

PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT

POLICY NOTE FOR 2005-2006

The Personnel and Administrative Reforms Department was created on 6th November, 1976, on the basis of the recommendations of the State Administrative Reforms Commission constituted in 1973. The objective of creating a separate Department was to cope with the enormous increase in the activities of the Government and substantial expansion of staff. The following are the two wings in this Department, each under the administrative control of a Secretary:

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

2. The major functions of this Department are:-

- (i) Advisory
- (ii) Statutory
- (iii) Administrative

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) Scrutiny of the proposals for relaxation of relevant Special Rules / General Rules for regularisation of service and declaration of probation of Government Servants.
- (iii) Under the provisions of the Fundamental Rules, advice is given on the following matters:
 - (a) Fixation of pay [Fundamental Rule 22]
 - (b) Sanction of annual increment [Fundamental Rule 27]
 - (c) Fixation of pay, under ruling 17 of Fundamental Rule 27, on restoration of Seniority
 - (d) Sanction of study leave [Fundamental Rule 84]
 - (e) Sanction of leave for employment abroad [Tamil Nadu Leave Rules] (Section II-A)
 - (f) Voluntary retirement [Fundamental Rule 56(3)]
 - (g) Compulsory retirement [Fundamental Rule 56(2)]
 - (h) Deputation on foreign service terms and conditions [Fundamental Rule 110-114]
 - (i) Regulation of suspension period [Fundamental Rule 54]
 - (j) Regulation of compulsory wait in respect of Government servants [Fundamental Rule 9]
- (iv) Issue of specific orders on confirmation of service of an approved probationer in the entry level post, immediately after the declaration of probation under General Rule 31.
- (v) Acceptance of resignation of Government servants under Rule 41A of the General Rules for the Tamil Nadu State and Subordinate Services.
- (vi) Acceptance of relinquishment of service rights by Government servants under Rule 47 of the General Rules for the Tamil Nadu State & Subordinate Services.

- (vii) 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.
- (viii) Maintenance of personal files with reference to existing instructions.
- (ix) Placing the proposals relating to equivalency / recognition of the qualification in consultation with the Tamil Nadu Public Service Commission.

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.

5. 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 the Tamil Nadu Administrative Tribunal are under the administrative control of this Department.

6. 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 from time to time; and
- (iii) The Tamil Nadu Secretariat Office Manual.

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. ADMINISTRATIVE REFORMS

i) Tamil Nadu has in recent times registered some of the best Human Development Indicators (HDI) in India. It has also done well in delivering key services. A recent survey conducted by the Public Affairs Centre (PAC) reveals that it possesses the country's best public distribution and school education systems, and it is ranked second in public drinking water and road transport services. The focus of the Government of Tamil Nadu has been on providing a transparent and accountable administration. Several initiatives have been taken in this direction.

(a) 'Level Jump' has been introduced to reduce the time factor in processing the files. This system would help to submit files to higher officials, avoiding intermediary levels.

(b) "Single File System" has been introduced between the Departments of the Secretariat and the Heads of Departments located in Chennai City so as to avoid unnecessary delay by way of correspondence. This system covers the following subjects:-

- (i) Schemes,
- (ii) Postings and Transfers,
- (iii) Preparation of panels for promotions,
- (iv) Permission under Government Servants' Conduct Rules,
- (v) Fixation and revision of pay,
- (vi) Further continuance / permanent retention of temporary posts,
- (vii) Review under FR 56(2) on compulsory retirement of officers under the control of Heads of Departments.

In all these matters, the Secretary of the administrative department shall circulate such files to the respective Minister without a regular Note For Circulation.

(c) File Closing Campaign

With a view to maintaining a transparent, clean and efficient administration, instructions have been issued to the effect that grievance petitions received from the public should be acknowledged within five days and result of action taken should be informed to the petitioners within ninety days. The Collectors of the Districts and the Secretaries to the Government have also been instructed to conduct a critical review of pending files on every Monday in order to ensure expeditious disposal of Files.

9. 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 latest stage of their request for services. These counters are functioning at all Collectorates and Offices of Heads of Departments.

