



**GOVERNMENT OF TAMIL NADU
ABSTRACT**

Public Services – Joint Civil Services District Councils – Formation of – Orders – Issued.

Public (Services-A) Department

G.O.Ms.No.2386

Dated: 9.12.1968

Read:

- i) G.O.Ms.No.3300, Public(Services), dated 31.10.55.
- ii) G.O.Ms.No.1118, Public (Services), dated 2.4.57

ORDER:

The Government have had under consideration the question of formation of District councils in pursuance of the decision taken at the meeting of the Madras Civil Services Joint Council held on the 30th January, 1962. The District Council will serve to bring together representatives of the staff and official side and provide a Forum for voicing local grievances and for formulating measures for toning up the administration. The Government accordingly direct that a separate council be constituted in each mofussil district for achieving the objects referred to above.

2. The District Councils will confine themselves to issues and grievances which are exclusively of local importance. More important matters like enhancement of scales of pay and allowances, which can appropriately be considered only at the State level, will be outside the purview of the District Councils.

3. The constitution and working of the District Councils will be governed by the Rules appended to this order.

(BY ORDER OF THE GOVERNOR)

**C.A. RAMAKRISHNAN
CHIEF SECRETARY TO GOVERNMENT.**

To

All Heads of Departments (including District Judges, District Magistrates (Judicial))
All Collectors except the Collectors of MADRAS.

The Departments of Secretariat (All sections)
|Copy to members of the Madras Civil Services Joint Council.

/true copy forwarded by order/

SUPERINTENDENT.

APPENDIX

CONSTITUTION OF DISTRICT COUNCIL

I. Members and Office Bearers

Rule : 1 There shall be a District Council for each district excluding Madras City.

The District shall consist of 12 (twelve) members. One half shall consist of representatives of the staff side and the other half of the representatives of the official side appointed by the Collectors.

Official: The Collector of the District shall be the Ex-officio Chairman Side of the District Council. The Personal Assistant General to the Collector will be the Secretary to the Council. The Collector is empowered to appoint the remaining five members of the Council on the official side. If there are more than one officer In-charge of any one department at the District level, the Collector shall determine the officer who shall represent department on the District Council.

Staff side: Of the six members on the staff side, five shall be from the Recognised Service Associations and one from the Madras Last Grade Service Association. There five representatives Shall be drawn from the following departments :-

1. Revenue
2. Public Works Department
Including Highways and other Branches of Engineering department.
3. Agriculture
4. Commercial Taxes.

The remaining one member shall be selected annually from may of the Departments not specifically included in the above list, and the turn shall go to a different department each year, to be designated by the Collector. The concerned recognised service Associations shall have the right to select the six representatives including that from the to their approval by the Collector.

Rule 2 : Government servants alone shall be appointed to the Council As representatives of the Association.

Rule 3 : It shall be open to the authorities appointing the respective sides of the Councils to change their representatives for reasons to be recorded in the proceedings of the Council.

Rule 4 : The first council shall begin to function with effect from and shall be appointed to serve until the close of the Annual meeting in December. Casual vacancies shall be filled by the authority concerned, which shall appoint a member to serve for the remainder of the term, for which the outgoing member was appointed.

Rule 5 : If the Chairman is unavoidably absent from any meeting of the Council, another member of the official side who may be elected for the purpose by the members present, will act for him.

1. II. Meeting

Rule 6 : The quorum for a meeting shall be four members on each side of the council.

Rule 7 : The ordinary meetings of the council shall be held as often as necessary and not less than once in three months in a calendar year and as far as possible in July and December. The meeting in the month of December shall be the annual meeting. An agenda shall be circulated to all members not less than seven days before the meeting of the council. Business not on the agenda shall only be taken by permission of the Chairman. A special meeting of the council shall be called by the Chairman or on requisition from at least seven members as required. The business to be discussed at such meetings shall be limited to matters stated in the notice summoning the meeting.

Rule 8 : The council shall draw up such standing orders and rules for the conduct of business as it may deem necessary, provided that the rules in the constitution may be modified in any manner only by the Government.

III. objects and functions

Rule 9 : General objects – The objects of the council shall be:-

a) to secure the greatest measure of co-operation between the State Government in its capacity as employer, and the general body of Civil Servants, in matters affecting the subordinate services, with a view to secure increased efficiency in the public service, combined with the well being of those employed.

b) to provide machinery for dealing with grievances at the District level; and

c) Generally to bring together the experience and different points of view of representatives of the subordinate Services at the District level.

IV. FUNCTIONS

Rule 10 : The scope of the Council shall comprise all matters which affect the conditions of service of the staff and which shall be disposed of by Departmental officials at the District level. The District Council shall confine itself to issues and grievances purely of local importance. Matters of State-Wide policy such as general conditions of service scale of pay

or dearness allowance. House rent allowance or traveling allowance will be outside the purview of the District Councils.

Rule 11 : The functions of the Council shall include the following:-

- i) Provision of the best means for utilising the ideas and experience of the staff.
- ii) Means for securing to the staff a greater share in and responsibility for the determination and observance of the conditions under which their duties are carried out.
- iii) Follow-up implementation of the General instructions issued by Government based on the recommendations of the Madras Civil Services Joint Council.
- iv) The encouragement of the further education of Civil servants and their training in higher administration and organization.
- v) Improvement of official machinery and organisation at the District level and the provision of opportunities for the full consideration of suggestions by the staff on this Subject.
- vi) Welfare activities of the Government servants.

V.MANNER OF TAKING DECISIONS

Rule 12 : (1) The Council shall not take any decision unless at least four of the members on the official side and four on the non-official side agree to it. The decisions shall be signed by the Chairman.

(2) If, on any question, no decision can be reached for the reason that the requisite number of members of both sides do not agree to it and either of the sides wishes to press it, it will forthwith be communicated to the Madras Civil Services Joint Council, who will then decide how to settle it. The Joint Council may either refer the question back to the District Council or arrive at a final decision which will be communication to the Council concerned.

V. IMPLEMENTATION OF THE DECISIONS

Rule 13: (1) The recommendations of the Council will be communicated to the local District Head of Department for suitable action.

(2) The final decision of the local district head of department will be communicated to the Council with a copy to the Secretary, Madras Civil Services Joint Council in Madras.

VII. MINUTES

Rule 14 : The council shall keep a record of the minutes of its proceedings.

VIII. SPECIAL PROVISION

Rule 15 : The Chairman, suo-motu, or at the instance of any other member, and for special reasons to be recorded, may invite any person who is a Government servant to attend a

meeting of the council. A person, so invited, may take part in the deliberation of the Council but he would not be entitled to vote.