



ABSTRACT

ADMINISTRATIVE REFORMS – Administrative Reforms Committee constituted under the Chairmanship of Dr. Justice A.K. Rajan, (Retired) - Implementation of the recommendations in the Second Report relating to Personnel and Administrative Reforms Department – orders issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (AR-I) DEPARTMENT

G.O.(Ms).No.132

Dated: 16.09.2010

திருவள்ளூர் ஆண்டு 2041

ஆவணி 31-ம் நாள்

Read:

1. G.O.(Ms).No.65, Personnel and Administrative Reforms (AR-I) Department, Dated 09-03-2007.
2. Second report of the Administrative Reforms Committee submitted on 03.10.2008.
3. D.O. Letter No.24231/AR-I/2009-1, from the Secretary, Personnel and Administrative Reforms (AR-I) Department, dated 22.07.2009.

ORDER:

In the order first read above, the Government constituted an Administrative Reforms Committee under the Chairmanship of Dr. Justice A.K. Rajan, Retired Judge of Madras High Court to ensure corruption free and transparent administration. The committee submitted its second report on 03.10.2008.

2. The recommendations of the Administrative Reforms Committee relating to Personnel and Administrative Reforms Department have been examined in detail and it has been decided to take action on the recommendations as detailed below:

Sl. No.	Paragraph No.	Recommendation of the Administrative Reforms Committee	Decision of the Government
1.	01.03	The existing Statutory and Constitutional provisions relating to Services need to be changed. Article 311 should be deleted.	Article 311 of Constitution of India provides safeguards for Government employees that no one should be dismissed without due process of Law. If higher Officials enforce proper discipline within the framework of Constitutional provisions and statutory rules, there will be marked improvement in service delivery. This recommendation is not accepted.

p.t.o.

2.	01.04	Rules must be amended to effectively combat corruption.	This recommendation is a general suggestion. No action is called for.
3.	01.04	Rules must be effectively enforced by the Officers at all levels.	This recommendation is a general suggestion that if rules are enforced effectively, corruption could be eliminated. No action is called for.
4.	03.02	Public Service Commission shall recruit only for permanent posts.	Tamil Nadu Public Service Commission is not recruiting for any temporary posts. No action is therefore required.
5.	03.03	Recruitment to Group-C posts should be done district-wise by District level authorities.	In order to get the best talents into Government Service, recruitment should only be on state level instead of District level. Therefore, this suggestion is not accepted.
6.	04.01.02	Secretariat Departments must be restructured and reduced; staff strength must be re-assessed.	A committee will look into the reorganization of department of Secretariat and a decision can be taken after the report is received from the above Committee. All Secretaries to Government may be requested to assess the staff available in Departments and send the report to Personnel and Administrative Reforms (G) Department, which may be examined department wise in this regard.
7.	04.01.03	Files should not pass through more than two levels. Third level should be the Decision Making level.	The system of level jumping in processing of files in Secretariat has already been introduced. As per this system, the files are passed through three levels including decision-making level. The recommendation may however be agreed to. The Personnel and Administrative Reforms (A) Department is requested to issue suitable instruction to all Departments of Secretariat.
8.	04.01.04	Technical files should be processed from Under Secretary level upwards.	This recommendation is accepted. The Personnel and Administrative Reforms (A) Department is requested to issue suitable instructions to all Departments of Secretariat.

9.	04.01.05	Tamil Nadu State and Subordinate Service Rules and other Service Rules should be revised, amended and simplified.	This recommendation is accepted. The Personnel and Administrative Reforms (S) Department is requested to pursue further action in this regard. The Personnel and Administrative Reforms (AR-II) Department is requested to issue suitable instruction to all Departments of Secretariat to pursue necessary action in this regard.
10.	04.01.06	Corruption prone areas must be identified. Powers of decision making shall be delegated liberally.	This is a general issue. If rules are enforced effectively, corruption could be eliminated. Hence, No action is called for.
11.	04.01.07	'Less Paper Offices' should be created through systems redesigned and process re-engineering.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders in this regard.
12.	04.02.01	Special Task Force shall be appointed to study the Rules. Rules must be made simple.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders in this regard.
13.	04.02.01	Rules must not be relaxed.	Personnel and Administrative Reforms Department has already given instructions regarding relaxation of rules. The sovereign powers of Government cannot be restricted. The Government, which is sovereign, cannot be subservient to rules. Hence, this recommendation is not accepted. No further action is called for.
14.	04.02.02	Rule Driven Organizations must be converted into Mission Driven Organizations.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders in this regard.
15.	04.02.03	All "instructions" should be made as rules to have Statutory backing.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders in this regard.

