



**PERSONNEL AND
ADMINISTRATIVE REFORMS
DEPARTMENT**

**POLICY NOTE
DEMAND No - 35**

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©
GOVERNMENT OF TAMIL NADU
2011

**PERSONNEL AND ADMINISTRATIVE
REFORMS DEPARTMENT**

POLICY NOTE FOR THE YEAR 2011-2012

As per the maxim of Thiruvalluvar, a Government servant should be knowledgeable and endowed with clarity, correct vision and compassion. He should not be over ambitious:-

***"A loyal love with wisdom, clearness, mind from avarice free
Who hath these four good gifts should ever trusted be."***

(Thirukkural: 513)

Personnel and Administrative Reforms Department plays a crucial role in recruiting the Government servants and upgrading their skills.

Human Resources Development is imperative not only in enhancing the skills and calibre of the Government Staff, but also in making the administrative procedures updated and in tune with the times. This need to make all the wings of the Government encompassing and more precise was realised very early by the Government of Tamil Nadu and as a result of which the Personnel and Administrative Reforms Department was carved out of Public Department on 6th November, 1976 in line with the recommendations of the Administrative Reforms Commission, headed by Thiru. **T.A. Varghese, I.C.S.** This Department was formed to meet the surge in the staff strength to commensurate with the activities of the Government. The following two wings are functioning in this Department:-

- i) Personnel and Administrative Reforms Department;

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

The various functions of this Department are enumerated below:-

ADVISORY FUNCTIONS

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

- Estimation of vacancies and preparation of panels for the posts included in the Tamil Nadu State Services and the Tamil Nadu Secretariat Service.
- Examination of proposals for relaxation of relevant Special Rules / General Rules for regularisation of service and declaration of probation of Government employees.
- Clarifications concerning Fundamental Rules.
- Examination of proposals with regard to revision of seniority as per the rule provisions.
- Watching the issue of orders on the recommendations of the 'Equivalence Committee' of the Tamil Nadu Public Service Commission relating to recognition of a prescribed qualification.

STATUTORY FUNCTIONS

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

(a) Rules governing all categories of State Government employees under various Departments (excluding All India Services):

- (i) The Tamil Nadu State and Subordinate Services Rules (Parts I and 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.
- (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.

(b) Rules specific to the Tamil Nadu 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.

(c) Rules related to other Institutions:

- (i) The Tamil Nadu Public Service Commission Regulations, 1954.
- (ii) The Tamil Nadu Right to Information (Fees) Rules, 2005.

BUSINESS OF THE GOVERNMENT

This department also is in charge of the rules governing the business of the Government of Tamil Nadu at the Secretariat level, namely-

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

ADMINISTRATIVE FUNCTIONS

This department deals with the following administrative functions:

- (i) Establishment matters of all the staff members of the Secretariat who come under "One Unit System" upto the level of Under Secretaries to Government.
- (ii) Grant of recognition for all Service Associations and conduct of Tamil Nadu Civil Services Joint Council Meetings.
- (iii) Establishment matters pertaining to the Tamil Nadu Public Service Commission and Tamil Nadu State Information Commission.

GOVERNMENT EMPLOYEES WELFARE

The physical and mental health of the Tamil Nadu Government employees is being looked after by protecting their welfare and cordial and smooth atmosphere are also being created so that they could render the best service within our country to the people of the State.

The grievances of the Government employees regarding increase of their pay and regularisation of services are being disposed off then and there through discussions. Steps are also being taken to examine the administrative problems existing in the departments, in order to

rectify them. All the concessions now enjoyed by the Government employees will continue.

MATERNITY LEAVE FOR WOMEN GOVERNMENT EMPLOYEES

In G.O. (Ms) No.51, Personnel and Administrative Reforms (FR-III) Department, dated 16.05.2011, orders were issued for enhancing the Maternity Leave admissible to the married women Government employees from 90 to 180 days. It may be spread over from the pre-confinement rest to post-confinement recuperation at the option of the women Government employees. The Maternity Leave will be admissible to the married women Government employees with less than two surviving Children.

Further, in G.O. Ms. No.61, Personnel and Administrative Reforms (FR-III) Department, dated 16.06.2011, orders were issued to the effect that the women Government employees who were on maternity leave, prior to the issue of the above said order and continuing that leave on or after 16.05.2011 are also eligible for extending their leave for six months.

ADMINISTRATIVE REFORMS COMMITTEE

The Government constituted an Administrative Reforms Committee under the Chairmanship of Justice Dr. A.K. Rajan, Retired Judge of Madras High Court with ten Members and a Member-Secretary for suggesting the ways

to ensure corruption free and transparent administration from the Secretariat down to the village level.

