

# **HUMAN RESOURCES MANAGEMENT DEPARTMENT**

## **POLICY NOTE 2022-2023**

**Demand No. 35**

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**GOVERNMENT OF TAMIL NADU  
2022**

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# HUMAN RESOURCES MANAGEMENT

## DEPARTMENT

### POLICY NOTE FOR 2022-2023

#### **I. Introduction**

“நன்மையும் தீமையும் நாடி நலம்புரிந்த  
தன்மையான் ஆளப் படும்”.

(Scan the good and the bad, and then employ

Those who have done good.)

(குறள் 511-தெரிந்து வினையாடல்)

(நன்மை எது தீமை எது என ஆராய்ந்து அறிந்து,  
நற்செயலில் மட்டுமே நாட்டங் கொண்டவர்கள்  
எப்பணியினை ஆற்றிடவும் தகுதி பெற்றவராவார்கள்.)

1(1) The Human Resources Management Department aims to enhance the performance of the Government servants by motivating them to be responsive and facilitative and proactive in public service delivery.

There are four components to human resource development. First, Selection and Nomination. Second, Training and Placement. Third, Evaluation and Compensation. Fourth, Disciplining and Promotion. These are administered by this Department.

The important task of the government is to know the potential of the employees and create opportunities to develop their skills and use them properly to serve the people. The act of adding value to human resources is to select qualified personnel, appoint them where necessary, give them proper training and make full use of them.

**“Welfare of people through magnificent man power”**

is the motto of this Department.

1(2) Main functions of Human Resources Management can be categorised as follows:-

- a) Statutory functions
- b) Administrative functions
- c) Advisory functions
- d) Training

## 1(2)(a) Statutory functions

The link between the services provided by the Government and the Acts, Rules and Regulations must be interpreted in tune with changing expectations of service standard. This vital connection is manifested through the refined activities of Government servants. Hence the Acts, Rules and Regulations are administered in such a way as to sow the seeds of progress and maintain equity in administration. The statutory functions relate to the following Acts and regulations:

### Acts

- The Tamil Nadu Government Servants (Conditions of Service) Act, 2016 [Tamil Nadu Act No.14 of 2016];
- Tamil Nadu Lokayukta Act, 2018 (Tamil Nadu Act No.33/2018);

## 1(2)(b) Administrative functions

### Rules

The main task of the Human Resource Management Department is to advise on rules and regulations. The department advises other departments to follow the rules and regulations relating to personnel. The Department also undertakes the task of updating and simplifying the Conduct Rules / Disciplinary procedure for the benefit of the Government servants. The rules governed by this department are as follows: -

### Service rules relating to Government servants

- i. The Tamil Nadu Government Servants' Conduct Rules, 1973.
- ii. The Fundamental Rules of the Tamil Nadu Government.
- iii. Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1955.

- iv. Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955.
- v. Special Rules for Tamil Nadu Ministerial Services, 1952
- vi. Special Rules for Tamil Nadu Basic Services, 1971
- vii. Special Rules for Tamil Nadu Secretariat Service, 1952
- viii. Special Rules for Tamil Nadu General Services, 1969 Class XII and XII-A
- ix. Special Rules for Tamil Nadu General Subordinate Services, Class XXII

Rules Relating to Constitutional and Statutory Organisations

- x. Tamil Nadu Public Service Commission Regulations, 1954;
- xi. Tamil Nadu Right to Information (Fees) Rules, 2005;
- xii. Tamil Nadu Information Commission (Appeal Procedure) Rules, 2012;



xiii. Tamil Nadu State Information Commission Service Rules, 2017;

xiv. Tamil Nadu Lokayukta Rules, 2018.

### Updating office procedures, Conduct Rules and Regulations

In view of the developments in the latest technology and improved educational standards, the candidates' eligibility criteria for recruitment and promotion requires to be looked into. Therefore, an exclusive Committee comprising of retired Government Officers has been constituted to suggest recruitment methods and enhance entry level qualification for the present scenario, and to update the rules for promotions by removing unnecessary portions through amendments. The committee has commenced its work.

### 1(2)(c) Advisory functions

In order to co-ordinate and administer the Government machinery with lakhs of Government

servants across the State effectively, it is essential to have a balanced uniform approach towards regulations and procedures relating to Government service.

Accordingly, the Secretariat departments are consulting the Human Resources Management Department on various directives and statutory provisions as this department is the administrative department for making rules and regulations including Business Rules and Secretariat Instructions and enforce them in the following cases:-

- Preparation of estimation of vacancies and preparation of panels for various posts.
- Providing guidance for regularisation of service and declaration of probation of Government employees;
- Providing clarifications in Fundamental Rules;

- Examination of proposals with regard to revision of seniority;
- Advise for framing and amending the Special / Adhoc Rules.
- Advise on issues relating to disciplinary matters against Government servants.

### 1(2)(d) Training

Training is a core activity of this department for improving the performance of the Government servants in their day to day activities and role in future responsibilities.

The Government employees are imparted with different kinds of training to gain fundamental knowledge in Government Service at inception, followed by value addition to enhance their department-specific performance, and to equip them to tackle challenges as below: -

- Foundational training to all Government Servants at entry level;

- Compulsory training to Government Servants in-service;
- Need based refresher training (RTI, e-Governance, Cyber Security, etc.,);

1(3) The objectives of the Department are Implemented by the following Constitutional, Statutory Organisations and Heads of Departments :-

a) Constitutional Body

- Tamil Nadu Public Service Commission

b) Statutory Agencies

- Tamil Nadu Information Commission
- Tamil Nadu Lokayukta
- Vigilance Commission
- Tribunals for Disciplinary Proceedings

c) Heads of Departments

- i. Director of Vigilance and Anti - Corruption
- ii. Director General of Training

Following organisations are functioning under the control of Director General of Training: -

- ✓ Anna Administrative Staff college
- ✓ Civil Service Training Institute Bhavanisagar
- ✓ All India Civil Service Coaching Centre
- ✓ Competitive Exam Coaching Centre

## **2. TAMIL NADU PUBLIC SERVICE COMMISSION**

The Tamil Nadu Public Service Commission was constituted under Article 315(1) of the Constitution of India. The Commission consists of a Chairman and fourteen Members. The service conditions of the Chairman and Members are governed by the Tamil Nadu Public Service Commission Regulations, 1954. Presently, the Commission is functioning with a Chairman and six Members.

The Government is carrying out enormous work whether it is a natural disaster or a man-made disaster or an election to elect people's representatives or a fieldwork to expand the infrastructure, with its staff. The Government is at the forefront of all Public Services. The Commission is a pioneer and primary organization in the work of recruiting meritorious and qualified persons to carry out such tasks.

