



PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT

POLICY NOTE 2020-2021

Demand No.35

D. JAYAKUMAR

Minister for Fisheries, Personnel and
Administrative Reforms Department

©
**GOVERNMENT OF TAMIL NADU
2020**

Sl. No.	CONTENT	Page No.
1.	INTRODUCTION	1
2.	TAMIL NADU PUBLIC SERVICE COMMISSION	7
3.	TAMIL NADU INFORMATION COMMISSION	11
4.	LOKAYUKTA	14
5.	VIGILANCE COMMISSION	15
6.	DIRECTORATE OF VIGILANCE AND ANTI-CORRUPTION	16
7.	TRIBUNALS FOR DISCIPLINARY PROCEEDINGS	18
8.	INSPECTION	19
9.	TRAINING	22
10.	CONCLUSION	34

அரசாஸ தட்டபபடும திட்டங்களைஃ
செயலபடுததுவதிலுய; நலததிட்ட உதவகளை
மககளடய எடுததுஃ செலவதிலுய; அரசின
வளரசசி நோககங்களை எயதுவதில
முசுகியட பங்கு வகிககுய பொதுஃ சேவையை
நடைமுறைபபடுததுவதிலுய அடிததளமாக
வளங்குபவரகங் அரசு ஊழியரகங்.

- மாண்புமிகு புரட்சித்தலைவா அயமா அவரகங்

PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT

POLICY NOTE FOR THE YEAR 2020-2021

1. INTRODUCTION

The Personnel and Administrative Reforms Department plays a vital role in Human Resources development that is essential for Government Service. This Department issues general guidelines regarding recruitment of personnel for public services, their promotions, seniority, training and disciplinary proceedings. Periodical inspection of all Government offices including State Public Sector Undertakings are carried out by this department to ensure smooth functioning of administration.

This Department, functioning with two wings viz., Personnel and Administrative Reforms and Personnel and 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 Tamil Nadu Government;
 - 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 Information Commission Service Rules, 2017;
 - v. Tamil Nadu Lokayukta Act, 2018 (Tamil Nadu Act No.33 of 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;
 - ii. Standing Orders of the Hon'ble Chief Minister.

C. Administrative Functions

- i. The matters relating to appointment of Constitutional and Statutory Authorities in respect of Tamil Nadu Public Service Commission, Tamil Nadu Information Commission and Tamil Nadu Lokayukta.
- ii. Establishment matters and provision of amenities to the following Organisations:
 - Tamil Nadu Public Service Commission;

- Tamil Nadu 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.
- iii. Establishment matters of all employees of the Secretariat who come under "One Unit System" upto the level of Under Secretaries to Government;
- iv. According recognition to Service Associations and addressing the grievances of Government employees;

D. Training

Imparting the following trainings: -

- foundational training to Junior Assistants / Assistants at Civil Services Training Institute, Bhavanisagar;

- decentralized foundational training at District headquarters;
- foundational training to the newly recruited employees of Secretariat;
- management and resource oriented training at Anna Institute of Management;
- refresher / in-service training courses for Assistant Section Officers and Section Officers of Secretariat.

2. TAMIL NADU PUBLIC SERVICE COMMISSION

The Tamil Nadu Public Service Commission was constituted under Article 315(1) of the Constitution of India. The service conditions of the Chairman and Members are governed by the Tamil Nadu Public Service Commission Regulations, 1954. The Commission is functioning with a Chairman and three Members.

The Tamil Nadu Public Service Commission primarily functions as a recruiting agency. Besides recruiting personnel for Public Services, the Tamil Nadu Public Service Commission conducts Departmental Tests for Government employees twice a year and also conducts examination on behalf of the Government of India, Ministry of Defence for admission to Rashtriya India Military College, Dehradun twice a year.

In addition, the Tamil Nadu Public Service Commission advises the Government on all matters relating to framing of recruitment rules, principles to be followed in making appointments, promotions and transfers from one service to another service and in respect of appeals on disciplinary matters affecting Government employees.

The Commission, uses technology effectively in its recruitment process through one-time registration database, user-friendly

online submission of applications, use of personalised OMR answer sheets, Computer-based tests for technical posts, online monitoring / recording of examination centres and online certificate verification through Common Service Centres.

In order to ensure transparency and accountability in its recruitment process, the Commission hosts the answer keys for the Objective Type Examinations in its website after the examinations and the candidates are permitted to peruse their descriptive-type answer scripts in the Commission's office. Counselling method is being followed for unit / service allocation and vacancy particulars are published in the Commission's website.

