

ALL INDIA CIVIL SERVICES COACHING CENTRE

163/1, "Kanchi" P.S. Kumarasamy Raja salai.

R. A Puram (Greenway's Road) Chennai – 28.

Phone No. 044-24621475 & 24621909

Telefax No. 044-24621909

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, 163/1, "Kanchi" P.S. Kumarasamy Raja Salai, R.A. Puram (Greenway's Road) Chennai – 28.
Telephone No. of the institution	Office Phone No : 044-24621475 Office Phone No : 044-24621909 Telefax No. : 044-24621909

LOCATION AND APPROACH

All India Civil Services Coaching Centre is situated in a calm and serene atmosphere in the heart of Chennai city at 163/1, "Kanchi", P.S. Kumarasamy Rajasalai, R.A. Puram – Chennai – 28. The Institution is situated at a distance of 1 Kilometer from Green ways Road Railway Station, 2 Kilometers from Adyar, 3 Kilometers from Anna Salai, and ½ Kilometer from Hotel Park Sheraton.

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 imparts training to young graduates who aspire to appear for the Civil Services Examinations, conducted by the UPSC, New Delhi. every year.

Strength of the Institute:

Preliminary Examination coaching is offered 300 candidates (200 Full – time and 100 Part –time) to appear in UPSC Preliminary Examinations as detailed below:

		PartTime(6.30-8.30PM)
COMMUNITY	RESIDENTIAL	NON-RESIDENTIAL
ST	2	1
SC	82	41
Arunthathiars	16	8
BC	48	24
BC(M)	6	3
MBC	36	18
OC	4	2
DA	6	3
Total	200	100

Selection Process:

(a) Coaching for Preliminary Examination

The candidates are selected to impart training every year through an entrance examination. An advertisement is 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 are called for an entrance examination, which is likely to be held in the month of October / November in selected 14 centres in the state. The first 300 candidates who secure the highest marks in the Entrance Examination are selected for admission.

The Institute coaches the candidates for about 5 / 6 months from November / December to May to prepare for the UPSC preliminary examination.

(b) Coaching for 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:-

383 candidates have got placement 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	_	23
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	_	26
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	_	17
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	_	45
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	_	23
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	24
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	-	13
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	-	22
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		46
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		49
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	48
12	2011	Preliminary	10	90	98	2	200	-	11	3		14
		Part-time	5	45	49	1	100	-	2	3		5
		Main		114	52	1	167		40	12	1	53
		Interview	12	93	22	2	129	6	33	6	2	47
13	2012	Preliminary	10	90	98	2	200	-	18	8	-	26
		Part-time	5	45	49	1	100	-	1	-	-	1
		Main	8	147	35	1	191	Awaiting the results				

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. As there are more than 23 subjects to be taught, Guest Faculty are engaged to coach the candidates. The following are the staff strength of this institute:-

Staff strength

ALL INDIA CIVIL SERVICES COCHING CENTRE, CHENNAI -28

Staff strength

Sanctioned: As per G.O. (D) No.146, Personnel and Administrative Reforms (Training III) Department, dated 12.07.2012

Sl.No.	Name of the Post	Sancti oned	Filled up	Vacant
1	Principal	1	-	1
2	Lecturer (History)	1	1	-
3	Lecturer(Geography)	1	1(Eng)	-
3a	Assistant Accounts Officer	1	1	-
4	Superintendent	1	1	-
5	Tutor cum Warden	1	1	-
6	Assistant	3	1	2
7	Junior Assistant	2	1	1
6	Steno-typist	2	1	1
9	Record Clerk	2	1	1
10	Office Assistant	4	2	2
11	Watchman	3	2	1
12	Sanitary Worker cum - Masalchi	1		1
13	Head Cook	2	2	
14	Assistant Cook	1	1	
15	Kitchen Assistant cum-server (Consolidated)	2	1	1
16	Hostel Worker (Consolidated)	2	1	1
17	Server	1	1	-
18	Helper	2	1	1

19	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 help the candidates and interaction with these officers help the candidates in their preparation and personality development. To co-ordinate the Faculty and Officers and to obtain best results, an Advisory Committee have been constituted with the following composition:-

Director General of Training & Director, AIM	Chairman
AICSCC Principal,	Member-Secretary
District Revenue Officer	Member
Regular Lecturers of AICSCC	Members
All officers acting as Advisors	Members
Training Officers, AIM	Members
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

Hostel

200 aspirants are accommodated at “Kanchi” 163 / 1, P.S. Kumarasamy Raja Salai, R. A. Puram (Greenway’s Road) Chennai – 28. The female candidates are provided accommodation in the 1st floor of the building and male candidates are provided accommodations in the ground and 2nd and 3rd floors of the building.

