

**ALL INDIA CIVIL SERVICES COACHING CENTRE**

**II Avenue, Anna Nagar, Chennai-600 040**

**Phone No. 044-26211475 & 26211909**

**Manual Under Section 4 (1) (b) of the**

**Right to Information Act 2005**

## **ALL INDIA CIVIL SERVICES COACHING CENTRE, CHENNAI-40**

Name and address of the Institution:-	All India Civil Services Coaching Centre, 252, II Avenue, Housing Board Transit Quarters, Anna Nagar (West) Chennai-600 040
Telephone No. of the institution	Office Phone No: 26211909 Office Phone No: 26211475

### **LOCATION AND APPROACH**

The All India Civil Services Coaching Centre is situated in 12<sup>th</sup> Main Road, II Avenue, Anna Nagar, Chennai-40 near Thirumangalam Signal. This Institute is situated at a distance of 10 kms from Chennai Central Railway Station towards west; 8 kms from Egmore Railway Station and 2 kms from Koyambedu Bus stand towards north.

Frequent buses are available from all these Railway Stations and Bus Stand.

### **ABOUT THE INSTITUTE**

Pre-Examination Training Centre was established in the year 1966 to train SC candidates to write Civil Services Examination vide G.O. Ms.No.2315, Home Department dated 14.07.66. Similarly in 1971 Special Training Institute was established to coach BC & MBC candidates vide G.O.Ms.No.730, Social Welfare Department dated 21.06.1971. Both the Institutes were merged and renamed as All India Civil Services Coaching Centre and ordered to function under the Director & Director General of Training Anna Institute of Management

from February 2000 as per G.O. No. 7, Backward Classes, Most Backward Classes and Minorities Welfare (BC 2) Department dated 3.2.2000.

This Institute was established in Tamilnadu to impart training to young graduates, to appear for the Civil Services Examinations, conducted by the UPSC, New Delhi. every year.

**Strength of the Institute:**

The Institute imparts coaching to 300 candidates to appear in UPSC Preliminary Examinations as detailed below:

COMMUNITY	Part time (6.30-8.30 PM)	
	RESIDENTIAL	NON-RESIDENTIAL
ST	2	1
SC	82	41
Arunthathiars	16	8
BC	48	24
BC(M)	6	3
MBC	36	18
OC	10	5
Total	200	100

## **Selection Process of the trainees:**

### **(a) Coaching for Preliminary Examination**

The candidates will be selected for imparting training every year through entrance examination. An advertisement will be published in the leading Tamil and English News papers in the month of July/August every year calling for applications from the prospective candidates. After scrutinizing the applications, the eligible candidates will be called for an entrance examination, which is likely to be held in the month of October/November in 14 centres in the state. The first 300 candidates who secure the highest marks in Entrance Examination will be selected for admission.

The Institute helps the candidates for about 5 months from December to May to prepare for the UPSC preliminary examination.

### **(b) Coaching to write the Main Examination:**

Those candidates who clear the Preliminary examination are given coaching for four months from August to November to write the Main examination. 200 candidates who clear the preliminary examination are admitted whether they were trained for preliminary examination in this Institute or not.

(c) **Mock Interview:**

The Institute conducts mock Interviews for the candidates who come out successfully in the Main Examination. These mock interviews are held 15 days prior to the actual date of interview at New Delhi by UPSC. The candidates are permitted to stay at Tamilnadu House, New Delhi on concessional rates arranged by the Institute to enable them to attend the interview at New Delhi.

