

PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT

POLICY NOTE FOR 2007-2008

Personnel and Administrative Reforms Department was created on 6th November 1976 based on the recommendations of the Administrative Reforms Commission constituted in 1973. This Department was set up to cope with the increase in the activities of the Government and substantial expansion of staff. The following two wings are functioning in this Department, each under the control of a Secretary to Government:

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

2. This department performs important functions which are Advisory, Statutory and Administrative in nature.

3. ADVISORY FUNCTIONS

The Personnel and Administrative Reforms Department is functioning as an advisory department on the subjects detailed below as envisaged in the "**Tamil Nadu Government Business Rules and Secretariat Instructions**".

- (i) Arriving at the estimate of vacancies for various posts in the **Tamil Nadu State and Subordinate Services** and the preparation of panels for promotion / appointment to higher posts in a Service.
- (ii) Examining proposals relating to relaxation of relevant Special Rules / General Rules for regularisation of service and declaration of probation of Government Servants.
- (iii) Rendering advice in respect of various provisions of Fundamental Rules.
- (iv) Examining proposals relating to revision of seniority as per the provisions under Rule 35 of the General Rules for the Tamil Nadu State & Subordinate Services.
- (v) Placing the proposals relating to equivalency / recognition of a qualification before the "recognition committee" being formed by Tamil Nadu Public Service Commission and issue of orders based on the recommendation of the above committee.

4. STATUTORY FUNCTIONS

The following Statutory Rules and Regulations relating to service matters are administered in the Personnel and Administrative Reforms Department:-

- (a) Rules governing all categories of State Government Servants under various Departments (excluding All India Services);
 - (i) The Tamil Nadu State and Subordinate Services Rules (Parts I & II);
 - (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;
 - (v) The Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955;

- (b) Rules governing certain specified categories common to all the Departments of Government:-
- (i) Special Rules for The Tamil Nadu Ministerial Service;
 - (ii) Special Rules for The Tamil Nadu Basic Service;
 - (iii) Special Rules for The Tamil Nadu General Subordinate Service – Class XXII.
- (c) Secretariat Service:-
- (i) Special Rules for The Tamil Nadu Secretariat Service;
 - (ii) Special Rules for The Tamil Nadu General Service - Classes XII and XII-A.
- (d) Tamil Nadu Public Service Commission:-
Tamil Nadu Public Service Commission Regulations, 1954.
- (e) The Right to Information Act, 2005
Tamil Nadu Right to Information (Fees) Rules, 2005

5. BUSINESS OF THE GOVERNMENT

The business of the Government of Tamil Nadu at the Secretariat level is carried on in accordance with

- (i) The Tamil Nadu Government Business Rules and Secretariat Instructions;
- (ii) The Standing Orders of the Hon'ble Chief Minister issued from time to time; and
- (iii) The Tamil Nadu Secretariat Office Manual

which are administered by this Department.

6. ADMINISTRATIVE FUNCTIONS

This Department deals with the establishment matters of all the staff members of the Secretariat who come under the "One Unit System" up to the level of Under Secretaries to Government. The Tamil Nadu Public Service Commission and Tamil Nadu State Information Commission are under the administrative control of this Department.

7. SERVICE ASSOCIATIONS

This Department deals with the grant of recognition for all Service Associations besides conducting Tamil Nadu Government Servants Civil Services Joint Council Meetings.

8. RELATIONSHIP WITH GOVERNMENT EMPLOYEES AND TEACHERS

The previous Govt. had withdrawn several benefits enjoyed by the Government Servants due to financial crisis. This Government immediately on assumption of office have issued the following orders which include the restoration of the benefits withdrawn by earlier Government:-