The Committee submitted its first report on 25.04.2008 and the Committee submitted its second report on 03.10.2008.

In G.O.(Ms).No.24, Personnel and Administrative Reforms (AR-I) Department, dated 17.02.2010 and in G.O.(Ms) No.132, Personnel and Administrative Reforms (AR-I) Department, dated 16.9.2010, orders have been issued for implementing most of the recommendations pertaining to this Department contained in the first and second report.

ADMINISTRATIVE REFORMS

The Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances provided funding for certain innovative projects under the "Capacity Building for Poverty Reduction" (CBPR) Programme in 2009 and 2010.

The following proposals under the Capacity Building for Poverty Reduction Programme were implemented in Tamil Nadu :-

- (i) Developing Kitchen Garden in the Anganwadis run under the Integrated Child Development Scheme (ICDS) in

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Thiruvarur District at a cost of ₹23.60 lakhs;

- (ii) To redress public grievances in the Public Distribution System and effective monitoring and streamlining in Villupuram District at a cost of ₹7.62 lakhs;
- (iii) Designing, development, Validation and Operationalisation of web based software for Monitoring the functioning of all Veterinary Institutions and sub-centers;

and

Geo-Referencing the facilities and monitoring the activities under GIS Platform in the Animal Husbandry Department in four Districts at a cost of ₹24.00 lakhs.

e-GOVERNANCE

In order to ensure transparency and efficient governance, the Acts and Rules administered by this Department have been converted into electronic format, updated and hosted in the Government website "www.tn.gov.in" in this Department's page.

An electronic Compendium of Government Orders issued by this Department is updated and maintained.

A Computerised Tappal Distribution system under Electronic File Processing System (EFPS) was commissioned initially in this Department with effect from 01.02.2007 and it has been ordered to be extended to all other Departments of Secretariat with effect from 01.01.2008. The Personal Register entry / check under the Electronic File Processing System has also been introduced in this Department and is being implemented successfully. In 2009, this has been ordered to be extended to 11 other Departments of Secretariat.

The personal details of the officers and staff of the Departments of Secretariat are maintained under the Personnel Information System (PINFOSYS).

The Tappal Distribution in the Electronic File Processing System (EFPS) has been extended to many District Collectorates.

RIGHT TO INFORMATION ACT, 2005

Right to Information is the key to strengthening participatory democracy. 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, predictability, participation and to secure the citizens' access to information from public authorities.

In recognition of the need for transparency in public affairs, the Government of Tamil Nadu 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.

(i) TAMIL NADU INFORMATION COMMISSION

The Central Information Commission constituted by the Government of India to exercise the powers conferred on and to perform the functions assigned to it under the said Act. Similarly, the State Information Commission is constituted by the Government of Tamil Nadu to exercise the powers conferred on it and to perform the functions assigned to it under the said Act. The chapter V of the RTI Act, 2005 deals with the powers and functions of the Central Information Commission and the State Information Commission. The Government of Tamil Nadu have sanctioned one State Chief Information Commissioner and six State Information Commissioners in the State Information Commission. At present, one State Chief Information Commissioner and 2 State Information Commissioners are holding office. It is served by a Secretary to the Commission and other supporting staff. The establishment matters of the Tamil Nadu Information Commission are looked after by this department.

(ii) TRAINING IN RTI ACT, 2005

The Anna Institute of Management, Chennai is giving training to the Public Information Officers and other officials under RTI Act, 2005 in order to know the Act in the correct perspective.

(iii) INFORMATION

According to RTI Act, 2005, "information" means any material in any form including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models and data materials held in any electronic form.

(iv) MEANING OF RIGHT TO INFORMATION

According to RTI Act, 2005, "right to information" means right to information accessible under the Right to Information Act, 2005 which is held by or under the control of any public authority and includes the right to-

- a) inspection of work, documents, records;
- b) taking notes, extracts or certified copies of documents or records;
- c) taking certified samples of material; and
- d) obtaining information in the diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts

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where such information is stored in a computer or in any other device.

(v) TIME OF DISPOSAL FOR RTI APPLICATION

S.No	Activity	Time framed for disposal
1.	Life or Liberty cases	48 hours
2.	Other than Life or Liberty cases	30 days
3.	Third Party cases	40 days
4.	If an application is received through State Assistant Public Information Officer	30 +5 days
5.	Information relating to allegations of human rights violations in the case of exempted organizations	45 days

(vi) APPOINTMENT OF PUBLIC INFORMATION OFFICERS / APPELLATE AUTHORITIES

Public Information Officers, Assistant Public Information Officers and Appellate Authorities have been appointed in each department to furnish the information to the information seekers. A list of Public Information Officers / Assistant Public Information Officers / Appellate Authorities to State Government is available at website "www.tn.gov.in."

