



ABSTRACT

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

PERSONNEL AND ADMINISTRATIVE REFORMS (AR-I) DEPARTMENT

G.O.(Ms).No. 24

Dated: 17.02.2010

**திருவள்ளூர் ஆண்டு 2041
மார்ச் 5-ம் நாள்**

Read:

1. G.O.(Ms).No.65, Personnel and Administrative Reforms (AR-I) Department, dated 09-03-2007.
2. First report of the Administrative Reforms Committee submitted on 25.04.2008.
3. D.O. Letter No.25148/AR-I/2008-1, from the Secretary, Personnel and Administrative Reforms (AR-I) Department, dated 15.05.2008.

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 first report on 25.04.2008.

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	Para-graph No.	Recommendation of the Administrative Reforms Committee	Decision of the Government
1.	04.02	The existing rules and Government Orders shall be followed and enforced strictly, in letter and spirit, by all the employees. (By that 70% to 90% of the delay will be reduced).	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary instructions to follow existing rules and Government Orders.

2.	04.06	Decision making process should be decentralized. Powers and responsibilities should be delegated to various Hierarchical Officers.	This recommendation is accepted. All Secretaries to Government are requested to issue orders indicating the powers and responsibilities at various level of officers both in Secretariat and Heads of Departments and below, within three months.
3.	06.01	Every letter or petition received from the public in Government Office should be acknowledged within the stipulated period.	This recommendation is accepted. The Personnel and Administrative Reforms (A) Department is requested to issue instruction reiterating its earlier instruction relating to this recommendation to all Departments of Secretariat and All Heads of Departments.
4.	07.03	Files shall be cleared within the time prescribed by the rules. Any delay shall contain reason and permission of the Head of Section, failing which, it shall be presumed that there is a demand for illegal gratification by the employee and departmental action shall be initiated against the erring Staff / Office.	This recommendation is accepted. Any delay will be presumed that there had been some "ulterior motive" for the delay.
5.	07.04	It shall be ensured that the Senior Officers and Supervisors are well acquainted with their work.	This recommendation is accepted. All Departments of Secretariat are requested to ensure that there shall be atleast one week in-service training every year to all senior officers and supervisors.
6.	08.01	Job description may be designed with targets and measurable units to all the Government Servants by the Superior Officers.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders to the concerned Heads of Departments /offices under their control to issue orders within three months to this effect.

7.	08.02	An incumbent, either on first appointment or on transfer, shall get acquainted with the functions of all sections in the office to which he is posted, before he is entrusted with actual work.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders to implement the recommendation to organize a training within the office by the Heads of offices in this regard.
8.	08.03	There should be fixed a minimum and maximum qualification for any direct recruitment.	This recommendation is accepted with a modification to prescribe only one Qualification for the post. All Departments of Secretariat are requested to issue suitable orders to modify / amend the special rules / Adhoc rules in respect of that Department to prescribe only one qualification for the post under their control where the Special rule does not prescribe a single qualification.
9.	08.04	Certificate Course on Office Automation should be made mandatory for existing Typists and Stenographers.	Not accepted
10.	08.05	All newly recruited staff shall undergo training appropriate to the designation before they are put in charge of regular work.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders to impart training to the newly recruited staff in this regard.
11.	08.08	Group 'A' and 'B' Officers should be given training in administrative function, budget, establishment, disciplinary cases, public relations etc.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders on imparting training in this regard where this is not already there.

12.	08.09	Training the staff on modern gadgets, latest management system and refresher course should be given regularly.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders to impart one week training once in two years to all officers / staff in this regard.
13.	08.10	Award should be given for good performance. A Committee of HODs, may be formed to receive recommendations from all the departments for good performance award, annually. The Committee shall frame rules and procedures. The award shall carry a citation and valuable memento.	This recommendation is accepted. All Departments of Secretariat are requested to issue suitable orders to give awards to each category of staff in their Departments under their control.
14.	08.12	Number of meetings shall be reduced to the minimum.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders to reduce the number of meetings to the minimum.
15.	09.01	Accountability shall be fixed on every Government Servant, at every stage and at every level.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders to this effect while issuing orders on delegation.
16.	09.01	Supervisory Officers should not hesitate to take action, as provided by the rules, against erring staff, failing which action shall be initiated against the Supervisory Officer.	This recommendation is accepted. All Departments of Secretariat are requested to issue suitable orders in this regard.
17.	10.01	When the Supervisory Officer initiates action against the subordinate for not responding to his directions, the action should not be hampered, by the higher ups.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders to that effect.