- (1) Tamil Nadu Essential Service Maintenance Act 2003, (TESMA) was repealed, by notification in Government Gazette dated 7.6.2006.
- (2) The previous Government had imposed ban on new recruitment. Consequent on the lifting of ban, this Government enhanced maximum age limit by five years so as to enable the unemployed youth to apply for Government jobs.
- (3) The one day token strike organised by the Government Servants / Teachers on 10.4.2003 and from 1.7.2003 or 2.7.2003 to 4.7.2003 have been regulated as duty.
- (4) The period from 23.10.2002 to 1.11.2002 during which the Govt. employees / Teachers entered on General Strike have been regulated as duty.
- (5) The previous Government imposed the practice of signing the attendance Register in the evening in Secretariat. This has been dispensed with by this Government.
- (6) Qualifying Service for full pension has been reduced to 30 years from 33 years.
- (7) Pension determined earlier by the Previous Govt. based on the average of 50 % of the last 10 months pay was changed to the effect that 50% of the last month pay or the average of 50% of last 10 months pay whichever is higher will be taken into account for Pension calculation w.e.f. 31.7.2006.
- (8) The scheme of surrender of Earned Leave for 15 days in a year / 30 days every two years by the Government servants / teachers was implemented from 1980. This facility was suspended by the previous Government during 2001. Subsequently,
 - (i) Surrender of Earned Leave for 7 days only in a year was restored from 21.11.2004.
 - (ii) Surrender of Earned Leave for 15 days in a year was restored with effect from 8.2.2006.
 - (iii) The facility of surrender of Earned Leave for 30 days once in two years, which was withdrawn by the previous Government has since been restored.
- (9) The previous Government had withdrawn the facility of sanctioning Pongal Bonus / exgratia to Government servants every year from 2002. This Government immediately on formation has sanctioned Pongal Bonus / exgratia to Government servants for the year 2006-2007.
- (10) Orders have been issued for appointment of legal heirs of Government Servants who died while in service in the posts coming under 'C' and 'D' group according to their Educational Qualification on Compassionate Grounds.
- (11) Priority will be given to the legal heirs of Government employees and Teachers who died during the strike period and those of Road Gang Mazdoors who died during the period of termination of their services for appointment on compassionate grounds.
- (12) In spite of the fact that there is no provision in General and Special Rules of Tamil Nadu State and Subordinate Service, as per the orders of the erstwhile Government, the Government Servants can be transferred from one Group /Category to another in public interest and due to administrative reasons. This order has since been withdrawn by this Government.
- (13) Consequent on the lifting of ban order for new appointment suitable instructions have been issued for recruitment.
- (14) The Government have issued orders that the Government servants who are taking treatment as inpatient other than for diagnosis purpose in private Hospitals /

Nursing Homes which have been accredited by the Govt. need not be referred to the medical board for granting U.E.L on medical certificate, if they furnish the Medical Certificate and case records obtained from the Medical Officer of the Private Hospitals / Nursing Homes.

- (15) The Government Employees and Teachers who retired during the period from 28.2.2006 to 31.1.2007 have been permitted to surrender 15 days of Earned Leave in lieu of cash allowance.
- (16) The previous Government had kept in abeyance sanctioning of 60% Arrears of Fifth Pay Commission. Now this Govt. has issued orders for disbursement of arrears in cash in three equal annual instalments from the year 2006 - 2007 onwards.
- (17) Sanction has been accorded for recognition of Public Health Department Officials Association (Leprosy) by this Government.

II. Immediately after formation of the Government, Hon'ble Minister (Electricity) considering the welfare of the Government Servants / Teachers held discussions as first phase with the Office bearers of the recognised Service Associations functioning in the Secretariat Campus (viz) Tamil Nadu Secretariat Association, Tamil Nadu Secretariat Officer's Association, Tamil Nadu Legislative Assembly Reporters' Association, Tamil Nadu Government Secretariat Drivers' Association, Tamil Nadu Government Office Assistants and Basic Servants Association on their various demands. Their demands are under consideration of the Govt. for early implementation.

Announcements made in the Budget 2007-2008 for the welfare of Government Employees, Teachers and Pensioners:-

1. The present 29% D.A. will be increased by 6% and the total D.A. will be 35% with effect from 1.1.2007. The arrears of the increased D.A. will be paid in cash.
2. The requirement of 30 years of service for full pension will be extended for the persons retired during 1.4.2003 to 30.7.2006. Besides the facility of calculation for the basic pension based on 50% of pay last drawn or 50% of the average pay of last 10 months whichever is higher will also be extended to them.
3. Festival advance of Rs.1000/- now being paid will be doubled and it will be Rs.2000/- from the coming financial year.
4. The entitlements of Government Servants who are traveling on duty or by availing Leave Travel Concession (LTC) restricted earlier from 1.12.2001 will be restored to the position as existed before 1.12.2001.

9. STATE ADMINISTRATIVE REFORMS COMMITTEE

In order to achieve the Government's commitment towards providing transparent and corruption-free administration, an Administrative Reforms Committee under the Chairmanship of Justice A.K. Rajan, Retired Judge of the Madras High Court with the following Ten Members from various fields and one Member-Secretary has been constituted by the Government.

1. Thiru V. Viswanathan, I.A.S., (Retired)
2. Thiru S. Kumarasamy, I.P.S., (Retired)
3. Thiru S. Shanmugasundaram, I.F.S. (Retired)
4. Thiru R.S. Bharathi, B.A.,B.L.,
Chairman, Alanthur Municipality

5. Dr. Ponnaivaikko,
Formerly Director of World Tamil Virtual University
6. Dr.N. Kalyanasundaram,
Formerly Director of Medical & Rural Health Services
7. Dr.K.P. Subramanian,
Formerly Assistant Director, Town and Country Planning.
8. Thiru A. Muthukrishnan, M.A., B.Ed.,
Formerly Director of School Education.
9. Thiru R. Panneerselvam, B.A.,
District Revenue Officer (Retired)
10. Tmt. Ambujam Durai, M.Sc., M.Ed., M.Phil.,

Member-Secretary

Dr.V. Chandran,
Director (Tamil Cell),
Law Department, Secretariat, Chennai-9.

