



**HUMAN RESOURCES MANAGEMENT  
DEPARTMENT**

**POLICY NOTE 2024-2025**

**DEMAND No.35**

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Management**

©

**GOVERNMENT OF TAMIL NADU**

**2024**

Sl. No.	<b>CONTENT</b>
1.	INTRODUCTION
2.	TAMIL NADU PUBLIC SERVICE COMMISSION
3.	TAMIL NADU INFORMATION COMMISSION
4.	STATE VIGILANCE COMMISSION
5.	DIRECTORATE OF VIGILANCE AND ANTI-CORRUPTION
6.	TRIBUNALS FOR DISCIPLINARY PROCEEDINGS
7.	TAMIL NADU LOKAYUKTA
8.	INSPECTION WING
9.	TRAINING
10.	NEW INITIATIVES
11.	CONCLUSION

# **HUMAN RESOURCES MANAGEMENT DEPARTMENT**

## **POLICY NOTE FOR 2024-2025**

### **1. INTRODUCTION**

“இதனை இதனால் இவன் முடிக்கும் என்றாய்ந்து

அதனை அவன்கண் விடல்”

(குறள் 517 - தெரிந்து

வினையாடல்)

(இச்செயலை இக்காரணங்களால் இவன் முடிக்க வல்லவன் என்று ஆராய்ந்து அச்செயலை அவனிடத்தே விடுதல் வேண்டும்.)

Assured this man will do this task in the right way, Leave it to him.

The motto of Human Resources Management Department is -

“Welfare of people through  
Magnificent man power”

1(1) In pursuance of one of the major recommendations of the State Administrative Reforms Commission, 1973 for extending special attention on the Personnel Management, a new integrated Department was carved out from the Public Department under the name of Personnel and Administrative Reforms Department in the year 1976.

The main tasks included update and upkeep of administrative system relating to personnel and training to enhance the quality of services rendered by the Government servants. In order to strategically reorient the focus of the department, the two departments of Personnel and Training were merged together and the nomenclature of this department

was changed to Human Resources Management Department. Accordingly, forecasting the manpower needs of the departments and continuously monitoring the systems to adjust and adopt to the dynamic frame work of Guidelines, Rules, Procedures in service conditions of Government Servants have become department's primary objective. As part of manpower policies, the Government servants are also constantly motivated and rewarded to improve the governance in a manner to be responsive, facilitative and proactive in public service delivery.

The critical components of human resources management such as Recruitment, Training, Discipline and Career Management are administered by this Department.

1(2) Functions of this department can be broadly classified as: -

- a) Statutory functions
- b) Administrative functions
- c) Advisory functions
- d) Training

1(2)(a) Statutory functions

Major Acts as indicated below are governed by this department :-

- The Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act No.14 of 2016);
- Persons Studied in Tamil Medium Act, 2020 (Tamil Nadu Act No.40 of 2010);

- Tamil Nadu Lokayukta Act, 2018 (Tamil Nadu Act No.33 of 2018);
- Tamil Nadu Public Service Commission (Additional Functions) Act, 2022 (Tamil Nadu Act No.14 of 2022);

### 1(2)(b) Administrative functions

Human Resources Management Department monitors the adherence to rules and regulations relating to personnel by all departments. It also guides the departments to update and simplify the Rules and Regulations for effective application.

### Service rules

- i. The Fundamental Rules of the Tamil Nadu Government.
- ii. The Tamil Nadu Government Servants' Conduct Rules.
- iii. Special Rules for Tamil Nadu Secretariat Service, 1952.
- iv. Special Rules for Tamil Nadu Ministerial Services, 1952.
- v. Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1955.
- vi. Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955.
- vii. Special Rules for Tamil Nadu General Services, 1969 Class XII & XII-A.
- viii. Special Rules for Tamil Nadu General Subordinate Services, Class XXII.
- ix. Special Rules for Tamil Nadu Basic Services, 1971.