10. CITIZEN'S CHARTER

It is now a well established fact that the delivery of services by a Government has to be improved in order to ensure that the planned benefits reach the poor. The challenge of good governance is to improve service delivery within the limited financial resources available at the command of the State Government. The primary purpose of the Government itself is to reach out to the poor and needy and provide a better quality of life for them. The service delivery improvement has to be measured against quantifiable outcomes. The Government has asked all Departments to formulate Citizen's Charters with the above objectives in mind.

- (i) to ensure accountability and transparency in regard to the services available to the people.
- (ii) to increase the awareness of the general public of their rights and of the standards that public services aim to achieve and
- (iii) to help the Department to update the principles of good public service underlying the programme.

With a view to assisting the preparation of a Citizen's Charter, a Booklet of guidelines has been sent to all the Departments of the Secretariat. 29 Departments of the Secretariat and certain Government Organisations have prepared the Citizen's Charter and placed them on the Table of the Legislative Assembly. They are also available through NICNET/INTERNET in Website - www.tn.gov.in. The following five Departments have been exempted from preparing a Citizen's Charter due to lack of Public interface (viz.) Personnel and Administrative Reforms Department, Planning, Development and Special Initiatives Department, Prohibition and Excise Department, Public Department and Law Department.

11. E- GOVERNANCE

i) 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.

ii) An electronic Compendium of all the Acts and Service Rules has also been created and CD ROMs containing the same are under preparation in the Department.

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

iv) A Personnel Information System containing a comprehensive database of all the personnel of this Department has been created by computerizing the entire Service Register of the individuals.

v) Amendments to Acts and Rules are being carried out in the Electronic Compendium as and when they take place. A 'Reference Bank' has also been created for this purpose.

vi) All Establishment lists of Additional Secretaries (Non-IAS) to Government, Joint Secretaries to Government, Deputy Secretaries to Government, Under Secretaries to Government, and Section Officers, Private Secretaries, Personal Assistants, Assistant Section Officers, Assistants and Typists have been computerized.

vii) Government Orders which are of interest to the public and Government Servants, Letters, Service Rules, etc., are fed into the Secretariat Network and also into the Tamil Nadu Government Website then and there.

viii) A separate Website for Personnel & Administrative Reforms Department created with the technical assistance of the National Informatics Centre is to be launched shortly.

ix) An Electronic File Tracking and Monitoring System is proposed to be introduced in this Department in the coming year for which funds to the extent of Rs. 17.87 lakhs have been included in the Part II proposals for the year 2005-2006.

x) All the above are part of a more comprehensive proposal - Secretariat Knowledge System, which is proposed to be introduced in this Department as a Pilot Project.

Administrative matters concerning the Tamil Nadu Public Service Commission (TNPSC) and the Tamil Nadu Administrative Tribunal (TNAT) are looked after by the Secretary, Personnel and Administrative Reforms Department.

12. THE TAMIL NADU ADMINISTRATIVE TRIBUNAL

i) The Tamil Nadu Administrative Tribunal was established on 12.12.1988 with One Bench. The Second Bench was constituted on 20.7.1990.

ii) In the light of the judgement of the Supreme Court of India in 1997, to the effect that the orders of the Tribunal are subject to judicial scrutiny by the High Court, there are three fora on service matters, viz., Tribunal, High Court and Supreme Court. The Government decided that it would be enough if there are two fora (High Court and Supreme Court) on service matters. Government has therefore taken a policy decision in June 2001 to abolish the Tribunal.

iii) After obtaining the concurrence of the High Court of Madras, the Government conveyed its concurrence to the Government of India for the abolition of the Tamil Nadu Administrative Tribunal. The issue is pending with the Government of India.

iv) Meanwhile, in a judgement in W.P.No.322/05, dated 6.1.2005, the Division Bench of the High Court of Madras headed by the Chief Justice have ordered that, if the petitioner desires, the cases pending before the Tamil Nadu Administrative Tribunal can be transferred to the High Court as per Article 227 of the Constitution and accordingly several cases are being transferred from the Tamil Nadu Administrative Tribunal to the High Court.

