



ABSTRACT

Training – Improvement in efficiency – Conduct of three days Short Course on Office Procedures for Superintendents / Managers / Senior Assistants - Programme for 2012-2013 – Orders issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (INSPN.II) DEPARTMENT

G.O. (Ms) No. 75

Dated 11.05.2012

திருவள்ளூர் ஆண்டு 2043,
சித்திரை 29

Read

1. G.O. (Ms) No. 46, 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:

In order to improve the level of efficiency in Office Administration and to update knowledge of Rules and Regulations, the Government have been conducting regularly Short Course on Office Procedures since 1978 for the Officers and staffs at various levels, in all the Districts in the State. From 1981-82, the Short Courses on Office Procedure are being conducted for the Superintendents / Managers / Senior Assistants working in the Government Offices, annually. These training programmes along with other measures like surprise inspection, Annual inspection etc., are designed to increase the responsiveness of the District Administration to the needs and aspirations of the people.

2. The details and syllabus of the Short Course on Office Procedures are set out in Annexure-II and III of this order. The expenditure to be incurred for each Short Course on Office Procedure will be as follows: -

(I) Payment of Honorarium

- (a) Honorarium for Course Director –
Inspection Cell Officer concerned. Rs. 300/-
- (b) Honorarium for Guest Lecturers
(Any Officer from Secretariat/District
Offices well-versed in:
- (i) Office Administration
 - (ii) Management Techniques
 - (iii) Office Procedure
 - (iv) Personnel Management and conditions of
service
 - (v) Disciplinary Procedures
 - (vi) Pension and other Retirement benefits and
Budget and control of expenditure)

(At the rate of Rs. 600/- per session of three Hours
each for five sessions.) Rs. 600 x 5 Rs. 3,000/-

Rs. 3,300/-

(II) Working Lunch, Snacks and Tea

Provision of working lunch snacks, tea at the rate not
exceeding Rs.80/- (Rupees Eighty only) per head per
day to the participants upto 40 (forty) in all for three
days. Rs. 9,600/-

Total Rs.12,900/-

Rs.12,900 x 32 Short Courses at Rs.4,12,800/-
(Rupees Four lakhs Twelve Thousand Eight Hundred only)

3. The Government, after careful consideration, accord sanction
Rs. 4,12,800/- (Rupees Four lakhs Twelve Thousand and Eight Hundred only) to

meet the expenditure towards honorarium, refreshment etc., as detailed in para – 2 above for conducting three days Short Course on Office Procedures for the Superintendents / Managers / Senior Assistants working in the offices of the Regional / District Offices and in the Heads of Department in 32 Districts for the year 2012-13 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.12,900/- (Rupees Twelve Thousand Nine Hundred only) per Short 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 Short Course in the Districts successfully.

8. This order issues with the concurrence of the Finance Department vide its U.O. No. 24724-B/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 Department.
All the District Collectors

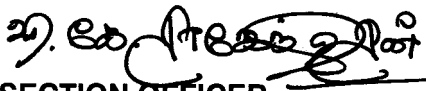
The Pay and Accounts Officer (North / East /South), Chennai.
The Pay and Accounts Officer, Secretariat, Chennai-9
The Accountant – General, Chennai – 9/18.
All the Treasury Officers
The Personnel and Administrative Reforms (Bills) Dept,
Chennai –9.
The Director of Vigilance and Anti-Corruption, Chennai –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.

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/FORWADED BY ORDER/


SECTION OFFICER 11. 05. 2012.

ANNEXURE-I
Programme of Short Course on Office 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 Short Course on Office Procedures for Superintendents/Managers/Senior Assistants

1. Course Director

The Course will be conducted under the guidance of the Personnel and Administrative Reforms (Inspection) Department. The concerned Inspection Cell Officers of the District Inspection Cells shall be the Course Director. The Course Director will be responsible for the proper, punctual and disciplined conduct of the course. He will be assisted by the District Inspection Cell Officer of the District Inspection Cell concerned.

2. Trainees

The Inspection Cell Officers, District Inspection Cells concerned will immediately take steps to gather eligible trainees and select at least 40 enthusiastic Superintendents / Managers and Senior Assistants working in the Offices of Regional/ District and Heads of Departments, Public Undertakings and also Managers from the Municipalities and Panchayat Unions including Senior Assistants who deal with establishment and disciplinary matters who have not undergone this training previously and send the list to the Government for approval. The trainees so selected should represent all the Departments/Offices functioning in the Districts, the Inspection Cell Officers, District Inspection Cell concerned should ensure that all the 40 (forty) participants selected for the Short Course attend the course without any omission. If any vacancy arises, he should fill it from the reserve list. The reserve list should have ten persons. The idea is that there should be a minimum turn out of 40 (forty) participants. If any dearth of candidates still remains, a list may be prepared for those who have attended this course two years ago and their names may be considered for participation. While selecting the trainees, preference may be given to the new promotees. Officials who are on the eve of their retirement may be avoided for the course.