(vii) FEES

The fee payable is ₹10/- per application. It can be paid by cash or by affixing a court fee stamp or by demand draft or by Banker's Cheque or by Treasury Chalan or by Postal Money Order. Tamil Nadu is a pioneer in introducing "Court Fee Stamp" as a mode of fee in the RTI application in India. Document Fee can be paid by way of Cash or Demand Draft or Banker's Cheque or Treasury Chalan.

(viii) APPEAL

The applicant, if not satisfied with the Public Information Officer's reply, can make an appeal to the Appellate Authority of the same department. The second appeal under the Right to Information Act vests with the Tamil Nadu Information Commission. There is no application fee for the appeal.

**CONSTITUTION AND FUNCTIONS OF THE
TAMIL NADU PUBLIC SERVICE COMMISSION**

The Tamil Nadu Public Service Commission was 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 fourteen Members. The service conditions of the Chairman, Members and Staff of the Commission are governed by the Tamil Nadu Public Service Commission Regulations, 1954.

The Tamil Nadu Public Service Commission is discharging 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 the Government on all matters relating to framing of recruitment rules, principles to be followed in making appointments, promotions and transfers from one service to another service and in respect of appeals on disciplinary matters affecting Government employees;
- (iii) It conducts Departmental Tests for Government employees;
- (iv) It conducts examination on behalf of the Government of India, Ministry of Defence for admission to Rashtriya Indian Military College, Dehradun twice a year.

During the period from 01.04.2010 to 31.03.2011, the Commission has issued 12 notifications for 9,183 vacancies in respect of 63 categories of posts. For these vacancies, 16,84,745 applications were received. During that period, the Commission has finalized the results in 12 categories of posts and 3,512 applicants were selected. The selection lists were communicated to the Heads of the Departments / Government. During that period, the Commission dealt with the proposals relating to recruitment by transfer to the State Services from the

Subordinate Services and by promotions within the State Services etc. and convened the Departmental Promotion Committee meetings then and there and drew up select lists of 1,165 officials for promotion / appointment to the higher posts on the recommendations of the Departmental Promotion Committee. The Commission is also offering its views on the disciplinary matters and framing of Adhoc rules and Special Rules / Amendment to Rules pertaining to various services and posts in the Government referred to by the Government and also accords concurrence on appointments made by the Heads of Departments / Government etc. Departmental Tests for Government employees are also conducted.

In the year 2011-2012, the Preliminary examination for Group-I Services was held in June, 2011 and the Combined Subordinate Services Examination-I was held in July, 2011. The notification for recruitment to the posts of Civil Judge, Executive Officer Grade-I, Grade-III and Grade-IV in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Department, Statistical Inspector, Assistant Statistical Investigator, Junior Analyst, Phenyl Assistant, Assistant Geologist and for the posts included in Group-I Services, Combined Subordinate Services Examination-I, Combined Subordinate Services Examination-II and Group-IV Services are likely to be issued. A competitive examination was conducted for recruitment to the post of Village Administrative

Officer to fill up 3,484 vacancies and results have been published for 2,407 vacancies on 19.07.2011 and the results for the remaining 1,077 shortfall vacancies for the Scheduled Caste/Scheduled Tribe categories will be finalised, based on the outcome of the W.P. No.19563 / 2010 pending before the Hon'ble High Court of Madras. The selection list for the 1,628 vacancies under Combined Subordinate Services Examination-I is going to be finalized.

At present, the Commission's Office is functioning at 3 places viz. Commercial Taxes Annexe Building at Greams Road, SAF Games Village at Koyambedu and at Rajaji Hall in Government Estate.

A permanent building is being constructed for the Commission's Office at M.U.C. Grounds, Chennai.

ABSORPTION OF TEMPORARY JUNIOR ASSISTANTS / ASSISTANTS APPOINTED ON CONTRACT BASIS AS REGULAR EMPLOYEES IN GOVERNMENT SERVICE

During the General Strike called by the Government Employees in the year 2003, the Government issued orders in G.O.(Ms.)No.84, Personnel and Administrative Reforms (G) Department, dated 04.07.2003 for appointment of 1,000 persons temporarily in the Departments of Secretariat as Assistants on contract basis with a consolidated pay of ₹4,000/- per month,

creating supernumerary posts of Assistant in the Departments of Secretariat, in order to carry out the day to day work in the department. Similarly, the Government issued orders in G.O.(Ms.)No.85, Personnel and Administrative Reforms (G) Department, dated 04.07.2003, to create 500 temporary supernumerary posts of Junior Assistant in each District for appointment as Junior Assistant temporarily on contract basis. In this way, nearly 11,356 persons were appointed in various Government Departments in the posts of Junior Assistant / Assistant on contract basis with a consolidated pay of ₹4,000/- per month. Based on the recommendations of the VI Pay Commission, the consolidated pay of ₹4,000/- has been increased to ₹5,000/-.