## Rules Relating to Constitutional and Statutory Organisations

- x. Tamil Nadu Public Service Commission Regulations, 1954.
- xi. Tamil Nadu Right to Information (Fees) Rules, 2005.
- xii. Tamil Nadu Information Commission (Appeal Procedure) Rules, 2012.
- xiii. Tamil Nadu Information Commission Service Rules, 2017.
- xiv. Tamil Nadu Lokayukta Rules, 2018.
- xv. Tamil Nadu Public Service Commission (Additional Functions) Rules, 2022.

### 1(2)(c) Advisory functions

Secretariat departments are consulting this department on various directives and statutory provisions relating to services, as this department is mandated to maintain the enforcement of rules and regulations including Business Rules and Secretariat Instructions particularly with reference to the following:-

- Preparation of estimation of vacancies and preparation of panels for various posts.
- Providing guidance for regularisation of service and declaration of probation of Government employees.
- Providing clarifications in Fundamental Rules.
- Examination of proposals with regard to revision of seniority.
- Advise for framing and amending the Special / Adhoc Rules.
- Advise on issues relating to disciplinary matters against Government servants.

### 1(2)(d) Training

Training is a core activity of this department designed to impart foundational and midcareer training, to constantly update the skills and knowledge of manpower, so as to keep up the performance of the manpower to discharge their responsibilities effectively.

1(3) The objectives of the Department are achieved through the following Constitutional body, Statutory Organisations and Heads of Departments: -

a) Constitutional body

- Tamil Nadu Public Service Commission

b) Statutory Organisations

- Tamil Nadu Information Commission
- Tamil Nadu Lokayukta
- Vigilance Commission
- Tribunals for Disciplinary Proceedings

c) Heads of Departments

- Director of Vigilance and Anti -Corruption
- Director General of Training

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

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

The Commission is a pioneer and a primary organization in the work of recruitment of man power to Government. Commission recruits personnel of varied qualifications and skill-sets as per requirements of departments.

### 2(1) General Functions

Tamil Nadu Public Service Commission also conducts Departmental Tests for Government employees so as to make them as Full Members of Government Service and Language Tests for Officers for All India Services and State Services twice a year. The Commission also conducts Entrance Examination on behalf of the Government of India, Ministry of Defence to enable students to gain admission to Rashtriya India Military College, Dehradun.

Further, the Commission plays an advisory role to the Government on all matters relating to framing of recruitment rules, principles to be followed in making appointments, promotions and appointments by



recruitment by transfer (RBT) and appeals on disciplinary matters in connection with Government employees.

### Annual Recruitment Planner

The Commission releases an Annual Recruitment Planner for competitive examinations in advance every year so as to enable the aspirants for public services to prepare for the examinations on time. It is also maintaining an user-friendly website elaborating the procedures and processes of examinations along with syllabus for various exams.

### 2(2) Ensuring Credibility in Recruitment Process

Maintaining transparency and fairness in all recruitments has been ensured by the Commission to instil confidence in the minds of job seekers by deploying appropriate technological tools keeping pace with developments in the recruitment sector.

#### (i) Participatory in evaluation process

- ✓ To maintain transparency and fairness in the processes, the answer keys for the Objective Type Examinations are hosted in the Commission's website immediately after the examination.
- ✓ The candidates are given seven days time to file claims and objections regarding Answer Keys, if any, to the Commission.
- ✓ Promptly considering the responses of candidate on correctness of questions /answers online, final Answer Keys are expeditiously released.

#### (ii) Technology based Safety Measures:-

- In order to strengthen surveillance mechanism in recruitment procedures, all the examination centres / Rooms are being monitored by videographing.
- Personalized OMR answer sheets with their Name, Register Number and Photos are being provided to candidates in all Competitive examinations.
- Chartered vehicles carrying confidential materials from Districts to TNPSC are being monitored and recorded by fixing CCTV cameras.
- For monitoring the movements of Chartered vehicles through GPS Trackers, GPS locks were introduced for the locking and unlocking the vehicles.
- Remote command for operating GPS locks is given only at the level of monitoring team functioning in Commission's office.
- Chartered vehicles carrying examination related confidential materials is followed and monitored by an escort team consisting of Revenue staff, Sub-Inspector of Police and Commission's Staff.

