

MACHINERY OF GOVERNMENT

**THREE PILLARS,
STRUCTURE,
FUNCTIONS**



THREE PILLARS

**LEGISLATURE,
EXECUTIVE,
JUDICIARY**

LEGISLATIVE CONTROL

- **BUDGET DISCUSSION;**
- **QUESTION HOUR;**
- **DISCUSSIONS;**
- **MOTIONS;**
- **DEBATES – Issues & Legislations**
- **PARLIAMENTARY COMMITTEES.**
- **AUDIT.**

JUDICIAL CONTROL

- **ACTIONS – Constitutional & as per law;**
- **ABUSE OF POWER;**
- **LACK OF JURISDICTION;**
- **PROCEDURAL ERROR;**
- **ERROR OF LAW;**
- **ERRORS IN FACT-FINDING.**

EXECUTIVE POWER

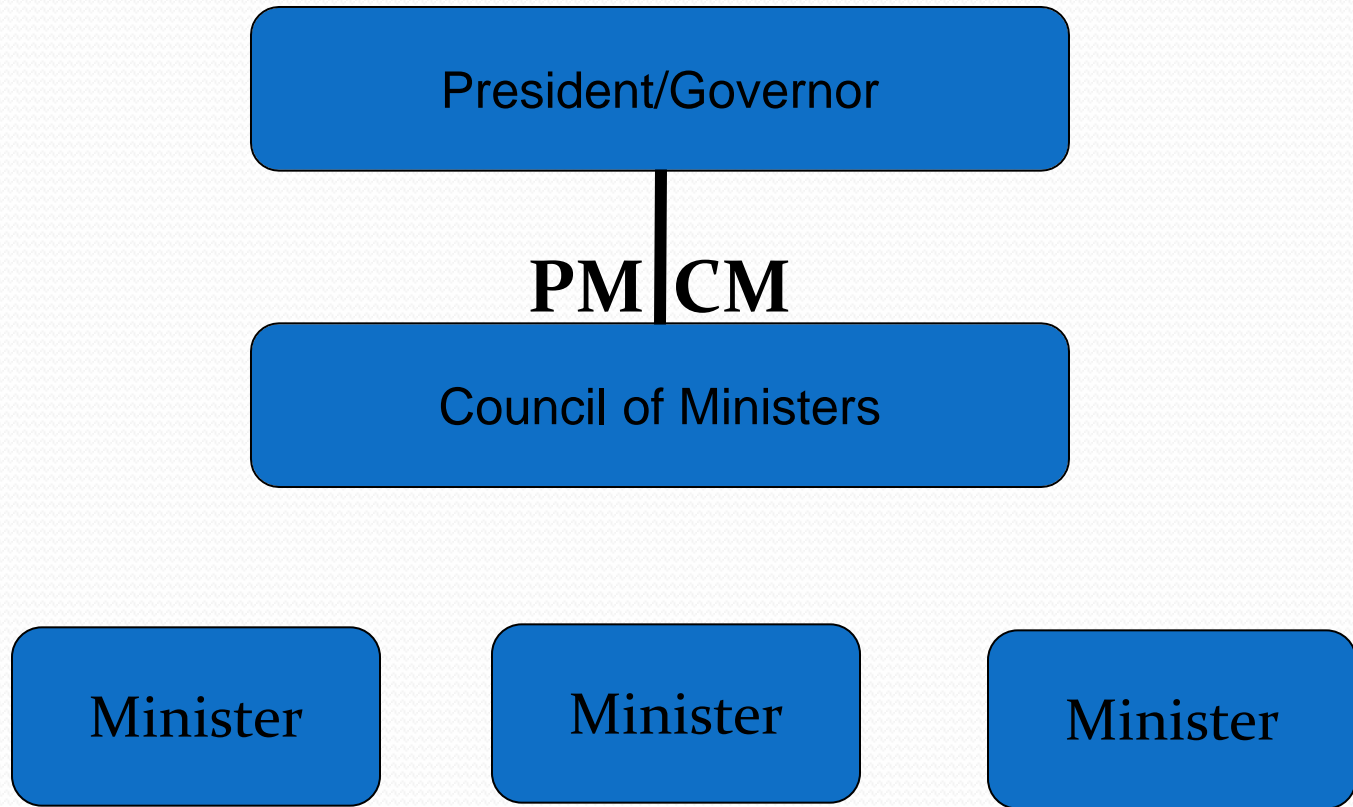
EXPANSION OF EXECUTIVE POWER

- **Delegated Legislation:**
 - Control of Legislature through Committee of 'Subordinate Legislation'
- **Administrative Adjudication:**
 - Control by Judiciary through 'Judicial Member' in the Tribunals.