v) In a recent judgment, the Hon'ble Supreme Court of India has held that the Madhya Pradesh Government had the power to take a policy decision to abolish the State Administrative Tribunal. In a case pending in the Hon'ble High Court of Madras regarding filling up of vacancies in the Tamil Nadu State Administrative Tribunal, the Government of Tamil Nadu has brought to the notice of the Hon'ble High Court of Madras the above decision of the Hon'ble Supreme Court and contended that the State Government can take the policy decision to abolish the State Administrative Tribunal following which, the abolition has to be notified by the Central Government and that the State Government has sent such a proposal to the Government of India. The matter is under the consideration of the Hon'ble High Court of Madras.

13. TAMIL NADU PUBLIC SERVICE COMMISSION

i) The Tamil Nadu Public Service Commission has been constituted under Article 315(1) of the Constitution of India as an autonomous body. 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.

ii) Functions

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

- (a) It is the primary recruiting agency for specified posts in the Government.
- (b) It also functions as a consultancy body in regard to matters pertaining to appointments by promotion and transfers.

- (c) It assumes an advisory role 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 disciplinary matters affecting Government servants.
- (d) It conducts Departmental Examinations for Government Servants.
- (e) It also conducts examinations on behalf of the Government of India, Ministry of Defence, for admission to the Rashtriya Indian Military Academy, Dehra Dun.

iii) The expenditure of the Tamil Nadu Public Service Commission including salaries, allowances and pensions, 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.

14. RELATIONSHIP WITH GOVERNMENT EMPLOYEES AND TEACHERS

The Government has always held the welfare of employees and teachers as extremely important for the efficient functioning of the Government and the proper provision of services to the people. While the deep fiscal crisis in Tamil Nadu necessitated certain steps to rescue the State, it has always been the endeavour of this Government to improve the financial position and to provide better conditions to employees and teachers. A meeting was held on 20th October, 2004, with the representatives of Government employees and teachers. Following this, the Government announced a package of measures:

- I. The Government had already cancelled all the punishments imposed on the Government employees and teachers for participation in the strike during July, 2003, and had also withdrawn all the disciplinary cases which were pending against them. The period of strike from 5.7.2003 to 24.7.2003 has now been regulated as Duty. This measure benefited 1,65,533 persons.
- II. As a further measure of goodwill, the Government has decided that, except in respect of those employees and teachers who were dismissed from service and then restored to duty, the period of absence from 25.7.2003 to 16.11.2003 / 30.12.2003 would be treated as Duty for all other Government employees and teachers. This measure would benefit 4303 persons.
- III. The facility of surrender of Earned Leave which was suspended on 28.11.2001 has been restored and Government employees and teachers have been permitted to surrender 7 days Earned Leave in lieu of cash per year as per regular annual cycle with effect from 20.10.2004.
- IV. With a view to promoting mutual understanding between the Government and the employees and teachers and with a resolve to building a constructive and meaningful future for the people of the State, the Government has ordered restoration of recognition to 37 Service Associations, which were withdrawn earlier.
- V. **Service Delivery Improvement and Grievance Redressal** : Service Delivery Improvement and Grievance Redressal Committees are being constituted both at State level headed by the Chief Secretary to Government and also at District level by Collectors to focus on both improved performance and efficiency and also redressal of Grievances of employees and teachers.

15. 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 Secretary, Personnel and Administrative Reforms (Training) Department.

16. STATE VIGILANCE COMMISSION

The State Government set up the State Vigilance Commission in 1965. Its main responsibility is to advise the Government on major administrative problems in Prevention of Corruption in Public Services and the manner in which individual cases of corruption that are brought to light should be dealt with. The Directorate of Vigilance and Anti-Corruption is functioning as the major agency to advise and assist the Commission in the discharge of its responsibilities.

2. The State Vigilance Commission has jurisdiction and powers in respect of the following matters to which the executive power of the State extends -

- (a) to undertake an enquiry into any transaction in which a public servant is alleged or suspected to have acted in a dishonest or corrupt manner;
- (b) to cause an enquiry or investigation to be made on a complaint that a public servant has exercised or refrained from exercising his/her power, for dishonest or corrupt purpose;
- (c) to collect such information or statistics as may be necessary;
- (d) 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.