### 2(3) One-Time Registration

#### (i) Registration and Database

- ✓ One-Time Registration is made available to facilitate candidates to upload their Bio-data along with signature and photo in the Database. This registration is valid for a period of five years, which can then be renewed. In order to prevent the creation of multiple One-Time Registration IDs, linking of Aadhaar particulars with One Time Registration (OTR) has been made mandatory for applicants.

#### (ii) Online Application

- ✓ Applications for all examinations are received online only.
- ✓ The Commission has introduced the method of Online Certificate Verification utilizing the services of e-Seva Centres in order to minimize the time and expenditure for the candidates.

(iii) Integrated Mobile Application

- ✓ An integrated mobile app is being piloted to enable easy access of information on all recruitments by different recruiting agencies of the State seamlessly to the job aspirants and apply for the same with greater ease.

(iv) Counselling for selected candidates

- ✓ Vacancy particulars are comprehensively published in the Commission's website for easy selection of unit / service by the successful candidates.

(v) Special measures for Differently Abled Candidates

- ✓ To enhance accessibility of differently abled candidates, the Commission accommodates them in the ground floor in all the examination centres and scribes are provided wherever necessary. Further, compensatory time is also given to the persons with physical limitations to write the exam.

2(4) Departmental Promotion Committee (DPC)

The Commission also partakes in the promotion process for higher cadre posts by scrutinising and recommending the proposals placed before the DPC through Single Window System.

Accordingly, appointments by promotion and by recruitment by transfer to the entry level posts under Group-A of the State Services, from Level 25 are alone referred to the TNPSC DPC. Panel proposals relating to all other posts are placed before the DPC of the respective departments.

#### 2(5) Compulsory Tamil Language Paper

A compulsory Tamil Language Paper has been introduced in all competitive examinations conducted by various recruiting agencies in the State. The Tamil Nadu Government Servants (Conditions of Service) Act, 2016 has been amended to this effect.

#### 2(6) Departmental Examinations

In order to streamline the conduct of departmental examination, Computer Based Tests have been introduced from May 2021, enabling timely publication of results which are crucial for promotion.

#### 2(7) Additional Functions to the Commission

In order to maintain uniformity in the recruitment of personnel, additional functions are assigned to the Commission so as to undertake recruitments to certain posts in Public Sector Undertakings, Corporations, Statutory Boards and Authorities of the State.

Accordingly, the Tamil Nadu Public Service Commission (Additional Functions) Act, 2022 was enacted and relevant Rules have been framed.

The Act has been implemented from 17.03.2022.

### 2(8) Annual Report

The Annual Report of the TNPSC is being placed every year on the Table of the Legislative Assembly.

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

The Right to Information Act empowers the citizen to secure access to information under the control of public authorities so as to promote transparency and accountability in their operations. It is expressive of the true spirit of democracy which is embodied in the virtues of participatory governance. On this basis, the Right to Information Act, 2005 is being implemented by the Tamil Nadu Information Commission.

The Tamil Nadu Information Commission was constituted on 07.10.2005 under the provisions of the Right to Information Act, 2005. The Information Commission consists of a Chief Information Commissioner and six Information Commissioners.

The Public Information Officer is responsible for providing the information requested by the Petitioner, within the stipulated time. Appeal is handled by the Appellate Authority, designated by the Public Authority. The State Information Commission decides second appeals as per the provisions of the Act.

This Act also empowers every citizen with the right to inspect

works, documents and records and also obtain certified copies.

As a proactive measure, all the departments are disclosing the details about the welfare schemes being implemented in their departments and other details of public importance.

### 3(1) Online Facility

To enable citizens to access information easily, 'Online' facility has been extended in a phased manner.

Accordingly, provisions have been made for filing petitions and first appeals under Right to Information Act, with payment of fee online ([www.rtionline.tn.gov.in](http://www.rtionline.tn.gov.in)).

Provisions have also been made to file Second Appeals online. Cause lists and decisions on second appeals are uploaded in the Commission's website ([www.tnsic.gov.in](http://www.tnsic.gov.in)). Further, these petitions are being heard by the Commission in Virtual Mode also.

