

# **PERSONNEL AND ADMINISTRATIVE REFORMS**

## **DEPARTMENT**

### **POLICY NOTE FOR THE YEAR**

**2018-2019**

#### **1. INTRODUCTION**

The Personnel and Administrative Reforms Department is functioning as a separate Department from 1976. This Department plays a vital role in effective management of Human Resources in the Government Departments. The Personnel and Administrative Reforms Department administers the essential functions of Human Resources Development like recruitment, training, motivation, promotion and disciplinary matters of Government employees. In addition to these roles, this Department is actively involved in formulating the business of Secretariat and addressing Government Employees' welfare.

2. This Department, functioning with two wings viz., Personnel and Administrative Reforms and Personnel and Administrative Reforms (Training) Departments, carry out the following activities : -

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. Providing guidance for regularisation of service and declaration of probation of Government employees as per relevant Special Rules / Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

- 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

- 1. Administering the following Statutory Rules and Regulations relating to service matters of 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, 1955.
- 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 Constitutional / Statutory bodies:

- 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. Rules relating to the business of the Government

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

c. Administrative Function

- 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 officials at various levels at Anna  
Institute of Management.
- iii. foundation training for the newly  
recruited employees of Secretariat.

2. Establishment matters and provision of  
amenities to the following organisations :

- 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 interest of the Government Employees  
is of foremost importance to the Government.

Their genuine grievances and demands are addressed and resolved promptly. This Department has evolved suitable mechanism to ensure timely promotions, prompt delivery of service benefits and quick disposal of disciplinary matters.

#### 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). An electronic Compendium of important Government orders issued by this Department is hosted in the Secretariat Intranet.



The service details of the officers and staff of the departments of Secretariat are also maintained under Personnel Information System (PINFOSYS).

## **2. TAMIL NADU PUBLIC SERVICE COMMISSION**

The Tamil Nadu Public Service Commission was constituted under Article 315(1) of the Constitution of India. 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 primarily functions as a recruiting agency. The other functions of the Commission as specified in Article 320 of the Constitution of India are as follows :-

- i. offers, views / opinions to 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.

- ii. conducts Departmental Tests for Government employees.
- iii. Conducts examination on behalf of the Government of India, Ministry of Defence, for admission to Rashtriya Indian Military College, Dehradun twice a year.

The Tamil Nadu Public Service Commission, ensures free and fair recruitment process with the highest level of transparency in each stage of selection with the following process:-

- i. the system of releasing the Annual Planner for competitive examinations at the beginning of every year in order to assist the candidates in planning their studies well in advance,

- ii. User-friendly 'Online Application' system for all the Examinations,
- iii. "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. All the examination centres are video graphed and monitored through web-camera,
- v. Differently-abled Candidates are accommodated only in the ground floors in all the examination centres for writing the examination. If necessary, scribes are provided ,
- vi. answer keys for the objective-type examinations are being 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 ,

- vii. the candidates are permitted to peruse their descriptive-type answer scripts in the Commission's office ,
- viii. the vacancy particulars are published in the website and counselling method is being followed for unit / service allocation,
- ix. Single Window System is being followed for Departmental Promotion Committee proposals,
- x. From 23.04.2018, the scheme for uploading the original certificates in the TNPSC website through Government e-service Centres has been introduced for candidates who have been selected for certificate verification programme.

## **Achievements:**

In the past two years (upto 29-05-2018), the Commission has recruited 12,018 candidates to various categories of posts including Junior Assistants, Village Administrative Officers, Assistant Statistical Investigator, Assistant Jailors and non-interview posts included in the Combined Civil Services Examinations.

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

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 curtail corruption.

Any authority or body or institution of self Government established or constituted by or under the Constitution, by any law made by

Parliament or State Legislature or by notification issued or order made by the Government comes within the ambit of Act. Any body owned, controlled or substantially financed by the Government or any non-government organization substantially financed, directly or indirectly by funds provided by the Government also comes within the scope of 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 samples and models. The citizen can also undertake inspection of work, document or records.

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 proactively about its organization, functions, duties and other details.