17. DIRECTORATE OF VIGILANCE AND ANTI-CORRUPTION

As a first organised measure towards tackling corruption in Public Administration, the State Government set up the Directorate of Vigilance and Anti-Corruption as a separate Department in February 1964. This Directorate is headed by a Director in the rank of Additional Director General of Police and is assisted by a set of Police Officers and Law Officials, drawn from the Police Department and the Directorate of Prosecution respectively.

2. The Directorate of Vigilance and Anti-Corruption undertakes enquiries / investigations into complaints / information about specific acts of bribery or corruption and allied malpractices in the exercise of official authority by public servants under the control of the State Government. Employees of the Public Sector Undertakings under the control of the State Government and other institutions who are classified as Public Servants under the Prevention of Corruption Act, 1988, also come under the purview of the Directorate of Vigilance and Anti-Corruption. The Directorate of Vigilance and Anti-Corruption also conducts enquiries into allegations of corruption and allied malpractices referred to it by the Vigilance Commissioner and furnishes the Commission with any information and statistics which could be gathered by the Directorate.

3. The Directorate of Vigilance and Anti-Corruption sends the investigation reports to the State Vigilance Commission. These reports are examined by the State Vigilance Commission and such advice as is necessary is tendered to the Government in the respective Departments of the Secretariat to pursue further action.

4. With a view to bringing the Directorate of Vigilance and Anti-Corruption under E-Governance, the Government has sanctioned Rs. 29.97 lakhs under Part II Schemes for the year 2004-2005 for procurement of equipment and development of website and necessary software. In continuation, the Government has approved the proposal of the Directorate of Vigilance and Anti-Corruption for purchase of equipment at a total cost of Rs. 24.68 lakhs under Part II Schemes for the year 2005-2006.

18. TRIBUNALS FOR DISCIPLINARY PROCEEDINGS

There are 10 Tribunals for Disciplinary Proceedings. They are located at Chennai, Vellore, Salem, Coimbatore, Tiruchirappalli, Thanjavur, Ramanathapuram, Madurai, Tirunelveli and Nagercoil. Each Tribunal for Disciplinary Proceedings is a quasi-judicial body. The Tribunal is presided over by an I.A.S., officer or an officer in the rank of District Revenue Officer. The Tribunal inquires into such cases as may be referred to it by the Government under the Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955 and forwards its findings to the Government.

19. TRAINING

- i) Training plays a vital role in 'responsive administration'. The objective of training is to develop the skills and capabilities of the Government servants to understand the issues/problems of the public and to render effective and efficient service delivery to them. By updating their knowledge in various fields and applying modern techniques the services rendered to the people are made fast and improved. To aid the process of better administration, Government servants are given training in Rules and Regulations which will enable them to improve their performance and decision making ability.
- ii) There are five Training Institutions functioning under the administrative control of Personnel and Administrative Reforms (Training) Department.

a) Secretariat Training Institute:-

The Secretariat Training Institute imparts training in Office Procedures, Disciplinary Procedures and Court / Tribunal Procedures to the Secretariat Staff. It imparts Foundational Training to Assistants, Personal Clerks, Typists and directly recruited Assistant Section Officers of the Secretariat. So far, 52 batches have been trained. It has imparted basic training in the Secretariat Office Procedure, to 433 temporary Assistants who have been appointed on contract basis.

b) Anna Institute of Management:-

The Anna Institute of Management, the Apex Training Institute of Tamil Nadu, has conducted 143 courses at Chennai Centre during the year 2004-2005. It has also conducted 14 courses at Madurai and Coimbatore. It is proposed to conduct a programme at Tiruchirappalli. So far, 3783 persons have been trained in a wide range of Management topics. A specialised training course to improve and widen the knowledge of the Tamil Nadu Secretariat Officers has been conducted in the fields of Communication Skills, Economic Reforms, Human Rights, Zero Base Budgeting etc. So far, 10 batches, each batch consisting of 30 trainees, have been trained. By the end of March 2005, another three batches will be trained. The Disaster Management Cell functioning at the Institute has also conducted a number of courses for the Government functionaries, Non Government Organisations and Elected Representatives of Panchayat Raj Institutions. All the Revenue officials in the Districts have been given three days special training to manage the Tsunami situation.

