



ABSTRACT

Training – Training in Disciplinary Procedures to Personal Assistants / Administrative Officers in districts – Conduct of two days Pilot Course on Disciplinary Procedures - Programme for 2012-2013 – Orders - Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (INSPN.II) DEPARTMENT

G.O. (Ms) No.74

Dated: 11.05.2012

திருவள்ளூர் ஆண்டு 2043,
சித்திரை 29

Read:

1. G.O. (Ms) No. 45, Personnel and Administrative Reforms (Inspn.II) Department, dated 27.04.2011.
2. G.O. (Ms) No. 73, Personnel and Administrative Reforms (Inspn.II) Department, dated 11.05.2012.

ORDER:

The Administrative Reforms Commission, among other things, recommended imparting detailed training to the Personal Assistants/ Administrative Officers working in various offices in respect of Disciplinary Procedures, as this training will help them to handle competently the cases coming to them. The Government accepted the above recommendation of the Administrative Reforms Commission, regarding conduct of training courses for the Personal Assistants / Administrative Officers in Disciplinary Procedures and accordingly Pilot Courses on Disciplinary Procedures are being conducted in all Districts annually since 1986 to update their knowledge on Disciplinary Procedures.

2. The course details of two days Pilot Course on Disciplinary Procedures are given in Annexure II to this order. The expenditure to be incurred for each Pilot Course on Disciplinary Procedures will be as follows:

(I) Payment of Honorarium to the Faculty etc.

(a) Course Director – Inspection Officer, Personnel and Administrative Reforms Department Rs.300/-

(b) Faculty Member:

One Joint Secretary to Government/ Deputy Secretary to Government / Under Secretary to Government or any other Officer of Secretariat well versed in Disciplinary Procedures.

AND

The Deputy Superintendent of Police, DV&AC of the District or any other officer of Secretariat well-versed in Vigilance aspect (at the rate of Rs. 300/- per session of 1 ½ hours total eight sessions 300 x 8)

Rs.2,400/-

(a) + (b) = Rs.2,700/-

Rs.2,700/-

(ii) Provision of working lunch, snacks, tea etc. to the participants.

Working lunch, snacks, tea at the rate not exceeding Rs.80/- (Rupees Eighty only) per head per day to the participants upto 30 (thirty) in all for two days.

Rs.4,800/-

Total

Rs.7,500/-

Total Rs. 7500 x 32 Pilot Courses at Rs. 2,40,000/- (Rupees Two Lakh and Forty Thousand only)
(7,500 x 32 = 2,40,000/-)

3. The Government, after careful consideration accord sanction for a sum of Rs. 2,40,000/- (Rupees Two Lakh and Forty Thousand only) to meet the expenditure towards honorarium refreshments etc., as detailed in para 2 above for conducting two days Pilot Course on Disciplinary Procedures to the Personal Assistants / Administrative Officers and other equal cadre officers working in the offices of the Regional / District Offices and in the Heads of Department in 32 Districts for the year 2012-2013 as detailed in Annexure-I to this order.

4. The amount sanctioned in para 3 above shall be debited under the following Head of account:

“2053 – 00 – District Administration – 094 Other Establishment I Non plan
AO – Inspection Cell in the Districts – 72. Training (DPC 2053 00 094 AO
7207) “

5. The Inspection Cell Officers of the District Inspection Cells concerned are authorised to draw the amount of Rs.7,500/- (Rupees Seven Thousand Five Hundred only) per Pilot Course as advance, ten days prior to the commencement of the course and adjust the same with proper vouchers, within a month after completion of the course.

6. The Personnel and Administrative Reforms (Inspection-III) Department is requested to send necessary proposals for additional funds to the Finance department at the appropriate stage.

7. The District Collector concerned shall arrange to provide necessary accommodation, training halls with all facilities besides providing vehicles and extend all the required assistance to the Inspection Cell Officer of the District Inspection Cells concerned so as to enable them to conduct the Pilot Course in the Districts successfully.

8. This order issues with the concurrence of the Finance Department vide its U.O. No. 24724-A/Finance (Pub)/2012, Dated 10.05.2012.