Every Public Authority nominates Public Information Officer and first Appellate Authority 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. Citizens can access all the information held by a Public Authority, except those that are specifically exempted under the provisions of the Act.

If a reply is not provided or if the applicant is not satisfied with the information provided, first appeal can be submitted to the designated Appellate Authority. If the appellant is not satisfied he may prefer further appeal to the State Information Commission which is the Second Appellate Authority under the Act.

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.

The Second Appellate Authority viz., the State Information Commission is functioning with a State Chief Information Commissioner and six State Information Commissioners. The general superintendence, direction and management of the affairs of the State Information Commission vest with the State Chief Information Commissioner.

Whenever a second appeal or a complaint is taken up for enquiry, hearings are generally held in the Commission's office. However, the Commission holds enquiries at the district headquarters also for the convenience of the appellants. Video Conferencing facility is also available for holding hearings. Information regarding receipt and registration of appeals in the Commission are sent through Short Message Service (SMS).



The website of the Commission ([www.tnsic.org](http://www.tnsic.org)) carries cause lists and the decisions of the Commission on the second appeals / complaints made to the Commission.

The Commission permits hearing impaired and visually challenged persons to have assistance during the course of enquiry at their request. Wheel chairs have been provided in the Commission's premises to enable the differently-abled appellants to have an easy access to the Enquiry Hall. As a first arrangement in the country the Commission provides its Decisions / Orders in Braille Version, on a specific request from the visually challenged persons.

The Tamil Nadu State Information Commission conducted a Workshop on RTI at the Police Training College, Chennai on 28.10.2017. The Workshop was attended by

Public Information Officers and First Appellate authorities from 38 Government Departments.

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

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

The State Vigilance Commission was constituted in the year 1965. The Directorate of Vigilance and Anti-Corruption is functioning as the major agency in advising and assisting the Vigilance Commission.

The Commission plays an important role in tackling the major administrative problem of corruption in Public Services. The Commission also suggests modalities in dealing with the individual cases of corruption that are brought to light.

The State Vigilance Commission has executive powers;

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 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.

The State Vigilance Commission has its jurisdiction over:-

- All Public Servants and 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.

### **Tribunal for Disciplinary Proceedings**

The Tribunals for Disciplinary Proceedings were constituted for conducting enquiries on the allegations of corruption levelled by the Directorate of Vigilance and Anti-Corruption against the officials working under the control of the State Government and the Municipal Corporations.

The Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955 vests quasi-judicial powers to the Tribunals for summoning witnesses and calling for necessary documents.

At present, six Tribunals for Disciplinary Proceedings are functioning at Chennai, Thiruchirapalli, Madurai, Coimbatore, Tirunelveli and Nagercoil. The Tribunals are presided over by a Commissioner for Disciplinary Proceedings in the cadre of Indian Administrative Service Officer / District Revenue Officer. The Commissioners are assisted by the Prosecutors for Disciplinary Proceedings in conducting enquiries. The Commissioners forward the findings of the Tribunal to the concerned administrative department in Government for appropriate further action as per the Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955.

## **5. DIRECTORATE OF VIGILANCE AND ANTI-CORRUPTION**

The main functions of the Directorate of Vigilance and Anti-Corruption are ;

- to conduct inquiries into the allegations of corruption and allied misconduct referred to by the State Vigilance Commission.
- to furnish information and statistics gathered by the Directorate to the State Vigilance Commission.
- 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.

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

The departmental Vigilance Officers enquire into the complaints of corruption against officials of the office and have also been instructed to conduct surprise checks at sensitive points and places of their organization periodically.

The Government have issued instructions to all concerned to take action to display the message that "Bribe giving and receiving is an offence" in a prominent place at their offices and also in their official website and that complaints of corruption may be made to the Directorate at Chennai or to the local detachments.

The Directorate as part of its efforts to create awareness among the general public on probity in public life, puts up a pavilion at Chennai Trade Fair every year.

## **6. INSPECTION WING:**

To tone up the administration, increase the efficiency and to avoid delays in Government offices, the Government have introduced a system of regular periodical inspection of all the Departments of Secretariat, Heads of Department and Municipal Corporations.

