore received in 2013 for conducting Intensive Training Programme in Tirunelveli, Thoothukudi and Kancheepuram districts. In 2016-2017, training under this programme was imparted to 4,394 district officials and Computer training to 1,428 officials.

## REGIONAL CENTRES AT TRICHY, MADURAI AND SALEM

In the year 2016-2017, about 200 training programmes were conducted in all the District Collectorates to 9,400 Government officials on various topics.

## II. 'A' & 'B' FOUNDATION COURSE TRAINING INSTITUTE

The Foundation Training imparted to the Group 'A' and 'B' Officers of various Departments by the Institute is mandatory for declaration of probation of these officers. The Institute is administered by an Officer in the cadre of District Revenue Officer. During the year 2016-2017, 443 officers have completed the training course in 12 batches.

## III. ALL INDIA CIVIL SERVICES COACHING CENTRE, CHENNAI

The Centre conducts coaching classes for Preliminary and Main Examinations of the UPSC for Civil Services with Model Personality Tests to successful candidates. Coaching for Preliminary Examination for six months (from December to June) is given to 325 candidates selected by an entrance examination conducted every year. The Centre provides intensive coaching for Main Examination to candidates who clear the Preliminary Examination. The coaching for Main Examination is provided for nearly three months (from October to December) to 225 candidates. The candidates trained in this Institute and also those who were not trained by the Institute and who have cleared the Preliminary Examination are admitted for coaching for the Main

Examination. A monthly stipend of Rs.3,000/-is given to these 225 candidates to meet the expenditure for accessing reading materials, irrespective of the income ceiling. The candidates are given boarding and lodging facilities in the Hostel without fees. The Institute conducts Model Personality Test for those candidates who come out successfully in the Main Examination well in advance before the conduct of Personality Test at New Delhi. Such candidates are accommodated at Tamil Nadu House, New Delhi at concessional rates and are provided Rs.2,000/- each for incidental expenses.

Apart from the Principal and two regular faculties, more than 20 guest faculties are engaged to educate and evaluate the candidates in more than 23 subjects that are taught by the Centre.

Out of the candidates who were given coaching and those who participated in the Model Personality Test conducted by the Institute, 44 candidates have been selected for All India Services for the year 2017.

#### CIVIL SERVICES COACHING CENTRES AT MADURAI AND COIMBATORE

Two more coaching Centres in the name of "Anna Centenary Civil Services Coaching Academy" at Madurai Kamaraj University, Madurai and Bharathiyar University, Coimbatore, similar to All India Civil Services Coaching Centre, Chennai are functioning for the welfare of IAS, IPS aspirants of rural areas. The Coaching is imparted to 200 candidates for Preliminary Examination conducted by the UPSC.



#### IV. CIVIL SERVICE TRAINING INSTITUTE, BHAVANISAGAR

Civil Service Training Institute, Bhavanisagar was started in the year 1974. A District Revenue Officer functions as Principal of the Institute. This Institute imparts Foundation Training for Assistants / Junior Assistants of all departments of Government. Training is imparted by Faculty Members who are drafted from the Treasuries & Accounts, Rural Development & Panchayat Raj and Revenue Departments. Training programme at the Institute includes Physical Education Training and Computer modules.

The Institute is fully equipped with 5 new hostel buildings, 8 smart class rooms and all modern amenities to conduct

residential training programme for nearly 500 trainees at any point of time.

The Institute provides a conducive learning atmosphere by providing Campus - wide Wi-Fi, Library, Indoor Sports Complex, Auditorium cum Video Conference Hall for the exclusive use of the trainees.

#### Training Programmes:

Foundation Training Course in the Institute premises at Bhavanisagar for 41 days and at Coimbatore, Salem and Vellore for 37 days are being conducted by the Institute to the Junior Assistants / Assistants of Government departments. Since inception, the Institute has so far trained 1,05,573 officials in various categories of training.

## 6. INSPECTION WING

The Inspection Wing, consisting of 3 Inspection Officers in the cadre of Deputy Secretary to Government / District Revenue Officer, conducts preliminary inspection of Government Offices periodically to spruce up their efficiency and accountability. During such Inspections proper upkeep of files relating to establishment matters, disciplinary matters, maintenance of records etc., are scrutinized and notes on the same are prepared. Rectification Reports on the shortfalls, if any, pointed out in the Preliminary Inspection Report are obtained from the offices concerned.

The Final Inspection Officers who are senior level IAS Officers scrutinize the Rectification Reports and conduct Inspection

of the offices and send their Final Inspection Notes and General Remarks to Government which are communicated to the concerned offices for taking remedial action.

At the district level, 11 District Inspection Cells function under the Inspection Cell Officers in the cadre of Deputy Collector. Detailed Inspections and Surprise Inspections are conducted by the District Inspection Cells to increase the efficiency of the administration at district level and to exercise control over the subordinate offices.

Their monthly progress of work is reviewed critically and the observations are sent to the offices concerned and to the District Collector.

The District Inspection Cells assist the District Vigilance and Anti-Corruption detachments during their surprise checks and conduct liaison meetings with them in the presence of the District Collector.

Every year the Inspection Wing of Personnel and Administrative Reforms (Training) Department, in co-ordination with the 11 District Inspection Cell Officers, conducts 2 days "Pilot Course" on Disciplinary Procedures to District Level Officers, 3 days "Short Course" on Office Procedures to officials in the cadre of Superintendents and Managers in the district. District Inspection Cell Officers conduct "Refresher Training" courses for 5 days to the Junior Assistants / Assistants at all District Headquarters to increase the efficiency of the district administration.