The Committee will make recommendations for removing red tapism, which is the basic cause for delay and corruption in the Government offices having daily public interface, by simplification of office procedures.

10. CITIZEN'S CHARTER

Orders have been issued for the formulation of Citizen's Charter for each Department of Government. The intention behind the Citizen's Charter is to ensure accountability and transparency with regard to the services available to the people. Further, the Charter increases the general public awareness of their rights and of the standards that public services aim to achieve. The Citizen's Charter also helps the Department concerned to create the principles of good public service underlying their programmes.

2. Guidelines have been prepared by this Department for preparation of the Citizen's Charter which have been sent to all Departments of Secretariat. All Departments of Secretariat (except five exempted departments) as well as certain Government organisations have prepared the Citizen's Charter and placed them on the table of the Legislative Assembly. The following five Departments have been exempted from preparing a Citizen's Charter:-

- (i) Personnel and Administrative Reforms Department
- (ii) Planning, Development & Special Initiatives Department
- (iii) Prohibition and Excise Department
- (iv) Public Department
- (v) Law Department

3. All the Citizen's Charters have also been made available through NICNET/INTERNET on the Website - www.tn.gov.in. This includes Citizen's Charters prepared by the Departments of Secretariat / Heads of Departments / Boards and Corporations under the Government of Tamil Nadu.

11. INFORMATION-CUM-FACILITATION COUNTER

All the Departments of the Secretariat and the District Collectors have been instructed to open Information-cum-Facilitation Counters to assist the people to understand Government procedures and

get information regarding the existing stage of their request for services. The counters are functioning at Collectorate and Offices of Heads of Departments.

12. E- GOVERNANCE

Efforts are being taken in this Department to optimize the use of Electronic computing capabilities with a view to ensuring transparent and efficient governance. Towards this end, all the Acts and Rules have been hosted on the Government Website "www.tn.gov.in" with the technical assistance of National Informatics Centre (NIC).

2. An electronic Compendium of all the Government Orders issued by this Department is being updated and CD ROMs containing the same are under preparation in this Department.

3. Amendments to Acts and Rules are being carried out in the electronic Compendium as and when they take place.

4. The Establishment list of Additional Secretaries (Non-IAS) to Government, Joint Secretaries to Government, Deputy Secretaries to Government, Under Secretaries to Government as on 31.12.2006 has been published. Action is being taken to publish the establishment lists of Section Officers, Private Secretaries, Personal Assistants, Assistant Section Officers, Assistants and Typists in the Secretariat.

5. A computerized tappal distribution centre has been opened in this department, which is functioning with effect from 1.2.2007 as a part of Electronic File Processing System.

6. All the above are part of a more comprehensive proposal - Secretariat Knowledge System, which is being introduced in this Department as a Pilot Project.

13. RIGHT TO INFORMATION ACT, 2005

Right To Information is among the basic rights of the Citizens of a Democratic State. The Right To Information Act, 2005 received the assent of the President of India on 15.06.2005 and came into effect on 12.10.2005. The aim of this Act is to promote transparency, accountability and setting out a practical regime for Citizens to secure access to information from Public authorities.

2. This Act enables the public to obtain information from the Government, Legislative Assembly, Parliaments and from Courts as a fundamental right under Article 19 of the Constitution of India. Tamil Nadu as a pioneer State in India, had enacted the Tamil Nadu Right To Information Act, 1997. Consequent on the enactment of the Right To Information Act, 2005, the Central Act prevails over the Tamil Nadu Right To Information Act, 1997.

3. The Central Government have constituted the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to it under this Act. Similarly, the Government of Tamil Nadu have constituted a State Information Commission to exercise the powers conferred on, and to perform the functions assigned to it under this said Act. The powers and functions of the Central Information Commission and State Information Commission are contained in chapter V of the said Act. The Government of Tamil Nadu have appointed one State Chief Information Commissioner and two Information Commissioners in the State Information Commission. It is served by a Secretary to the Commission and other supporting staff.

4. Under the Right To Information Act, 2005 information can be furnished in two ways :

- (a) Pro-active disclosure
- (b) On Application

All the Departments of Secretariat and Heads of Department of Government including Collectors are the Public Authorities under Section 4 of the Right To Information Act and are required to provide the details of its organization, functions and duties etc., and to take steps to provide as

much information suo-motu to the public. Accordingly, manuals have been prepared indicating the activities of Government Departments for use of general public. They have also been hosted in the Right To Information Web-site.