The Inspection Officers in the cadre of Deputy Secretary to Government / District Revenue Officer conduct inspection as per the programme drawn annually.

After inspection, preliminary inspection notes are prepared and furnished to the concerned Head of office for submitting rectification report



thereon. Final inspection will be conducted by senior level IAS Officers who will furnish the general remarks and the same would be communicated to the Secretariat Department concerned for pursuing follow up action.

The Inspection Wing in coordination with the Inspection Cell Officers, conducts (i) Pilot course on Disciplinary Procedures for 2 days to the second level officers and (ii) Short course on Office Procedure for 3 days to Superintendents and Managers. These training courses are conducted in all the District Collectorates every year. During 2017-2018, 31 Pilot Courses and 31 Short Courses have been conducted.

The District Inspection Cells, headed by an Inspection Cell Officer in the cadre of Deputy Collector and assisted by Deputy Inspection Cell Officers in the cadre of Tahsildar conduct the

annual inspection of district level offices and surprise inspection, besides assisting the district Vigilance and Anti-Corruption detachments in their surprise checks. During 2017-2018, the eleven District Inspection Cells have conducted 124 annual inspections and 2763 surprise checks besides conducting 123 liaison meetings with the Vigilance and Anti-Corruption officials in the presence of the District Collectors.

## **7. TRAINING**

### **I. SECRETARIAT TRAINING INSTITUTE**

The Secretariat Training Institute is functioning under the Personnel and Administrative Reforms (Training) Department.

- 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 64 working days (1½ hour per day) on General Administrative Procedures and Financial Administrative Procedures. Securing a pass in the examinations conducted at the end of the Foundational Training Course is a pre-requisite qualification for declaration of satisfactory completion of probation and for inclusion of their names in the panel for promotion. So far the Secretariat Training Institute has conducted 95 batches of Foundational Training upto May 2018.

- The Secretariat Training Institute is now conducting 10 days 'In-service training' to Section Officers of Secretariat to tone up their skills. This In-service training' programme is designed to cover various aspects i.e. service matters relating to

Governments Servants Conduct Rules, Fundamental Rules, Conditions of Service Act, 2016, Tamil Nadu Civil Services (Discipline & Appeal) and (Disciplinary Procedures Tribunal) Rules, Leadership Quality and Gender Responsive Governance. Out of the proposed 23 batches, upto May 2018, 13 batches of above training at 35 Section Officers per batch has been conducted. The highlight of the training programme is utilizing the services of the serving members in the cadre of Section Officers, Under Secretaries, Deputy Secretaries and Joint Secretaries level, who are well versed in the respective subjects as Faculties to conduct classes.

## **II. DIRECTOR GENERAL OF TRAINING**

The Director, Anna Institute of Management is the ex-officio Director General of Training.

Civil Service Training Institute, Bhavanisagar, All India Civil Services Coaching Centre, A & B Foundational Course Training Institute and Competitive Examinations Coaching Centre are functioning under the administrative control of Director General of Training.

Based on the announcement made by the Hon'ble Minister for Fisheries, Personnel and Administrative Reforms on the floor of the Assembly, the above Institutes are to be provided with learning and teaching aids for the benefit of differently abled candidates at a total cost of Rs.25.70 lakhs.

The Director General of Training also plays an important role in receiving nominations, processing them and putting up the nomination before the Screening Committee and Selection Committee for the Best Practices Award.

### **III. CIVIL SERVICE TRAINING INSTITUTE, BHAVANISAGAR**



Civil Service Training Institute, Bhavanisagar was established in the year 1974. This Institute imparts Foundation Training Programme to Ministerial and Judicial Ministerial Staff of Government of Tamil Nadu.

In the year 2012, Government have released a sum of Rs.38.43 Crores for providing smart class rooms, air-conditioned library, indoor sports complex, air-conditioned auditorium-cum-video conferencing hall, hostel

facilities, campus-wide Wi-Fi connectivity, modular kitchen, staff quarters, guest house, RO water plants, solar water heaters, solar lights etc. Consequent to the above modernisation efforts the intake of candidates was raised from 250 to 685 per batch.