3. Venue

The venue for the training course will be a Central place at the District Headquarters to accommodate all the participants.

4. Preparation

Each Superintendents / Managers / Senior Assistants selected for this course should send a note in about a page to the Course Director 3 days in advance listing out the items of Office Procedure etc. on which he or the members of his office staff have any doubt or any difficulty. The Course Director shall allot more time for elucidation of such items.

5. Emphasis

The training will be largely participative. There shall be emphasis on courtesy, thoroughness and expeditious disposal of applications and petitions from the general public as also from the staff.

6. Course Report

At the close of course, the Course Director shall furnish a report on the course within a week to the Secretary to Government, Personnel and Administrative Reforms (Inspection) Department through the District Collector.

7. Feed Back

The very intention of this course is that the participants, in turn will have to conduct similar courses to the staff members (Assistants/Junior Assistants) in their respective offices, to share their knowledge with their colleagues.

8. Feed Back Report

To ensure that those who have undergone these courses are utilized properly for giving further training to cover larger section of the staff, the following instructions should be followed.

(a) After completion of the training the participants will report to their head of office on the next working day, who in turn will take action to organize the instruction classes for other staff at least for one week in the evening.

(b) Final Report by the Head of Office on the conduct of such instruction classes for other staff of his office will be sent to the Inspection Cell Officer, District Inspection Cell concerned within one month after completion of the course.

(c) The Inspection Cell Officers of the District Inspection Cells concerned will in turn consolidate and forward the final reports received from the Heads of Department to Government in Personnel and Administrative Reforms (Inspection) Department.

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SECTION OFFICER 11.05.2012.

ANNEXURE-III

Short course on Office Procedures for Superintendents/Managers/Senior Assistants in District/ Regional Offices etc.

Syllabus and Time Table

First Day

Session – I

10.00 A.M. to 11.30 A.M.

Objectives of the Course - Duties and responsibilities of Superintendents Public Contact – Redressal of Public Grievances – Responsibilities of Supervisory officers in creating responsive administration.

and

11.45 AM. to 1.15 PM.

Office Administration – How to ensure better administration and discipline in Government Offices – Role of Supervisory Officers in providing positive leadership to their subordinates – Management Techniques.

Session –II

2.00 p.m. to 3.30 p.m.

Office Procedures – Registers contemplated under Tamil Nadu Government Office Manual – The need for their proper maintenance – Part of supervisory officers to ensure the proper maintenance of Registers and Records contemplated under Tamil Nadu Government Office Manual.

And

3.45 p.m. to 5.15 p.m.

Noting and drafting – Need for following systematic and scientific approach in Noting and Drafting – The Supervisory Officers to ensure that the purpose to be achieved etc. the 'pros' and 'cons' of it are properly highlighted in the noting and drafting by the staff members to enable prompt disposal of files. The role of supervisory officers to assist their supervisors in taking prompt decisions and to educate and train their subordinates in the proper disposal of official business contemplated under Tamil Nadu Government Office Manual.

Second Day

Session-III

10.a.m. to 11.30 a.m.

Disciplinary procedure – Constitutional provisions – Constitutional protections – Initiation of Disciplinary Procedures – Conduct of enquiry – Final Orders – Important aspects of suspension and proceedings after retirement

And

11.45 a.m. to 1.15 p.m.

Tamil Nadu Government Servants Conduct Rules – Important aspects.

Session IV

2.00 p.m. to 3.30 p.m

Personnel Management – Service matters – Conditions of service of Government servants as provided under Fundamental Rules - Fundamental Rules in relation to General Rules and the Special Rules and Adhoc Rules – The important principles under Fundamental Rules.

And

3.45 p.m. to 5.15 p.m

Maintenance of service books as prescribed under Fundamental Rules – Increments – Leave Rules – Preparation of panel – a special emphasis.

Third Day

Session V

10.00 A.M. to 11.30 A.M.

Pension - Qualifying service – need for maintenance of Service Register in proper form – Procedure to be followed while forwarding pension proposals – Family pension proposals and the role of supervisory officials in the prompt settlement of pension claims.

And

11.45 A.M. to 1.15 P.M.

DCRG – Commutation of pension – Special provisions regarding payment of pension – Budget and control of expenditure – Role of Supervisory officers in the effective control of expenditure and audit objections – GPF.

2.00 P.M. to 3.30 P.M.

Tamil Nadu General Rules on Service matters.

3.45 P.M. to 5.15 P.M.

Doubt clearance and clarifications.

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