In order to absorb them permanently in Government Service, a Special Competitive Examination was conducted on 17.2.2008 by the Tamil Nadu Public Service Commission at Group-IV level, as per the orders issued in G.O.(Ms.)No.155, Personnel and Administrative Reforms (P) Department, dated 19.09.2006 and in G.O.(Ms.)No.163, Personnel and Administrative Reforms (P) Department, dated 22.09.2006. Among the candidates who had passed the special competitive examination, so far, 9,788 candidates were appointed as regular Junior Assistants in the Tamil Nadu Ministerial Service in various Government Departments. The Tamil Nadu Public Service Commission is expediting the allotment of the remaining selected persons for regular appointment in future vacancies.

STATE VIGILANCE COMMISSION

The State Vigilance Commission was set up in 1965. The main functions of the Commission are to advise the Government on the major administrative issues in prevention of corruption in public services and the modalities of dealing individual cases of corruption. The Directorate of Vigilance and Anti-Corruption is the field wing of the Vigilance Commission. It undertakes the investigation and inquiries into charges of corruption against Government employees / Public Servants. It gathers intelligence in the matter of various public services. The Vigilance Commission is fully empowered to ensure proper implementation of the Prevention of Corruption Act, 1988.

The powers and functions of the State Vigilance Commission are:-

- (i) to undertake an inquiry into any transaction in which a public servant is alleged or suspected to have acted in a dishonest or corrupt manner;
- (ii) to cause an inquiry or investigation to be made on any complaint that a public servant has exercised or refrained from exercising his power for dishonest or corrupt purposes;
- (iii) to collect necessary information or statistics;
- (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 its recommendations; and

- (v) to ensure prosecution and / or departmental action on Government employees / Public Servants against whom corruption charges have been held substantiated.

The Vigilance Commission will submit an annual report to the State Government about its activities drawing attention to the various recommendations made by it in the discharge of its duties. This report may be reviewed by the Government and placed before the Legislature.

DIRECTORATE OF VIGILANCE AND ANTI-CORRUPTION

The Directorate of Vigilance and Anti-Corruption was formed in February, 1964 to eradicate corruption in Public Administration. At present, the Directorate is headed by a Director in the rank of Additional Director General of Police. He is assisted by a team of Police officials and Law Officers drawn from the Police Department and the Directorate of Prosecution, respectively. Besides, the Special Investigation Cell is functioning in the Directorate at Chennai under an Inspector General of Police to supervise the investigation/inquiries against Public Servants other than Government employees.

The Directorate of Vigilance and Anti-Corruption undertakes the following functions:-

- (i) 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 (Central Act 49, 1988).
- (ii) To institute inquiries into complaints made by members of public or received from the Government, Vigilance Commissioner and the Departmental Authorities relating to criminal misconduct (Bribery and Corruption), criminal misappropriation and Criminal Breach of Trust, etc. and other venal practices by Public Servants.
- (iii) To conduct surprise checks in sensitive areas in different departments with the help of the Officers of District Inspection Cells and the Departmental Officers in each District as a preventive vigilance.

The investigation reports are sent to the Vigilance Commission. The Vigilance Commission after examination, forward them to the administrative departments of the Secretariat concerned with its recommendations for taking appropriate action.

TRIBUNALS FOR DISCIPLINARY PROCEEDINGS

Tribunal for Disciplinary Proceedings is a quasi-judicial body. At present, four Tribunals for Disciplinary Proceedings are functioning at Chennai, Coimbatore, Tiruchirappalli and Madurai. The Tribunal is headed 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 forward its findings to the Government.

TRAINING

Training and Development programmes play a crucial role in the improvement of efficiency, constant upgradation of knowledge, skills, attitude and general capabilities of Government employees. It informs and transforms an individual. Training is provided to the Government employees to make them understand the problems of public and render effective service delivery. There are five Training Institutes functioning under the administrative control of the Personnel and Administrative Reforms (Training) Department as detailed below:-

1. SECRETARIAT TRAINING INSTITUTE

The directly recruited Assistant Section Officers, Assistants, Personal Clerks and Typists of the Departments of Secretariat are given

Foundation Training for 49 days at the Secretariat Training Institute on general administrative procedures, financial administrative procedures etc., required for handling files. Clearing the examinations conducted after the training is a pre-requisite qualification for the declaration of satisfactory completion of probation for a directly recruited Assistant Section Officer and for the Assistants, Personal Clerks and Typists for promotion as an Assistant Section Officer. Other training programmes such as procedures to be observed in dealing with the Disciplinary cases and Court cases are also imparted to the officers and staff of Secretariat in this Institute to update their knowledge and to enhance their ability to deal with such cases. So far, Foundation Training has been conducted for 71 batches in this Institute.