#### **IV. A & B WING FOUNDATIONAL COURSE TRAINING INSTITUTE**

The A & B Wing Foundational Course Training Institute administered by an Officer in the cadre of District Revenue Officer, imparts Foundational Training in Course-A and Course-B modules to the directly recruited and promotee Group 'A' and 'B' Officers of various departments. Successful completion and securing a pass in the Examination conducted after the training are mandatory for declaration of probation of these officers.

In the year 2017-2018, 303 officers were trained in 10 batches.

#### **V. ALL INDIA CIVIL SERVICES COACHING CENTRE, CHENNAI**

The All India Civil Services Coaching Centre provides exclusive coaching for Civil Services Preliminary Examinations conducted by Union



Public Service Commission to 325 candidates (225 - residential; 100 - part-time). From the year 2017 additional 20 candidates belonging to fishermen community are admitted for the Preliminary Examination coaching in the Centre. The Centre invites applications by giving advertisements in leading newspapers, receives applications online, conducts screening test in 24 Centres across the State and admits candidates by following the rule of reservation.

The community wise reservation of seats in the Centre are as follows:-

<b>COMMUNITY</b>	<b>FULL TIME</b>	<b>PART TIME</b>
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
<b>TOTAL</b>	<b>225</b>	<b>100</b>
Exclusively for Fishermen community	<b>20</b>	-
<b>GRAND TOTAL</b>	<b>245</b>	<b>100</b>

## COACHING FOR MAIN EXAMINATION

The centre admits upto 225 candidates who clear the Preliminary Examination to the residential Main Examination coaching programme. A stipend of Rs.3,000/- per month for each candidate is being given for purchasing course materials irrespective of income criteria for three months.

## COACHING FOR PERSONALITY TEST

The Institute conducts Model Personality Tests to all candidates who have cleared the Main Examinations by engaging subject specialists and senior Civil Servants both serving and retired.

The candidates appearing for the Personality Test at New Delhi are permitted to avail the boarding and lodging facilities for 10 days at Tamil Nadu House, New Delhi, at a concessional rate. In addition to this, a sum of Rs.2,000/- per candidate to 100 candidates is provided to meet the incidental expenses for attending the Personality Test at New Delhi.

34 candidates who underwent coaching in the Institute have passed the Civil Services (Main) Examination - 2017 conducted by the UPSC.



The Centre has sufficient accommodation with canteen facility to cater to the needs of the 245 candidates.

The Centre also provides air-conditioned smart class rooms, library with more than 25,000 books, auditorium, computer room, reading room with newspapers and TV for the use of candidates along with free Wi-fi connectivity.



## COACHING FOR DIFFERENTLY ABLED ASPIRANTS

The Centre provides coaching to 7 full-time and 3 part-time candidates belonging to the differently abled category. It also provides facilities like ramp, rest rooms, Braille maps, wheel chairs etc., for them.

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

The Government established two more coaching Centres at Madurai and Coimbatore to provide Preliminary Examination coaching to the Civil Services aspirants from rural areas. These institutes are named as "Anna Centenary Civil Services Coaching Academy". These two Centres are functioning in Madurai Kamarajar University, Madurai and Bharathiar University, Coimbatore.

## **VI. COMPETITIVE EXAMINATIONS COACHING CENTRE**

The Hon'ble Minister for Fisheries, Personnel and Administrative Reforms made an announcement on the floor of the Assembly that a coaching centre for the economically backward students to face the competitive examinations conducted by various recruitment agencies like Staff Selection Commission (SSC), Railway Recruitment Board (RRB), Institute of Banking Personnel Selection (IBPS), Tamil Nadu Public Service Commission (TNPSC) will be established at Chennai. Based on the above announcement, Government have sanctioned a sum of Rs.153.00 Lakhs for establishing the Centre. The Hon'ble Minister for Fisheries, Personnel and Administrative Reforms inaugurated the newly formed Competitive Examinations Coaching Centre on 04.01.2018. The Centre is at present functioning at Sir Theagaraya College campus, Old Washermenpet, Chennai, on rental basis.