The Government have suggested the Commission to obtain inputs from Union Public Service Commission and to adopt the best practices followed elsewhere, to put in place a robust recruitment process, free of complaints.

The Tamil Nadu Public Service Commission, accommodates Differently Abled Candidates in the ground floor in all the examination centres for writing the examination and if necessary, scribes are provided. Compensatory time is given to the persons with disabilities who have physical limitation to write and who are making use of scribe / reader.

The Commission adopts Single Window System for clearing Departmental Promotion Committee proposals.

The Commission releases the Annual Planner for competitive examinations in advance every year in order to assist the candidates in planning their studies. In the past two years the Commission has recruited 17,719 candidates to various categories of posts included in the State and Subordinate Services.

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

3. TAMIL NADU INFORMATION COMMISSION

Tamil Nadu Information Commission was constituted on 07.10.2005 and is functioning with a Chief Information Commissioner and 6 Information Commissioners. The Commission's mandate is to exercise the powers conferred to it under the Right to Information Act, 2005.

The Right to Information Act empowers citizens to actively participate in democratic governance with the right to seek, access and obtain information that 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.

Procedures relating to application fee and payment of charges for copies of documents and for inspection have been laid down in the Tamil Nadu Right to Information (Fees) Rules, 2005.

No fees will be charged from the applicants below the poverty line as per Section 7(5) of the said Act. There is no application fee for preferring first and second appeal before the First Appellate Authority and the Information Commission respectively.

The details of cause lists and decisions on second appeals are uploaded in the Commission's website (www.tnsic.gov.in). The website also enables 'online filing of second appeals'. During the year 2018, the Public Authorities have duly attended 3.26 lakh applications and have furnished information in respect of 2.46 lakh applications. The number of online second appeal petitions received by the Commission upto 31.12.2019 is 123.

As a first such facilitation that has been provided in the country, the Commission provides 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.

The Help Desk that is functioning in the Commission renders necessary help both to the general public and to the Public Information Officers on various procedures relating to submission of application and furnishing of information.

The Government have sanctioned a sum of Rs.27.79 Crore for constructing a building for the Information Commission at Saidapet, Chennai.

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

4. LOKAYUKTA

To ensure clean administration, transparency and accountability in governance, the Tamil Nadu Lokayukta Act, 2018 was enacted and brought into force with effect from 13.11.2018 and the Tamil Nadu Lokayukta Rules, 2018 were also framed.

Consequently, the Tamil Nadu Lokayukta has been established to inquire into allegations of corruption against certain public servants and for matters connected therewith.

The Tamil Nadu Lokayukta is functioning with its full composition of Chairman and four Members and 103 posts in various cadres have also been sanctioned.

A sum of Rs.11.65 crore was sanctioned for the establishment of the Tamil Nadu Lokayukta which is temporarily located at the State Guest House, Chepauk, Chennai.

A suitable office space has been identified for Lokayukta in the 6th and 7th floors of SIDCO Complex at Thiru. Vi. Ka. Industrial Estate, Guindy, Chennai and a sum of Rs.6.23 crore has been sanctioned for providing necessary infrastructure.

5. VIGILANCE COMMISSION

The main purpose of the Vigilance Commission is to advise the Government on the major administrative problems in prevention of corruption in public service and the manner in which individual cases of corruption are brought to light. The Vigilance Commission has its jurisdiction over all public servants and employees of Universities, Statutory and Constitutional bodies of the State.

The objects of the Vigilance Commission are:

(i) to cause an enquiry on any complaint against a public servant alleged to have acted in a dishonest or in a corrupt manner, or who has exercised or refrained from exercising his powers for improper or corrupt purposes ;

(ii) to collect such information or statistics as may be necessary;

(iii) 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.

6. DIRECTORATE OF VIGILANCE AND ANTI-CORRUPTION

The Directorate of Vigilance and Anti-Corruption assists the Vigilance Commission in the discharge of its responsibilities. It conducts inquiries at the behest of Vigilance Commission / Government / Lokayukta and submits Inquiry Reports. Inquiries on complaints or allegation petitions are also taken up by the Directorate and reports furnished to the appropriate authorities.

Apart from this, the Directorate of Vigilance and Anti-Corruption collects intelligence for detection of cases of bribery and corruption

and investigates offences falling within the purview of the Prevention of Corruption Act, 1988.

To effectively curtail corruption the Government have established 8 Special Courts exclusively to try vigilance cases at Chennai, Madurai, Coimbatore, Trichy, Villupuram, Salem, Sivagangai and Tirunelveli. Further, the Chief Judicial Magistrate / Sub-Judge in the respective Districts throughout the State and the Sub-Judge in the Special Courts are empowered to deal with cases arising under the Prevention of Corruption Act, 1988. Thus, 39 courts throughout the State are dealing with the cases under the said Act.