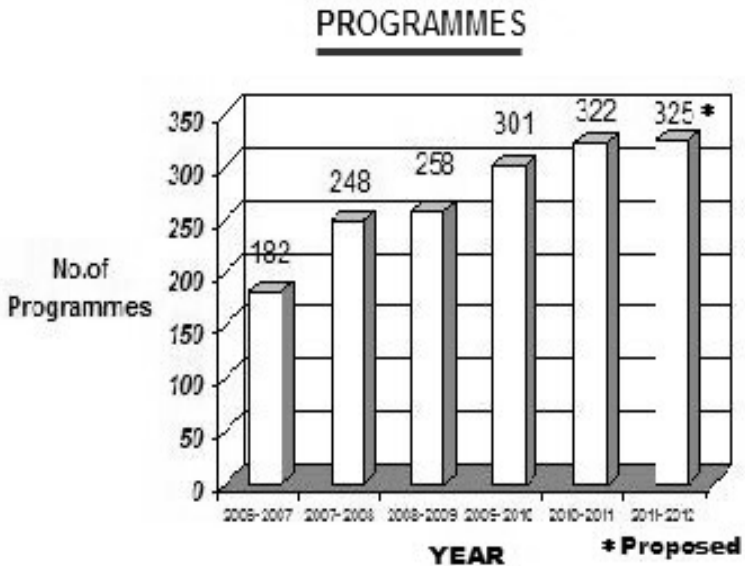
2. ANNA INSTITUTE OF MANAGEMENT

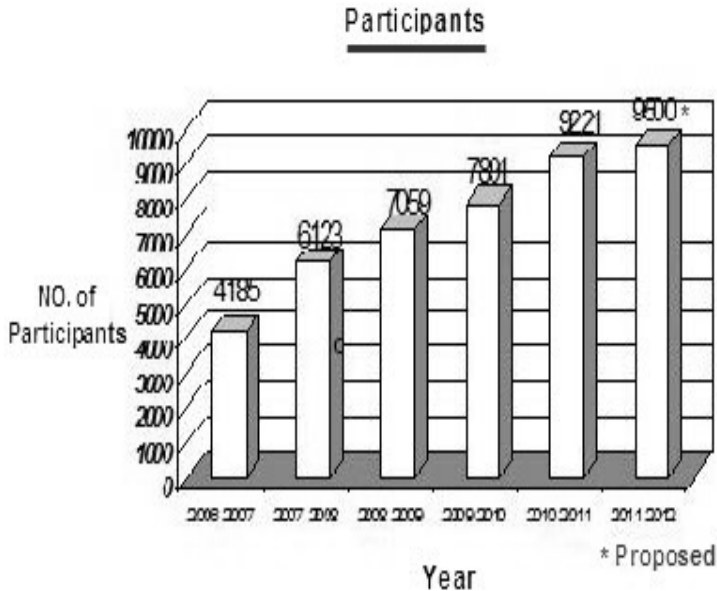
The Anna Institute of Management (AIM) is the designated nodal training institution of the Government of Tamil Nadu and serves as a training consultant to the Government of Tamil Nadu. It is registered as a Society under Societies Registration Act. This Institution has a Governing Committee with the Hon'ble Minister for Information, Law, Courts and Prisons as Chairman and Chief Secretary to Government as Vice-Chairman besides other officials and eminent persons in the areas of education and management.

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The performance in terms of number of programmes and participants are as follows:-

S.No.	Year	No. of Programmes Conducted	No. of participants attended
1	2006-07	182	4185
2	2007-08	248	6123
3	2008-09	258	7059
4	2009-10	301	7891
5	2010-11	322	9221
6	2011-12 (Planned)	325	9500





The Anna Institute of Management offers training to officers of the Government of Tamil Nadu, Public Sector Undertakings, Government of India and other State Governments in the areas of General Administration, Disaster Management, Information Technology, e-Governance, Behavioural Science, Right to Information Act, Quality Management, Project Management, Personality Development, etc.

Apart from the regular training programmes being conducted at the Anna Institute of Management, some of the noteworthy programmes conducted during 2010-11 are as follows:

- The Department of Personnel and Training, Government of India sanctioned the

Centrally Sponsored Scheme on "**Access to Information**" to **Anna Institute of Management during October, 2009.**

Under this project, the Anna Institute of Management has trained 3,145 officials as against 2,550 officials planned. Also, training was imparted to 6,182 **members of the Women Self Help Groups.** An amount of ₹15 lakhs was received from the Government of India and was fully utilised.