**MACHINERY
AND
STRUCTURE OF GOVT.**

GOVERNMENT STRUCTURE



MINISTRIES / DEPARTMENTS

**ATTACHED
OFFICES**

WINGS

WINGS

**SUBORDINATE
OFFICES**

**SUBORDINATE
OFFICES**

DIVISION

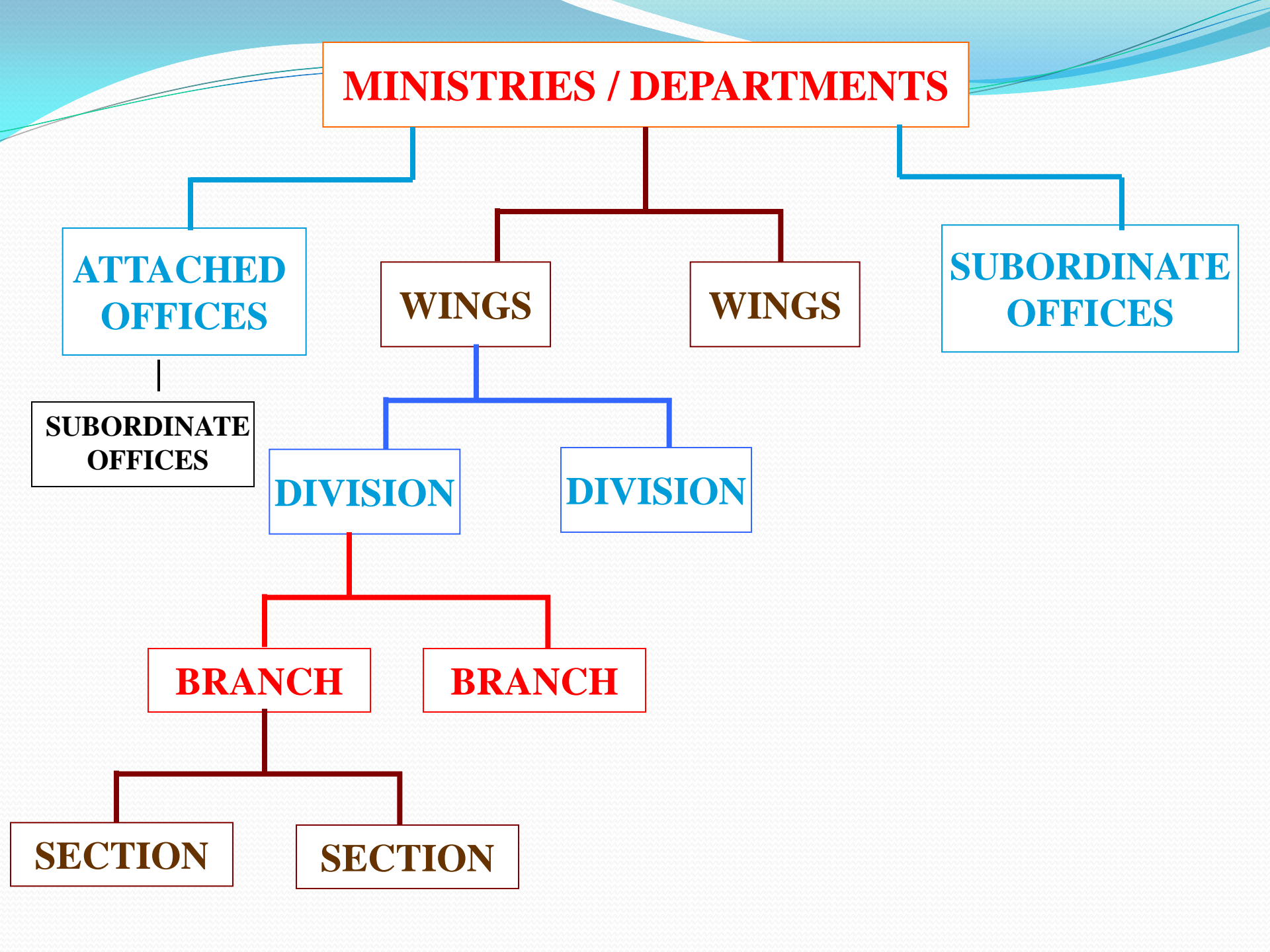
DIVISION

BRANCH

BRANCH

SECTION

SECTION



BUSINESS OF GOI

- **Government of India (Allocation of Business) Rules, 1961 lays down**
 - **The functions; and**
 - **The functionary organizations responsible for them.**
- **The Government of India (Transaction of Business) Rules 1961, specifies**
 - **Cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its Committees for decision; and**