In order to facilitate RTI applicants appear for enquiries online without traveling to RTI Commission's Office at Chennai, Tamil Nadu Information Commission has commenced the virtual mode of hearing by connecting with the National Informatics Centre Studios located in the District Collectorates on daily basis from 10.06.2024.

### 3(2) Access to information for the Differently Abled Persons

The Information Commission issues its orders in Braille version to enable access to the visually challenged persons. The National Institute for the Empowerment of Persons with Visual Disabilities, Chennai,

collaborates with the Commission to provide this service. In this regard, the Tamil Nadu Information Commission is a pioneer in the country.

### 3(3) Help Desk

A Help Desk is functioning in the premises of the Tamil Nadu Information Commission to facilitate the common public and the Public Information Officers throughout the State to resolve issues relating to filing and processing of petitions. Further, it also enables the citizens to check up the status of Second Appeals in the Commission.

### 3(4) Sustainable Development Goals (SDG)

Sustainable Development Goals (SDG) with reference to transparency in administration are complied with as under:-

- ✓ Annually, more than 3 lakh RTI Petitions are being received throughout the State and the same are disposed by Public Information Officers as per the Act.
- ✓ Reduction in foot fall in public offices seeking information (Indicator No.16.6.3).
- ✓ Compliance to stipulation on timely information (Indicator Nos.16.6.2 and 16.10.1.)

### 3(5) Annual Report

The Annual Report of the Commission is placed in the State

Legislative Assembly, every year.

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

4(1) The Tamil Nadu State Vigilance Commission was constituted in the year 1965. Main functions of the Vigilance Commission is to advise the Government in administrative matters on clean administration including prevention of corruption. Vigilance Commission also advises the Government regarding the procedures to be followed in individual cases. The Commission has its jurisdiction over all the Public Servants and the employees of Universities, Statutory and Constitutional bodies of the State.

##### 4(2) Objectives of the Vigilance Commission

- 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; and
- iii) to call for information from any Government Department or Undertaking of the Government regarding the action taken on the recommendations of the Vigilance Commission.

##### 4(3) Annual Report

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



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

5(1) The Directorate of Vigilance and Anti-Corruption was established in 1964 as the first organised move for tackling corruption in public administration. The Directorate is headed by a Director in the cadre of Director General of Police. The Joint Director, Deputy Director, Superintendent of Police, Deputy Superintendent of Police and Legal Officers report to the Director. Directorate of Vigilance and Anti-Corruption Detachments are functioning all over the State.

5(2) The main functions of the Directorate of Vigilance and Anti-Corruption are:

- (i) Conduct enquiries / investigation into the allegations of corruption and allied misconducts referred by the State Government, State Vigilance Commission and Lokayukta.
- (ii) Submit information and statistics gathered by the Directorate to the State Vigilance Commission.
- (iii) Institute enquiries on the complaints made by public on the alleged corrupt practices by public servants.
- (iv) Collect intelligence for detection of cases of bribery and corruption and to investigate offences covered under Prevention of Corruption Act, 1988 as amended in 2018.
- (v) On specific complaints, traps are organised after complying with

the formalities and the corrupt Government servants are caught red handed while accepting the bribes.

5(3) To ensure speedy trial of cases registered under Prevention of Corruption Act, eight Special Courts are functioning in Chennai, Coimbatore, Madurai, Trichy, Salem, Sivagangai, Tirunelveli and Villupuram. Further, the Chief Judicial Magistrate in the respective districts throughout the State and Sub-judge in the Special Courts are empowered to deal with the cases arising under the Prevention of Corruption Act, 1988.

5(4) In order to maintain transparency and promote accessibility, yearwise statistics of cases related to complaints dealt with by the Directorate are uploaded in the Directorate of Vigilance and Anti-Corruption website. Complaints received through e-mail are also entertained.

5(5) Considering the law and order zones in the Police Department, five ranges have been set up in the Directorate, viz, (i) Chennai City Range Northern Range (iii) Western Range (iv) Central Range and (v) Southern Range comprising of 46 detachments. Apart from these Ranges, a Special Investigating Cell (SIC) is functioning in Chennai Range from 1996 to investigate the cases / enquiries against the elected representatives.