- The Anna Institute of Management has completed a project at Villupuram District on **training component of Capacity Building sponsored by the Department of Personnel and Training, Government of India.** Under this project, 75 Trainers were developed and training has been imparted to 1,016 district officials. The total project cost is ₹40 lakhs.
- The Anna Institute of Management is implementing a project at Tiruvannamalai District with sponsorship from the Department of Personnel and Training, Government of India, on Capacity Building for Poverty Reduction through training intervention. It is planned to develop 120 trainers to train 2,000 district officials. So far, 50 trainers have been trained. Further, Training of Trainers and Intensive Training of district officials has been planned for the current year. It is proposed

to complete the project during the current year itself at a project cost of ₹50 lakhs.

- The programmes on Development and Environment Issues, Direct Trainer Skills for Reserve Bank Staff College, Public Private Partnership for Senior IAS Officers, Programme for Public Prosecutors, Right to Information Act for Power Grid Corporation of India and a series of programmes for Public (Election) Department are **milestone programmes** conducted during the year 2010-11.
- For the year 2011-12, it is planned to conduct special programmes for IAMWARM project, Public Private Partnership for IAS officers, Good Governance for IFS officers, Master Trainer Development programme on Direct Trainer Skills and Programme for Private Secretaries / Personal Assistants.

3. A and B WING FOUNDATION COURSE TRAINING INSTITUTE

An exclusive wing for imparting Foundation Training to the Officers of Group A and B of Tamil Nadu State and Sub-ordinate Services is functioning at "Kanchi" in the Anna Institute of Management, Chennai. It is under the control of a District Revenue Officer. The Officers comprising both direct recruits and promotees are trained in batches. During the year 2010-2011, 19 such batches were trained covering a total number of 152 officers of Group A and

396 Officers of Group B. During the current year 2011-2012, 22 batches covering 856 Officers of both Groups A and B have been scheduled for imparting Foundation Training, based on the reports received from the various departments regarding their training requirements.

The subjects for training include Office Administration, Financial Administration, Law, Public Administration, Management Principles, Public Finance, Economics, Planning & Development and Computer usage. The Course contents are being updated from time to time and classes are conducted by experienced Guest Faculties.

4. ALL INDIA CIVIL SERVICES COACHING CENTRE, ANNA NAGAR, CHENNAI – 600040

All India Civil Services Coaching Centre, Anna Nagar, Chennai functions with the principal objective of coaching the aspirants mostly belonging to Scheduled Castes / Scheduled Tribes / Most Backward Classes / Denotified Communities / Backward Classes / Backward Class - Muslim candidates enabling them to enter into All India Civil Services. Every year 300 aspirants (200 residential and 100 Non-residential) mostly from rural areas undergo intensive and result-oriented free coaching. The training includes mock-interview sessions conducted by subject experts and senior IAS and IPS Officers, equipping the candidates to face the interview panel with confidence.

The All India Civil Services Coaching Centre at Anna Nagar, Chennai is presently housed in the Transit Quarters of Tamil Nadu Housing Board. The Centre provides hostel accommodation to 200 students preparing for the Civil Services Aptitude Test (Preliminary Examination) Coaching and then for the Main Examination conducted by the Union Public Service Commission. As the building is now required by the Chennai Metro Rail Limited, for construction of an alternative building with 72 rooms and with a plinth area of 49,980 Sq.Ft., administrative sanction has been accorded in G.O. (Ms.) No.16, Personnel and Administrative Reforms (Trg.III) Department, dated 21.1.2011 at an estimated cost of ₹6.62 Crores (Rupees Six crores and sixty two lakhs). The building is to be constructed in the vacant land available adjacent to the Anna Institute of Management at "Kanchi". The land has been alienated to the Anna Institute of Management in G.O. (Ms.) No.37, Revenue (LD 5(2)) Department, dated 24.1.2011. The Chennai Metro Rail Limited has also deposited a cheque for ₹6.62 Crores with the Chief Engineer, Public Works Department (Buildings), Chennai-5. The construction activities have just commenced. The proposed building will provide better amenities to the aspirants.

Extensive coaching, accommodation and food are provided free of cost to candidates whose parental income does not exceed ₹1,00,000 per annum in respect of Scheduled Castes / Scheduled Tribes / Most Backward

Classes / Denotified Communities / Backward Classes / Backward Class - Muslim candidates. 300 selected candidates are trained in this Institute every year to take up the Preliminary Examination and 200 candidates for the Main Examination conducted by the Union Public Service Commission. Mock interviews are also organized for the candidates selected in the main examination to face the interview. The candidates are facilitated to stay at the Tamil Nadu House, New Delhi at concessional rates to enable them to attend the interview at New Delhi. The Institute has adequate Library and computer facilities.

