



## **ABSTRACT**

Training – Conducting two days Pilot Course on Disciplinary procedures and three days Short Course on Office Procedures in Districts annually – Enhancing the remuneration to Course Director, Faculty Members and refreshment charges – Orders Issued.

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### **PERSONNEL AND ADMINISTRATIVE REFORMS (INSPN.II) DEPARTMENT**

**G.O. (Ms) No. 73**

**Dated 11.05.2012**

திருவள்ளூர் ஆண்டு 2043,  
சித்திரை 29

**Read**

1. G.O. (Ms) No. 98, Personnel & Administrative Reforms (Inspn.II) Department, Dated 09.07.2010.
2. G.O. (Ms) No. 45, Personnel & Administrative Reforms (Inspn.II) Department, Dated 27.04.2011.
3. G.O. (Ms) No. 46, Personnel & Administrative Reforms (Inspn.II) Department, Dated 27.04.2011.

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### **ORDER:**

In order to improve the level of efficiency in office administration and to update the knowledge of rules and regulations, short course on office procedures has been conducted for the Superintendents / Managers / Senior Assistants working in Government offices in the districts annually since 1981-1982. Further based on the recommendation of the Administrative Reforms Commission Pilot Course on disciplinary procedures has been introduced for the Personal Assistants/ Administrative Officers since 1986 annually in every district. Now two days pilot course on disciplinary procedures to Personal Assistants / Administrative Officers / equal cadre officers and three days short course on office procedures to Superintendents / Managers / Senior Assistants working in district offices are being conducted annually.

2. There are eight sessions, each containing 1.30 hours in Pilot Course and five sessions, each containing 3 hours, in short course. The remuneration now being paid to the Course Director and Faculty members and the amount allowed for refreshment (i.e. working lunch, tea, snacks etc.) for the above two courses in each district are as follows:-

**Pilot Course (Two days programme)**

(i)(a) <u>Course Director:</u> -	
Inspection Officer, Personnel & Administrative Reforms Department	Rs.120/-
(b) <u>Faculty Member:-</u>	
(at the rate of Rs.120/- per session of 1 1/2 hours (Total eight sessions 120x8)	Rs.960/-
(a) + (b) = Rs. 1080/-	Rs.1080/-
(ii) Provision of working lunch, snacks, tea etc. to the participants at the rate not exceeding Rs.60/- per day per participant upto 30 in all for two days	Rs.3600/-
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Total	Rs.4680/-
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**Short Course (Three days programme)**

(i)(a) <u>Course Director:</u>	
Inspection Cell Officer concerned	Rs.120/-
(b) <u>Faculty Member:</u>	
At the rate of Rs. 240/- per session of three Hours each for five sessions	
Rs.240x5 = 1200/-	Rs.1200/-
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	Rs.1320/-
(ii) Working Lunch, Snacks, Tea etc. at the rate not exceeding Rs.60/- per head per day to the participants up to 40 in all for three days	Rs.7200/-
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Total	Rs.8520/-
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3. As per the existing orders in force, there is no provision of utilizing the services of retired officials as faculty in the above two courses. In Anna Institute of Management and in the Secretariat Training Institute, retired Joint Secretary /Deputy Secretary /Under Secretary to Government etc are also appointed as faculties. The retired officials have vast experience in handling disciplinary cases, administrative rules etc. It is now felt necessary that if the services of retired Joint Secretary / Deputy Secretary / Under Secretary to Government, well versed in disciplinary procedures and office procedures are also utilised as faculty in our pilot course and short course, the training programmes would be more effective and competent.

4. In G.O.(Ms.) No 176, P & AR (Trg.II) Department, dated 30.12.2009 orders have been issued, among others, enhancing the remuneration of Guest Lecturers, both in house faculty/outside/ retired officials of Secretariat Training Institute from Rs.150/- (per hour) to Rs.300/- per hour.

5. Further, it is considered that the amount of Rs. 60/- now allowed per trainee per day for refreshment, i.e., working lunch, tea and snacks for the above two courses is considered to be very low in view of the increase in cost of food stuff at present.

6. The Government, therefore, after careful examination of the matter, have decided to appoint retired officials also as faculty for the above two courses and to revise the remuneration payable to the faculty members and the Course Directors and the cost for working lunch etc. They accordingly issue the following orders:-

- i) Retired Joint Secretary / Deputy Secretary / Under Secretary to Government, who are well versed in disciplinary procedures, office procedures etc. may also be engaged as faculties for the above Pilot Course and Short Course.
- ii) The remuneration payable to faculty in Pilot Course shall be enhanced to Rs. 300/- (Rupees three hundred only) per session of 1.30 hours and the remuneration payable to the faculty in Short Course shall be enhanced to Rs. 600/- (Rupees Six hundred only) per session of 3.00 hours.
- (iii) The remuneration payable to Course Directors of the above courses i.e. Inspection Officers and inspection cell officers concerned shall be enhanced to Rs. 300/- (Rupees Three hundred only).
- (iv) The amount of Rs. 60/-, now allowed for working lunch, tea and snacks to the trainee officials of the above two courses shall be enhanced to Rs. 80/- (Rupees Eighty only) per trainee per day.

7. The expenditure sanctioned in para 6 above shall be debited under the following head of account.

“2053 - 00 - District Administration – 094. Other Establishment  
1 Non – Plan – AO – Inspection Cell in the Districts – 72 Training  
(DPC 2053 – 00 – 094. – AO – 7207)”

8. The Personnel and Administrative Reforms (Inspn.III) Department is requested to send necessary RE 2012-2013 proposals to the Finance Department, seeking additional funds over and above the provision made in the BE - 2012 – 2013.

9. This order shall take effect from the financial year 2012-2013.

10. This order issues with the concurrence of the Finance Department, vide its U.O. No. 24724/Finance (Pub) /2012, dated 10.05.2012.

(BY ORDER OF THE GOVERNOR)

**V. IRAI ANBU  
PRINCIPAL SECRETARY TO GOVERNMENT  
(TRAINING)**

To

All Districts Inspection Cell Officers.

All District Collectors.

All Treasury Officers.

The Pay and Accounts Officer, Chennai-9.

The Pay and Accounts Officer, (South, North and East), Chennai -35/1/8.

The Pay and Accounts Officer, Madurai.

The Accountant General, Chennai-9/18.

Copy to:

The Finance (Public/Allowances) Department,  
Secretariat, Chennai-9.

The Personnel and Administrative Reforms (Inspn.I/III/OP) Department,  
Secretariat, Chennai-9.

The Personnel and Administrative Reforms (AR.II) Department,  
Secretariat, Chennai-9.

The Personal Secretary to Principal Secretary to Government,  
Personnel and Administrative Reforms (Trg.) Department,  
Secretariat, Chennai-9.

SF/SC.

/FORWADED BY ORDER/

  
SECTION OFFICER 11. 05. 2012.