## 2(1) General Functions

Besides recruiting personnel for Public Services, the Tamil Nadu Public Service Commission conducts Departmental Tests for Government employees so as to make them as full Members of Government Service.

Further, the Commission advises the Government on all matters relating to framing of Recruitment Rules, principles to be followed in making appointments, Promotions and Appointment by Recruitment by Transfers and in respect of appeals on disciplinary matters in connection with Government employees.

Apart from this, the Commission also conducts examination on behalf of the Government of India, Ministry of Defence for students admission to Rashtriya India Military College, Dehradun and Language Tests for Officers of All India Services and State Services twice a year.

## Annual Recruitment Planner

The Commission releases the Annual Recruitment Planner for competitive examinations in advance every year so as to enable the candidates to prepare for examinations. In addition, short film having guidelines and information regarding recruitments has been released by TNPSC to help the aspirants.

## 2(2) Ensuring Credibility in Recruitment Process

Competitive examinations conducted by the Commission gives immense hope to the youth of Tamil Nadu who are aspiring for placements in Government service. To encourage them, the Commission is endeavouring to maintain transparency in conduct of examinations.

## Technology based Safety Measures :-

- In order to strengthen surveillance mechanism in recruitment procedures, all the examination centres / Rooms are being monitored by video graphing.



- Personalized OMR answer sheets with their Name, Register Number and Photo are being provided to candidates in all Competitive examinations.
- Chartered vehicles carrying confidential materials from Districts to TNPSC are being monitored and recorded by fixing CCTV cameras.
- For monitoring the movements of Chartered vehicles through GPS Trackers, GPS locks were introduced for the locking and unlocking the vehicles.
- Remote command for operating GPS locks is given by the monitoring team functioning in Commission's office.
- Chartered vehicles carrying examination related confidential materials is followed and monitored by an escort team consisting of Revenue staff, Sub-Inspector of Police and Commission's Staff.

## 2(3) One-Time Registration

### (i) Registration and Database

- ✓ As a Candidate-friendly initiative, One-Time Registration is implemented. The Candidates are requested to upload their Bio-data along with signature and photo in the "One-Time Registration" Database. This registration is valid for a period of five years, which can then be renewed. In order to prevent the creation of multiple One-Time Registration IDs, linking of Aadhaar particulars with One Time Registration (OTR) has been made mandatory for applicants.

### (ii) Online Application

- ✓ For saving time and expenditure of candidates, the Commission has introduced the method of Online Certificate Verification utilizing the services of e-Seva Centres.

- ✓ Applications for all examinations are received online.

(iii) Participation of Candidates

- ✓ After the examination, the answer keys for the Objective Type Examinations are hosted in the Commission's website immediately.
- ✓ The candidates are given seven days time to file claims and objections regarding Answer Keys, if any, to the Commission.
- ✓ In view of the procedure of eliciting the response of candidate on correctness of questions / answers online, final Answer Keys are expeditiously released.

(iv) Counselling for selected candidates

- ✓ In addition to following the Counselling method for unit / service allocation, vacancy particulars are published in the Commission's website from time to time.

(v) Special measures for Differently Abled Candidates

- ✓ The Commission accommodates Differently Abled Candidates in the ground floor in all the examination centres for writing the examination and if necessary, scribes are provided. Further, Compensatory time is given to the persons with physical limitations to write.

2(4) Departmental Promotion Committee

The Commission provides contribution for the Service related developments of Government Servants. The Commission follows Single Window System for clearing Departmental Promotion Committee (DPC) proposals.

Appointment by promotion and by recruitment by transfer to the entry level posts under Group-A of the State Services, from Level 25 are alone referred to TNPSC Departmental

Promotion Committee. Panel proposals relating to all other posts are placed before the DPC of the respective departments.

### 2(5) Departmental Examinations

In order to streamline the conduct of Departmental Examinations, TNPSC has introduced and conducting Computer Based Examination from May 2021.

### 2(6) Additional Functions to the Commission

In order to streamline the recruitment of personnel, additional functions are assigned to the Commission so as to undertake recruitment to certain posts in State owned Public Sector Undertakings, State Corporations and Statutory Boards and Authorities under the control of the State Government.

Accordingly the Tamil Nadu Public Service Commission (Additional Functions) Act, 2022 was enacted and relevant Rules have been framed. The Act has been implemented from 17.03.2022.

## 2(7) Annual Report

The Annual Report of the TNPSC is being placed every year on the Table of the Legislative Assembly.

## 2(8) Trends in Recruitments

Various trends in the selection of candidates across the State are furnished graphically in the Annexure.

### **3. TAMIL NADU INFORMATION COMMISSION**

The Right to Information Act provides citizen with the right to secure access to information under the control of public authorities and thus promote transparency and accountability in the working of every public authority. It is expressive of the true spirit of democracy which is embodied in the virtues of transparency and accountability, manifesting themselves in various layers of governance. On this basis, the Right to Information Act, 2005 is being implemented by the State Information Commission.

Further, all departments are disclosing the details about the people welfare schemes being implemented in their departments and other details of public importance.

3(1) The Tamil Nadu Information Commission was constituted on 07.10.2005 under the provisions of the Right to Information Act,

2005. The Information Commission is functioning with one State Chief Information Commissioner and six State Information Commissioners.

3(2) The Public Information Officer is responsible for providing the information requested by the Petitioner, expeditiously. The Appellate Authority is at the second level for deciding the first appeal made to him/her by the RTI Petitioner. The State Information Commission is at the third level to ensure the provision of information when a Second Appeal / Complaint is filed.

All information available under the control of any public authority can be accessed under the Right to Information Act. Further, this Act empowers every citizen with the right to inspect works, documents and records and also obtain certified copies.



### 3(3) Online Facility

In order to gain the above said right easily, provisions have been made to extend this facility through online, in a phased manner.

Accordingly, provision has been made for filing petitions and first appeals under Right to Information Act, with payment of fee online ([www.rtionline.tn.gov.in](http://www.rtionline.tn.gov.in)).

With effect from 25.06.2021, Petitions and First Appeals are being received in Human Resources Management Department through online and information are furnished.

From 15.02.2022, this facility has been implemented in five more departments viz. Municipal Administration and Water Supply, Rural Development and Panchayat Raj, Health and Family Welfare, Revenue and Disaster Management and School Education Departments.

Consequently, from 20.04.2022, this facility has been extended to 11 more departments and it will be extended to other departments also.