In G.O. (Ms) No.94, Personnel and Administrative Reforms (Trg-III) Department, dated 29.07.2011, orders have been issued for enhancing the food subsidy from ₹800/- to ₹1,200/- for the hostel students hailing from Adi-Dravidar and Scheduled Tribes, Backward Classes, Most Backward Classes and Denotified Communities in the All India Civil Services Coaching Centre.

From the year 2000 to 2010, 336 candidates have been selected for the All India Civil Services through this Centre. **In the Civil Services Examination 2010, 48 candidates coached by this Centre have been selected for the All India Services.**

In G.O.(Ms.)No.14, Personnel and Administrative Reforms (Trg. III) Department dated 2.2.2010, the Government issued orders for the establishment of two All India Civil

Services Coaching Centres in the name of Anna Centenary Civil Services Coaching Academy one at Madurai Kamaraj University, Madurai and another at Bharathiyar University, Coimbatore. Each academy has a Governing Committee headed by the Vice-Chancellor.

For the Civil Services Aptitude Test 2011, 70 candidates each have been coached by the Madurai-Kamaraj University and Bharathiyar University, Coimbatore. Subjects such as General Studies, Public Administration, Indian History, Geography, Psychology, Political Science, etc. are covered in the syllabus.

The recurring expenditure incurred is being reimbursed by the Government.

5. CIVIL SERVICES TRAINING INSTITUTE, BHAVANISAGAR

The Civil Services Training Institute established in 1974 imparts foundation training for 60 days on the various administrative procedures, to the Tamil Nadu Ministerial Staff (Junior Assistants / Assistants) and in-service training to Deputy Tahsildars for 28 days. The training content has been updated with audio-visual presentations and use of the Video Conferencing facility. During the year 2010-11, 2,056 Junior Assistants / Assistants in six batches and 11 Deputy Tahsildars have been trained in this Institute.

During the year 2011-12, 1,070 Junior Assistants / Assistants in three batches have been trained so far.

INSPECTION WING

In order to have a systematic, periodical and comprehensive inspection of the Offices of Heads of Departments / Government Undertakings and Corporations, the scheme of periodical inspection by the Senior Level Officers was introduced by the Government in 1959. Accordingly, an Inspection Wing consisting of three Sections is now functioning in the Secretariat under the administrative control of the Secretary to Government, Personnel and Administrative Reforms (Training) Department. The Inspection-I and Inspection-II sections are supervised by the Inspection Officers in the cadre of Deputy Secretary to Government and the Inspection-III section is supervised by an Officer in the cadre of District Revenue Officer.

The three Inspection Sections conduct inspection of 30 Heads of Departments / Government Undertakings and the Corporations including Departments of Secretariat, as per the inspection programme drawn up annually. After inspection, preliminary inspection notes are being prepared. Final Inspection will be conducted by the senior level Indian Administrative Service Officers nominated for the purpose. After completing the final inspection, the Inspection Report will be submitted to the Government.

Two days Pilot Course on Disciplinary Procedures to District Level Officers and Short Course for three days on Office Procedures to Superintendents and Managers are also

conducted by the Inspection Teams in co-ordination with the District Inspection Cell Officers. The above training courses are imparted at the District Collectorates in all the Districts every year. During 2010-2011, 25 Pilot Courses and 25 Short Courses were conducted.

DISTRICT INSPECTION CELLS

The District Inspection Cells were set up during 1975 to tone up efficiency in administration in the Offices in the districts and to monitor the subordinate officers. There are eleven District Inspection Cells, each functioning under the control of a District Inspection Cell Officer in the cadre of Deputy Collector, assisted by one Deputy Inspection Cell Officer in the cadre of Tahsildar, two Cell Inspectors in the cadre of Assistant, one Typist and two Office Assistants.

The District Inspection Cells conduct the annual Inspection of District Level Offices and surprise inspection of offices, besides assisting the District Vigilance and Anti-Corruption detachments in their surprise checks. During 2010-2011, the eleven District Inspection Cell Officers have conducted 127 annual inspections and 2,447 surprise checks, besides conducting 87 liaison meetings with the Vigilance and Anti-Corruption Officials in the presence of the District Collectors.

ORGANISATION AND METHODS CELL

The intention of the Organisation and Methods Cell is to undertake studies for simplification of systems and procedures, assessment of manpower, delegation of powers, maintenance of record management and enforcement of economy and efficiency in various Departments of the Government.

The Organisation and Methods cell consists of two administrative teams. One team is headed by the Organisation and Methods Specialist, Grade-II in the cadre of Under Secretary to the 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 the Deputy Secretary to Government (O&M). It looks-after the works pertaining to follow-up actions on the recommendations contained in the Organisation and Methods Study Report and also to attend to the housekeeping functions including the preparation of the Budget. The Deputy Secretary to Government (O&M) is also the co-ordinator of the two administrative teams and the Monitoring Cell.