To create awareness among the general public on probity in public life, Government have issued instructions to all Departments of Secretariat, Heads of Department, local bodies, Public Sector Undertakings to display anti-corruption messages prominently at their

offices and in official websites besides setting up exclusive pavilion in Government exhibition at Chennai Trade Fair.

7. TRIBUNAL FOR DISCIPLINARY PROCEEDINGS

Tribunals for Disciplinary Proceedings have been constituted to conduct enquiries on the allegation of corruption levelled by the Directorate of Vigilance and Anti Corruption against the employees of the State Government and the Municipal Corporations. The Tribunals have been vested with quasi-judicial powers for summoning witnesses and calling for necessary documents for conducting the enquiries in accordance with the Rules enshrined in Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955.

At present, six Tribunals for Disciplinary Proceedings, functioning at Chennai, Trichy, Madurai, Coimbatore, Tirunelveli and Nagercoil,

are presided over by Commissioners in the cadre of Indian Administrative Service Officers / District Revenue Officers. They are assisted by the Prosecutors for Disciplinary Proceedings of Directorate of Vigilance and Anti-Corruption in conducting enquiries. The Commissioner for Disciplinary Proceedings forwards the findings of the Tribunal to the concerned Administrative Department in Government. The Government examine and pass final orders on the findings of the Tribunal for Disciplinary Proceedings.

8. INSPECTION

The Government, in order to improve efficiency and to avoid delays in administration, have introduced a system of regular periodical inspection of all the Departments of Secretariat, Heads of Department, Municipal Corporations and State Public Sector Undertakings by Inspection Officers.

The Inspection Wing of the Department functions with 3 Inspection teams each headed by an officer in the cadre of Deputy Secretary to Government / District Revenue Officer and conduct periodical inspection as per the programme schedule drawn annually.

After preliminary inspection, notes are prepared and furnished to the Head of the Department 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 will be communicated to the administrative departments concerned in Secretariat for pursuing follow up action.

During 2019-2020, (upto 31st December 2019) Inspection Teams of this Department have conducted 26 Preliminary Inspections and 28 Final Inspections in various Secretariat

Departments / Heads of Department / Boards / Major Corporations.

The 11 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 make surprise inspections, besides assisting the District Vigilance and Anti-Corruption detachments in their surprise checks.

During 2019-2020, (upto 31st December 2019) the District Inspection Cells have conducted 76 annual inspections and 1956 surprise checks besides conducting 71 coordination Meetings with the Vigilance and Anti-Corruption officials in the presence of the District Collectors.

9. TRAINING

Training is provided through planned programme designed to improve performance. It brings measurable changes in knowledge, skills, attitude and social behaviour of employees for doing a particular job. Human Resource, with efficient training, can make better contribution to the organisation.

I. SECRETARIAT TRAINING INSTITUTE

The Secretariat Training Institute conducts Foundational Training Course for the directly recruited Assistant Section Officers, Personal Assistants, Assistants, Personal Clerks and Typists of Departments of Secretariat. It has conducted 98 batches of Foundational Training upto December 2019.

The existing pattern of Foundational Training Course for Secretariat employees has been re-structured in such a manner that more relevant and job-oriented modules are

incorporated in the course for thoroughly equipping the new recruits to render effective service in Secretariat. In the re-structured Foundational Training Course more emphasis has been given for developing Workplace Skills to the newly recruited employees of Secretariat. New subjects such as Emotional Intelligence, Social Intelligence and Work ethics have been included in the course structure. The re-structured Foundational Training Course will be conducted from the financial year 2020-21.

II. DIRECTOR GENERAL OF TRAINING

The Director General of Training exercises administrative and financial control in coordinating and monitoring the training institutions, viz., i) Civil Services Training Institute, Bhavanisagar, ii) A&B Wing Foundation Course Training Institute, iii) All India Civil Services Coaching Institute, iv) Competitive Examination Coaching Centre and v) Anna Institute of Management.

The Director General of Training receives nominations for the 'Best Practices Award' for placing them before the Screening and Selection Committees.