Provisions have also been made to file Second Appeals online. Cause lists and decisions on second appeals are uploaded in the Commission's website ([www.tnsic.gov.in](http://www.tnsic.gov.in)). Further, these petitions are being heard by the Commission in Virtual Mode also.

3(4) The Commission issues its orders in Braille version on request from the visually challenged persons. The National Institute for the Empowerment of Persons with Visual Disabilities, Chennai, collaborates with the Commission to provide this service. In this regard, the Commission is a pioneer in the country.

3(5) A Help Desk is functioning in the premises of the Tamil Nadu Information Commission to help the common public and the Public Information Officers on issues relating to filing and processing of petitions. Further, it also helps in checking up the status of Second Appeals in the Commission.

3(6) The Public Information Officers and Appellate Authorities throughout the State are given periodical training for disposal of petitions and appeals under the RTI Act, so as to appreciate the spirit of the Act and reduce the pendency.

3(7) The Annual Report of the Commission is placed in the State Legislative Assembly, every year.

### 3(8) Sustainable Development Goals:

Annually, more than 3 lakh RTI Petitions are being received throughout the State and the same are disposed by Public Information Officers as per the Act.

- ✓ With a view to achieve the object that "the public should know the activities of the Government", the Government Departments have proactively disclosed necessary data in their website. Therefore,

the public approaching the Public Authorities will get reduced. Further, the number of Petitions will also get minimised (Indicator No.16.6.3).

- ✓ The Public Information Officers have been instructed to furnish the information sought by the Public, within the time frame fixed in the Act. This will improve the compliance percentage of furnishing information (Indicator Nos.16.6.2 and 16.10.1).

## 4. TAMIL NADU STATE VIGILANCE COMMISSION

தக்காங்கு நாடித் தலைச்செல்லா வண்ணத்தால்  
ஒத்தாங்கு ஒறுப்பது வேந்து. குறள் (561)

(நடைபெற்ற குற்றங்களை நடுநிலை தவறாமல்  
ஆராய்ந்தறிந்து, மீண்டும் அவை நிகழா வண்ணம்  
அக்குற்றங்களுக்கேற்பத் தண்டனை கிடைக்கச்  
செய்வதே அரசின் கடமையாகும்.)

*[Call him king who probes and whose punishment  
Is deterrent and proportionate.]*

4(1) The contribution of the staff is essential for the smooth running of all government programs for the general public. Rules and procedures have been laid down so that they can carry out this task honestly in a timely manner. The State Vigilance Commission was established in 1965 with the objective of monitoring and refining the practices of the staff.

The primary functions of the Commission are to advise the Government on administrative anti-corruption measures in public service and to indicate action to be taken in individual cases of corruption. The jurisdiction of this body includes not only the civil servants but also the legal entities, Universities and institutions of the State.

#### 4(2) FUNCTIONS OF THE VIGILANCE COMMISSION

- i. to cause an enquiry on any complaint against a public servant alleged to have acted in a dishonest or in a corrupt manner, or who has exercised or refrained from exercising his powers for improper or corrupt purposes;
- ii. to collect such information or statistics as may be necessary; and
- iii. to supervise the action taken on the recommendations of the Vigilance Commission.

## **5. DIRECTORATE OF VIGILANCE AND ANTI-CORRUPTION**

Regulatory activities, including continuous monitoring, controlling and imposition of penalties are carried out by the Government to ensure integrity and purity in public administration. To achieve this, the Directorate of Vigilance and Anti-Corruption was established in 1964.

5(1) This Directorate created to effectively deal with the anti corruption activities, is headed by a Director in the cadre of Director General of Police with the following officers:-

- ✓ Joint Director
- ✓ Inspectors General of Police
- ✓ Deputy Director
- ✓ Superintendents of Police
- ✓ Deputy Superintendents of Police
- ✓ Law Officers

Detachments of DVAC are functioning district wise throughout the State in addition to the newly formed six revenue Districts during last year.

5(2) The main functions of the Directorate are:

- Inquiry and investigation into allegations of corruption and related irregularities.
- Gathering Information and statistics on corruption in the investigations.
- Use of Intelligence and information about crimes, for investigation.
- Arranging traps on specific complaints by following proper procedure.
- A Special Investigation Cell is functioning since 1996 to investigate cases against the Public Representatives.
- Investigate all complaints received from the Vigilance Commission, Lokayukta and the Public, under the Prevention of Corruption Act, 1988.



- Also investigate the complaints received via email.

#### Special Courts – speedy disposal of cases

- Unless cases are investigated and registered on time, the purpose is seldom achieved by the administration. Considering the need for expeditious disposal of cases, Special Courts are established in eight Districts. viz., Chennai, Coimbatore, Madurai, Trichy, Salem, Sivagangai, Tirunelveli and Villupuram. In other Districts, corruption cases are being heard in the Chief Judicial Magistrate. The District Chief Judges and Special Judges are empowered to hear the cases registered under the Prevention of Corruption Act.

5(3) Annual statistics on the status of corruption complaints are being uploaded on the website of the Directorate.

5(4) Considering the law and order zones in the Police Department, five ranges have been set up in the Directorate. The ranges and the district detachments are as follows:-

Sl. No	Range	Detachments of DVAC
1	Chennai City Range	9 Detachments (including Special Investigation Cell)
2	Northern Range	10 Detachments
3	Western Range	8 Detachments
4	Central Range	9 Detachments
5	Southern Range	10 Detachments

## 5(5) New methods of Investigation:

### Training

Supervisory and Investigating Officers are imparted orientation training on the evolving technologies like block chain concept, data mining, etc., and conduct of enquiry / investigation in cyber crime involving crypto currencies.

## 5(6) Special Investigation through Experts

In order to assist the Investigating Officers in the scrutiny of voluminous documents such as Income Tax returns, Bank statements, financial statements of the business firms and documents obtained from Registrar of Companies and electronic devices such as Computer Hard Discs, Laptops and mobile phones, the DVAC is utilizing the services of (i) Chartered Accountant, (ii) Retired Bank Officer (iii) Retired Income Tax Officer and (iv) Cyber Forensic Professional.

## 5(7) Awareness campaign for Preventive Vigilance

Preventive actions are very important in anti corruption measures. Vigilance awareness is created for the General Public, young generation and Civil servants to implement it.

DVAC is conducting Vigilance Awareness Week every year in the month of October. Accordingly, Awareness Week is celebrated through the following events:-

- Vigilance Awareness programmes are conducted in various Government offices and public places and pamphlets are distributed among Government officials and general public.
- “Essay Writing” Competitions are conducted for the College and School Students of all districts throughout Tamil Nadu. The winners are awarded with prizes and certificates by the District Level Authorities.