(BY ORDER OF THE GOVERNOR)

V. IRAI ANBU
PRINCIPAL SECRETARY TO GOVERNMENT
(TRAINING)

To
All the Inspection Cell Officers, District Inspection Cells.
All the Heads of Departments.
All the District Collectors.
The Pay and Accounts Officer (North / East /South), Chennai.
The Pay and Accounts Officer, Secretariat, Chennai-9
The Accountant – General, Chennai – 9/18.
All the Treasury Officers

..4..

The Personnel and Administrative Reforms (Bills) Dept,
Chennai -9.
The Director of Vigilance and Anti-Corruption, Chennai -28.

Copy to:

The Personnel & Administrative Reforms (Inspn.I) and (Inspn.III) Department,
Chennai-9
The Personnel & Administrative Reforms (AR-2) Department,
Chennai -9.
The Finance (Public) Department, Chennai -9
The Public (General-II) Department, Chennai -9
The Private Secretary to Principal Secretary to Government,
Personnel & Administrative Reforms (Trg.) Department,
Chennai -9.
The Personnel & Administrative Reforms (Trg.) Department,
Chennai -9.
Clean copy to file.

/FORWADED BY ORDER/

24. 05. 2012
SECTION OFFICER
11.05.2012.

ANNEXURE-I

PROGRAMME OF PILOT COURSE ON DISCIPLINARY PROCEDURES FOR THE YEAR 2012-2013

Sl. No.	Month	Section in charge	District	Inspection Cell Officer / District Inspection Cell Concerned
1.	May 2012	Inspn.I Inspn.II Inspn.III	Madurai Coimbatore Thanjavur	Madurai Coimbatore Thanjavur
2.	Jun. 2012	Inspn.I Inspn.II Inspn.III	Vellore Erode Krishnagiri	Vellore Coimbatore Salem
3.	Jul. 2012	Inspn.I Inspn.II Inspn.III	Dharmapurai Tiruvarur Kanyakumari	Salem Thanjavur Tirunelveli
4.	Aug. 2012	Inspn.I Inspn.II Inspn.III	Tirupur Virudhunagar Tiruvannamalai	Coimbatore Ramanathapuram Vellore
5.	Sep. 2012	Inspn.I Inspn.II Inspn.III	Pudukottai Namakkal Thuthukkudi	Tiruchirapalli Salem Tirunelveli
6.	Oct. 2012	Inspn.I Inspn.II Inspn.III	Perambalur Ramanathapuram Tiruvallur	Tiruchirapalli Ramanathapuram Kancheepuram
7.	Nov. 2012	Inspn.I Inspn.II Inspn.III	Villupuram Kancheepuram Sivagangai	Cuddalore Kancheepuram Ramanathapuram
8.	Dec. 2012	Inspn.I Inspn.II Inspn.III	Salem Tirunelveli Cuddalore	Salem Tirunelveli Cuddalore
9.	Jan. 2013	Inspn.I Inspn.II Inspn.III	Dindigul Ariyalur Chennai	Madurai Tiruchirapalli Chennai

10.	Feb. 2013	Inspn.I Inspn.II Inspn.III	Nagapattinam The Nilgiris Karur	Thanjavur Coimbatore Tiruchirapalli
11.	Mar. 2013	Inspn.I Inspn.II	Theni Tiruchirapalli	Madurai Tiruchirapalli

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SECTION OFFICER 11.05.2012.

ANNEXURE-II

Details of Pilot Course on Disciplinary Procedures for Personal Assistants / Administrative Officers

These Pilot Courses shall be conducted by the Personnel and Administrative Reforms (Inspn.) Department with the assistance of the Collectorate concerned. The Inspection Officer, Personnel and Administrative Reforms (Inspn.) Department is the Course / Programme Director. The Inspection Cell Officer, District Inspection Cell concerned shall make necessary arrangements for the conduct of the two days Pilot Course. The month and dates for the Pilot Course shall be fixed by the Government in consultation with the Inspection Cell Officer concerned.