5(6) Awareness Week is held every year in October by the

Vigilance and Anti-Corruption Directorate.

5(7) Directorate of Vigilance and Anti- Corruption has constituted a multi-disciplinary team consisting of (i) Chartered Accountant, (ii) Retired Bank Officer (iii) Income Tax Officer and (iv) Cyber Forensic Professional and purchased different types of software for analysing financial statements, transactions and Call Details Record analysis to assist the Investigating Officers of Directorate of Vigilance and Anti-Corruption in the scrutiny of voluminous documents such as Income Tax returns, Bank statements, financial statements of the business firms and documents obtained from Registrar of Companies and other electronic devices such as Computer Hard Discs, Laptops and mobile phones.

## **6. TRIBUNAL FOR DISCIPLINARY PROCEEDINGS**

6(1) The Tribunals for Disciplinary Proceedings were constituted for conducting enquiries on the allegation of corruption by Directorate of Vigilance and Anti-Corruption against the officials working under the control of the State Government and the Municipal Corporations. For inquiring the charges levelled by the Directorate of Vigilance and Anti-Corruption against the officials, the Tribunal for Disciplinary Proceedings, have been vested with Quasi Judicial Powers for summoning witnesses and calling for necessary documents. The Tribunals are conducting the enquiries in accordance with the Rules enshrined in Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955.

6(2) Currently, six Tribunals for Disciplinary Proceedings are functioning at Chennai, Trichy, Madurai, Coimbatore, Tirunelveli and Nagercoil. The Tribunals are presided over by a Commissioner for Disciplinary Proceedings in the cadre of Indian Administrative Service Officers / District Revenue Officers. The Commissioner for Disciplinary Proceedings are assisted by the Prosecutors for Disciplinary Proceedings of Directorate of Vigilance and Anti-Corruption in conducting enquiries. The Commissioner for Disciplinary Proceedings forward 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.

#### 6(3) Guidelines for Departmental Disciplinary Proceedings

- Detailed guidelines have been issued with regard to simultaneous departmental disciplinary proceedings against the Government servants for the same set of charges as in the criminal cases connected with discharge of their official duty (including trap and arrest case).
- Compendium of instructions have also been issued regarding review of suspension cases periodically at the appropriate level in order to examine whether the suspension could be revoked for reinstatement into service pending disciplinary cases or it could be continued; and
- Instructions have been issued on adherence to time limit for finalization of disciplinary proceedings at each and every stage,

so as to ensure that there is no unwarranted delay.

6(4) Administrative departments are constantly reminded to review the pendency of Disciplinary Proceedings and suspensions to avoid vexatious actions which leads to delay in action and disruptions in work.

## **7. TAMIL NADU LOKAYUKTA**

7(1) The Tamil Nadu Legislature has enacted the Tamil Nadu Lokayukta Act, 2018 (T.N. Act No.33/2018) in compliance with section 63 of the Lokpal and Lokayuktas Act, 2013. Tamil Nadu Lokayukta Rules, 2018 has also been framed under the said Tamil Nadu Act. The above Act has come into force on 13.11.2018. The Tamil Nadu Lokayukta started functioning with effect from 21.04.2019.

7(2) Tamil Nadu Lokayukta is a Quasi-Judicial body. It is constituted to enquire into allegations of corruption made against public servants and matters connected therewith.

7(3) The Legislative intent of the Tamil Nadu Lokayukta Act is to ensure clean administration, transparency, accountability and promote good governance.

7(4) The Tamil Nadu Lokayukta has been constituted with a Chairman and four Members. 103 posts in various cadres have also been sanctioned.

The Tamil Nadu Lokayukta has been strengthened with sufficient staff and also infrastructure such as office, vehicles, etc.

## **8. INSPECTION WING**

8(1) In order to improve office administration and to avoid slackness in office administration, the Departments of Secretariat, Heads of Department, Public Sector Undertakings, Boards and Municipal Corporations are subject to periodical inspections by various units of Inspection Cell.

