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13/6/16



GOVERNMENT OF KERALA

Abstract

PUBLIC SERVICES—KERALA ADMINISTRATIVE REFORMS COMMITTEE—FOURTH REPORT  
OF THE COMMITTEE ON PERSONNEL REFORMS—PART I —RECOMMENDATIONS  
ACCEPTED—ORDERS ISSUED

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PERSONNEL AND ADMINISTRATIVE REFORMS (D) DEPARTMENT

G. O. (Ms.) No. 27/99/P&ARD.      *Dated, Thiruvananthapuram, 17th December, 1999.*

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- Read:—*1. G. O. (Ms.) No. 7/97/P&ARD, dated 26-5-1997.  
2. Letter No. 341/ARC-1/98 dated 19-5-1999 from  
Shri V. J. Thankappan, Vice Chairman, Kerala Administrative  
Reforms Committee.

ORDER

In the Government Order read 1st paper above the Kerala Administrative Reforms Committee was constituted to recommend measures to simplify and streamline the present system of administration in the State. The Committee has submitted its Fourth Report on Personnel Reforms—Part I—to Government as per the letter read as 2nd paper above.

2. Government have examined the report in detail and are pleased to approve the recommendations of the Administrative Reforms Committee on Personnel Reforms with modifications as annexed to this order.

3. The concerned Administrative Department of the Secretariat and the Head of Departments will implement the recommendations forthwith.

By order of the Governor,

RAM SINGH,

Secretary to Government.

To

All Principal Secretaries/Secretaries and Special Secretaries.  
All Departments/Sections of the Secretariat including Law and Finance.  
All District Collectors and all Heads of Departments.  
The Accountant General, Thiruvananthapuram.  
The Personnel and Administrative Reforms (Advice C) Department for follow up action.  
The Additional Secretary to Chief Secretary.  
The Secretary, Kerala Public Service Commission (with C. L.).  
The Member Secretary, Kerala Administrative Reforms Committee (with C.L.).  
The Private Secretary to Leader of Opposition/Chief Whip.  
The Director of Public Relations.  
The Stock file/ Office copy.

**Annexure****I. CAPACITY BUILDING**

1. A Staff training policy has to be announced by the Government.
2. It is necessary to conduct an indepth training needs assessment for professional as well as general categories.
3. The curriculam for different target groups needs to be drawn up in detail.
4. A State Training network has to be formed with IMG as the nodal institution.
5. For every category of staff induction training is required.
6. Induction training is also required at certain levels when persons are inducted by promotion. The period of induction training would be treated as duty.
7. At the level of entry to a post either by direct recruitment or on promotion, an employee should be given the important Acts, Rules, Manuals, Orders etc, which he has to use in his official capacity.

**II. PLACEMENT**

1. All data relevant for transfers should be computerised.
2. Transfer should be done only by the delegated authority, except when public interest is involved. Government can exercise the power directly by explicitly recording the reasons for exception, showing the public interest involved.
3. Applications for transfers should be given within a definite time frame, properly numbered and acknowledged and fed into the computer.

**III. DISCIPLINE**

1. The supervisory officers should be directed to exercise strict disciplinary control over punctuality in attendance.
  2. Inspection squads can be organised and surprise inspection may be held periodically and prompt action taken where lapses are noticed.
  3. 'Punctuality groups' may be constituted in all major government offices with representation being given to all categories of posts.
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