Public Information Officers and Appellate Authorities have been appointed in each department to furnish the information to the seekers. The fee has been reduced from Rs.50/- to Rs.10/- per application. It can be paid by cash or by affixing court fee stamp or by demand draft or Bankers Cheque or by Treasury Chalan. So far, this Department has received 141 applications under this Act from Advocates, Associations, General Public, Government Servants and Pensioners. The nature of information sought relate to the copies of Government Orders, Letters, Clarifications to Service Rules, and individual grievances in respect of promotion, disciplinary cases and covering conduct and leave rules. Replies have been furnished to the applicants. The applicant, if not satisfied with the Public Information Officer's reply, can make an appeal to the Appellate Authority. Second appeal under the Right To Information Act vests with the Tamil Nadu Information Commission. There is no application fee for appeal. The person aggrieved by the reply given by the Tamil Nadu Information Commission can approach the High Courts by filing Writ.

5. The subject "Monitoring and Implementation of Right To Information Act, 2005" hitherto dealt with by the Public Department has been transferred to the Personnel and Administrative Reforms Department with effect from 21.11.2006. This department also looks after the establishment matters of Tamil Nadu Information Commission. A Guide Book on Right To Information Act, 2005 for the use of general public has been prepared by this Department. The Tamil Nadu Information Commission is preparing an Annual Report covering all State Government Organizations for placing it on the floor of the Legislative Assembly.

14. THE TAMIL NADU ADMINISTRATIVE TRIBUNAL

As per Government of India Gazettee Notification dated 17.2.2006, the Tamil Nadu Administrative Tribunal was abolished. The above notification was republished in the Tamil Nadu State Gazettee date 28.6.2006. In all 20,340 Original Applications and 530 Contempt Applications totally 20,870 pending cases, have been transferred to High Court, Madras. The High Court is pursuing further action on the pending cases.

15. CONSTITUTION AND FUNCTIONS OF THE TAMIL NADU PUBLIC SERVICE COMMISSION

The Tamil Nadu Public Service Commission has been constituted under Article 315(1) of the Constitution of India as an autonomous body to carry on its functions independently, fairly and impartially. The Commission consists of a Chairman and eleven Members. The service conditions of the Chairman, Members and staff of the Commission are governed by the Tamil Nadu Public Service Commission Regulations, 1954.

2. The Tamil Nadu Public Service Commission has to discharge the following duties and functions specified in Article 320 of the Constitution of India:-

- (i) It functions primarily as a recruiting agency.
- (ii) It advises 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 appeal in disciplinary matters affecting Government Servants.
- (iii) It conducts Departmental Tests for Government Servants.
- (iv) It conducts the examination on behalf of the Government of India, Ministry of Defence for admission to Rashtriya Indian Military College, Dehra Dun.

3. The expenditure of the Tamil Nadu Public Service Commission including salaries, allowances and pension etc. is charged on the Consolidated Fund of the State. Every year, the Annual Report of the Commission is laid on the Table of the Tamil Nadu Legislative Assembly with an explanation by this Department for the deviations from the views of the Commission, if any.

16. FILLING UP OF VACANCIES

This Government after assuming charge on 13-05-2006 have taken effective steps and issued various orders to fill up vacancies in Government Departments expeditiously through the Tamil Nadu Public Service Commission / Teachers' Recruitment Board / Uniformed Service Recruitment Board / Employment Exchange as the case may be.

The Staff Committee consisting of Chief Secretary to Government, Secretary to Government, Finance Department, Secretary to Government, Personnel & Administrative Reforms Department and Secretary to Government of the Administrative Department concerned constituted for the purpose of approval of estimate of vacancies, among others has so far approved 73185 vacancies to be filled by Direct Recruitment. So far 63434 vacancies have been filled by different methods.

The Tamil Nadu Public Service Commission has notified vacancies as detailed below for selection of candidates by direct recruitment and commenced the process of recruitment:

(i)	Village Administrative Officers. (Examination proposed to be held on 10 th June 2007)	2500
(ii)	Assistant Engineer in various Government Departments (Examination held on 25.2.2007)	989
(iii)	Assistants in the Departments of Secretariat and in the Tamil Nadu Public Service Commission - (Examination held on 7.1.2007)	311
(iv)	Personal Clerk in the Departments of Secretariat and in the Tamil Nadu Public Service Commission - (Examination held on 7.1.2007)	212
(v)	Dental Surgeon - (Examination held on 10.12.2006 - Oral Interview also held on 25.1.2007)	39

The major recruitments likely to be conducted by the TNPSC in the near future are :-

1. Group-I Services
Deputy Collector, DSP, CTO, etc.
2. Combined Subordinate Service-I
Assistant Section Officer in the Secretariat, Assistant in the Ministerial Service, Municipal Commissioner, Grade-II, Sub-Registrar Grade-II, etc.
3. Combined Subordinate Service-II
Junior Inspector (Coop.), Station Fire Officer, Store Keeper, etc.
4. Group-IV
Junior Assistant, Typist, Steno-Typist, etc.
5. Group-VII
Executive Officer Grade I -HR&CE
6. Group-VII-A
Executive Officer Grade III- HR&CE

7. Group-VIII
Executive Officer Grade IV- HR&CE
8. Civil Judge
9. Assistant Surgeon- Dental
10. Asst. Medical Officer
(Siddha/ Ayurveda / Unani)
11. Other Posts classified as Technical in various State and Subordinate Services

The Teachers' Recruitment Board has recruited 4119 candidates for appointment as Graduate Assistants / Post Graduate Assistants / Senior Lecturers / Lecturers.