Details of successful candidates in the UPSC, Civil Services Examinations from the year 2000 onwards are as follows:-

**336 Candidates have got placement by the UPSC so far.**

SL. NO.	YEAR	EXAMINATION (UPSC)	Number Appeared					Number passed in Examination				
			OC	OBC	SC	ST	TOTAL	OC	OBC	SC	ST	TOTAL
1	2000	Preliminary	10	90	59	1	160	–	14	4	–	18
		Main	2	65	15	–	82	1	20	4	–	25
		Interview	2	26	4	–	32	2	19	2	–	<b>23</b>
2	2001	Preliminary	10	90	98	2	200		16	4	–	20
		Main	3	94	20	–	117	2	50	6	–	58
		Interview	3	50	6	1	60	3	19	4	–	<b>26</b>
3	2002	Preliminary	10	90	98	2	200	2	16	4	–	22
		Main	3	77	17	–	97		27	1	–	28
		Interview		33	2	–	35		15	2	–	<b>17</b>
4	2003	Preliminary	6	90	98	1	195	1	52	16	–	69
		Main	4	131	37	–	174	2	55	15	–	72
		Interview					88	1	38	6	–	<b>45</b>
5	2004	Preliminary	10	90	98	2	200	2	48	19	1	70
		Main	8	151	53	1	213	2	62	14	–	78
		Interview	2	65	17		84	2	16	5	–	<b>23</b>

6	2005	Preliminary	10	90	98	2	200	1	31	4		36
		Part time	5	45	49	1	100		3			3
		Main	8	132	41		181	4	39	7		50
		Interview	7	51	12	1	71	3	13	7	1	<b>24</b>
7	2006	Preliminary	10	90	98	2	200	3	46	15	-	64
		Part-time	5	45	49	1	100	-	7	-	-	7
		Main	7	134	59	-	200	3	31	7	-	41
		Interview	5	63	15	-	83	2	7	4	-	<b>13</b>

		EXAMINATION (UPSC)	Number Appeared					Number passed in Examination				
			OC	OBC	SC	ST	TOT AL	OC	OBC	SC	ST	TOT AL
8	2007	Preliminary	10	90	98	2	200		27	9	-	36
		Part-time	5	45	49	1	100	4	-	-	-	4
		Main	10	90	98	2	200	3	35	15	1	54
		Interview	5	58	16	1	80	1	17	4	-	<b>22</b>
9	2008	Preliminary	10	90	98	2	200	-	23	7	-	30
		Part-time	5	45	49	1	100	-	3	-	-	3
		Main	10	90	98	2	200	-	41	15	1	57
		Interview	3	67	23	1	94	3	29	14		<b>46</b>
10	2009	Preliminary	10	90	98	2	200	3	15	4	-	22
		Part-time	5	45	49	1	100	-	1		-	1
		Main	10	90	98	2	200	1	47	24		72
		Interview	8	84	26		118	7	32	10		<b>49</b>
11	2010	Preliminary	10	90	98	2	200	-	22	5		27
		Part-time	5	45	49	1	100	-	-	2		2
		Main	5	140	52	3	200		60	20	1	81
		Interview	8	101	34	1	144	1	33	13	1	<b>48</b>

The Principal belonging to the Department of Collegiate Education heads this institute. Government have sanctioned two regular Faculty members for this coaching Centre vide G.O.Ms.No.730, Social Welfare Department dated 21.06.1971.

Two Lecturers are presently working in the coaching Centre. Director of Collegiate Education has been addressed to fill up the one vacant post. As there are more than 23 subjects to be taught, Guest Faculty are engaged to coach the candidates. The following is the staff strength attached to this institute:-

### Staff strength

Sanctioned: As per G.O. (D) No.76, Personnel and Administrative Reforms (Training III) Department, dated 27.05.2011.

	Name of the Post	Sanctioned	Filled up	Vacant
1.	Principal	1	-	1
2.	Lecturer (History)	1	1	
3.	Lecturer(Geography)	1	1(Eng)	-
4.	Superintendent	1	1	-
5.	Tutor cum Warden	1	1	
5.	Assistant	4	2	2
6.	Junior Assistant	2	2	-
7.	Steno-typist	2	1	1
8.	Record Clerk	2	1	1
9.	Office Assistant	4	2	2
10.	Watchman	3	3	-
11.	Sanitary Worker cum - Masalchi	1		1
12.	Head Cook	2	2	-
13.	Assistant Cook	1	1	
14.	Kitchen Assistant cum-server (Consolidated)	2	1	1
15.	Hostel Worker (Consolidated)	2	1	1
16.	Server	1	1	-
17.	Helper	2		2
18.	Scavengers (Consolidated) (Rs.150+25+25+20) Total 220	1	-	1
		34	21	13