- Students rally with vigilance awareness slogans and Cycle rallies are conducted.
- Sand sculptures are also made in Chennai Marina Beach in connection with Vigilance Awareness and street plays are organised by College Students throughout the State.
- A Short Film on Vigilance Awareness was released in social media.

## **6. TRIBUNAL FOR DISCIPLINARY PROCEEDINGS**

6(1) The Tribunals for Disciplinary Proceedings were constituted for conducting enquiries on the allegation of corruption referred by Directorate of Vigilance and Anti-Corruption against the officials working under the control of the State Government and Municipal Corporations. For inquiring the charges levelled by the Directorate of Vigilance and Anti-Corruption against the officials, the Tribunal for Disciplinary Proceedings, have powers for summoning witnesses and calling for necessary documents under Tamil Nadu Civil Service (Disciplinary Proceedings Tribunal) Rules, 1955. The Tribunal is a quasi - judicial set up.

6(2) At present, Six Tribunals for Disciplinary Proceedings are functioning at Chennai, Trichy, Madurai, Coimbatore, Tirunelveli

and Nagercoil. The Tribunals are presided over by a Commissioner for Disciplinary Proceedings in the cadre of Indian Administrative Service Officers / District Revenue Officers. The Commissioner for Disciplinary Proceedings are assisted by the Prosecutors for Disciplinary Proceedings of Directorate of Vigilance and Anti-Corruption in conducting enquiries. The Commissioner for Disciplinary Proceedings forwards the findings of the Tribunal to the concerned Administrative Department in Government. The Department examines and passes final orders on the findings of the Tribunal for Disciplinary Proceedings.

## **7. TAMIL NADU LOKAYUKTA**

7(1) In order to ensure clean administration, transparency, accountability and to promote good governance, the Tamil Nadu Lokayukta Act, 2018 was enacted and Rules have also been framed. The Tamil Nadu Lokayukta is functioning from 21.04.2019.

7(2) The Tamil Nadu Lokayukta is constituted to enquire into allegations of corruption made against public servants and matters connected therewith.

7(3) The Tamil Nadu Lokayukta consists of Chairman and four Members.

7(4) The Tamil Nadu Lokayukta is functioning in the 6<sup>th</sup> and 7<sup>th</sup> floors in SIDCO Complex, at Thiru.Vi.Ka. Industrial Estate, Guindy, Chennai.

7(5) Complaints received throughout the State are processed, proceeded further and disposed off in accordance with the provisions of the Lokayukta Act and Rules.



## **8. INSPECTION WING**

8(1) To tone up the administration, improve the efficiency and to avoid delays, Government Offices, Departments of Secretariat, Heads of Departments, Municipal Corporations, Public Sector Undertakings and Boards are being periodically inspected.

8(2) There are two tier Inspection Cells functioning with the powers delegated by Human Resources Management Department. In Secretariat, there are three Inspection Cells functioning. The 11 District Inspection Cells are functioning under Deputy Collectors supported by Deputy Inspection Cell Officers in the cadre of Tahsildars.

### 8(3) Tier 1- Secretariat Inspection wings

As per the Annual Inspection Programme, Officers in the cadre of Additional Secretary / Deputy Secretary / District Revenue Officer are

conducting inspections in two stages. Each Inspection wing, conducts preliminary inspection and prepare inspection notes separately. On receipt of rectification report on the Preliminary Inspection notes, final inspections are conducted by Indian Administrative Service Officers. Based on the General Remarks given by the Final Inspecting Officers, the administrative department in Secretariat, take follow up action and issue Government Orders.

#### Details of Inspections for the year 2021- 22

Inspection	Completed	
Preliminary Inspections	Head of Departments	13
Final Inspections	Secretariat Departments	4
	Head of Departments	15

#### 8(4) Tier 2 - District inspections Cells

The 11 District Inspection Cells carry out detailed inspections, surprise checks in the offices allotted to them and liaise with District Vigilance and Anti - Corruption Detachments in their Surprise Checks.

Details of Inspections for the year 2021- 22:

Inspections	Target	Completed
Detailed Inspections	132	125
Surprise Checks	2640	2574
Liaison Meetings by District Collector with Vigilance and Anti-Corruption Officials.	132	77

8(5) Following the sudden global outbreak of corona virus and general ban on training courses, the Pilot, Short-term and Refresher Courses have been deferred for District Level Officers for the past 2 years. Action has now been taken to conduct these courses from this year.

8(6) It has been decided to bring the functioning of Inspection Cells on Information Technology platform and accordingly 15 laptops have been supplied to the units. The district inspection cell officers are updating the surprise inspections conducted by them online.

## 9. TRAINING

9(1) Assessing the proficiency of human beings and utilising their capabilities, duly creating opportunities to develop their skills is an important task for organizations. Hiring of talent enjoins upon the organisations the responsibility to polish and sharpen the human resources to enhance their potentialities and latent capabilities through training, which will also result in their self- actualisation and enhance proficiency.

In the Everlasting Tamil scripture Thirukkural, under chapter “ஊக்கமுடைமை”, Kural 597 the poet says that

*சிதைவிடத்து ஒல்கார் உரவோர் புதையம்பிற்  
பட்டுப்பா டீன்றுங் களிறு.*

*(The strong-willed are not daunted by failure-  
Pierced with arrows an elephant stands.)*

And he also states in kural 599 as below

*பரியது கூர்ங்கோட்டது ஆயினும் யாணை  
வெறும் புலிதாக்க குறின்*

*(Huge and sharp-tusked though he be  
An elephant fears a tiger.)*

Saint Thiruvalluvar uses elephant as a simile for courage and timidity. He eloquently compares a trained tusker in the battle field with an untrained wild elephant to emphasise the importance of training.

Training can develop Human Resources. However, there is a difference between training and development. Training refers to an education process in which employees get a chance to develop skills, competence and learning as per duty requirements. Development refers to an informative process which pertains to assimilation of learning to contribute to overall growth with improvement of skills.