Teachers' Recruitment Board has also proposed to recruit 7979 Graduate Assistants as per Employment Exchange Seniority.

The Uniformed Service Recruitment Board has recruited 582 Firemen and it has proposed to recruit another 300 Firemen, 4543 Constable Grade-II and 682 Sub-Inspectors shortly.

Orders have been issued to fill up 29,773 vacancies in the posts such as Nutritious Meal Organizer, Noon Meal Assistant, Cook, Cook Assistant, Helper etc. in the Social Welfare and Noon Meal Programme Department. So far 9356 persons have been appointed.

In the year 2006-2007, 1477 Medical Officers have been recruited by the Tamil Nadu Public Service Commission. It has been proposed to regularize the services of 1055 Civil Assistant Surgeon who worked on contract basis through a Special Qualifying Examination to be conducted by the Tamil Nadu Public Service Commission. Further, it has also been ordered to recruit 290 Assistant Medical Officers and 16 Assistant Medical Officers (Dental) through the Tamil Nadu Public Service Commission.

3674 Village Assistants and another 5000 vacancies in Group 'D' posts will be filled up shortly through Employment Exchange. The Personnel and Administrative Reforms Department is closely monitoring the progress of filling up of vacancies through Direct Recruitment and other methods.

17. The administrative matters relating to the State Vigilance Commission, the Directorate of Vigilance and Anti-Corruption, the Tribunals for Disciplinary Proceedings, Anna Institute of Management, Inspection Wing, Training Wing and Organisation and Methods Cell are dealt with by the Personnel and Administrative Reforms (Training) Department.

18. STATE VIGILANCE COMMISSION

Based on the model of Vigilance Commission constituted by the Central Government in 1964, a similar Vigilance Commission was constituted in Tamil Nadu in 1965. The main purpose of the Commission is to advise the Government on major administrative problems of Prevention of Corruption in Public Services in general and the manner, in which the individual cases of corruption are brought to light, should be dealt with. The Directorate of Vigilance and Anti-Corruption, is assisting the Vigilance Commission in the discharge of its responsibilities.

2. The State Vigilance Commission will have jurisdictions and powers in respect of matters to which the executive powers of the State extend :

- i) to undertake enquiry into any transaction in which a public servant is alleged or suspected to have acted in a dishonest or corrupt manner ;
- ii) to cause enquiry or investigation to be made on a complaint that a public servant has exercised or refrained from exercising his power, for dishonest or corrupt purpose ;

- iii) to collect such information or statistics as may be necessary;
- iv) to call for any information from any Department or undertaking of the Government or from any public servant on matters within its jurisdiction, including information on the action taken on the Commission's recommendations.

19. DIRECTORATE OF VIGILANCE AND ANTI-CORRUPTION

The Government established the Directorate of Vigilance and Anti-Corruption as a separate Department in the year 1964 in order to tackle corruption in public administration. An IPS Officer in the rank of Additional Director General of Police is now heading this Directorate. A set of Police Officers and Law Officers, drawn from the Police Department and Directorate of Prosecution respectively are assisting the Director of Vigilance and Anti-Corruption in the discharge of his functions.

2. The Directorate of Vigilance and Anti-Corruption collects the intelligence for detection of cases of bribery and corruption and to investigate offences falling within the purview of the Prevention of Corruption Act, 1988 (Central Act 49, 1988). The Directorate institutes enquiries into complaints made by members of Public or received from Government, Vigilance Commissioner and Departmental Authorities relating to criminal misconduct (bribery and corruption), criminal misappropriation and criminal breach of trust, etc. and other venal practices by Public Servants and conducts surprise checks in sensitive areas in different departments with the help of officers of District Inspection Cells and departmental officers in each district as a measure of preventive vigilance.

3. Earlier, the Directorate of Vigilance and Anti-Corruption was functioning with 28 detachments. This Government have sanctioned during August 2006, five more new detachments for the Directorate one each at Villupuram and Theni and three detachments at Chennai City with all posts and infrastructure facilities for the benefit of the Public of these districts.

4. The Directorate of Vigilance and Anti-Corruption is sending the Investigation reports to the Vigilance Commission. The Vigilance Commission after examination forward them to the administrative departments of the Secretariat concerned with its recommendations for taking necessary further action.

20. TRIBUNALS FOR DISCIPLINARY PROCEEDINGS

The Tribunal for Disciplinary Proceedings is a quasi-judicial body. The Tribunal is presided over by an I.A.S. officer. The Tribunal shall inquire into such cases as may be referred to it by the Government under the Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955 and to forward its findings to Government either holding the charges as proved or not. Eight Tribunals for Disciplinary Proceedings are functioning at Chennai, Vellore, Salem, Coimbatore, Tiruchirappalli, Madurai, Tirunelveli and Nagercoil.