8(2) There are three Inspection Teams available in Secretariat. They are in the cadre of Deputy Secretary to Government / with supporting staff. Inspection programme is drawn annually. Each Team is mandated to undertake Preliminary Inspection to start with, for which notes are prepared and furnished to the Head of Office concerned for submitting rectification report, on the suggestions made therein. After receipt of rectification report from the Head of Department, final inspection will be conducted by an IAS Officer. Based on the general remarks furnished by the Final Inspection Officer, the Administrative Department concerned in Secretariat will take further follow up action and record the same duly under intimation to the inspection wing.

8(3) For Inspection of District Level Offices, 11 District Inspection Cells cover the entire State. Each unit is headed by an Inspection Cell Officer in the cadre of Deputy Collector and assisted by Deputy Inspection Cell Officer in the cadre of Tahsildar are functioning with supporting staff. In addition to annual inspection of offices surprise check of offices are also undertaken. They also assist the District Vigilance and Anti-

Corruption detachments in their surprise checks.

During 2023-24 the Inspection Wings of this Department have conducted 19 Preliminary Inspections and 10 Final Inspections in various Secretariat Departments / Head of Departments / Boards upto March 2024.

In respect of Districts, during 2023-2024 the District Inspection Cells, upto March 2024 have conducted 121 annual inspections, 3036 surprise checks besides conducting 108 liaison meetings with the Vigilance and Anti-Corruption officials in the presence of the District Collectors.

## **9. TRAINING**

9(1) The Human Resources Management Department has brought out an elaborate training policy for various departments and many of them use the services of the training wings in Human Resources Management to enhance the performance of their staff.

### **9(2) Director General of Training**

The following institutions that give training to various staff members of the Government are functioning under the aegis of Human Resources Management Department:-

1. Anna Administrative Staff College
2. 'A' & 'B' Foundational Course Training Institute
3. Civil Service Training Institute, Bhavanisagar

In addition, job aspirants among Tamil Youth are trained through-

4. All India Civil Services Coaching Centre Chennai and Competitive Examinations Coaching Centres.

The Director, Anna Administrative Staff College is the ex-officio Director General of Training. All the above institutions come under

his/her supervision.

### **9(3) Anna Administrative Staff College (AASC)**

Anna Administrative Staff College imparts training in Managerial and Functional areas to Government workforce for effective public service delivery. To optimize capacity building of human resources through decentralisation, Regional Training Centres were established at strategic location viz., Madurai, Tiruchirappalli, Salem during the year 2014 and at Chengalpattu by 2022.

Anna Administrative Staff College being declared as the Administrative Training Institute (ATI) of the State along with its integral units of 'A' & 'B' Foundational Course Training Institute and Civil Services Training Institute at Bhavanisagar, offers a wholesome training to the entire gamut of Government machinery. Training modules on emerging areas like climate change are also conceived and conducted apart from scheduling need-based training programmes on request from Government departments.

#### ONGOING TRAINING PROGRAMMES

Compulsory Class Room Training for three batches of two months duration are conducted for the Under Secretaries of various Departments in Secretariat.

#### DEPARTMENTAL TRAINING PROGRAMMES

Department specific trainings are imparted based on requirement of various departments. Such trainings were imparted to Head Masters / Teachers, Hostel Wardens, Officials of ICDS, Noon-Meal Organisers,



Doctors, Nurses, Technical Officers, etc.

## TRAINING INITIATIVES

### Indoor Studio

In addition to handling classes in the existing classrooms at AASC, an Initiative to adapt to e-learning through online classes has been proposed to avoid face to face training in huge classrooms to be more economical in terms of utilization of classroom space, electric power, furniture etc. Establishment of an Indoor studio is in progress.

### YouTube of AASC – AIM TN

Anna Administrative Staff College launched a YouTube channel – AIM TN – in the year February 2021. Initially lectures of experts on various training related topics like Litigation Management, RTI Act were recorded and uploaded in this channel.

The students living in rural areas and with poor economic background find it difficult to take up competitive examinations to enter into government services in the absence of free coaching institutions. Online coaching classes are being conducted for the aspirants of TNPSC competitive examinations.