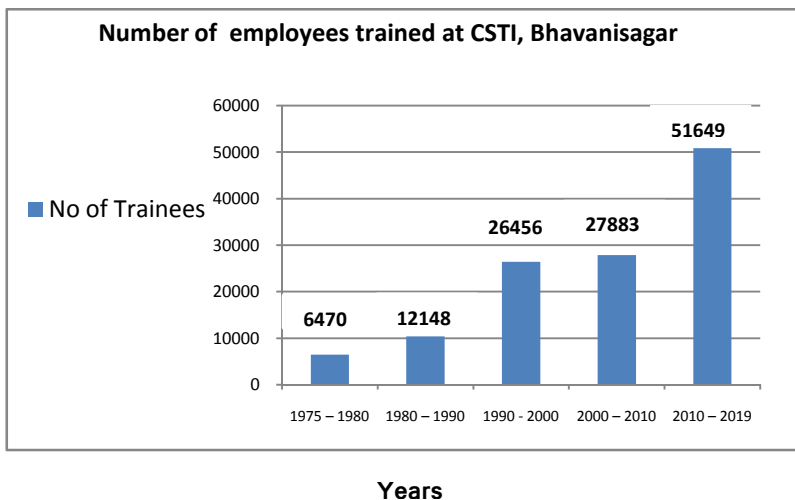
i) CIVIL SERVICE TRAINING INSTITUTE,
BHAVANISAGAR

The Civil Service Training Institute, Bhavanisagar provides Foundational Training to the newly recruited employees of Tamil Nadu Ministerial Service and Tamil Nadu Judicial Ministerial Service. The Institute is located in idyllic surroundings sprawling over an extent of 71.32 acres which offers an ideal place for training new recruits.

The Institute comprises smart class rooms, library, auditorium, hostel blocks, staff quarters, modular kitchen, dining halls, indoor sports complex and guest house. Due to the modernisation efforts taken up by the Government, the intake of the Institute per batch has risen to 685 from the previous 250.

During the year 2018-2019, a sum of Rs.5.04 crore was sanctioned for improving the infrastructure facilities of the Institute. A further sum of Rs. 10.00 crore was sanctioned in the year 2019-2020 for construction of additional class rooms, hostel rooms for the Institute to increase the intake of trainees.

The Institute has trained 4654 employees in the year 2019. Since the establishment of the institute, 1,24,606 employees have been imparted training.



In order to provide timely training to newly recruited Junior Assistants and Assistants in various districts, a sum of Rs.1.22 crore has been sanctioned to provide de-centralised non-residential foundational training for a duration of 37 days in 28 districts.

ii) A & B WING FOUNDATIONAL COURSE
TRAINING INSTITUTE, CHENNAI

The A & B Wing Foundational Course Training Institute, Chennai, imparts Foundational Training to certain categories of Group A & B Officers of various Departments of the Government. The Institute is administered by a District Revenue Officer.

Training is imparted in subjects such as Office Administration, Financial Administration, Law, Public Finance, Management, Planning and Development, Economics, Right to Information Act, Computer and physical fitness.

This training enables them to perform executive and administrative functions dexterously.

During the year 2019 altogether 374 officers have been trained by the Institute.

iii) ALL INDIA CIVIL SERVICES COACHING CENTRE, CHENNAI

The All India Civil Services Coaching Centre, Chennai, one of the earliest Centres established in the Country, trains students from marginalised communities in preparing for Civil Services Examination conducted by UPSC. The Centre provides cost-free, comprehensive coaching and covers all three facets of testing by the UPSC viz., Preliminary, Mains and Personality Test.

The Centre provides coaching for Preliminary examination to 245 full-time resident candidates and 100 part-time candidates. The Centre conducts coaching classes for three

months (from July to October) to 225 full-time resident candidates for Main examination. The candidates undergoing coaching for Main examination are provided with a monthly stipend of Rs.3000/- for purchasing course materials.

The Centre has a well – equipped library and a sum of Rs.3.00 lakhs is provided every year to update and increase the catalogue of books and magazines.

In the year 2018, forty seven candidates were selected by the UPSC for All India Civil Services and the Indian Forest Service.

In the year 2019, forty three candidates who were given coaching at this Centre have cleared the Civil Services (Main) Examinations, 2019. The Centre provides adequate support to the candidates appearing for the Personality Test conducted by the UPSC by way of conducting two rounds of mock personality tests to each of the candidates. The candidates are permitted to

stay at Tamil Nadu House, New Delhi at concessional rates, to enable them to attend the Personality Test and are provided a sum of Rs.2000/- each towards incidental expenses.

The recent repair and renovation works undertaken at a cost of Rs.60 lakhs have improved lighting, ventilation and has added to the aesthetics of the Centre.

The Centre has provided special facilities for differently-abled candidates towards academic facilitation such as Braille maps, special software etc. The building in which the Centre is functioning has differently-abled friendly features.