A novel scheme of providing a focused training programme to all the Government functionaries in the District Administration, sponsored by the United Nations Development Programme (UNDP) / Department of Personnel and Training, Government of India, was launched on 8.12.2004 at Theni. Tamil Nadu is one of the few States in India selected for this unique programme. 5460 functionaries of Theni District will be trained thoroughly in topics covering Administrative Procedures and Management in a period of 6 months from December, 2004 to May, 2005 at a cost of Rs.40.14 lakhs. A successful implementation of this programme will improve the image of the Government Servants and bring in a sustained conducive relationship with the Public in the District. The training has been designed to improve the delivery of services, to inculcate Team Building, encourage Public Relations in a positive manner with Computer Communication Skills, and also to translate the goals of the highest executives to the grass root levels of the State. A separate training programme in Management and Personality Development for Police officials for three days was held from 17.1.2005 to 19.1.2005 in Theni District. Up to February, 2005, 1770 personnel belonging to Group A, B & C have been trained. A modern Complex for this Institute is to start functioning this year.

c) All India Civil Services Coaching Centre, Chennai:-

This Institute has emerged as a pioneer Institution in India in terms of the results obtained in the Civil Services final selection. Out of 54 candidates who were selected for the Civil Services by the Union Public Service Commission in 2003 from Tamil Nadu, 31 candidates had undergone coaching in this Coaching Centre. The objective of the Government is to assist the candidates from the Backward Classes, Most Backward Classes, Denotified Communities, Scheduled Castes and Scheduled Tribes to enter the highest Civil Services in India.

d) Civil Service Training Institute, Bhavanisagar:-

From 1974 onwards, this Institute provides Foundational Training to 'C' Group officers with residential facilities. For the year 2004-2005, 15 courses have so far been conducted giving Training to 2390 candidates. This Institution has been provided with a modern Library and a Computer Centre. Officers with aptitude have also been trained in advanced computer courses. Further, this Institute has also conducted in-service training for Deputy Tahsildars.

e) A & B Wing Foundational Course Training Institute,
Chennai:-

The A&B Wing Foundational Course Training Centre of the Anna Institute of Management caters to the training of Officers belonging to the A & B Groups, both direct recruits and promotees. During this year 16 courses have been conducted benefiting 340 persons of whom 243 are men and 97 women. The training content has been improved with audio-visual presentations and methods on Citizen's Charter, Gender Issues, the Right to Information, Child Labour and important measures taken by the Government recently to enhance the quality of governance in the State.

20. INSPECTION

i) The Inspection Wing has three sections. Inspection-I and Inspection-II are supervised by Inspection Officers in the cadre of Deputy Secretary to Government, and Inspection-III is supervised by a District Revenue Officer. There are eleven District Inspection Cells each functioning under the control of an Inspection Cell Officer in the cadre of Deputy Collector with a complementary staff of 7 members. They inspect Regional/District and Divisional Offices in all the Districts in the State.

ii) Inspection Sections of the Personnel and Administrative Reforms Department perform biennial inspection of all the Heads of Departments including Secretariat Departments in their annual inspection programme. They also conduct Pilot Courses on disciplinary procedures for District Level Officers and Short Courses on Office Procedures for Superintendents and Managers. The above training Course is imparted for 5 days in each District every year. The District Inspection Cells conduct annual inspection of District Level Offices, surprise inspection of offices where there are public complaints, besides conducting raids in liaison with District Vigilance Officers under the direction of each District Collector. The aim is to tone up the administration and to enlighten the officers and staff all over the State about the Procedures of Office Administration and Service Rules.

iii) Every year, the Inspection Wing takes up the inspection of 30 Heads of Departments / Secretariat Departments, besides conducting 30 Pilot and Short Courses in all the Districts. The eleven District Inspection Cell officers during 2004-2005 undertook 132 detailed inspections and 2389 surprise checks, besides conducting 132 liaison meetings with Vigilance and Anti-Corruption officials in the presence of the District Collectors.