## 9(2) DIRECTOR GENERAL OF TRAINING:

The Director, Anna Administrative Staff College is an ex-officio Director General of Training. The following Training / Coaching Institutions are functioning under the control of Director General of Training:

- i. Anna Administrative Staff College
- ii. 'A' & 'B' Foundational Course Training Institute
- iii. Civil Service Training Institute, Bhavanisagar
- iv. All India Civil Services Coaching Centre
- v. Competitive Examinations Coaching Centre

### 9(2) (i) Anna Administrative Staff College:

Anna Administrative Staff College was established under the Tamil Nadu Societies Registration Act, 1975. This institution, which took its nascent step in 1981, has grown and

flourished as a State apex organisation for training. The Government of Tamil Nadu has declared this organisation as a State Administrative Training Institute and the Union Government has also recognized it as the State Premier Institute.

Anna Administrative Staff College is the State's leading training institute, imparting training for the development of employees of Government and its undertakings. Anna Administrative Staff College and its integral units of 'A' & 'B' Training Centre and Civil Service Training Institute at Bhavanisagar are imparting both foundational and developmental training.

Anna Administrative Staff College provides essential training in Administration related office procedure, disciplinary procedures, file processing methods, procedures in land acquisition, in addition to special trainings to widen the perspective of employees.



This institute also acts as a medium for imparting specialised training in thrust areas as demanded by various departments to hone the skills and perspective of their employees

#### Regional Training Centres:

Government servants travel from all over the State to the head quarters to attend the training in the apex institution. In order to reduce travel by employee as well as the infrastructure restrictions towards stay and number of trainings, three regional centres were setup under the aegis of Anna Administrative Staff College in 2014 with attendant staff.

Currently, there are four Regional training centres at Madurai, Trichy, Salem and Chengalpattu. These training centres have been instrumental in bringing forth the employees of various hues under the umbrella of training.

## On going programmes 2022 - 23

- I. The Government have accorded sanction for training to one Lakh twenty thousand Police Personnel through Anna Administrative Staff College from the year 2021-2022.
- II. The Government have accorded sanction for training to Doctors, Nurses and 1620 Ministerial staff of Health and Family Welfare Department.
- III. The Government have accorded sanction for training 965 Hostel Wardens of Backward Classes / Most Backward Classes / De-notified Communities & Minorities Welfare Department.
- IV. The Government have accorded sanction for conducting training programme on Consumer Awareness to 500 officials of Co-operation, Food & Consumer Protection Department.

## New Programmes 2022-23

### Training proposed in Disaster Management

It is planned to conduct 24 training programmes under various headings on Natural and Man-made Disaster Management and risk reduction.

### Special Training to the Workers of Fire Works Factories in Sivakasi:

A special awareness training programme on “Workers Safety and Rehabilitation to Affected Families” is proposed to be conducted for the unorganized workers in the Fire Works Factories in Sivakasi.

### New development oriented training.

It has been decided to identify the Departments which have not been imparted training in development events and expand the training programmes accordingly: They are:-

1	Registration Department
2	School Education Department
3	Tourism Department
4	Art and Culture Department
5	Higher Education Department
6	Environment Department
7	Labour Welfare Department
8	Department of Public Libraries
9	Fire and Rescue Service Department
10	TANGEDCO
11	TASMAC Employees
12	Tamil Nadu Pollution Control Board
13	Fair Price Shop Salesmen

The above trainings will be conducted considering the need of the officers of the Department concerned. This will allow them to sharpen their skills, and work with focus within the timeline. Similarly, the officers in Information

Department will be given various trainings on exchange of information and specialized trainings in drafting press releases through experts. Likewise, training on public interface will be imparted to the officers of Districts Grievance Redressal branch.

Infrastructure works at Anna Administrative Staff College campus:

(i) Additional Staff Quarters

The Anna Administrative Staff College campus has staff quarters in a G+3 storied structure with 6 quarters of 350 sq ft. each, constructed in the year 2005. Presently to accommodate essential employees, 8 quarters at a cost of Rs.3.50 crore is proposed to be constructed additionally in the same campus.

(ii) Providing High Tension Power Supply to the AASC:

Considering the present and future requirement of power supply to the Anna

Administrative Staff College requires to be augmented. Accordingly, HT service connection at the cost of Rs.3.50 Crore is in progress.

(iii) Purchase of Two Mini Buses (32 seater)

In order to facilitate transportation to the trainees of Anna Administrative Staff College, 2 numbers of Mini Buses is being purchased at a cost of Rs.40 lakhs.

(iv) Indoor studio

At present Anna Administrative Staff College has been utilising the Video conference room for conducting online classes. Moreover, the new generation is well aware of the usage of all electronic gadgets and concentrate more on visual medias and also listen online lectures delivered by most eminent persons in the electronic media, than attending physical face to face classes. Therefore, the Government have sanctioned a sum of Rs.49,89,814/- for construction of Indoor Studio at Anna Administrative Staff College.

(v) Smart Classrooms and Hostel rooms:

At present, there is a necessity to conduct classes more interesting and focused. The computer has begun to play a major role in training. A computer Board is required instead of a Black Board. Taking note of the situation, the Government have allocated Rs.8.74 Crore for the construction of six new Smart Class Rooms and 15 new Hostel Rooms at the Anna Administrative Staff College to accommodate more number of trainees. All these works were completed and inaugurated by the Hon'ble Chief Minister on 4<sup>th</sup> April, 2022.

(vi) Renovation of Hostel Rooms:

Accommodation is required for outstation trainees. In order to provide homely accommodation 48 hostel rooms, built in 2005 have been refurbished at a cost of Rs.2.00 Crore and handed over for the use of trainees. These hostel rooms provide safe accommodation

through the night after completing their training during the day.

9(2)(ii) A & B Wing Foundational Course Training Institute

- ❖ The A & B Wing Foundational Course Training Institute is functioning in a Heritage Building, 'Kanchi'. This Institute imparts Foundational Training to the directly recruited and promotee Group A & B Officers of various State Government Departments. This Institute is administered by the District Revenue Officer under the Administrative control of the Director General of Training.
  
- ❖ In this institute, the Group A Trainee officers are imparted training in the subjects of Office Administration, Financial Administration, Law, Public Finance, Public



Administration, Management Principles, Planning and Development, Economics and Computer Science.

- ❖ Whereas, Group B Trainee Officers are imparted training in the subjects of Law, Office Administration, Financial Administration, Public Administration, Management Principles and Computer Science. This training enhances their administrative ability.
- ❖ At the end of the training, examination will be conducted in the subjects of Office Administration, Financial Administration and Law and a pass in the exam is a pre - condition for declaration of probation.
- ❖ During 2021-22, 170 Group A officers and 439 Group B officers, totally 609 officers were trained in this Institute.
- ❖ Since 2011-12, 1384 Group A officers and 4271 Group B officers, totally 5655 officers were imparted Foundational training till date.