GOVERNMENT ORGANISATIONS

➤ **Ministries – Departments:**

- **Attached Offices;**
- **Subordinate Offices;**
- **Public Sector Undertakings;**
- **Public Sector Banks;**
- **Statutory Bodies;**
- **Societies/Autonomous Bodies;**
- **Boards;**
- **Regulatory Bodies,**
- **Mission mode projects.**

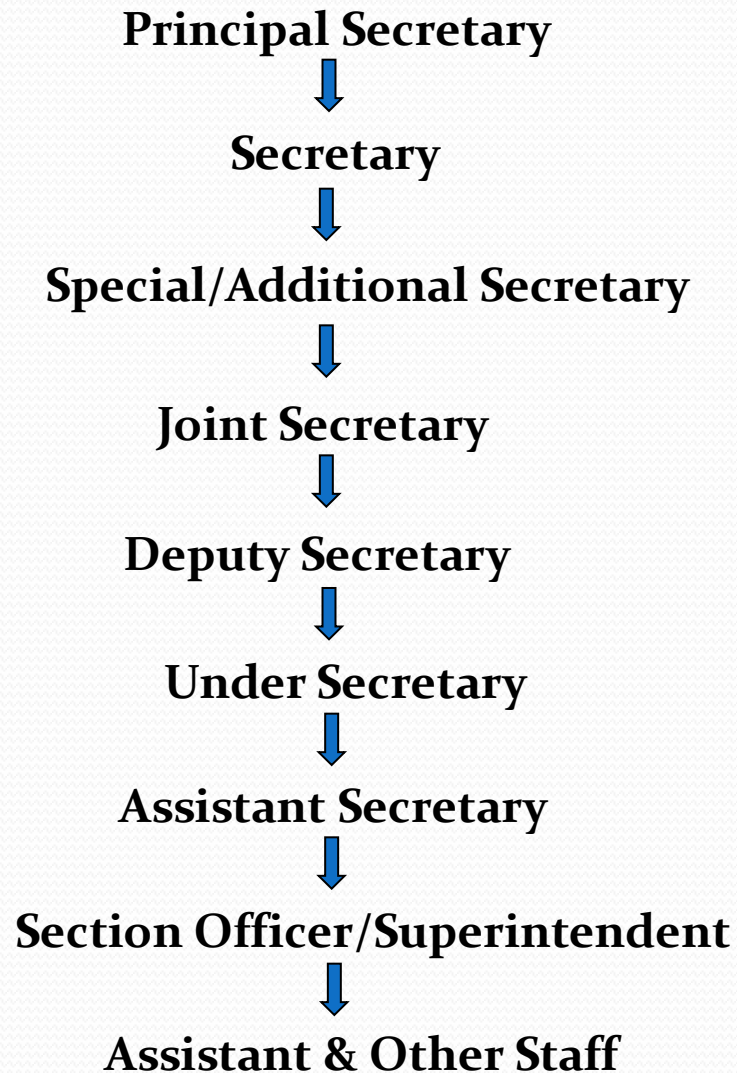
CONSTITUTIONAL BODIES/ AUTHORITIES

- **UPSC;**
- **ELECTION COMMISSION;**
- **FINANCE COMMISSION;**
- **ATTORNEY GENERAL;**
- **COMPTROLLER & AUDITOR GENERAL;**
- **NATIONAL COMMISSION FOR SC/ST;**

