



GOVERNMENT OF TAMIL NADU

ABSTRACT

PUBLIC SERVICES - Suggestions Scheme – Cash Awards – Institution of – Orders issued.

Public (Services – A) Department

G.O.Ms.No.2773

Dated: 11th December 1969.

ORDER:

With a view to stimulating original thinking among the Government Servants and thereby improving efficiency and productivity in Government Offices, the Government have had under consideration for some time past, a proposal for instituting a Scheme of each awards for suggestions emanating from Government Servants in this State, for improvements in Office and administrative procedures, in the same manner as it is now obtained in various Departments under the Government of India. The proposal has been examined in detail in all its aspects and it has been considered that the scheme, if introduced in this State, will create an atmosphere in which the staff will feel encouraged to exercise their minds and send useful suggestions for consideration of the Government. It has also been considered that both from the point of moral and Staff contentment, and from the point of view of Government receiving fruitful suggestions, the scheme may be given a fair trial for a period of five years in the first instance, at the end of which a final decision may be taken as to the need for its further continuance or not, based on the result achieved during this period.

2. The Government accordingly direct that the ‘Suggestion Scheme’ as embodies in the Annexure to this order will come into force for a period of five years commencing from the date of this order.

3. The Heads of Departments and the Departments of Secretariat are request to give wide publicity to this Scheme among the staff under their control.

4. The expenditure on the scheme will be debite to “71 Misc-h-Misc and unforeseen charges – Cash Award for Government Servants for new Suggestions on the administrative procedures, etc.

5. This order issues with the concurrence of Finance Department – Vide its U.O.No.113407/All.II/69-1, dated 1.11.1969.

(By order of the Governor)

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

To

All Heads of Departments including all Collectors, and District Magistrates (Judicial) and District and Sessions Judges, All Departments of Secretariat, (All Sections)

/true copy/

Section Officer.

Annexure

Suggestion Scheme

I. Scope of the Scheme:

The Scheme shall apply to all State Government employees irrespective of their rank and status.

II. Suggestions qualifying for awards:

(i) Suggestions for improvement in organisation or job methods and procedures, as distinct from changes in policy are eligible for cash awards. Sometimes, a lead might be given by the Department itself by indicating subjects or points on which suggestions would be specially welcome. This would be particularly suitable when new procedures are being planned or existing procedures reviewed. Suggestions could also be invited on specific aspects.

(ii) Suggestions for maintenance of integrity in administration are also eligible for awards, since they can help in improving the tone of administration.

(iii) Suggestions for adoption of procedures or methods, which display thought and a sense for the practical approach and which result in proved efficiency in the Department, or speed in the disposal of work, and suggestions sponsoring specific successful action to prevent significant financial loss to Government and eschew wasteful practices, and the like will be considered for Cash awards.

III. Awards may be by way of cash awards and merit certificate/letters of commendation.

(i) Cash Awards:

1. (a) The amount of the award for any single suggestion shall not normally exceed Rs.1,000/-

(b) In the case of suggestions which result in economy or avoidance of waste the amount

saved to Government may be taken into account in fixing the amount of the award, subject to the overall ceiling mentioned in (a) above.

(c) The number of cash awards that may be sanctioned should not exceed five in a year to start with.

(ii) Merit certificate/Letters of commendation

This may be awarded to authors of suggestions considered useful and good for adoption, but in “whose cases, the decision is not in favour of ad-hoc cash awards, as envisaged in item (i) above.

General: The event of grant of every award shall be mentioned with brief particulars in the personal file of the employees for the year concerned.

IV. Procedure to be followed:

The procedure to be adopted is for the concerned Government Servant to communicate his suggestions (typewritten and in quadruplicate) through the recognised Service Association in which he is a member. The Association will act as a Screening body to eliminate unworkable and impracticable suggestions in the initial state itself; The Service Association, after sufficient scrutiny, should select really good suggestions which it considers worthy of adoption on a wider basis and send them to Government in Public(Services) Department through the Head of the Department concerned; The Administrative Department in the Secretariat, after careful scrutiny and study, may recommend to the Secretary of the Screening Committee, prima facie good Suggestions which can be chosen for grant of cash awards. The authority competent to decide the final selection of suggestions shall be the Chairman of the Screening Committee, whose decision is final and no representation from authors of rejected suggestions will be entertained. Suggestions, which in the opinion of the administrative Departments of the Secretariat are prima facie good, but would require to be tested for workability, should first be tried out before a final decision regarding the fitness for award is taken.

The Suggestions received will be scrutinized by a Screening Committee, consisting of the Chief Secretary to Government or his representative, the Secretary to Government, Finance Department and another Secretary to Government, besides a Member of the Board of Revenue as its members. The Chief Secretary, or in his absence, the Senior most Officer among the other will be the Chairman of the Committee. It may co-opt other members whenever considered necessary. The Assistant Secretary to Government, Public(Services) Department will act as Secretary to the Committee. The Committee will meet once in six months or more frequently, if necessary to consider suggestions received. The Committee is also empowered to make suggestions for the improvement of the Scheme itself in the light of expenditure.

V. General:

Authors of rejected suggestions and Departments whose proposals for the grant of incentive awards to the employees have been rejected, should as far as possible, be informed of the reasons for rejection. This would ensure that those rejected suggestions or similar other suggestions or proposals are not repeated.

VI. Publicity:

Due publicity should be given for the accepted suggestions. The names of authors, their suggestions, improvements resulting there from indicating wherever feasible, the monetary savings and the form and quantum of the award made, may be published in the daily press as news items, and also in the “Secretariat House Journal” and in the Tamil Nadu State information. Apart from giving publicity to the accepted suggestions, this arrangement will also provide a safeguard against possible plagiarism.

Awards may be presented to the winners on suitable occasions by Minister / Secretary/ Head of Department.