To help candidates in all aspects, this institute has permanent academic faculty and guest faculty. A number of IAS/IPS officers have agreed to act as Advisors to groups of candidates. Such interaction with officers will help the candidates in their preparation and personality development. To co-ordinate with the Faculty and Officers, to obtain best results, an Advisory Committee has been constituted with the following composition:-

Director General of Training & Director, AIM	Chairman
Principal, AICSCC	Member-Secretary
Programme Director, A&B Wing	Member
Regular Lecturers of AICSCC	Members
All officers acting as Advisors	Members
Training Officers, AIM	Member
Librarian, AIM	Member

This Committee will meet once a month and advise the Director General of Training and the Principal about the steps to be taken to help the candidates to improve their preparation for different stages of the All India Civil Services Examinations (vide DGT Proceedings No.DGT/AICSCC/5/2006 Dt.27.2.2006)

## **INFRASTRUCTURAL FACILITIES**

### **Buildings: Hostel**

All the candidates are now accommodated in the transit quarters of the Tamil Nadu Housing Board at Annanagar, Chennai-40. 200 candidates can be accommodated at a time in 84 Rooms. The female candidates are provided accommodations in the 1st floor of the building and male candidates are provided accommodations in the 2nd and 3rd floors of the building.

**Library:**

This institute has got a library containing nearly 21,000 books related to 23 subjects such as Agriculture, Botany, Chemistry, Engineering, Commerce, Economics, Geography, Geology, Indian History, Law, Mathematics, Philosophy, Physics, Political Science, Psychology, Public Administration, Sociology, Statistics, Zoology and books related to the preparation of Preliminary Examination.

**Audio-Visual Equipments:**

The following facilities are available in this institute.

Audio-Visual aids

Photocopier

Computers

Public Address System

**COMPUTERS:**

There are 13 computers including a server and 2 Laser jet printers . All the 13 computers have been provided for the benefit of the trainees, and Internet connection has also been provided to enable them to browse the Internet and collect materials for their subjects of study for the examination.

**VEHICLES:**

The institute has been provided with no vehicles.

## ALL INDIA CIVIL SERVICES COACHING CENTRE, CHENNAI 40

2.11. Address: All India Civil Services Coaching Centre,  
12<sup>th</sup> Main Road, Annanagar, Chennai 40

2.12. Morning Hours of the Office : 10.00 a.m.  
Closing hours of the Office: 5.45 p.m.

### Powers and Duties of Officers and Employees

Designation	Principal	
Powers	Administrative	Over all control of the All India Civil Service Coaching Centre, Chennai 40
	Financial	1. Sanction of all claims pertaining to all staff members and Lecturers 2. Sanction of all expenditure for the proper maintenance of the institution.
	Others	Over all supervision and administration of the Institute.
Duties		Head of the Institute

### CHAPTER-4 ( Manual-3)

#### Rules, Regulations, Instructions. Manual and Records for Discharging Functions

Name/title of the document Code Books: Type of the documents – Manuals and Code issued by the Government

Brief write-up on the Document.

From where one can get a copy of rules, regulations, instructions, manual and records.	Address: Director of Stationery and Printing, Chennai-2  Telephone No. Fax" E mail Others
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Fee charges by the department for a copy of rules, regulations, instructions, manual and records (If any)	Nil
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### CHAPTER-5 (Manual -4)

**Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:**

This is an institution, which imparts coaching to the students who are appearing for UPSC Civil Services Examination.