The admission of candidates to the Centre is made on the basis of total marks obtained in SSLC Examination by following the reservation norms of the Government of Tamil Nadu. The coaching classes are conducted throughout the year, in batches of 500 students each for a period of 3 months. The candidates are provided with study material worth Rs.1,000/-.

## **VII. 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 staff, Anna Institute of Management has been designated as the State Administrative Training Institute.



(Commencement of training for the Secretariat staff by HON'BLE MINISTER)

During the year 2017-2018 upto 31.03.2018, Anna Institute of Management has conducted 440 training programmes and trained about 15,300 participants (including training programmes conducted at Regional Centres of Madurai, Trichy and Salem).



Anna Institute of Management conducts specialized training programmes in General Management subjects such as Good Governance, Gender Awareness, Disaster Management, Total Quality Management in Government organisations, e-Governance, Litigation Management, Citizen Centric Administration, Urban Planning and Management. Training programmes on various Acts and Rules such as Right to Information Act, Human Rights Act, Tender Procedure and Tender Rules, Goods and Service Tax Act are also conducted by the Institute.

In addition to this, 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, Tamil Nadu Slum Clearance Board, etc.

Since the Institute is an autonomous and self-reliant one, the Governing Committee of the Institute is the apex body which decides on policy initiatives. The Governing Committee is chaired by the Hon'ble Minister for Personnel & Administrative Reforms.

Special Programmes conducted by the Institute during the year 2017-2018

- ❖ Based on the announcement made by the Hon'ble Minister for Fisheries, Personnel and Administrative Reforms Department on the floor of the Assembly, Government have sanctioned a sum of Rs.25.08 lakhs to provide exclusive Training to 600 officials of the Secretariat departments in 10 different modules in about 26 batches. In the year 2017-2018 the Institute has conducted these training programmes for 15 batches.

- ❖ A one week training refresher course on “Best Practices and Success Stories in Managing Project” sponsored by the Ministry of Environment and Forest, Government of India, for the 22 senior Indian Forest Service officers of various States was conducted for 4 days.
- ❖ Anna Institute of Management has conducted a new training programme on the “Implementation of Centralized e-governance Software viz., Urban Tree Information System” (UTIS) for the officials of the Municipal Administration Department in 21 batches.
- ❖ An exclusive computer programme on “MS-Word and MS-Excel” has been organized in five batches for the Junior Assistants / Assistants of Tamil Nadu Civil Supplies Corporation.

- ❖ The Comprehensive Online Modified Module on Induction Training (COMMIT) is an online training programme sponsored by Department of Personnel and Training, Government of India. This programme consists of 8 hours of face-to-face training and 20 hours of online learning.
- ❖ An organization based special programme typically designed based on the needs of the Tamil Nadu Civil Supplies Corporation for their Shift Engineers was conducted from 27.11.2017 to 29.11.2017 on the main aspects of Administration, Maintenance, Safety of the Modern Rice Mills and the equipments under their control.
- ❖ On the request of Government of India, Department of Personnel and Training sponsored 10 week State Training for Section Officers/Under Secretaries of Central Secretariat Services is being given by Anna Institute of Management.

- ❖ A special programme on “e-Governance and Cyber Security issues” for the Under Secretaries/ Deputy Secretaries / Joint Secretaries of Secretariat, “MS Excel Advanced applications for Assistant Section Officers / Section Officers / Under Secretaries and ICT applications for Section Officers / Under Secretaries / Deputy Secretaries are being conducted.

#### Training Programmes at Regional Centres:-

After the establishment of Regional Centres at Trichy, Madurai and Salem, at least one training programme every month is being conducted in all the District Collectorates for the benefit of employees working in various districts. During the year 2017-2018, 124 training programmes have been conducted and about 5,800 officials have been trained in these three Regional Centres.

## **8. CONCLUSION**

The Personnel and Administrative Reforms Department plays the crucial role of human resources management that serves as the fulcrum for the State machinery and in doing so provides an efficient and well trained workforce to meet the requirements of every day administration of the Government.

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