### (iii) Nokkam App

An 'App' exclusively for the competitive examinations has also been launched by AASC. In this app titled 'Nokkam' persons have to register their names. Tests for the aspirants of SSC's Multi-Tasking Staff (MTS) exam are being uploaded in this app. YouTube of All India Civil Services Coaching Centre – AICSCC TN:

AICSCC is conducting online classes for the UPSC aspirants through its YouTube channel –AICSCC TN, which was launched on 29th September 2020. To increase the number of candidates from Tamil Nadu enter in the civil services, it has been uploading videos of subject experts, bureaucrats and educationalists to inculcate exclusive training given for the Prelims and Mains examinations. These videos are getting very good response from UPSC aspirants.

#### **9(4) A & B Wing Foundational Course Training Institute**

The A & B Wing Foundational Course Training Institute imparts Foundational Training in Course-A and Course-B modules to the directly recruited and promoted Group- A & B Officers of various State Government Departments.

In pursuance to the revision of syllabus, Group-A Trainee officers are imparted training for a duration of six weeks on the subjects, Office Administration, Financial Administration, Law, Public Finance, Public Administration, Management Principles, Planning and Development, Economics and Computer Science.

Group-B Trainee Officers are imparted training for a duration of four weeks on the subjects like Law, Office Administration, Financial Administration, Public Administration and Management Principles and Computer Science.

At the end of the training a test is conducted in the subjects on Office Administration, Financial Administration and Law. Passing of the above test is mandatory for the Declaration of probation.

### **9(5) Civil Service Training Institute, Bhavanisagar**

The Civil Service Training Institute was established at Bhavanisagar, Erode district in a pristine location at an extent of 71.32 acres near Sathyamangalam Tiger Reserve Forest in the year 1974 to impart effective foundation training to the State government employees. The idyllic environment provides a calm atmosphere for the officials to focus on the training programme and also promotes *esprit de corps*. As it provides residential programmes, the trainees are engaged in the evening hours for pursuing their extracurricular activities which lead to the development of overall personality.

This institute imparts foundation training to directly recruited / promoted Junior Assistants and Assistants of Ministerial and Judicial Ministerial staff of Government of Tamil Nadu.

This Institute with well-developed infrastructure has the capacity to impart training to 700 officials in a batch.

### **9(6) All India Civil Services Coaching Centre**

In the year 1966 Pre-Examination Training Centre was established to train SC / ST candidates to take up Civil Services Examination and in 1971, a Special Training Institute was established to guide candidates of the Backward Class and Most Backward Classes. Both the Institutes were merged and renamed as "All India Civil Services Coaching Centre".

The Institute has got excellent ambience for the candidates to pursue their ambition in a serene environment. Adequate class rooms, spacious auditorium, well equipped library, properly furnished hostel rooms and a mess with well balanced menu make the centre one of the most sought after institute in the State. House keeping facilities are provided. Eminent scholars and senior civil servants are invited for guiding the aspirants. Examinations are conducted frequently to make them understand their level of preparation and work hard on areas where they lack.

#### Coaching for the Preliminary Examination:

An entrance examination is conducted every year by All India Civil Services Coaching Centre for selection of 325 eligible candidates (225 Residential and 100 Non-residential) for admission to UPSC Preliminary Examination Coaching. Advertisements are given in Tamil and English dailies and also in the official website [www.civilservicecoaching.com](http://www.civilservicecoaching.com) during the month of November / December. The selections are made based on the marks secured by the candidates in the Entrance Examination. The reservation of seats for admission to UPSC Preliminary Coaching is in accordance to the G.O. (Ms) No.4, Human Resources Management Department, Dated 11.01.2022. The Institute guides the candidates for nearly six months (from December to May) to take up the Preliminary Examination.

### Coaching for Main Examination

Every year, 225 aspirants who clear the Preliminary examination are given intensive coaching for nearly three months (from July to September) to face the Main examination. Successful aspirants from all over the State are accommodated apart from those tutored at All India Civil Services Coaching Centre. A monthly stipend of Rs.3000/- per month for three months is given irrespective of income ceiling to all the 225 candidates admitted for Main examination coaching, to access reading materials.