18.	11.01.	Demand and / or acceptance of any illegal gratification, directly or indirectly, in cash or in kind, shall be specified as one of the serious misconducts in the Conduct Rules.	Since there is already a provision in the prevention of corruption Act this recommendation is not accepted
19.	11.04	Criminal prosecution shall not be resorted to, except in the cases of trapping under the Prevention of Corruption Act or, where very huge amounts are alleged to have been taken or involved. The Government shall have the right to decide on such prosecutions.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders to that effect.
20.	11.04	Departmental action shall be initiated when complaint is made, with sufficient materials, of demanding and / or accepting illegal gratification by Government servants / employees.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary instruction to take Departmental action if there is a prima facie case, in enquiry.
21.	11.05	Persons who offer or given illegal gratification should not be treated or considered as offenders or abettors.	Since instruction are already there that accepting and giving bribe is an offence, this recommendation is not accepted.
22.	11.06	The Head of Department shall make discreet enquiries within a specified period and decide on the veracity of such complaints and, only where a prima facie case is made out, action shall be initiated.	Already the Directorate of Vigilance and Anti-corruption is recommending the Heads of Departments and Government for fact finding in which there is no sufficient evidences of the offences. The Heads of Departments and the Government make discreet enquiries and arrive at a conclusion whether there is prima facie case and then only action is pursued. Hence no action is necessary on this recommendation.

23.	13.01	There shall be a minimum period of service at every level for getting promoted to higher level.	This recommendation is accepted. All Departments of Secretariat are requested to examine and take action to amend the connected rules for various posts, wherever this provision is not already there.
24.	14.01	Every person in the managerial cadre must be given training on the conduct of disciplinary proceedings.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders in this regard.
25.	14.02	A reasonable time limit shall be fixed to complete the Departmental proceedings.	This recommendation is accepted. The Personnel and Administrative Reforms (N) Department to issue necessary orders / reiterate its earlier instruction in this regard.
26.	14.03	The number of Tribunals for Disciplinary proceedings shall be reduced to 4 and a Judicial Officer shall be made as head of the Tribunal.	Orders have already been issued reducing Eight Tribunals for Disciplinary proceedings to <u>four</u> . Regarding appointing a judicial officer as Head of Tribunal, the recommendation is not accepted as they are only Inquiry Officers and do not pass any order based on the enquiry.
27.	15.01	When a Staff or Officer goes on leave, important files should be entrusted to other Staff or Officer.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary instructions that incharge arrangements / full additional charge arrangement be made whenever a person goes on leave exceeding one week.

28.	16.01	Additional Secretaries, Joint Secretaries and Deputy Secretaries are also discharging the duties of the Secretaries; therefore they shall take independent decisions, exercising the powers delegated to them.	This recommendation is accepted. The question of delegating more powers to second level officers may be examined and necessary orders issued by the respective Department.
29.	18.01	Increments and promotions to the staff shall be given in time.	Since necessary rule provisions and sufficient instructions are already available no action is necessary on this recommendation.
30.	18.02	Promotional panels shall be prepared in time. Rules shall be made to that effect, that the person in charge of preparing the promotional panel is made accountable for any delay or failure.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders for preparation of panel in time.
31.	18.03	The Seniority list should be prepared and published every year.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders.
32.	19.01	The staff strength in all Departments shall be re-assessed. Deficiency as well as excess staff will only be counter – productive.	This recommendation is accepted. All Departments of Secretariat are directed to take appropriate action.
33.	19.02	The present "inverted pyramid" staff structure should be changed. The department shall not be "top-heavy".	The staff is not in inverted pyramid. Hence no action is called for on this recommendation.
34.	20.02	A staff officer (PRO like staff) should be designated in every office to meet, guide and do the needful to the public. Public shall not meet the staff for getting their work done.	This recommendation is accepted. All Departments of Secretariat are requested to take appropriate action and issue necessary order.