21. TRAINING

Training plays an important role in the improvement of the efficiency, constant upgradation of knowledge, skills and general capabilities of Government servants. Training on administrative development programmes are imparted to the Government Servants to enable them to understand the problems of the Public and to render efficient service delivery to them. Five Training Institutes are functioning under the administrative control of the Personnel and Administrative Reforms (Training) Department as detailed below.

(i) **Secretariat Training Institute:** The directly recruited Assistant Section Officers, Assistants, Personal Clerks and Typists of the Departments of Secretariat are imparted foundational training on general administrative procedures and financial administrative procedures, required for perfect processing of files in the Secretariat Training Institute for 60 working days. A pass in the

examinations conducted at the end of the Foundational Training is a pre-requisite for the declaration of satisfactory completion of probation for a directly recruited Assistant Section Officer and for inclusion of the names of Assistants, Personal Clerks and Typists in the panel for promotion as Assistant Section Officer. Other training programmes such as procedures to be observed in dealing with the Disciplinary cases, Court Cases, Tribunal cases are also imparted to the officers and staff of Secretariat in the Institute to update their knowledge and to enhance their ability to deal with such cases. So far 56 batches of Foundational Training have been conducted in this Institute.

(ii) Anna Institute of Management: Anna Institute of Management, the Apex Administrative Training Institute of the State, which was formed by registering it as a Society under the Tamil Nadu Societies Registration Act, 1975 started functioning from 1981. This Institute is functioning in the new premises "Mahizhampoo" with all modern infrastructure facilities. Director, in the cadre of Chief Secretary heads the Institute. Hon'ble Minister for Electricity is the Chairman of the Governing committee of this Institute and the Chief Secretary to Government is the Vice-Chairman and the Director, Anna Institute of Management is the Member Secretary of the Governing Committee. 13 member Governing Council includes Secretary to Government, Personnel and Administrative Reforms (Training) Department, Secretary to Government, Finance Department, and other eminent persons in education and management areas. Anna Institute of Management is also the Training consultant to the State Government.

In the Governing Committee meeting held on 20.3.2007, it was decided to create a post of Technocrat Director with the designation – Dean (Academics) to focus on developing Anna Institute of Management into an Institute of Excellence and to strengthen the existing academic activities and to generate its own resources so as to sustain its activities on its own in the long run. The Dean (Academics) will draw up a road map for the development of Anna Institute of Management on the lines of internationally and nationally famous management institutions. These efforts will enable the Anna Institute of Management to design suitable Training courses to Indian Administrative Service Officers, Indian Police Service Officers, Indian Forest Service Officers and other higher level Officers working in the State.

It was decided to celebrate the Silver Jubilee of Anna Institute of Management in a grand manner by inviting the Hon'ble Chief Minister to be the Chief Guest for the function. It was decided to felicitate the existing faculties and staff and former officials and faculties of the Institute in appreciation of their services.

In Anna Institute of Management, training on various management development programmes and organisation based programmes are imparted to the officers of Government of Tamil Nadu, other State Government Departments and officials of Government of India and Public Sector Undertakings. During 2006-2007, this Institute conducted 178 training programmes and trained 4130 participants in the areas of General Administration, Information Technology, Finance, Behavioral Science, Personality Development etc.

An exclusive Disaster Management Cell with the assistance of the Ministry of Home Affairs, Government of India has been established in this Institute to conduct training programmes on disaster management regarding managing the various natural calamities. Orders have been issued in G.O.Ms.No.340, Revenue Department, dated 23.5.2006 for conducting 22 programmes on Disaster Management to cover the topics on Flood and Cyclone Management, Earthquake, Landslides, Industrial disaster, Environment related disaster, Road accident related disaster etc. and it has conducted all the programmes. Finance department has entrusted the work of conducting of 48 programmes on "Procurement procedure" to the Anna Institute of Management and sanctioned Rs.72 lakhs for this purpose. Anna Institute of Management has conducted 38 programmes so far.

(iii) All India Civil Services Coaching Centre, Anna Nagar, Chennai: Based on the announcement made by the Hon'ble Chief Minister in the Budget Speech for the year 1999-2000, the two Institutes, one for Adi-Dravidars and Scheduled Tribes and the other for Backward Classes and Most Backward Classes, for imparting training to the candidates appearing for the All India Civil Services Examinations conducted by the Union Public Service Commission were merged and a new coaching Centre was formed under the name of "All India Civil Services Coaching Centre" at Anna Nagar, Chennai so as to enhance the standard of training offered and thereby to increase the number of candidates selected from this State for All India Civil Service. This Coaching Centre is functioning

with a Principal and Faculty Members under the over all administrative control of Director, Anna Institute of Management and Director General of Training.