- ❖ The syllabus for the Foundational training to Group A & B Officers was not updated since 2005. As per the directions of CS/DGT, a committee was constituted to update the syllabus. Adopting the recommendations of the committee, Government have revised the syllabus, structure and also duration of the foundational training to Group A & B Officers vide G.O.(Ms).No.5, Human Resources Management Department, dated:13.1.2022.

9(2)(iii) Civil Service Training Institute,  
Bhavanisagar

- ❖ The main objective of this institute is to provide foundational training in Office procedure, Service procedure, Public relations, Rural Development and Accounts to directly recruited / promotee Assistants, Junior Assistants to make them to

execute their work skillfully and efficiently and to run the Government machinery successfully.

- ❖ The Civil Service Training Institute was established in the year 1974, in an extent of 71.32 acres at Bhavanisagar, Erode District in a salubrious location near Sathyamangalam Tiger Reserve Forest, at the foot hills of the western ghats. The purpose of such locale is to impart effective training to the employees in a natural pollution free location without any distraction. This institute provide training to directly recruited employees selected through TNPSC Group I, II and IV Services and through employment exchanges and promotee ministerial staff. After shifting the training of Group 'A' and 'B' officers to Anna Institute of Management, the training programme to ministerial staff was

condensed to 41 working days from 60 days. This helped to reduce training backlog in various departments.

- ❖ In order to improve the existing infrastructure facilities and to make the campus green, Rs.36.23 crores was sanctioned to make the institute as one of the best of its kind in the country.
- ❖ Initially, 250 employees per batch were imparted training. It has been raised upto 685 per batch from October 2017.
- ❖ Further, to make the campus green, 2793 saplings of two hundred varieties of species were planted and being maintained properly.
- ❖ In addition to the above Bio Metric system was installed in all class rooms to register the attendance. A Buggy Vehicle is being used for the benefit of differently abled

persons. Details of training imparted in the above institute are furnished graphically in the Annexure.

### Decentralized Training

- ❖ The Hon'ble Chief Minister made an announcement under rule 110 of Tamil Nadu Legislative Assembly to decentralise the foundational course training for the newly recruited / promotee Assistants / Junior Assistants in their respective districts to clear the backlog in Civil Service Training Institute and also to facilitate the employees to complete their probation period within the stipulated time, without any delay. Subsequently, Government orders were issued on 25.10.2021 to decentralise the training in the respective districts.
- ❖ Before the commencement of decentralized training, the backlog in Training was 9200. Out of which, 6129 employees have

completed the decentralized training, 1092 employees have completed training at Civil Service Training Institute, Bhavanisagar and 1449 employees are undergoing training. The backlog is proposed to be cleared by July' 2022. The details of district wise clearance in backlog training is indicated in the graph annexed.

- ❖ Further, to improve both physical and mental health of trainees, special classes were organised in the subjects such as Stress management, First aid, Motivation, Disaster Management, handling of Fire fighting equipment, usage of Tamil language in Government offices and Right to Information Act 2005 etc.,
- ❖ Since the establishment of the institution in the year 1974, foundation and other training were given to 1,35,070 officials till now. The details are indicated in the graph annexed.

## 9(2) (IV). All India Civil Services Coaching Centre

- ❖ In the year 1966, Pre-Examination Training Centre was established to train SC / ST candidates to take up Civil Services Examination. Similarly in 1971, a Special Training Institute was established to guide Backward Class and Most Backward Class candidates. Both the Institutes were merged and renamed as "ALL INDIA CIVIL SERVICES COACHING CENTRE" and brought under the aegis of Director, Anna Institute of Management and Director General of Training from February, 2000 onwards. It is administered by a Principal.
  
- ❖ Civil Services Examination conducted by UPSC has three phases. The Preliminary Examination is an eligibility test based on objective type questions conducted to screen the candidates capability of taking a higher level main examination. Those who qualify in the 'Main Examination' will be

called for Personality Test conducted by Union Public Service Commission, New Delhi. The marks scored in Main examination and Personality Test are added and ranking is done accordingly.

- ❖ Every year an entrance examination is conducted by All India Civil Services Coaching Centre for selection of 325 eligible candidates (225 Residential and 100 Non- residential) as per reservation for admission to UPSC Preliminary Examination Coaching. Horizontal reservation is also provided to accommodate differently abled persons. Every year in the month of November / December, the entrance examination is advertised in newspapers and also in official website [www.civilservicecoaching.com](http://www.civilservicecoaching.com). Entrance examination for admission is conducted during the month of December / January.



The selection is made based on the marks secured by the candidates in the Entrance Examination. The Institute guides the candidates for nearly six months (from December to May) to take up the Preliminary examination. This year 8704 online applications have been received for the Entrance Examination and coaching has commenced.

- ❖ The candidates who clear the Preliminary examination are given intensive coaching for nearly three months (from July to September) to face the Main examination. Apart from the candidates from this institute, other candidates belonging to Tamil Nadu who clear the Preliminary examination are also admitted for main examination coaching in this institute. Every year, 225 candidates are given coaching for the Main examination. A monthly stipend of Rs.3000/- per month

for three months is given to all the 225 candidates admitted for Main coaching, irrespective of the income ceiling to meet the expenditure for accessing reading materials.

- ❖ The Institute conducts Model Personality Test for the candidates who come out successfully in the Main Examination. The above test is being conducted well in advance before the actual date of Personality Test held at New Delhi. The civil services aspirants are permitted by the Government of Tamil Nadu to stay at Tamil Nadu House, New Delhi at concessional rate of Rs.100/- for 10 days and also provided food at concessional rate to enable them to attend the Personality test with ease. The incidental expenses has been enhanced from Rs.2000/- to Rs. 5000/- from the year 2021.

- ❖ The Government have sanctioned a sum of Rs.33.00 lakhs, for Web-casting Online Lectures delivered at All India Civil Services Coaching Centre.
- ❖ All India Civil Services Coaching Centre has also created a new YouTube Channel AICSCC TN classes to cater to aspirants all over the country. There are 11,10,209 viewers and 40,200 subscribers to this channel. 1037 videos have been uploaded in Youtube.
- ❖ To revamp the All India Civil Service Coaching Centre, procurement of Computer, Printers and its accessories at a cost of Rs.50 lakh is under progress.
- ❖ The Government has sanctioned setup of two more coaching Centres similar to the All India Civil Services Coaching Centre, Chennai, at Madurai Kamaraj University, Madurai and Bharathiyar University, Coimbatore in the name of

“Anna Centenary Civil Services Coaching Academy” for training All India Service aspirants of rural areas. These two Academies provide coaching for Civil Services Preliminary Examination only.