### Model Personality Test:

This Institute conducts Model Personality Test for the candidates who come out successfully in the Main Examination. Model tests and mock interviews are conducted in coordination with serving and retired All India Civil Service officers well in advance before the actual date of Personality Test conducted in New Delhi. The Government of Tamil Nadu provides comfortable stay for them at Tamil Nadu House, New Delhi at concessional rates of Rs.100/- for 10 days and also extends food at concessional rates to enable them to face the Personality Test, stress-free. The incidental expenses provided to these aspirants was enhanced from Rs. 2000/- to Rs. 5,000/- vide G.O. (Ms) No. 68, Human Resources Management (Trg.I) Department, Dated: 08.07.2022.

Apart from the Principal and a full-time faculty, around 20 guest faculties are engaged in this institute to impart effective coaching in

more than 23 subjects.

### Anna Centenary Civil Services Coaching Centre at Madurai And Coimbatore

For the benefit of IAS, IPS aspirants from rural areas Government have established two more Coaching Centres at Madurai Kamaraj University, Madurai and Bharathiyar University, Coimbatore in the name of "Anna Centenary Civil Services Coaching Academy" similar to that of All India Civil Services Coaching Centre, Chennai. These two Academies impart coaching for Civil Services Preliminary Examination only.

### **9(7) Competitive Examinations Coaching Centres**

The coaching centres coaching the candidates to effectively participate and succeed in Competitive Examinations conducted by various recruitment agencies such as SSC, RRB , IBPS, TNPSC etc. There are two coaching centre in Chennai and one in Madurai, Salem and Coimbatore.

### **9(8) Secretariat Training Institute**

- The Secretariat Training Institute is functioning under the Human Resources Management Department.
- 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 on General Administration and Financial Management Procedures.

## **10. NEW INITIATIVES**

### 10(1) Rules Committee

In view of the developments in the latest technology and improved educational standards, the candidates' eligibility criteria for recruitment and promotion requires to be looked into. Therefore, an exclusive Committee comprising of retired Government Officials has been constituted for streamlining and revamping the special rules, with particular reference to modernising the qualifications prescribed for direct recruitment. The updation of service rules are under process in consultation with line departments.

### 10(2) e-Office System

The e-Office System has been introduced and implemented in this department from 21.03.2022 to promote effective monitoring of its functioning by e-Governance to promote transparency and expeditious service delivery.

### 10(3) Training Cell

A Training Cell has been created in the department of Human Resources Management for improving the efficiency of the Secretariat staff in General Administration, Secretariat Administration, Administration of Service Act / Rules, Clean Administration / Discipline / Conduct.

#### 10(4) FR Updation Committee

The Fundamental Rules of the Government are being updated by an exclusive committee comprising of retired officers and work is in progress. On completion of this work, updation of Conduct Rules, Business Rules, Secretariat Office Manual is to be taken up.

#### 10(5) IFHRMS Core Cell

With the advent of technology, the usage of IFHRMS Portal has become imminent for digitizing the entire HR Processes. An exclusive IFHRMS Core Cell has been created for implementation of the same.

#### 10(6) Compassionate Ground Appointment Scheme

The Compassionate Ground Appointment Scheme is a welfare scheme introduced by the Government in Labour Department to provide immediate employment assistance to the legal heir of the family of a Government employee who dies in harness while in service. The Tamil Nadu Civil Services (Appointment on Compassionate Grounds) Rules, 2023, to govern Compassionate Appointments, has been issued vide G.O. (Ms.) No.33, Labour Welfare and Skill Development Department, dated 08.03.2023.

The subject "Scheme of Appointment on Compassionate Ground" has been transferred to this (Human Resources Management) Department vide G.O. (Ms.) No. 137, Labour Welfare and Skill Development Department, dated 14.08.2023.



## **11. CONCLUSION**

Maintaining the work ethics is the primary objective of this department towards improving the quality of service delivery to the general public.

**Thiru. THANGAM THENNARASU,  
Minister for Finance and Human Resources  
Management**