Intensive coaching is given in this Institute to candidates belonging to Scheduled Castes, Scheduled Tribes, Backward Classes, Most Backward Classes candidates to enter into the highest Civil Services in India by providing boarding, lodging, library and Computer facilities under one roof. 300 selected candidates are coached in this Institute every year to write the preliminary as well as main examinations conducted by the Union Public Service Commission; Mock Interview is also conducted to the candidates selected in the main examination to face the interview.

All India Civil Services Coaching Centre is now functioning in the building belonging to Tamil Nadu Housing Board by paying an annual rent of Rs.2.35 lakhs. This Centre in not having its own land and buildings, is not able to upgrade its facilities at the Centre which are necessarily required for the students. In order to provide excellent learning ambience to the students of the All India Civil Services Coaching Centre at Anna Nagar, it is felt that the land and buildings may be got transferred from the Tamil Nadu Housing Board in favour of Anna Institute of Management for upgradation of infrastructure facilities at the Centre and action is being pursued in this regard. It is proposed to purchase new furniture for Class Rooms and Dining Hall, Xerox machines, Inverter, HP Laser Printer and other electrical and electronic equipments and other accessories required for the Centre at a cost of Rs. 10 Lakhs under the Part-II Scheme for the year 2007-2008.

(iv) Civil Service Training Institute, Bhavanisagar: In the year 1974, the Civil Service Training Institute was established to impart foundational training for 60 days on the various administrative procedures to the Tamil Nadu Ministerial staff (Junior Assistant). A pass in the examinations conducted at the end of the training is a pre-requisite for the declaration of completion of their probation. In-service training to Deputy Tahsildars for 28 days is also imparted in this Institute to update their knowledge. Every year, approximately 2100 Junior Assistants and 180 Deputy Tahsildars are trained here.

In order to upgrade infrastructure facilities at Civil Service Training Institute, Bhavanisagar it is proposed to construct compound wall around the state service officers wing, additional bathrooms for ladies in the hostel building, six western toilets for the physically handicapped trainees, to provide chain-link fencing around the home science wing, to undertake special repairs to doors and windows in the new hostel rooms and bathrooms and white washing and colour washing in the new hostel buildings and to purchase new fax machine, armed new chairs for the trainees and one refrigerator for the mess at an expenditure of Rs.23.66 lakhs under part-II scheme for the year 2007-2008.

(v) A & B wing Foundational Course Training Institute, Chennai: In this Institute, foundational training is imparted to A & B Group officers both direct recruit officers and promotee officers of various departments. Group 'A' wing officers whose functions are more of administrative in nature, than of technical functions, consisting of Deputy Collector, District Registrar, Commercial Tax Officer, Deputy Superintendent of Police, District Fire and Rescue Service Officer, Jail Superintendent, Assistant Conservator of Forests, Deputy Director of Town and Country Planning, Assistant Director of Survey and Settlement and they are given foundation training for a period of 5 weeks. Group 'B' Wing officers whose functions are more of technical in nature than of administrative functions consisting of Assistant Director of Agriculture, Assistant Director of Animal Husbandry, District Educational Officer, District Employment Officer, Principal, District Industrial Training Centre, Assistant Executive Engineer, Inspector of Factories, Assistant Director of Fisheries, Assistant Commissioner, Hindu Religious and Charitable Endowments, Assistant Director of Industries and Commerce, Assistant Surgeon, District Health Officer, Works Manager, Deputy Registrar, District Statistical Officer and they are given foundational training for 3 weeks.

The subjects of training to Group 'A' Wing Officers include Office Administration, Financial Administration, Public Administration, Law, Economics, Planning and Development, Disaster Management and Computer usage. The subjects of training to Group 'B' Wing Officers include Office Administration, Financial Administration, Public Administration, Law, Disaster Management and Computer usage. During the year 2006-2007, A& B Wing of Anna Institute of Management conducted 15 programmes and trained 324 officers.

'A' and 'B' Wing Training Institute is functioning at 'Kanchi' Building located adjacent to Anna Institute of Management. As this building is very old, it is proposed to undertake repairs by obtaining assessment report from the Chief Engineer, Public Works (Buildings) Department.

22. INSPECTION WING

The Inspection Wing of the Personnel and Administrative Reforms Department plays a vital role in the smooth and effective administration of the Government Offices. The Government introduced a scheme of periodical inspection in 1959 by Senior Officers, of the Offices of all Heads of Department, in order to have a systematic and complete inspection of the offices of Heads of Department and to tone up their administration. Accordingly, an inspection wing consisting of 3 sections was formed in the year 1959. The Inspection I and Inspection II are supervised by the Inspection Officers in the cadre of Deputy Secretary / Joint Secretary to Government and the Inspection III is supervised by a District Revenue Officer. Based on the Annual Programme, 30 Heads of Department including Departments of Secretariat are inspected every year by the three Inspection Sections and they prepare preliminary notes. Final inspection will be conducted by senior Indian Administrative Service Officers and the Report will be submitted to Government.