**Formulation of Policy :** no provision to seek consultation/participation of public.

Sl.no.	Subject/topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
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### 5.2. Implementation of Policy

Sl.No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
	no	no	no

**CHAPTER - 6 (Manual - 5)** Not applicable

**CHAPTER -7 (Manual - 6)** Not applicable

**CHAPTER - 8 (Manual - 7)**

**The names, Designation and other particulars of the Public Information Officers:**

**Name of the Public Authority:** Principal

### Assistant Public Information Officer

S.No.	Name	Designation	Phone No.	Fax	Email	Address
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### CHAPTER - 8 (Manual 7) Public Information Officer

S. No.	Name	Designation	Phone No.	Fax	Email	Address
	Mr. R. Rajendran	Superintendent	OFF. 26211475 RES.NIL	NIL	NIL	ALL INDIA CIVIL SERVICES COACHING CENTRE, CHENNAI.40

### CHAPTER - 8 (Manual - 7)

#### Department Appellate Authority

S. No.	Name	Designation	Phone No.	Fax	Email	Address
	Tmt. P. Prem Kala Rani, M.A., M. Phil.,	PRINCIPAL IN CHARGE	26211909			ALL INDIA CIVIL SERVICES COACHING CENTRE, CHENNAI.40

### CHAPTER-9 (Manual - 8)

#### Procedures followed in decision-making process

SI.No.	
Subject on which the decision is to be taken	
Guideline/Direction, if any	
Process of Execution	Only Government instructions are followed

Designation of the Officers involved in decision making	
Contact information of above mentioned officers	
If not satisfied by the decision, where and how to appeal	

### CHAPTER - 10 (Manual - 9)

#### Directory of Officers and Employees

S. No.	Name	Designation	STD Code	Phone No.	Fax	Email	Address
	Tmt. P. Prem Kala Rani, M.A., M. Phil.,	PRINCIPAL	044	26211909			ALL INDIA CIVIL SERVICES COACHING CENTRE, CHENNAI.40

### CHAPTER - II (Manual - 10)

#### 11.1 The Monthly Remuneration received by each of its officers and Employees. Including the System of Compensation as Provided in Regulations:

Sl.no	Name	Designation	Monthly Remuneration	Compensation/ Compensatory Allowance <sup>1</sup>	The procedure to determine the remuneration as given in the regulation
Only monthly salary is paid as per the Government orders.					

Details of salary furnished in separate sheet.

**ALL INDIA CIVIL SERVICE COACHING CENTRE, CHENNAI.40**

**STATEMENT SHOWING THE DETAILS OF STAFF**

<b>Sl No</b>	<b>Name - Thiruvallargal-Tmt.</b>	<b>Designation</b>
1	Tmt. P. Prem Kala Rani, M.A., M.Phil.,	PRINCIPAL(i/c)
2	Dr. G. Gowthaman	Lecturer (History)
3	R.Rajendran	Supdt
4	K. Varalakshmi	Tutor-cum-Warden
5	E. Kumeresan	Assistant
6	R. Thamarai Manalan	Assistant
7	S.N.Bhunaneswari	Steno-typist
8	M. Ponnivalavan	Junior Assistant
9	D. Paneer Selvam	Junior Assistant
10	S.Manogar	Record Clerk
11	B.Selvaraj	O.A
12	S.Subramani	Cook
13	A Ramu	Cook
14	S.Peter Devadoss	Asst.Cook
15	N.S.Chandran	O.A.
16	P.Arivalagan	Watchman
17.	V. Danasekaran	Watchman
18.	N.Vasantha	Watchman
19	K.Annadurai	Server
20.	S. Rajkumar(Consolidated)	Hostel Servant
21	D. Ravindran	Hostel Servant

## CHAPTER - 12 (Manual -11)

2.1 (Particulars of all Plan, proposed expenditures and reports on disbursement made)

Sl.No.	Name of the Scheme/Head	Activity	Starting date of the activity	Planned date of activity	Amount proposed	Amount sanctioned
1	2	3	4	5	6	7
Not applicable to this Institute since no schemes are implemented in this institute.						

Amount released/disbursed (no. of installments)	Actual expenditure for the last year	Responsible Officers for the quality and the complete execution of the work
8	9	10

### For other Public Authorities

Sl.No.	Head	Proposed Budget	Sanctioned Budget	Amount released/disbursed(No. of installments)	
Not applicable to this Institute					

## CHAPETER 13 (Manual - 12)

13.1 Not applicable to this Institute

## CHAPTER - 14 (Manual - 13)

Particulars of Recipients of concessions, permits or authorization granted by it

14.1 Not applicable to this Institute