

**WELCOME  
TO  
THE SESSIONS  
ON  
MACHINERY OF GOVERNMENT**

## Objectives:

- *At the end of the sessions the participants will be able to :*
- Describe the structure of machinery of Government of India
- List the rules prescribed for allocation , transaction of the business allocated to a Ministry/Department.
- Explain the Secretariat functions of a Ministry/ Dept.
- List the structure of a Ministry /Department
- List the main functionaries of the Govt. in a Ministry / Department.
- Describe the functions of functionaries in a Min./Dept.

# GOVERNMENT MACHINERY

- EXECUTIVE
- PRESIDENT
- LEGISLATURE
- COUNCIL OF MINISTERS
- JUDICIARY
- LEGAL SYSTEM

# PRESIDENT

- EXECUTIVE HEAD
- EXERCISES THE POWERS DIRECTLY OR THROUGH SUBORDINATE FUNCTIONARIES
- ASSISTED BY COUNCIL OF MINISTERS –
- PRIME MINISTER

# COUNCIL OF MINISTERS

- CABINET MINISTERS,
- MINISTERS OF STATE
- DEPUTY MINISTERS
- CABINET-
- RESPONSIBLE FOR SHAPING POLICIES OF THE UNION

# WORK DISTRIBUTION

- The Government of India ( Allocation of Business) Rules:
- Allocates business among different departments under the charge of a Minister-
- Associated by another Minister or a deputy.
- Cabinet Secretariat

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## Work distribution ....

- The Government of India (Transaction of Business ) Rules – Define –
- The authority, responsibility and obligations of each department.
- Allotted business of a Department disposed of by, or under the directions of, the Minister in charge.
- Specify cases to be disposed by the Minister
- Cases to be submitted to the PM/Cabinet for approval
- Cases where other ministries are to be consulted.

## Ministries – Administrative Depts.- Secretariat functions

- Assisting the Minister in policy-making and its periodical review.
- Framing legislation and rules and regulations.
- Sectoral planning and programme formulation.
- Budgeting and control of expenditure in respect of activities of the Ministry / Department; and
- According or securing administrative and financial approval to operational programmes and plans,
- Subsequent modifications, if any.



## Secretariat functions....contd...

- Supervision and control over the execution of policies and programmes by the executive departments or semi-autonomous field agencies and evaluation of the results.
- Coordination and interpretation of policies, assisting other branches of Govt. and maintaining contact with State Administrations.

Contd >>>

## Secretariat functions ...contd..

- Initiating measures to develop greater personnel and organizational competence both in the Ministry/Department and its executive agencies.
- Assisting the Minister in the discharge of his parliamentary responsibilities.

# Structure

- Department
- Wings
- Divisions
- Branches
- Sections
- Desk Officer
- Attached & Subordinate Offices
- Integrated Head Quarters of Ministry of Defence



## *Attached and Subordinate Offices*

- Execution of policies of the Government requires –
- Decentralization of executive direction
- Establishment of field agencies.
- Subsidiary organizations - Attached and Subordinate Offices are established.
- The Attached Offices - responsible for:  
providing executive direction required in the implementation of the policies laid down by the Ministry to which they are attached.

Contd.....

*Attached and Subordinate Offices ..... contd...*

- Serve as repository of technical information
- Advise the Ministry on technical aspects of the functions dealt with by them.
- ISTM, LBSNAA
- The Subordinate Offices function –
- Field establishments or as agencies responsible for detailed execution of the decisions of the Government.
- They generally function under the direction of an Attached Office.
- CPWD,CGHS

Contd... ...

*Attached and Subordinate Offices ..... contd...*

- Carrying out Research activities –
- Creation of Autonomous Institutions required
- Fully or partially funded by the Government
- Engaged in research activities of various kind-
- Perform mainly advisory functions.
- Eg., Agriculture :ICAR, Industrial : CSIR,
- Space :ISRO, Education : UGC, NCERT

Contd.....

# Integrated Headquarters of Ministry of Defence

- Army Headquarters,
- Naval Headquarters,
- Air Headquarters
- Defence Staff Headquarters
- Associated in the formulation of policies in relation to matters concerning the Defence of India and the Armed Forces of the Union.
- Responsible for providing executive direction required in the implementation of policies laid down by the Ministry of Defence.



- **Constitutional Bodies**
- constituted under the provisions of the Constitution Of India.
- UPSC, SSC, CVC, Election Commission of India, Law Commission of India
- **Statutory Bodies —**
- Established under the Statute or an Act of Parliament

## Statutory Bodies..

- National Human Rights Commission
- National Commission for Women
- National Commission for Minorities
- National Commission for Backward Classes
- National Law Commission
- National Green Tribunal
- National Consumer Disputes Redressal Commission
- Armed Forces Tribunal

## Regulatory bodies

- Advertising Standards Council of India
- Competition Commission of India
- Biodiversity authority of India
- Press council of India
- Directorate General of Civil Aviation
- Forward Markets Commission
- Inland Waterways Authority of India
- Insurance Regulatory and Development Authority
- Reserve Bank of India

# Autonomous Bodies

- Established by the Government
- To discharge the activities which are related to governmental functions.
- Given autonomy to discharge their functions in accordance with the Memorandum of Associations, etc.,
- The Government's control exists since these are funded by the Government of India.