LIBRARY:

This institute has a library containing nearly 21000 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. The institute has a spacious library, wherein the students can sit and read to take notes without much disturbance.

AUDIO-VISUAL EQIPMENTS:

The following facilities are available in this institute.

Audio – Visual aids

Photocopier

Computers

Public Address System

COMPUTERS:

There are 15 computers including a server and 2 Laser jet Printers. All the 15 computers are provided with internet connection to enable the aspirants to browse the Internet and collect materials for their subjects of study for the examination.

VEHICLES:

The institute has been provided with no vehicle.

ALL INDIA CIVIL SERVICES COACHING CENTRE, CHENNAI 28

2.11. Address: All India Civil Services Coaching Centre,
163/1, "Kanch", P.S. Kumarasamy Raja Salai, R.A
Puram, (Greenway's Road) Chennai – 28.

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 - 28
	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
Fee charges by the department for a copy of rules, regulations, instructions, manual and records (If any)	Nil

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: Superintendent

S.No.	Name	Designation	Phone No.	Fax	Email	Address
1.	Thiru. Abdullah	Superintendent	-	-	-	All India Civil Services Coaching Centre, Chennai - 28

Assistant Public Information Officer:

S.No.	Name	Designation	Phone No.	Fax	Email	Address
			--nil--			

CHAPTER – 8 (Manual 7)

Public Information Officer

S. No.	Name	Designation	Phone No.	Fax	Email	Address
	Mr.S.M.Abdullah	Superintendent	OFF.24621475	NIL	NIL	ALL INDIA CIVIL SERVICES COACHING CENTRE, CHENNAI.28

CHAPTER – 8 (Manual – 7)

Department Appellate Authority

S. No.	Name	Designation	Phone No.	Fax	Email	Address
1.	Dr.N.Kannagi, M.Sc.,M.Phil., Ph.D.,	PRINCIPAL	24621475	24621909	aicsc c.gov @gm ail.co m	“ Kanchi” 163 / 1, P.S. Kumarasamy Raja Salai, R. A. Puram (Green way’s Road) Chennai – 28.

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CHAPTER-9 (Manual – 8)

Procedures followed in decision-making process

Sl.No.	
Subject on which the decision is to be taken	All Subject
Guideline/Direction, if any	
Process of Execution	Only Government instructions are followed
Designation of the Officers involved in decision making	Associate Professor (History)
Contact information of above mentioned officers	All India Civil Services Coaching Centre, 163/1, “Kanch” P.S.Kumarasamy Raja Salai, R.A.Puram (Greenway’s Road) Ch-28.
If not satisfied by the decision, where and how to appeal	The Director, Anna Institute Of Management and Director General of

CHAPTER – 10 (Manual – 9)
Directory of Officers and Employees

S. N o.	Name	Designation	STD Code	Phone No.	Fax	Email	Address
	Dr. N. Kannagi, M.Sc., M.Phil., Ph.D.,	PRINCIPAL (i/c)	044	24621475	24621909		ALL INDIA CIVIL SERVICES COACHING CENTRE, CHENNAI-28.

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 ¹	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.28

Details of staff members

Sl No	Name - Thiruvallargal-Tmt.	Designation
1	Dr.N. Kannagi, M.Sc., M.Phil., Ph.D	Principal
2	Tmt. P. Prem Kala Rani, M.A., M.Phil.,	Associate Professor (English)
3	Dr. G. Gowthaman	Associate Professor(History)
4	L. Vijayakumar	Assistant Accounts Officer
5	S.M. Abdullah	Superintendent
6	S.C. Chandrasekar	Tutor-cum-Warden
7	R. Thamarai Manalan	Assistant
8	K.J. Vetri Kumar	Assistant
9	S.N.Bhunaneswari	Steno-typist
10	D. Paneerselvam	Junior Assistant
11	A. Kuppusamy	Junior Assistant
12	N.S.Chandran	O.A
13	N. Vasantha	O.A.
14	V. Dhanasekaran	Watchman
15	P. Arivalagan	Watchman
16	R.Chandran	Watchman
17	R. Margaret	Sanitary Worker
18	A Ramu	Cook

19	S.Subramani	Cook
20	S.Peter Devadoss	Asst.Cook
21	S. Yesudass	Server
22	K. Annadurai	Helper
23	S.Rajakumar	Kitchen Asst Cum Ser

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