16.	04.02.04	There should be common Special Rules for common category posts.	The requirement of each department may differ. Hence, this recommendation is not accepted.
17.	04.02.05	Existence of lower level posts with unique designations must be abolished.	A Committee may be constituted to go into the above recommendation. The Personnel and Administrative Reforms (F) Department is requested to issue necessary order in this regard and pursue further action.
18.	04.02.06	Secretariat Staff must be made transferable. There should be mutual transfers from Secretariat to Districts and Districts to Secretariat.	The qualification prescribed for appointment to the posts in Secretariat is higher than the qualification prescribed for the posts in Ministerial Service. The Secretariat Staff are also paid higher pay than the Ministerial Staff. The scale of pay applicable to the post of Section Officer in Secretariat is applicable to Deputy Collector in Districts. But the Section Officers cannot be posted as Deputy Collector. Hence, this recommendation is not accepted.
19.	04.02.07	Special Rules must be framed for services with ad-hoc rules.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders in this regard.
20.	04.02.08	Office premises should be modernized.	This recommendation is a General Remark. No action is, therefore, called for.
21.	04.02.09	Section 4 of the Right to Information Act must be strictly complied by all the Departments.	This recommendation is accepted. The Personnel and Administrative Reforms (AR-III) Department is requested to issue necessary orders to all Department of Secretariat in this regard.

22.	04.03.01	Professionals should be Heads of Departments. Experts in the field shall be posted as HODs.	This recommendation is not accepted.
23.	04.04.01	Existing Tottenham system should be modified. New procedure must be evolved, based on 'e-governance'.	A Committee may be constituted to look into this. Personnel and Administrative Reforms (AR-II) Department is requested to pursue further action in this regard.
24.	04.04.02	Working of the employees must be made service-oriented and effective.	Suitable training input may be given, so that the employee have right attitude on work culture. All Departments of Secretariat are requested to issue suitable orders in this regard.
25.	04.04.03	Field staff and Officers should have thorough knowledge of the rules and regulations.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders in this regard.
26.	04.04.04	Tappals and files should be disposed off speedily; waiting for the note from the clerks must be avoided. Head of Office shall take an 'in-principle' decision at the tappal stage itself.	This recommendation is accepted. Personnel and Administrative Reforms Department may issue necessary orders in this regard.
27.	04.04.05	Officers must accept responsibilities and challenges. They shall take decisions independently. Everyone shall be made accountable. The practice of sending the file to all the officers must be ended.	This recommendation is accepted. Personnel and Administrative Reforms Department issue necessary orders in this regard.

28.	04.04.06	All the designated officers and sections shall be provided with Management Information System and computer peripherals.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders in this regard.
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3. All Departments of Secretariat are requested to issue necessary orders on the recommendations of Administrative Reforms Committee as indicated in column 4 above with a copy marked to this Department and send an action taken report to this department early.

4. In the D.O. Letter 3rd read above, the recommendations in the second report of Administrative Reforms Committee relating to Information Technology / Public / Revenue / Commercial Taxes and Registration / Housing and Urban Development / Municipal Administration and Water Supply / Higher Education / School Education / Energy / Highways / Home Departments have already been communicated to those Departments. These Departments of Secretariat are requested to take appropriate action on the recommendations relating to that Department pass suitable orders and send a copy of the order to this Department early.

(BY ORDER OF THE GOVERNOR)

**K.N. VENKATARAMANAN
SECRETARY TO GOVERNMENT.**

To

All Departments of Secretariat. (five copies)

All Section in Personnel and Administrative Reforms Department for necessary action on the items relating to them.

The Information Technology / Public / Revenue / Commercial Taxes and Registration / Housing and Urban Development / Municipal Administration and Water Supply / Higher Education / School Education / Energy / Highways / Home Departments, Chennai-600 009.

Copy to:

The Secretary to Hon'ble Chief Minister, Chennai-600 009.

The Senior Personal Assistant to Hon'ble Minister (Law, Courts and Prisons), Chennai-600 009.

The Private Secretary to Chief Secretary to Government, Chennai-600 009.

The Private Secretary to Secretary to Government, Personnel and Administrative Reforms Department, Chennai-600 009.

/ FORWARDED BY ORDER /

e. H. M.
SECTION OFFICER.
16/09/10

g. K. S.
16/09/10