9(2)(v) Competitive Examinations Coaching Centre:

Based on the success of All India Civil Services Coaching Centre, preparatory coaching to the Tamil Youth is imparted to secure employment in public services. This will enable them to succeed in the competitive examination for posts in Government of India, State Government and Public Sector Undertakings of the State and Government of India through Tamil Nadu Public Service Commission (TNPSC), Staff Selection Commission (SSC), Railway Recruitment Board (RRB), Institute of Banking Personnel Selection (IBPS) and Combined Defence Services.

The syllabus, selection process and the location of the center are being considered and action is being taken to ensure that economically backward students in the State are benefitted through this coaching centre.

### 9(3) Secretariat Training Institute

- ❖ The Secretariat Training Institute is functioning under the Human Resources Management Department.
- ❖ It is conducting Foundational Training Course to the entry level post of employees recruited to the Departments of Secretariat. This institute has so far conducted 100 batches of Foundational Training Course.
- ❖ Foundational Training Course for Secretariat employees has been re-structured in order to thoroughly equip

the recruits to render effective service. This new pattern has been introduced with effect from 07.01.2020, in such a manner that more relevant and job-oriented modules are incorporated in the course.

- ❖ Due to pandemic situation, the Foundational Training Course could not be conducted in Class-room environment. Therefore, the Foundational Training Course were conducted in the new pattern by providing Video Lessons through e-mail to the trainees, as an alternative method. This paved way to cover more number of candidates at a time in one batch.
- ❖ As the pandemic situation improved, Foundational Training Course classes are being conducted in class-room environment in two batches in the forenoon and afternoon with 40 numbers of trainees in each batch.

## **10. NEW INITIATIVE**

The e-Office system has been introduced and implemented in this department from 21.03.2022 to promote effective monitoring of its functioning by e-Governance to promote transparency and expeditious service delivery.

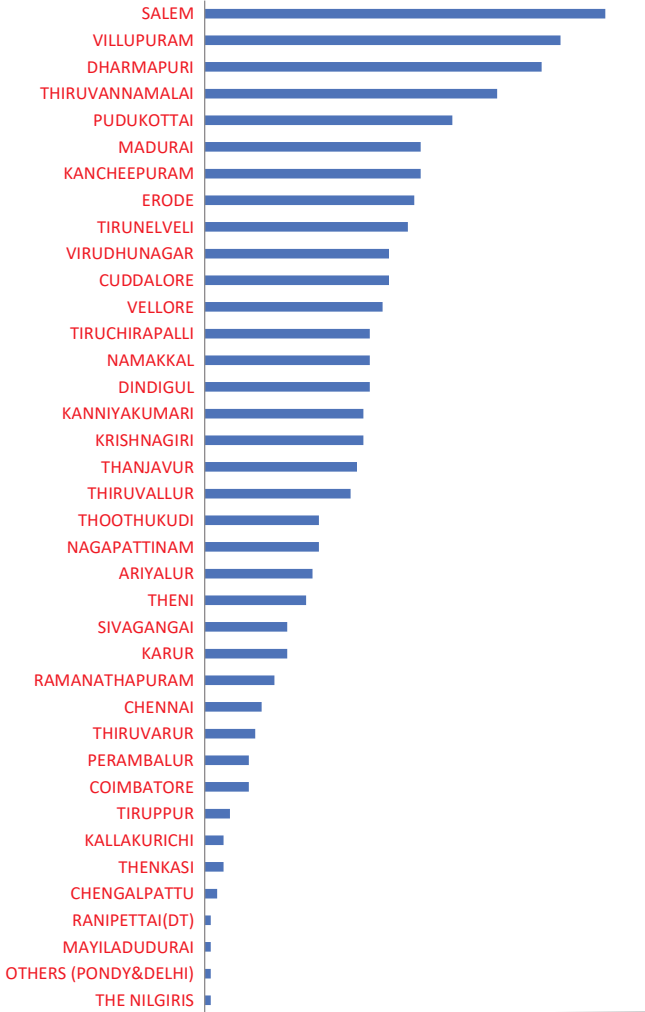
## **11. CONCLUSION**

The department has endeavoured to simplify the procedures and processes in the administration for the betterment of employees and administration of public service to the society with a goal to achieve equity and inclusiveness.

**Dr. PALANIVEL THIAGA RAJAN,**  
Minister for Finance and Human  
Resources Management

## TNPSC

### DISTRICT - WISE SELECTED CANDIDATES FOR VARIOUS POSTS -2021-2022





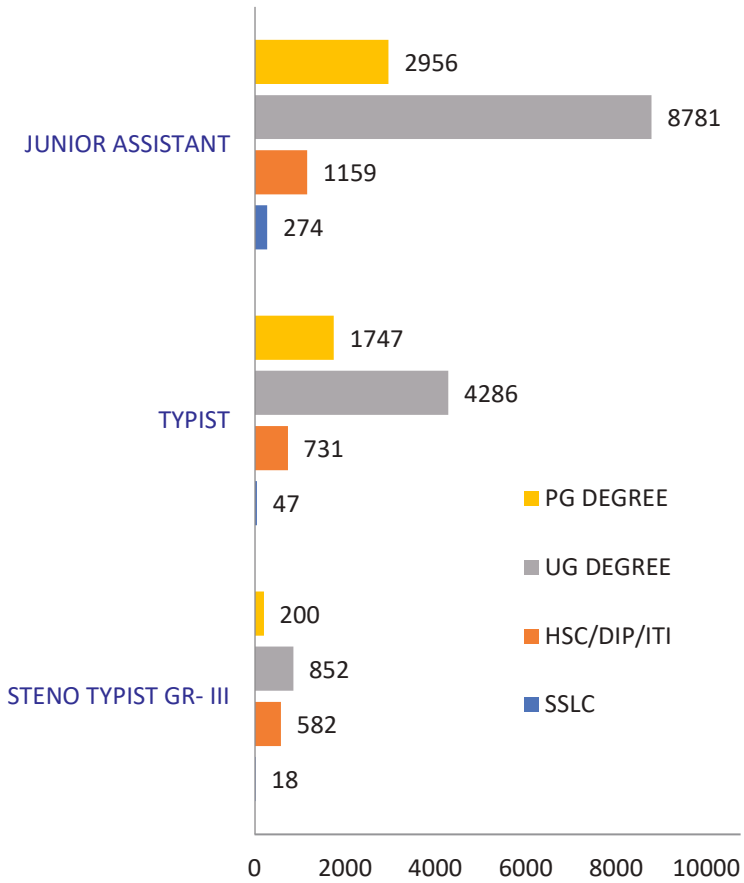
# TNPSC

## GROUP - IV

(Required qualification is 10th standard)