(I) TRAINEES

30 (thirty) selected Personal Assistants / Administrative Officers in the Regional / District and Public Undertakings of the State Government dealing with the establishment matters and disciplinary cases are the participants. The Inspection Cell Officers, District Inspection Cells should prepare a list of 30 Personal Assistants / Administrative Officers and send the list to the Government in Personnel and Administrative Reforms Department for final approval for each course. The trainees as selected should represent all the Departmental offices, functioning in the District. The Inspection Cell Officers, District Inspection Cells concerned should ensure that all the 30 (Thirty) participants selected for the Pilot Course attend the course without any omission. If any vacancy arises, the Inspection Cell Officer should fill it from the reserve list.

(2) Course Director and Faculty:

The Inspection Officer, Personnel and Administrative Reforms (Inspn.) Department shall be the Course and Programme Director. He shall be assisted by the following officers:

- (a) One Joint Secretary / Deputy Secretary/ Under Secretary or any other officers of Secretariat well versed in Disciplinary procedures.
- (b) The Inspection Cell Officer, District Inspection Cell or any other Deputy Collector well versed in Disciplinary Procedures.
- (c) One Deputy Superintendent of Police, Vigilance and Anti-Corruption of the District.

(3) **Venue :**

The Venue for the Training Course will be a Central place at the District Headquarters to accommodate 30 participants.

(4) **Duration and Timing:**

The duration of the course shall be for two days in two sessions per day.

10.00 AM to 1.15 PM.
2.00 PM to 5.15 PM.

(5) **Syllabus:**

The Course will cover various aspects of Disciplinary Procedures as indicated below:

First Day

First Session

10.00 AM to 11.30 AM

Constitutional Provisions

Second Session

11.45 AM to 1.15 PM.

Initiation of Disciplinary Procedures

Third Session

Afternoon

2.00 P.M. to 3.30 P.M.

Oral Enquiry

Fourth Session

3.45 PM to 5.15 PM

Suspension, Review of suspension

Regulation of suspension.

Second Day

Fifth Session

10.00 AM to 11.30 AM.

Final Orders on the Disciplinary Proceedings and Penal
Consequences of penalties.

Sixth Session

11.45 AM to 1.15 PM.

Conduct of Enquiry in Vigilance cases and its Allied Matters.

Seventh Session

Afternoon

2.00 PM. to 3.30 PM.

Appeal, Petition for Review and Revision

Eighth Session

3.45 PM to 5.15 PM

Doubt clearance and clarifications

6. Preparation and Emphasis :

The participants selected for the Pilot Course should send a note to the Inspection Cell Officer, District Inspection Cell concerned listing out the items in which they have any doubt or any difficulty. The Inspection Cell Officer, District Inspection Cell concerned should collect these notes and hand over them to the Course Director. The doubt will be cleared and the points clarified during the course itself.

The training will be largely participative and there will be emphasis on strict observance of the rules and expeditious disposal of disciplinary cases.

7. Honorarium :

The faculty shall be paid honorarium at the rates mentioned below:

- (i) Course Director – Inspection Officer,
Personnel and Administrative Reforms
Department : Rs. 300/-
- (ii) Faculty Member - One Joint Secretary to
Govt./Deputy Secretary to Govt./ Under
Secretary to Govt. or any other officer of
Secretariat well versed in Disciplinary
Procedures.

AND

The Deputy Superintendent of Police,
DV&AC of the district or any other Officer of
Secretariat well versed in Vigilance aspect
(at the rate of Rs.300/- per session of
1½ hours total eight sessions 300 x 8) : Rs. 2,400/-

Total : **Rs. 2,700 /-**

8) Working Lunch, Snacks and Tea

The participants maximum 30 (Thirty) shall be provided lunch, tea and snacks at the rate of Rs.80/- (Rupees Eighty only) per head, per day for 2 days at a cost of Rs.4,800/- (Rupees Four thousand Eight hundred only). The total cost per course is 7,500/- (Rupees Seven thousand Five hundred only).

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SECTION OFFICER 11. 05. 2012.