# Public Sector Undertakings

- It is that part of the industry which is controlled fully or partly by the Government.
- Set up in the form of companies or corporations
- The shares are held by the President or his nominees
- Managed by Board of Directors which includes officials and non-officials.

# Public Sector Undertakings

- Production – Commercial Organisations.
- HAL, BEML
- BHEL, BEL,
- ONGC, IOCL, BPCL, HPCL, IGL,
- HSYL – MzgnDYL, CSYL, VSYL
- IRCTC, ConCorp,
- NTPC, NHPC, etc.,
- ICF, RCF, Wheel & Axle Plant, O.Fs, .. ?

# ***VARIOUS GRADES OF OFFICERS IN THE SECRETARIAT***

- SECRETARY
- SPECIAL SECRETARY, ADDITIONAL SECRETARY
- JOINT SECRETARY
- DIRECTOR /DEPUTY SECRETARY
- UNDER SECRETARY
- SECTION OFFICER /DESK OFFICER
- ASSISTANT SECTION OFFICER

*Functions of Various grades of Officers of the Secretariat.*

- ***SECRETARY***
- The administrative head of a Ministry or Department.
- The principal adviser of the Minister on all matters of policy and administration within Ministry/Department.
- The responsibility of the Secretary is complete and undivided.

Contd.....



## ***Special Secretary/Additional Secretary/Joint Secretary***

- Volume of the work in a Ministry exceeds the manageable charge of a Secretary
- One or more wings established with Special Secretary / Additional Secretary/Joint Secretary, in charge of each wing.
- Entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within the wing.
- Subject to the general responsibility of the Secretary for the administration of the wing as a whole.

Contd...

## ***Director/Deputy Secretary***

- An officer who acts on behalf of the Secretary.
- Holds charge of a Secretariat Division and is responsible for the disposal of Govt. business dealt within the Division under his/her charge.
- Should, ordinarily be able to dispose of the majority of cases coming up to him/her.
- Should use his/her discretion in taking orders of the Joint Secretary/Secretary on more important cases, either orally or by submission of papers.

Contd...

## ***Under Secretary***

- In charge of a Branch in a Ministry consisting of two or more Sections
- Exercises control both in regard to the dispatch of business and maintenance of discipline.
- Work comes to him/her from the sections under his/ her charge.
- As Branch Officer,disposes of as many cases as possible at his/her own level but takes orders of Deputy Secretary or higher officers on important cases.

# ***Section Officer -***

- *General duties*
- *Responsibilities relating to Dak, issue of draft*
- *Efficient and Expeditious disposal of work -Checks on delay*
- *Independent disposal of cases*
- *Recording and indexing*
- *Maintenance of updated reference books, Office Orders etc..*
- *Dealing with important and complicated cases*
- *Strict compliance of Departmental Security Instructions.*
- *Neatness and tidiness in the Section*

## *Assistant & Upper Division Clerks*

- *Two Separate categories of dealing hands*
- Works under the orders and supervision of the Section Officer
- Responsible for the work entrusted to him/her.
- Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers, put up a draft without much noting.

contd....

## *Assistant &UDC... contd..*

- In other cases - put up a note – complying-
- All facts that can be verified/ checked have been correctly stated.
- Point out any mistakes or mis-statements of the facts.
- Draw attention where necessary to precedents or Rules and Regulations on the subject.
- put up the Guard file, if necessary, and supply other relevant facts and figures.
- bring out clearly the question under consideration.
- bring out - alternative courses of action- implications - suggest a course of action wherever possible.

## ***Private Secretary/Personal Assistant/Stenographer***

- Should keep the officer free from the worries of a routine nature work/tasks
- by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information.
- Should be skilled in human relations.
- Enable the officer to have sufficient to devote himself/herself to the work in which he/she (the officer) has specialized.

- Should earn the trust of his/her officer
- For being entrusted with confidential and secret papers.
- PA is the keeper of secrets and an 'Assistant' to the boss.
- The PA should be popular with the persons who come in contact with the boss officially or who are helpful to the boss or who have dealings with the boss in official/ professional matters.



## Personal Assistant

- Some of the more specific functions.
- Taking dictation in shorthand and its transcription in the best manner possible.
- Fixing up of appointments and if necessary canceling them.
- Screening the telephone calls and the visitors in a tactful manner.
- Keeping an accurate list of engagements, meetings etc. and reminding the officers sufficiently in advance for keeping them up.

## Personal Assistant

- Maintaining in proper order the papers required to be retained by the officer.
- Keeping a note of the movement of files, passed by his/her officer and other officers, if necessary.
- Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.
- Carrying out the corrections to the officer's reference books.

## Personal assistant...

- Relieving the boss of much of his/her routine work and generally assisting him/her in such a manner as he/she may direct.
- At the same time, he/she must avoid the temptation of taking over himself/herself the authority of the boss.

## ***Lower Division Clerk***

- Ordinarily entrusted with work of routine nature,
- Registration of Dak,
- Maintenance of Section Diary,
- File Register, File Movement Register,
- Indexing and Recording,
- typing comparing, dispatch,
- preparation of arrears and other statements,
- supervision of correction of reference books, and
- submission of routine and simple drafts etc.

# Recall

**THANKS**