### Qualification-wise details of selectees

2015-16, 2016-17, 2017-18,  
2018-19 AND 2019-20

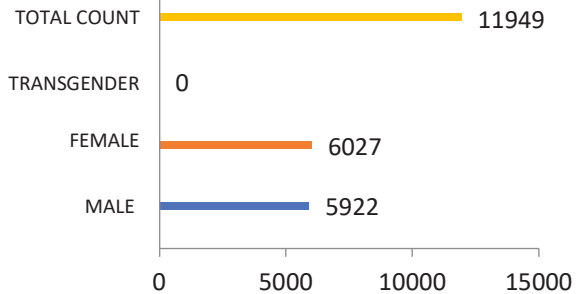


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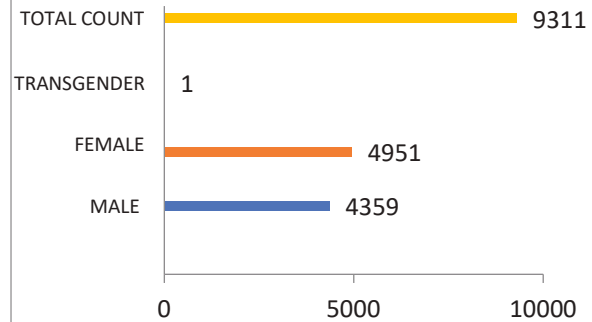
## GROUP IV

### GENDER-WISE COMPARATIVE DETAILS

#### 2015-16, 2016-17 AND 2017-18



#### 2018-19 AND 2019-20





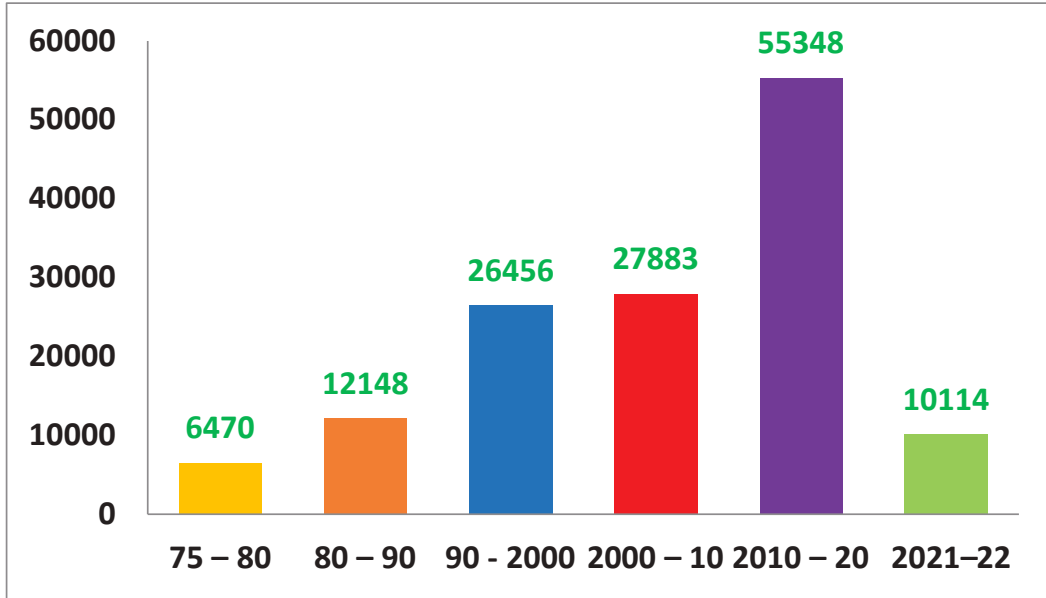
Hon'ble Chief Minister inaugurates on 04.04.2022 the newly built smart class rooms and Hostel rooms in the Anna Administrative Staff College campus. Hon'ble Minister for Finance and Human Resources Management and Chief Secretary were also present.



Hon'ble Minister for Finance & Human Resources Management inaugurated the training programme for All India Civil Service Preliminary Examinations on 28.03.2022

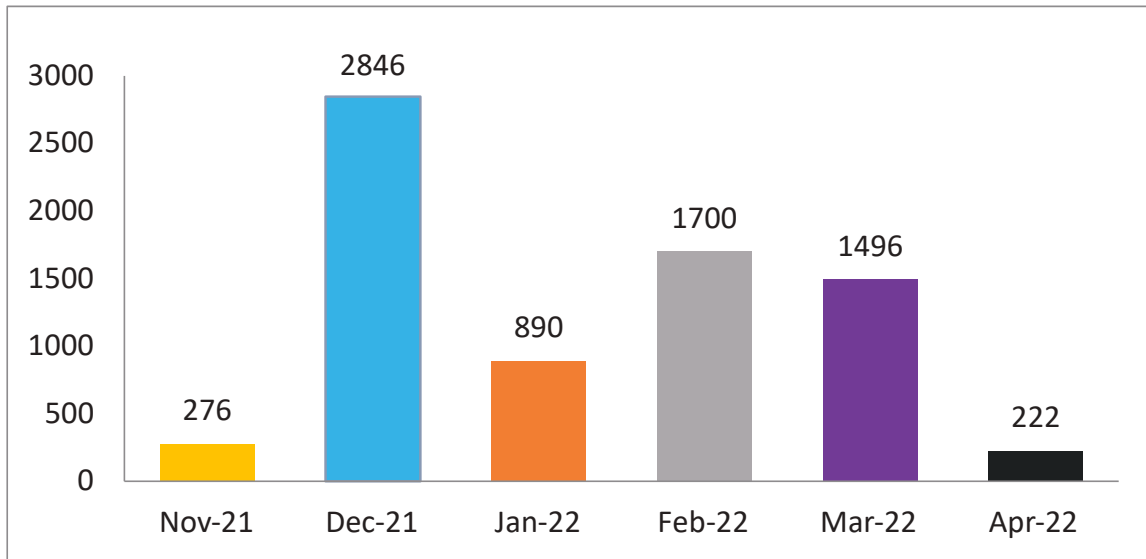


Government officials participation in the decentralised Foundational Course Training.



**No. of persons imparted training as on 31.03.2022 - 1,38,419**

Details of Training imparted in Bhavanisagar Civil Service Training Institute



**Details of Decentralized Foundational training imparted**

