



# **PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT**

## **POLICY NOTE 2019 - 2020**

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

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**GOVERNMENT OF TAMIL NADU**

**2019**

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**PERSONNEL AND ADMINISTRATIVE REFORMS**  
**DEPARTMENT**

**POLICY NOTE FOR THE YEAR**  
**2019-2020**

**1. INTRODUCTION**

The Personnel and Administrative Reforms Department administers the essential manpower management activities viz., recruitment, training and motivation. The department issues general guidelines for promotion and transfer of Government employees and instructions regarding disciplinary matters.

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

a. Advisory functions

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 Functions

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.
- v. Tamil Nadu Lokayukta Act, 2018.
- vi. Tamil Nadu Lokayukta Rules, 2018.

#### 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 Functions

- 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 and provision of amenities to the following organisations :
  - Tamil Nadu Public Service Commission,
  - Tamil Nadu State Information Commission.

- Tamil Nadu Lokayukta.
- State Vigilance Commission.
- Directorate of Vigilance and Anti- Corruption.
- Tribunals for Disciplinary Proceedings.
- Office of the Director General of Training.

#### d. Training

##### Imparting

- foundational training to Junior Assistants / Assistants at Civil Services Training Institute, Bhavanisagar.
- foundational training to the newly recruited employees of Secretariat.
- special training courses at District headquarters.
- management and resource oriented training at Anna Institute of Management.
- refresher / in-service training courses for Assistant Section Officers and Section Officers of Secretariat.



e. Other Functions

i. Government Employees' Welfare

The Government ensures the welfare of its employees and evolves appropriate mechanism for prompt redressal of grievances.

ii. e-Governance

e-Governance applies Information and Communication Technology tools for efficient delivery of Government services to the citizens in a convenient and transparent manner. For better utilization of e-governance techniques, all the Acts and Rules administered by this department have been made available in the Government website [www.tn.gov.in](http://www.tn.gov.in).

## **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, twice a year.
- iii. Conducts examination on behalf of the Government of India, Ministry of Defence, for admission to Rashtriya Indian Military College, Dehradun.

The Tamil Nadu Public Service Commission ensures free and fair recruitment process with the highest level of transparency at each stage of selection as detailed:

- 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 for their studies well in advance,
- ii. User-friendly 'Online Application' system for all the Examinations,
- iii. "One-Time Registration Facility" valid for five years and renewable thereafter, will serve as a permanent data base of the candidates.

- iv. All the examination centres are videographed and monitored through web-cameras,
- v. Differently Abled Candidates are accommodated only in the ground floor 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 counseling method is being followed for unit /service allocation,
- ix. For speedy and fair selection process, Commission has introduced Computer-Based Test for the technical posts,

- x. Certificate verification of candidates is done by uploading their documents through e-service centers thus avoiding personal visit to the Commission.

This Department places the Annual Report of the Commission in the State Legislative Assembly.

### **Achievements:**

In the past two years (from January, 2017 to May, 2019), the Commission has recruited 22,250 candidates to various posts viz., Junior Assistant, Village Administrative Officer, Block Health Statistician, Assistant Agricultural Officer, Assistant Jailor and posts included in Group – I and Group – II A services.

The Commission has recruited 17,648 candidates during the financial year 2018-2019, which is the highest recruitment made in a year.

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

The Tamil Nadu State Information Commission consists of a Chief Information Commissioner and six 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 Right to Information Act, 2005 empowers the citizens with the right to seek, access and obtain information which are held by or under the control of any Public Authority in any form, on paper or in electronic form or as samples and models and the citizens can also undertake inspection of work, document or records.

The Tamil Nadu Information Commission (Appeal Procedure) Rules, 2012, provides for filing of second appeals to the Commission.

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.

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. No fees will be charged from the applicants below the poverty line.

This Department places the Annual Report of the Commission in the State Legislative Assembly.

### **Achievements**

a) The Tamil Nadu State 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, Chennai. This is the first such facilitation that has been provided in the country.

b) The State Information Commissioners are now conducting enquiries on second appeals and complaints in all the District Headquarters.

c) The Tamil Nadu Information Commission has made provisions for online filing of second appeals from August, 2018.

d) The website of the Commission carries cause lists and the decisions of the Commission on Second Appeals.

Right to Information Week is celebrated in the month of October, every year. The Hon'ble Governor inaugurated the RTI week celebrations in the year 2018.



The activities of this Department are fully aligned with the Sustainable Development Goals, by scrupulously implementing the Right to Information Act, by responding to the petitions received under this Act and by conducting various awareness programmes. Substantial steps are being taken to reduce corruption and bribery in all forms through forums like Lokayukta, State Vigilance Commission and the Tribunals for Disciplinary Proceedings.

