



ABSTRACT

Training – Improvement in efficiency – Conduct of three days Short Course on Office Procedures for Superintendents / Managers / Senior Assistants - Programme for 2010-2011 – Orders issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (INSPECTION II) DEPARTMENT

G.O.Ms.No.127

Dated:13.09.2010

திருவள்ளூர் ஆண்டு 2041

ஆவணி 28

READ:

1. G.O.Ms.No.64, Personnel and Administrative Reforms(Inspn.II) Department dated 26.05.2009.
2. G.O.Ms.No.98,Personnel and Administrative Reforms(Inspn.II) Department dated 09.07.2010.

ORDER:

In order to improve the level of efficiency in Office Administration and to update knowledge of Rules and Regulations, the Personnel and Administrative Reforms (Inspn.) Department has been conducting regularly Short Courses on Office Procedures since 1978 for the Officers and staffs at the various levels, in all the Districts in the State. From 1981 - 82, the Short Courses on Office Procedure are being conducted for the Superintendents / Managers / Senior Assistants working in the Government Offices, annually. These training programme along with other measures like surprise inspection, Annual inspection etc., are designed to increase the responsiveness of the District Administration to the needs and aspirations of the people.

2. The details and syllabus of the Short Course on Office Procedures are set out in Annexure- II and III of this order. The expenditure to be incurred for each Short Course on Office Procedure will be as follows: -

(1) Payment of Honorarium

(a) Honorarium for Course Director - **Rs. 120/-**
Inspection Cell Officer concerned.

(b) Honorarium for Guest Lecturers (Any Officer from Secretariat/District Offices well-versed in

- (i) Office Administration –
- (ii) Management Techniques
- (iii) Office Procedure
- (iv) Personnel Management and conditions of service
- (v) Disciplinary Procedures
- (vi) Pension and other Retirement benefits and Budget and control of expenditure)

(At the rate of Rs.240/- per session of three Hours each for five sessions.) Rs.240x5= **Rs.1200/-**

Rs.1320/-

(ii) Working Lunch, Snacks and Tea
Provision of working lunch snacks, tea at the rate not exceeding Rs.60/- (Rupees Sixty only) per head per day to the participants upto 40 (forty) in all for three days. **Rs.7200/-**

Total

Rs.8520/-

Rs.8520x32 Short Courses at Rs.2,72,640/-
(Rupees Two lakhs Seventy Two Thousand Six Hundred and Forty only)

p.t.o

3. The Government after careful consideration accord sanction order for conducting three days Short Courses on Office Procedures for the Superintendents/Managers/Senior Assistants working in the offices of the Regional/District Offices and in the Head of Departments in 32 Districts for the year 2010-11 as detailed in Annexure – I to this order at a cost of Rs.2,72,640/-(Rupees Two lakhs Seventy Two Thousand Six Hundred and Forty only) to meet the expenditure towards honorarium, refreshment etc., as detailed in para – 2 above.

4. The amount sanctioned in para 3 above shall be debited under the following Head of account:

" 2053 – 00 – District Administration – 094
Other Establishment I Non plan AO –
Inspection Cell in the Districts – 72. Training
(DPC 2053 00 094 AO 7207) "

5. Necessary additional funds of Rs.1,90,400/-(Rupees one lakh ninety thousand and four hundred only) over and above the provision made in BE 2010 – 2011 will be provided in RE/FMA 2010-2011. Pending provision of funds in RE/FMA 2010-2011, the Inspection Cell Officers of the District Inspection Cells concerned are authorised to draw the amount of Rs.8520/- (Rupees Eight Thousand Five Hundred and Twenty only) per Short Course as advance ten days prior to the commencement of the course and adjust the same with proper vouchers, within a month after completion of the course. The Personnel and Administrative Reforms (Inspn III) Department is requested to include the above expenditure while sending proposal for RE/FMA for the year 2010-2011 at the appropriate stage to Finance (Public) Department.

6. The District Collector concerned shall arrange to provide necessary accommodation, training halls with all facilities besides providing vehicles and extend all the required assistance to the Inspection Cell Officer of the District Inspection Cells concerned so as to enable them to conduct the Short Course in the Districts successfully.

7. This order issues with the concurrence of the Finance Department vide its U.O. No.53/DS(GR)/Pub./2010, dated 13.09.2010 and ASL No.902(Nine Hundred and Two).