21. ORGANISATION AND METHODS CELL

i) O & M wing mainly aims at undertaking studies for the rationalization of procedures, assessment of manpower and enforcement of economy in various Departments of the Government.

ii) The main objectives of the O&M studies are:-

- (a) Assessment of Manpower;
- (b) Simplification of Systems and Procedures;
- (c) Enforcement of Efficiency and Economy in Government Departments;
- (d) Delegation of Powers; and
- (e) Better Record Management.

iii) At present, the O&M Cell has two Administrative Teams. One Team is headed by an Under Secretary to Government and the other by a Joint Secretary to Government who is also the co-ordinator of the Cell. A Monitoring Cell consisting of one Research Officer and one Assistant Section Officer is also functioning under the supervision of the Joint Secretary to Government (O&M), to look after the work relating to follow-up action on the recommendations contained in the O&M Report and to attend to house-keeping functions.

iv) The Monitoring Cell requests all the Heads of Departments and the Departments of the Secretariat for information as to whether there are any problem areas in the Departments, requiring study by the O&M Cell. Based on their request, an Action Plan is drawn up and each Team is allocated Study Work. O&M Studies are undertaken with a view to devising work norms, assessment of work load and to improve the overall efficiency of the Departments. Apart from the studies included in the Annual Action Plan, special studies are also undertaken based on the request by the Departments. So far, the O&M Cell has undertaken 226 Studies and forwarded them to the concerned Departments for implementation.

22. PART II SCHEMES FOR THE YEAR 2005-2006

The following Part II Schemes for the year 2005-2006 have been approved by the Standing Finance Committee:-

<u>Sl.No.</u>	<u>(Rupees in Lakhs)</u> <u>DESCRIPTION OF SCHEMES</u>	<u>Total</u>
1.	<u>Personnel and Administrative Reforms Department - Secretariat.</u>	
	Purchase of Computers and Software to implement the Electronic File Processing System in Personnel and Administrative Reforms Department.	17.87
2.	<u>Directorate of Vigilance and Anti-Corruption.</u>	
	Purchase of Dot-Matrix Printers, Scanners, Digital Video Cameras each 28 numbers and 10 Photo Copiers.	24.68
3.	<u>Tamil Nadu Public Service Commission.</u>	
	(i) Providing Personal Computers in the Chambers of Members- Purchase of Peripherals and Annual Maintenance Charges.	12.00
	(ii) New Air-conditioning units for the Computer Wing and Evaluation Department.	2.85
	(iii) Purchase of two copy Printers.	3.70
	(iv) To renew Air-conditioning facilities in the Members Chambers, Secretary's Chamber and Controller of Examination's Chamber and purchase of 16 New Voltage Stabilizers for the A/C units being used in the Commission's Office.	4.00
	(v) Purchase of new EPABX Board for the Commission's Office.	2.00
4.	<u>Anna Institute of Management.</u>	
	(i) Purchase of one Laptop Computer	1.00
	(ii) Purchase of Spiral Binding Machine	0.50
	(iii) Purchase of High-Lumen OHP	1.50
	(iv) Purchase of High Speed Scanner with OLE	1.00
	(v) Language Lab	4.00
	(vi) Purchase of LCD Projector	1.50
	(vii) Purchase of Digital Voice Recorder	0.10

5.	<u>Civil Service Training Institute, Bhavanisagar.</u>	10.00
	Purchase of —	
	1. LCD Projector with Accessories	
	2. Library Management System with Computer provision	
	3. Gestetner Electronic Copier	
	4. Emergency Lamps and Aluminium Ladder	
	5. Special repairs to residential buildings and	
	6. DVD Drive and Writer	
6.	<u>All India Civil Services Coaching Centre.</u>	3.00
	Purchase of Cots and LCD Projector	
7.	<u>A & B Wing.</u>	4.50
	Purchase of 5 Computers and Accessories and one LCD Projector with Screen.	
	GRAND TOTAL	94.20