#### **4. LOKAYUKTA**

The Tamil Nadu Lokayukta Act, 2018 was enacted for establishing an institution called 'Tamil Nadu Lokayukta', to inquire into allegations of corruption against certain public servants and for matters connected therewith. The Act aims at ensuring clean administration, transparency and accountability in governance.

The Tamil Nadu Lokayukta Rules, 2018 were also framed specifying the guidelines for selection of Chairperson and Members by a Selection Committee with the assistance of a Search Committee. The Rules also specify the conditions of service of Chairperson, Members, officers and employees of Tamil Nadu Lokayukta.

The Chairman and two Judicial Members have assumed office and have commenced functioning in the Tamil Nadu Lokayukta.

## **5. 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 assisting the Vigilance Commission.

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 corrupt manner;

- (ii) to cause an enquiry or investigation to be made on any complaint that a public servant has exercised or refrained from exercising his powers, for improper or corrupt purposes;
- (iii) to collect such information or statistics as may be necessary ;
- (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.

The State Vigilance Commission has its jurisdiction over:-

- (i) All Public Servants and Government Servants of the 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.

## **6. TRIBUNALS FOR DISCIPLINARY PROCEEDINGS**

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

The Tribunals are conducting the inquiries in accordance with the Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955.

The Tribunals functioning at Chennai, Tiruchirappalli, Madurai, Coimbatore, Tirunelveli and Nagercoil are presided by Commissioners in the cadre of Indian Administrative Service Officers / District Revenue Officers.

The Commissioners are assisted by Prosecutors for Disciplinary Proceedings in conducting inquiries.

The findings of the Tribunal are forwarded to the concerned administrative department in Government for appropriate further action.

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

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

- i. To conduct inquiries into the allegations of corruption and allied misconduct.
- ii. To furnish information and statistics gathered by the Directorate to the State Vigilance Commission.
- iii. 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, Tiruchirappalli, Villupuram, Salem, Sivagangai and Tirunelveli.

The Government have issued instructions 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.

All districts are now covered by DVAC detachments after the creation of four new detachments at Karur, Thiruvallur, Tiruvarur and Perambalur. As a part of modernization, a Cyber Lab and an Interrogation Room are being established in the DVAC headquarters.

The Directorate puts up a pavilion at Chennai Trade Fair to create awareness amongst the general public on probity in public life.

## **8. INSPECTION**

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 Head of Office concerned 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 Pilot course on Disciplinary Procedures for 2 days to the second level officers and Short Course on Office Procedures for 3 days to Superintendents and Managers. These training courses are conducted in all the District Collectorates every year. During 2018-2019, 29 Refresher courses and 31 Pilot and Short Courses have been conducted upto March-2019.

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 2018-2019 the 11 District Inspection Cells have conducted



122 annual inspections, and 2742 surprise checks besides conducting 112 liaison meetings with the Vigilance and Anti-Corruption officials in the presence of the District Collectors.

Refresher training course, for 5 days to Junior Assistants and Assistants working in all Government Departments in all district headquarters is being conducted by District Inspection Cell Officers.

## **9. TRAINING**

### **I. Secretariat Training Institute**

Foundational Training Course is conducted for the directly recruited Assistant Section Officers, Personal Assistants, Assistants, Personal Clerks and Typists of Departments of Secretariat. The Institute has conducted 97 batches of training upto May, 2019.

'In-service training' is conducted to Section Officers of Secretariat covering various aspects relating to Acts and Rules. The Institute has conducted 23 batches of training upto November, 2018. The faculty for the training courses include both serving and retired Officers of Secretariat.

## **II. Director General of Training**

The Director, Anna Institute of Management is the ex-officio Director General of Training and he exercises administrative control over (i) A & B Wing Foundational Course Training Institute, (ii) All India Civil Services Coaching Centre, (iii) Competitive Examinations Coaching Centre and (iv) Civil Service Training Institute.

The role of Director General of Training includes receiving, processing and placing the nominations before the Screening and Selection Committees for the Best Practices Award.

i) A & B Wing Foundational Course Training Institute

The A & B Wing Foundational Course Training Institute, administered by a District Revenue Officer, imparts Foundational Training in the Service Rules to Group A and B Officers of various Departments. In the year 2018 – 2019, a total number of 309 officers were imparted training by the Institute.

ii) All India Civil Services Coaching Centre

The Centre provides exclusive coaching to Civil Services aspirants for Preliminary examination, Main examination and Personality Test conducted by Union Public Service Commission. For the Civil Services - Preliminary Examination coaching (six months duration between December – June), every year, the Centre invites applications by giving advertisements in leading newspapers, receives applications online, conducts entrance examination

in 24 centres across the State and admits 345 candidates (225 full time ; 100 part-time; 20 fishermen).

The Centre provides intensive coaching for the Civil Services - Main Examination for three months (from July to October every year) to 225 candidates of the State, who have cleared the Preliminary Examinations. A stipend of Rs.3000/- per month for each candidate is being given for purchasing course materials irrespective of income criteria for three months.