(BY ORDER OF THE GOVERNOR)

K.N. VENKATARAMANAN,
SECRETARY TO GOVERNMENT

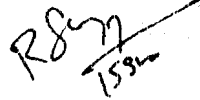
To

All the Inspection Cell Officers, District Inspection Cells.
All the Heads of Departments.
All the Collectors
The Pay and Accounts Officer (North / East /South) , Chennai.
The Pay and Accounts Officer, Secretariat, Chennai-9
The Accountant – General, Chennai – 9/18.
All the Treasury Officers
The Personnel and Administrative Reforms (Bills) Dept,
Chennai –9.
The Director of Vigilance and Anti-Corruption, Chennai –28.

Copy to:

The Personnel & Administrative Reforms (Inspn.I) and (Inspn.III) Department, Chennai-9
✓ The Personnel & Administrative Reforms (AR-2) Department, Chennai –9.
The Finance (Public/BG2) Department., Chennai –9
The Public (General-II) Department., Chennai –9
The Private Secretary to Secretary to Government ,
Personnel & Administrative Reforms (Trg.) Department, Chennai.9.
The Personnel & Administrative Reforms (Trg.) Department, Chennai –9.
Clean copy to file.

/Forwarded by order/


(R. SHUNMUGARAJ)
SECTION OFFICER


15/9/10

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ANNEXURE-I

Programme of Short Course on Office Procedures for the Year 2010-2011.

Sl No.	Month	Section incharge	District	Course Director / Inspection Cell Officer / District Inspection Cell Concerned
(1)	(2)	(3)	(4)	(5)
1.	Oct. 2010	Inspn.I Inspn.II Inspn.III	Krishnagiri Pudukottai Erode	Salem Tirchy Coimbatore
2.	Oct. 2010	Inspn.I Inspn.II Inspn.III	Kanyakumari Madurai Tiruvarur	Tirunelveli Madurai Thanjavur
3.	Nov. 2010	Inspn.I Inspn.II Inspn.III	Tiruvallur Vellore Ramanathapuram	Kancheepuram Vellore Ramanathapuram
4.	Nov. 2010	Inspn.I Inspn.II Inspn.III	Karur Dharmapuri The Nilgiris	Tirchy Salem Coimbatore
5.	Dec. 2010	Inspn.I Inspn.II Inspn.III	Cuddalore Dindigul Tirunelveli	Cuddalore Madurai Tirunelveli
6.	Dec. 2010	Inspn.I Inspn.II Inspn.III	Chennai Nagapattinam Virudhunagar	Chennai Thanjavur Ramanathapuram
7.	Jan. 2011	Inspn.I Inspn.II Inspn.III	Tiruvannamalai Salem Ariyalur	Vellore Salem Trichy
8.	Jan. 2011	Inspn.I Inspn.II Inspn.III	Thoothukudi Tiruppur Kancheepuram	Tirunelveli Coimbatore Kancheepuram
9.	Feb. 2011	Inspn.I Inspn.II Inspn.III	Sivagangai Perambalur Namakkal	Ramanathapuram Trichy Salem
10.	Feb. 2011	Inspn.I Inspn.II Inspn.III	Theni Villupuram Coimbatore	Madurai Cuddalore Coimbatore
11	March 2011	Inspn.I Inspn.II	Thanjavur Trichy	Thanjavur Trichy

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ANNEXURE.II

Details of Short Course on Office Procedures for Superintendents/Managers/Senior Assistants

1. Course Director

The Course will be conducted under the guidance of the Personnel and Administrative Reforms (Inspection) Department. The concerned Inspection Cell Officers of the District Inspection Cells shall be the Course Director. The Course Director will be responsible for the proper, punctual and disciplined conduct of the course. He will be assisted by the Superintendent of the District Inspection Cell concerned.

2. Trainees

The Inspection Cell Officers, District Inspection Cells concerned will immediately take steps to gather eligible trainees and select atleast 40 enthusiastic Superintendents / Managers and Senior Assistants working in the Offices of Regional/ District and Heads of Departments, Public Undertakings and also Managers from the Municipalities and Panchayat Unions including Senior Assistants who deal with establishment and disciplinary matters who have not undergone this training previously and send the list to the Government for approval. The trainees so selected should represent all the Departments/Offices functioning in the Districts, the Inspection Cell Officers, District Inspection Cell concerned should ensure that all the 40 (forty) participants selected for the Short Course attend the course without any omission. If any vacancy arises, he should fill it from the reserve list. The reserve list should have ten persons. The idea is that there should be a minimum turn out of 40 (forty) participants. If any dearth of candidates still remains, a list may be prepared for those who have attended this course two years ago and their names may be considered for participation. While selecting the trainees, preference may be given to the new promotees. Officials who are on the eve of their retirement may be avoided for the course.