35.	21.01	Every staff, including officer, shall wear Identity Badge during office hours.	This recommendation is accepted. The Public Department is requested to issue necessary orders to implement the recommendation.
36.	21.01	Electronic ID card and gate pass punching or coding system should be introduced.	This may be difficult to implement since there is no separate main entrance for each Department.
37.	21.02	In the attendance register of the Secretariat, "No Report" should be removed.	If some one does not come without any leave / permission, it is no report when attendance is closed. Hence there is no need for any modification.
38.	21.03	Staff movement should be strictly monitored. The Movement register shall be maintained and checked by the Head of Office every day	This recommendation is accepted. Personnel and Administrative Reforms (A) Department is requested to reiterate the earlier instruction relating to maintenance of movement register.
39.	22.01	Rules shall be modified prescribing minimum service at all levels for promotions; periodical promotion (like IAS cadre) may be given to all category	Regarding periodical promotion, the existing system is working well and no modification is considered necessary.
40.	23.01	Periodical transfer of staff should be made. They shall not remain in the same seat for more than three years; frequent transfers shall also be avoided.	This recommendation is accepted. The Personnel and Administrative Reforms (S) Department is requested to issue necessary suitable orders / reiterate its earlier instructions relating to implementing this recommendation.

41.	24.01	Service Rules should be enforced to reduce the rank or to retire compulsorily any staff who cannot discharge duties effectively.	This recommendation is accepted. All Departments of Secretariat are requested to give instruction to follow the relevant rule on this.
42.	26.02	Departmental action shall be effected against Supervisory Officers, who do not issue orders on satisfactory completion of probation of any staff working under him.	This recommendation is accepted. Personnel and Administrative Reforms (S) Department is requested to issue suitable instructions.
43.	27.01	The mandatory rule that every Government Servant should file property statement once in five years shall be strictly enforced.	This recommendation is accepted. Personnel and Administrative Reforms (A) Department is requested to reiterate its earlier instruction / relevant rules in Tamil Nadu Government Servants conduct rules.
44.	28.01	Heads of Department should update the Service Registers.	This recommendation is accepted. Personnel and Administrative Reforms (FR-III) Department is requested to issue necessary instruction to All Departments of Secretariat / Heads of Departments to update the service Registers.
45.	30.01	HODs may be permitted to send communications to the Secretariat by e-mail; hard copy may be sent wherever necessary.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary instructions to Heads of Departments under their control in this regard.
46.	30.02	Website of the Government Departments should be updated periodically.	This recommendation is accepted. The Information Technology Department is requested to issue necessary instructions to all the Departments to update all service rules and post important G.Os in website.

47.	30.03	All Government Orders should be available and updated in the website.	This recommendation is accepted. The Information Technology Department is requested to issue necessary order to that effect.
48.	31.01	e-Governance, computerized mode of tappal entry and distribution shall be extended to all Government Offices in the District.	This recommendation is accepted. The Information Technology Department/ Personnel and Administrative Reforms (AR-II) Department is requested to issue necessary order to that effect.
49.	31.02	e-Governance, Computerization of Personal Registers shall be introduced at the Junior Assistant / Assistant level in all Government Offices.	This recommendation is accepted. The Information Technology Department / Personnel and Administrative Reforms (AR-II) Department is requested to issue necessary order to that effect.
50.	32.02	Citizen's Charters should be updated and made more user-friendly to the target population.	This recommendation is accepted. All Departments of Secretariat are requested to issue necessary orders to that effect.

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 first report of Administrative Reforms Committee relating to Co-operation, Food and Consumer Protection / Revenue / Commercial Taxes and Registration and Health and Family Welfare 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. Chennai-600 009 (five copies)
The Personnel and Administrative Reforms
(A) / (S) / (N) / (FR-II) / (FR-III) / (CC) / (AR-II)
Department, Chennai-600 009 [for necessary action on the
items relating to them].

The Public Department, Chennai- 600 009.
The Information Technology Department, Chennai-600 009.
The Co-operation, Food and Consumer
Protection Department, Chennai-600 009.
The Revenue Department, Chennai-600 009.
The Commercial Taxes and Registration Department , Chennai-600 009
The Health and Family Welfare Department, Chennai-600 009.

Copy to:

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

/ FORWARDED BY ORDER /

e. H. M.
17/2/2010
SECTION OFFICER.