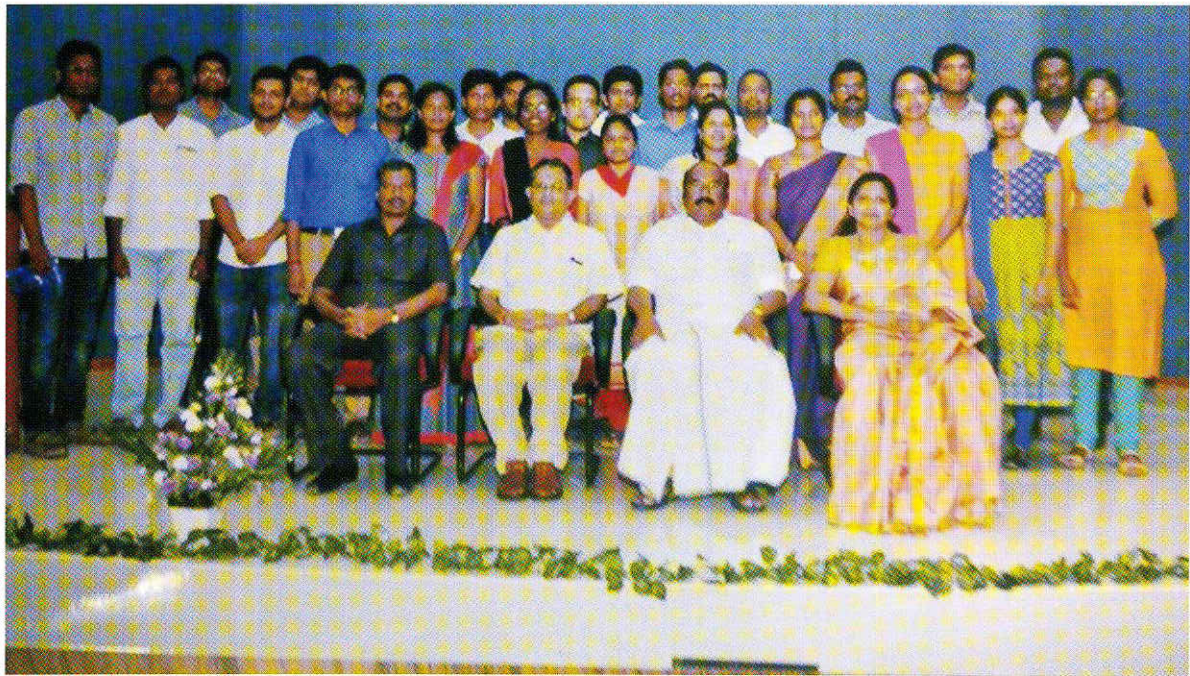
## **7. CONCLUSION**

The Personnel and Administrative Reforms Department plays the crucial role of human resources management that serves as the bedrock for the State machinery. Timely recruitment and adequate training, aid in creating a workforce that is well equipped in meeting the requirements of every day administration and handling exigencies with confidence.

**D. Jayakumar,**  
**Minister for Fisheries, Finance,**  
**Personnel and Administrative Reforms**  
**Department.**



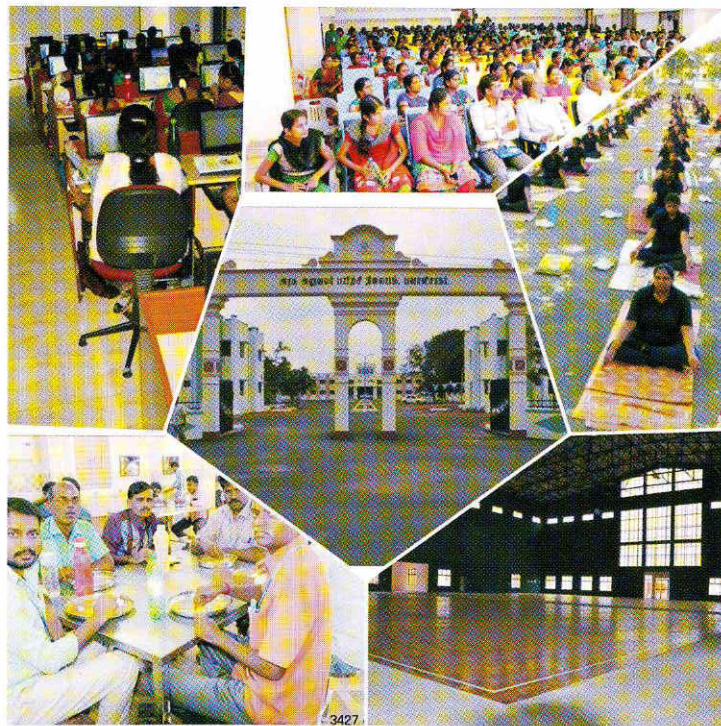
Review meeting of Personnel and Administrative Reforms Department held on 25.04.2017 at Secretariat headed by Thiru. D. Jayakumar, Hon'ble Minister for Fisheries, Finance, Personnel and Administrative Reforms. The Director General of Training Thiru. K. Gnanadesikan, I.A.S. Additional Chief Secretary to Government, Dr. S. Swarna, I.A.S., Secretary to Government, Personnel and Administrative Reforms Department along with Senior officers of the Department participated in the meeting.



Hon'ble Minister,  
Director General of Training, Principal, All India Civil Services Coaching Centre with  
candidates selected for All India Services – 2017



Anna Institute of Management  
All India Civil Services Coaching Centre  
Secretariat Training Institute.



Civil Services Training Institute,  
Bhavanisagar.