23. DISTRICT INSPECTION CELL

The District Inspection Cell Offices were created in 1975 to enhance the overall efficiency of various Offices located in the Districts. 11 District Inspection Cells are functioning in the State. Each Inspection Cell has 7 staff members. They also impart training to District officials to update their knowledge of Rules and Regulations.

The District Inspection Cells, conduct the annual Inspection of District level Offices, surprise inspection of Offices where there is public complaints, besides assisting the District Vigilance and Anti-Corruption detachments in their surprise checks under the direction of each District Collector. They strive to tone up the administration for clean and efficient administration by their inspection work and to enlighten the Officers and staff all over the State on the procedures of Office Administration and update service rules through their refresher courses / training classes. During 2006-2007, the eleven District Inspection Cell Officers took up 72 detailed inspections, 1765 surprise checks besides conducting 69 liaison meetings with Vigilance and Anti-Corruption officials in the presence of District Collectors.

Two days Pilot Course on Disciplinary Procedures and three days Short Course on Office Procedures to the District level Officers are conducted by the Inspection team in coordination with the District Inspection Cell Officers. During 2006-2007, 30 Pilot Courses and 30 Short Courses have been conducted.

24. ORGANISATION AND METHODS CELL

The Organisation and Methods Cell undertakes studies to assess work-load, streamline the existing systems and procedures and fix work norms to improve efficiency and productivity in Government Offices.

2. The Organisation and Methods Cell comprises of two administrative teams. One team is headed by the O&M Specialist of Grade-I -cum- Deputy Secretary to Government and another team is headed by the Deputy Secretary to Government (O&M). A Monitoring Cell consisting of one Research Officer and one Assistant Section Officer is also functioning under the supervision of Deputy Secretary to Government (O&M), to look after the works pertaining to follow-up actions on the recommendations contained in the O&M Study Report and also to attend to the house-keeping functions including the preparation of Budget. The Deputy Secretary to Government (O&M) is also the co-ordinator of the two administrative teams and the monitoring cell.

3. All the Heads of Departments and Departments of Secretariat are requested every year through a call letter issued by the Monitoring Cell to provide information as to whether there are any problematic areas in their Departments, which require study by the Organisation and Methods

Cell. Based on their requests, an action plan is drawn up and each team is allocated with study work. Apart from the studies included in the annual action plan, special works / studies are also undertaken based on the requests by the Departments. During this year it has been planned to undertake a study on the functioning of the Single File System between the Departments of Secretariat and Heads of Departments as a special study.

25. PART II SCHEMES FOR THE YEAR 2007-2008

It has been proposed to implement the following Schemes under Part-II Schemes for 2007-2008.

1. Personnel and Administrative Reforms Department - Secretariat
Purchase of One Server and 10 Computers with Software and other accessories to implement the Electronic File Processing System in Personnel and Administrative Reforms Department and others.
2. Directorate of Vigilance and Anti-Corruption
Construction of Office Building for Dindigul Detachment at Chetti Nayackan Patti Village, Dindigul District.
3. Tamil Nadu Public Service Commission.
Replacement of Matador Utility Van by a Tempo Traveller, purchase of One OMR scanner for scanning of Applications and Answer Books, Software for the Scanners, Replacement of Computers with latest configuration systems (10 Numbers) with accessories and Provision of a Line Printer and a High End Laser Printer.
4. Anna Institute of Management
Purchase of Computer for class rooms and auditorium for Power Point Presentation, Purchase of Server Machine - 1 Number, Purchase of two Photo Copier Machines, Purchase of Library Books, Purchase of Beds and Pillows for Hostel rooms at Kanchi Building Campus Institute of Management Campus, Chennai, Providing Video conferencing facility at Anna Institute of Management Campus, Chennai.
5. A&B Wing Foundational Course Training Institute, Chennai.
Special repairs to Kanchi Building
6. Civil Service Training Institute, Bhavanisagar.
Construction of compound wall around the State Service Officers wing, Construction of additional bath rooms for Ladies in the hostel building, Construction of six western toilets for the Physically Handicapped Trainees, Providing chain link fencing around the Home Science Wing, Special repairs to doors and windows in the new hostel rooms and bath rooms and white washing and colour washing in the new hostel buildings, Purchase of new Fax Machine, Purchase of armed new chairs for the trainees, Purchase of one Refrigerator for the mess.
7. All India Civil Services Coaching Centre, Chennai.
Purchase of new furniture for class rooms, dining hall and for lecturers including guest lecturers, Purchase of Xerox Machine, purchase of Inverter, HP Laser Printer, Scanner Printer and Fax, Purchase of electrical appliances like fans, exhaust fans and AC-Two numbers (Window & Split) for class rooms and Computer Rooms, Purchase of electrical appliances like fans and exhaust fans, steel racks, steel almirah for Library.

**ARCOT N. VEERASWAMI
MINISTER FOR ELECTRICITY**