Anna Centenary Civil Service Coaching Academies functioning in Madurai Kamaraj University at Madurai and Bharathiyar University at Coimbatore provide coaching for Civil Services (Preliminary) Examinations with the financial support of Government.

iv) COMPETITIVE EXAMINATIONS COACHING CENTRE

The Competitive Examinations Coaching Centre, Old Washermanpet, Chennai, is providing coaching for various competitive examinations conducted for employment in Central, State and Banking organizations. Admission to the Coaching Centre is made on the basis of marks obtained in the SSLC examination by following the rule of reservation of the State.

The Centre has so far provided coaching for six batches of candidates. They are supplied with free study material worth Rs.1000/- each. The Centre has a well-stocked library.

The motivation camp conducted by the Government in August, 2019 was well attended by job aspirants, who have been provided with free reading material.

The Government have sanctioned a sum of Rs.4.44 crore in 2019-2020 towards establishing 4 new Competitive Examinations Coaching Centres at Coimbatore, Salem, Madurai and a second Centre at Chennai.

v) ANNA INSTITUTE OF MANAGEMENT

The Anna Institute of Management was established in 1981 and is designated as the State Administrative Training Institute. It is the nodal training organisation for imparting training to all categories of Government officials ranging from All India Service officers to Ministerial staff.

The Institute is furnished with air-conditioned class-rooms, computer centre and a 200-seater auditorium. The Institute has installed roof-top solar power plant reducing power consumption and provided bio-compost bins as green initiatives.

The Institute imparts training with a view to equip officials with knowledge in latest Acts and Rules, judicial pronouncements and best practices of various departments.

The Institute provides specialized training courses in subjects such as Right to Information Act, Income tax planning and investment planning, Leadership Skills, e-Governance, Sustainable Development Goals for Women Empowerment, Gender Sensitivity etc. The Institute also conducts training programmes based on the needs of various Government Departments.

During the Financial Year 2019-2020 (till January 2020) Anna Institute of Management has conducted 543 training programmes and trained about 22,744 participants including training programmes conducted at Regional Centres of Madurai, Trichy and Salem.

Special programmes conducted during the year 2019-2020:-

- Two days training programme for Indian Forest Service (IFS) trainees of 2017-2019 batch ;
- Special training programme for District Educational Officers (DEOs) and Chief Educational Officers (CEOs) ;
- One day programme on “Safe Surfing” for women officials working in various departments of the Secretariat;
- Pre-retirement counselling training programme;
- Training for Master Trainers who would train the field level functionaries involved in census operations ;
- Programme on “Human Capital Development” for Commercial Taxes department officials.

A weekly "News Letter" containing important news, messages, current affairs is being hosted in the Institute's website www.annainstitute.org.

10. CONCLUSION

The endeavour of the department is to put in place systems that will make available a qualified and committed workforce. This is met through timely recruitment followed by suitable training. The Sustainable Development Goals of corruption free transparent administration are addressed through the Institutions of Lokayukta, State Vigilance Commission, Tribunals for Disciplinary Proceedings and State Information Commission.

The wings of this department viz., Personnel, Training and Administrative Reforms,

function with the clear objective of ensuring smooth and responsive administration of the Government.

D. JAYAKUMAR
Minister for Fisheries, Personnel
and Administrative Reforms



Training Calender (2019-2020) of Anna Institute of Management was released by Thiru D. Jayakumar, Hon'ble Minister for Fisheries, Personnel and Administrative Reforms. Additional Chief Secretary / Director, Anna Institute of Management and Secretary, Personnel & Administrative Reforms Department were present.



Thiru D. Jayakumar, Hon'ble Minister for Fisheries, Personnel and Administrative Reforms, inaugurated the training programme for Government employees on the verge of retirement and released a book titled “புணர் ஒய்வகாலம் - ஆலோசனைகள்” Additional Chief Secretary / Director, Anna Institute of Management, Secretary, Personnel & Administrative Reforms and others participated.



Thiru D. Jayakumar, Hon'ble Minister for Fisheries, Personnel and Administrative Reforms participated in the 'motivation camp' conducted for aspirants of Group-IV TNPSC examinations. Additional Chief Secretary / Director General of Training, Secretary, Personnel & Administrative Reforms and others participated.



At the one-day Seminar conducted at Anna Institute of Management, Thiru D. Jayakumar, Hon'ble Minister for Fisheries, Personnel and Administrative Reforms released a manual on "Right to Information Act, 2005". Additional Chief Secretary / Director, Anna Institute of Management and Government officials participated.