23. **BUDGET ESTIMATES**

The Accounts of the year 2003-2004, the Budget Estimates for the year 2004-2005, the Revised Estimates for the year 2004-2005 and Budget Estimates for the year 2005-2006 are furnished under the following Head of Accounts :-

(Rupees in Thousands)						
Sl.No	Account. No	Head of Account	Accounts 2003-2004	Budget Estimates 2004-2005	Revised Estimates 2004-2005	Budget Estimates 2005-2006
1	2052	Personnel and Administrative Reforms Department	40998	51762	43052	47945
2	2052	Assistance to Anna Institute of Management	5662	6362	7862	8122
3	2052	Organisation and Methods Cell	1905	3400	2872	3128
4	2053	Inspection Cell in the Districts	9148	10219	9142	9960
5	2070	Payment to the Society of Administrative Staff College of India, Hyderabad	5	-	-	-
6	2070	Grants to the Indian Institute of Public Administration, New Delhi	100	100	100	100
7	2075	Assistance to the Tamil Nadu Government Officials Union	5	1	1	1
8	2075	Assistance to the Tamil Nadu Secretariat Association towards expenditure on Employment of Staff	-	1	1	1
9	2075	Assistance to Tamil Nadu Secretariat Association towards recreational activities	-	1	1	1

10	2075	Assistance to Tamil Nadu Office Assistants and Basic Servants (Central) Association	-	1	1	1
11	2075	Assistance to the Tamil Nadu Government Departmental Drivers Association	3	2	2	2
12	2075	Assistance to Tamil Nadu Secretariat Section Officers Association	-	1	1	1
13	2075	Assistance to Tamil Nadu Secretariat Officers Association - Grants towards employ- ment of staff	-	1	1	1
14	2070	Directorate of Vigilance and Anti- Corruption	101572	117696	122176	130551
15	2070	Directorate of Vigilance and Anti-Corruption - Supply of some essential commodities to Police personnel on Deputation	629	200	200	200
16	2070	Settlement of Air Travel expenses incurred by user Department under the codal control of Directorate of Vigilance and Anti-Corruption	169	300	300	300
17	2070	State Vigilance Commission	3208	3785	4207	4223
18	2051	Tamil Nadu Public Service Commission-Charged	79743	98591	94277	101139
19	2059	Buildings- TNPSC administered by Chief Engineer Buildings	1385	1100	1315	1385
20	2014	Tamil Nadu Administrative Tribunal	3055	3684	3277	2822
21	2070	Tamil Nadu State Administrative Tribunal	10010	12586	9320	9286
22	2070	Civil Service Training A&B Groups for Foundational Training at Anna Institute of Management	1297	1975	2001	2148
23	2070	All India Civil Services Coaching Centre under Anna Institute of Management	-	500	500	3
24	2225	Pre-Examination Training Centre for Training of SCs and STs for All India Services	2846	2536	2529	2740
25	2070	Civil Services Training Institute at Bhavanisagar	7019	8218	6546	7596
26	2052	Tribunal for Disciplinary Proceedings, Chennai	2406	2784	2904	2982
27	2052	Tribunal for Disciplinary Proceedings, Coimbatore	1706	1991	2138	2165

28	2052	Tribunal for Disciplinary Proceedings, Madurai	1318	1741	1563	1762
29	2052	Tribunal for Disciplinary Proceedings, Tirunelveli	1290	1658	1634	1716
30	2052	Tribunal for Disciplinary Proceedings, Nagercoil	1354	1672	1631	1728
31	2052	Tribunal for Disciplinary Proceedings, Ramanathapuram	1260	1535	1580	1723
32	2052	Tribunal for Disciplinary Proceedings, Salem	1354	1326	1396	1494
33	2052	Tribunal for Disciplinary Proceedings, Vellore	1483	1554	1634	1844
34	2052	Tribunal for Disciplinary Proceedings, Tiruchirappalli	994	1184	1203	1298
35	2052	Tribunal for Disciplinary Proceedings, Thanjavur	1263	1525	1541	1661
Total			283187	339992	326908	350029

J JAYALITHAA
CHIEF MINISTER