3. Venue:

The venue for the training course will be a Central place at the District Headquarters to accommodate all the participants.

4. Preparation:

Each Superintendents / Managers/Senior Assistants selected for this course should send a note in about a page to the Course Director 3 days in advance listing out the items of Office Procedure etc. on which he or the members of his office staff have any doubt or any difficulty. The Course Director shall allot more time for elucidation of such items.

5. Emphasis:

The training will be largely participative. There shall be emphasis on courtesy, thoroughness and expeditious disposal of applications and petitions from the general public as also from the staff.

6. Course Report:

At the close of course, the Course Director shall furnish a report on the course within a week to the Secretary to Government, Personnel and Administrative Reforms (Inspection) Department through the District Collector.

7. Feed Back :

The very intention of this course is that the participants, in turn will have to conduct similar courses to the staff members (Assistants/Junior Assistants) in their respective offices, to share their knowledge with their colleagues.

8. Feed Back Report:

To ensure that those who have undergone these courses are utilized properly for giving further training to cover larger section of the staff, the following instructions should be followed.

(a) After completion of the training the participants will report to their head of office on the next working day, who in turn will take action to organize the instruction classes for other staff at least for one week in the evening.

(b) Final Report by the Head of Office on the conduct of such instruction classes for other staff of his office will be sent to the Inspection Cell Officer, District Inspection Cell concerned within one month after completion of the course.

(c) The Inspection Cell Officers of the District Inspection Cells concerned will in turn consolidate and forward the final reports received from the Heads of Departments to Government in Personnel and Administrative Reforms (Inspection) Department.

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ANNEXURE.III

Short course on Office Procedures for Superintendents / Managers / Senior Assistants in District/ Regional Offices etc.

Syllabus and Time Table

First Day

Session - I

10.00 A.M. to 11.30 A.M.

Objectives of the Course - Duties and responsibilities of Superintendents Public Contact - Redressal of Public Grievances - Responsibilities of Supervisory officers in creating responsive administration.

and

11.45 AM. to 1.15 PM

Office Administration - How to ensure better administration and discipline in Government Offices - Role of Supervisory Officers in providing positive leadership to their subordinates - Management Techniques.

Session -II

2.00 p.m. to 3.30 p.m.

Office Procedures - Registers contemplated under Tamil Nadu Government Office Manual - The need for their proper maintenance - Part of supervisory officers to ensure the proper maintenance of Registers and Records contemplated under Tamil Nadu Government Office Manual.

and

3.45 p.m. to 5.15 p.m.

Noting and drafting - Need for following systematic and scientific approach in Noting and Drafting - The Supervisory Officers to ensure that the purpose to be achieved etc. the 'pros' and 'cons' of it are properly highlighted in the noting and drafting by the staff members to enable prompt disposal of files. The role of supervisory officers to assist their supervisors in taking prompt decisions and to educate and train their subordinates in the proper disposal of official business contemplated under Tamil Nadu Government Office Manual.

Second Day.

Session-III

10.a.m. to 11.30 a.m.

Disciplinary procedure - Constitutional provisions - Constitutional protections - Initiation of Disciplinary Procedures - Conduct of enquiry - Final Orders - Important aspects of suspension and proceedings after retirement

and

11.45 a.m. to 1.15 p.m.

Tamil Nadu Government Servants Conduct Rules - Important aspects.

Session IV

2.00 p.m. to 3.30 p.m

Personnel Management - Service matters - Conditions of service of Government servants as provided under Fundamental Rules- Fundamental Rules in relation to General Rules and the Special Rules and Adhoc Rules - The important principles under Fundamental Rules.

and

- 6 -
3.45 p.m. to 5.15 p.m.

Maintenance of service books as prescribed under Fundamental Rules – Increments – Leave Rules – Preparation of panel – a special emphasis.

Session V

Third Day

10.00 A.M. to 11.30 A.M.

Pension - Qualifying service – need for maintenance of Service Register in proper form – Procedure to be followed while forwarding pension proposals – Family pension proposals and the role of supervisory officials in the prompt settlement of pension claims.

and

11.45 A.M. to 1.15 P.M.

DCRG – Commutation of pension – Special provisions regarding payment of pension – Budget and control of expenditure – Role of Supervisory officers in the effective control of expenditure and audit objections – GPF.

2.00 P.M. to 3.30 P.M.

Tamil Nadu General Rules on Service matters.

3.45 P.M. to 5.15 P.M.

Doubt clearance and clarifications.

/True copy/

RS
15/9/10
(R. SHUNMUGARAJ)
SECTION OFFICER
15/9/10