The Centre conducts Model Personality Tests by engaging a panel of experts to face the Personality Test of the Union Public Service Commission. The candidates are permitted to stay at Tamil Nadu House, New Delhi at concessional rates, to enable them to attend the Personality Test with ease and are provided a sum of Rs.2000/- each towards incidental expenses. 21 candidates who underwent

coaching in the Centre have passed the Civil Services (Main) Examination - 2018 conducted by the UPSC.

The Centre also provides air-conditioned classrooms, library with more than 25,000 books, auditorium, computer room, reading room with newspapers and television with free Wi-fi connectivity. Tuition fees hitherto collected from 100 part-time students have been waived and mess facilities are extended to them from the year 2018-2019.

The Centre provides coaching to 7 full time and 3 part time candidates belonging to the differently abled category. It provides facilities like ramp, wheelchairs, gadgets such as Braille slate / typewriter, screen magnifier etc., for differently abled Civil Services aspirants.

Anna Centenary Civil Services Coaching Academies functioning at Madurai Kamaraj University and at Bharathiyar University cater to

the needs of Civil Services aspirants in the nearby districts and provides coaching for Civil Services - Preliminary Examination.

### iii) Competitive Examinations Coaching Centre

Competitive Examinations Coaching Centre is functioning at Sir Theagaraya College Campus in the Old Washermanpet, Chennai from 04-01-2018 and provides coaching for competitive examinations such as SSC, RRB, IBPS and TNPSC. Selection of candidates for admission to the Centre is made on the basis of the marks obtained in SSLC examination by following the reservation norms.

The Centre conducts coaching classes to 500 students in a batch. So far 1,982 candidates have received coaching in the Centre. Apart from the subjects Tamil and English, coaching is provided in 13 other examination oriented subjects. Model tests are conducted periodically. Access to library, newspapers / magazines and question-banks are the other facilities provided.

Study materials / books worth Rs.1000/- per set are supplied to each candidate free of cost.

iv) Civil Service Training Institute, Bhavanisagar

Civil Service Training Institute, Bhavanisagar imparts Foundation Training to various categories of posts borne in Tamil Nadu Ministerial Service and Tamil Nadu Judicial Ministerial Service.

The present capacity of the Institute is to impart training to 685 employees in a batch. The Institute has eight class Rooms, auditorium cum video-conferencing hall, library, indoor sports complex, five New Hostel Buildings, multi-purpose hall, etc.

### **III. Anna Institute of Management**

Anna Institute of Management (AIM), registered under the Tamil Nadu Societies Registration Act, 1975 and designated as the State Administrative Training Institute, is the apex training institute of the State.

The Institute is furnished with air-conditioned classrooms, computer centre and 200-seater auditorium.

The Institute provides training on a wide range of subjects to Government employees for updating their knowledge in latest administrative developments. All India Service Officers are also deputed for training at the Institute by the Government of India for various training programmes.

During the year 2018-2019, the Institute has given training to 15,742 participants in 455 training programmes including those conducted at Regional Centres at Madurai, Trichy and Salem.

Apart from training programmes on General Management, the Institute provides specialized training courses by eminent and trained faculty in Good Governance, Human Rights, Gender Awareness, Disaster Management, Right to Information Act, Urban Planning and



Management, Total Quality Management in Government, e-Governance and Cyber Security Issues, Litigation Management, Citizen Centric Administration, Tender Procedure and Tender Rules, Soft Skills, Pre-Retirement Counselling and Goods and Service Tax. Moreover, need based training programmes are being offered to various Departments and organizations.

### **Special Programmes conducted by the Institute during the year 2018-2019**

1. To acquaint the officials of Secretariat in various sectors, 460 officials were trained in 10 different modules.
2. Training to IAS Probationers were conducted in the year 2018-2019.
3. Capacity building training for 250 Engineers of Highways Department under the aegis of World Bank was conducted.
4. For the first time, a new two day programme on "Temple Management and

Heritage Management” was conducted for the Hindu Religious and Charitable Endowments Department.

5. Compulsory class-room training for the Under Secretaries of Finance Department for 2 months from November to December, 2018 was conducted.
6. To maximise the emotional, physical and leadership skills of women officials of Secretariat, seminar was conducted in 14 batches for 1421 women officials.

### **Programmes at Regional Centres**

After the establishment of Regional Centres at Salem, Trichy and Madurai the Government officials of the Districts working in various Departments are being trained in their District headquarters itself. The three Regional Centres have completed 214 training programmes covering all categories of employees in the year 2018-2019.

## **10. CONCLUSION**

The department is a pillar to the state administrative machinery, duly providing qualified workforce and ensuring their competence through strong foundation and capacity building trainings, thereby contributing to the smooth administration of the Government.

**D. JAYAKUMAR,**

Minister for Fisheries, Personnel and  
Administrative Reforms Department.