Every year, a call letter is issued by the Monitoring Cell requesting all the Heads of Department and Departments of Secretariat to provide information as to whether there are any problematic areas in their Departments, which require in-depth study by the Organisation and

Methods Cell. Based on their requests, an action plan is drawn up and each team is allocated with study works. Apart from the studies in the annual action plan, special studies are also undertaken based on the requests made by the Departments. Since the formation of Organisation and Methods Cell (i.e. from 01.08.1970 to till date) 232 studies were undertaken by the Organisation and Methods Cell and reports were furnished. Lastly, a special study was done in the Tamil Nadu State Information Commission and the Organisation and Methods Study report was furnished on 31.01.2011.

PART-II SCHEMES FOR THE YEAR 2011-2012

It is proposed to implement the following schemes under Part-II schemes for the year 2011-2012 at a total estimated cost of ₹1,50,00,000/-

1. Personnel and Administrative Reforms Department (Secretariat)

Purchase of one Digital Franking Machine, one Reverse Osmosis Water purifier system, three LCD Televisions with PC Interface, one Duplo Printer, one Laptop, four Scanners HP 2400, two Laser Jet Printers - Duplex model, two Laser Jet

Printers - Manual Duplex, three Xerox Machines and one Air-conditioner (Split model) at a total estimated cost of ₹7,89,000/-.

2. Personnel and Administrative Reforms (Training) Department (Secretariat)

Purchase of one Amplifier, one Cordless Mike, two Collar Mikes, Vacuum Cleaner and one Water Purifier (Reverse Osmosis System) at a total estimated cost of ₹95,000/-.

3. Tamil Nadu Public Service Commission

Purchase of Five Line Printers, twenty Laser Printers, two High End Copiers, two Image scanners, one Nash Drive, ten External Hard Disks (1 Terra Byte), two Shredder Machines, two Information Kiosks (Touch Screen) and one Bolero Jeep on replacement basis at a total estimated cost of ₹47,50,000/-.

4. Tamil Nadu Information Commission

Purchase of eleven Computers and UPS, two Dot Matrix Printers, one KVA on-line UPS, five Laptops, ten Split Air-conditioners and four Televisions at a total estimated cost of ₹10,36,000/-.

5. Commissioner for Disciplinary Proceedings, Coimbatore

Purchase of one Fax Machine and one computer at a total estimated cost of ₹38,000/-.

6. Commissioner for Disciplinary Proceedings, Madurai

Purchase of one Fax Machine at an estimated cost of ₹10,000/-.

7. Commissioner for Disciplinary Proceedings, Tiruchirapalli

Purchase of one computer, one Photo Copier Machine, one Fax Machine and one Air-conditioner at a total estimated cost of ₹1,86,000/-.

8. Anna Institute of Management

Provision of a Reception Desk at the Hostel Entrance, Purchase of ten Cordless microphones with amplifier, Racks and cupboards with door for Library / Documentation section, ten Cordless key boards and mouse, Library books, fifteen Desk top computers with UPS (6 KVA), provision of one Lift at Mahizhampoo Hostel block and purchase of Interactive Smart White board with interactive wireless writing pad at a total estimated cost of ₹28,02,000/-.

9. Anna Institute of Management (A&B Wing)

Purchase of Furniture for the classroom and library and provision of Reverse Osmosis System for Hostel at a total estimated cost of ₹7,05,000/-.

10. All India Civil Services Coaching Centre, Chennai-40

Purchase of high speed Xerox machine (copy printer) at an estimated cost of ₹2,04,000/-.

11. Civil Services Training Institute, Bhavanisagar

Providing Electrical fittings in the new playground, Hostel Campus, Office campus and classrooms in the Home Science Wing Buildings, purchase of Arms Pads to 80 Wooden Chairs for Computer and Video Conferencing Hall, Replacing the worn out Electrical fittings in the new Hostel Buildings of Trainees, purchase of Audio and Video equipments in Classrooms and Tamil Nadu Arangam, special repairs to the Toilets / Bathrooms of Hostel Building of Trainees, Wheel Chairs to the Differently abled Trainees and Special repairs to Staff Quarters at a total estimated cost of ₹15,79,000/-.

**12. Directorate of Vigilance and
Anti-Corruption**

Purchase of twenty four Computers and Accessories with Laser Printer, one server and accessories, one software package, five Multi-functional Photocopier and four Fax Machines at a total estimated cost of ₹28,06,000/-.

G. SENTHAMIZHAN
Minister for Information, Law,
Courts and Prisons