STRUCTURE OF MINISTRY/DEPARTMENT – CENTRAL GOVERNMENT



STRUCTURE OF MINISTRY – STATE GOVERNMENT



STRUCTURE OF DEPARTMENT – STATE GOVERNMENT

MINISTRY



DEPARTMENT



Director or Commissioner



Additional Directors



Joint Directors



Deputy Directors



Assistant Directors



District Representative

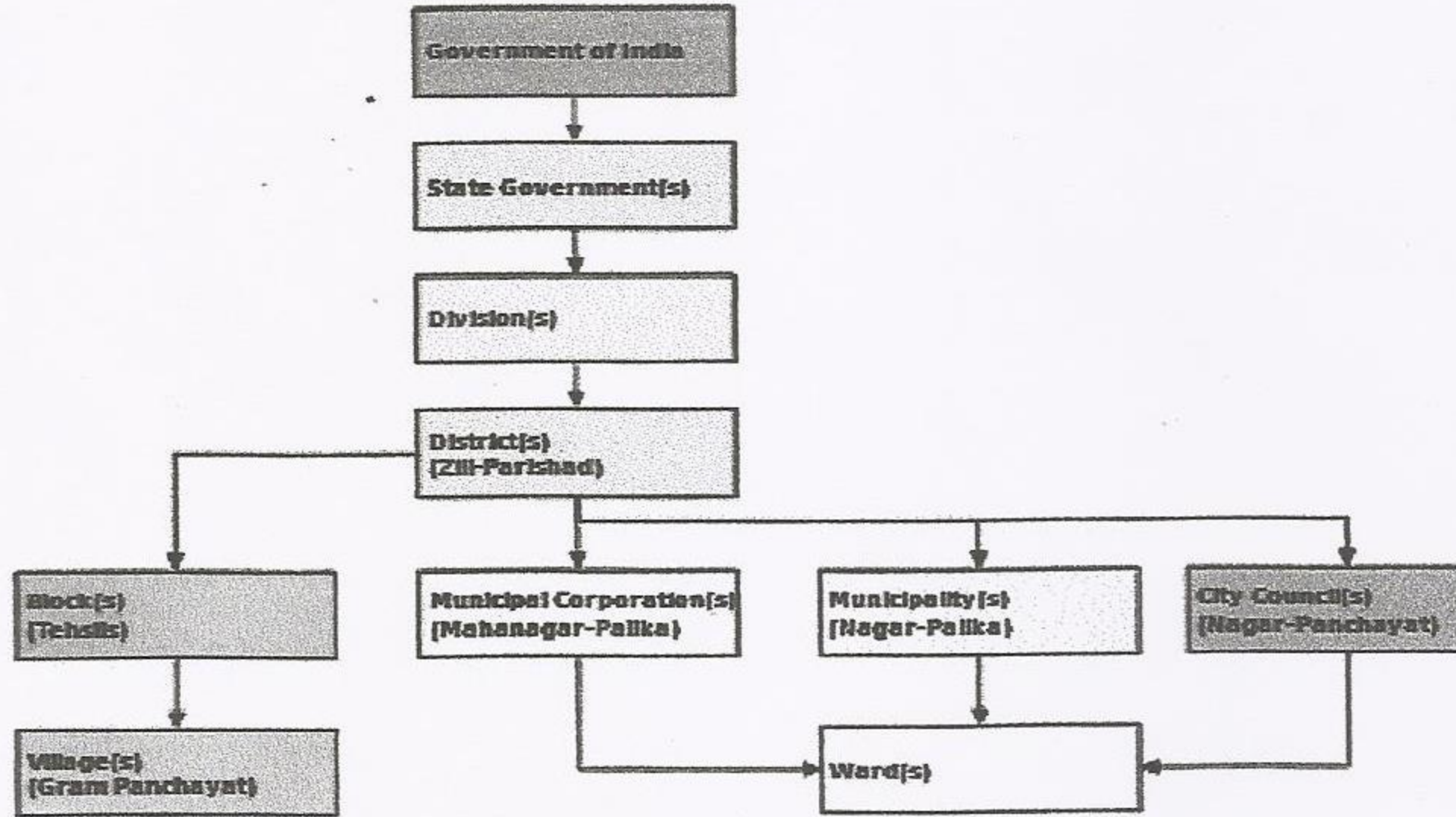


Subordinate Staff

STATE ADMINISTRATION (REVENUE)



• **Administrative structure of India**





**CLASSIFICATION,
ORGANISED SERVICES,
CIVIL POSTS**

REVISED CLASSIFICATION OF POSTS

➤ **GROUP 'A':**

- **Cabinet Secretary's Scale: Rs.90000 fixed;**
- **Apex Scale: Rs.80000 fixed;**
- **Higher Administrative Grade + Scale Rs.75000 – 80000)**
- **Pay Band 4: Rs.37400-67000 with Grade Pay Rs.12000, 10000, 8900 and 8700;**
- **Pay Band 3: 15600-39100 with Grade Pay Rs.7600, 6600 and 5400;**

REVISED CLASSIFICATION OF POSTS

➤ **GROUP 'B':**

- Pay Band 2: Rs.9300-34800 with Grade Pay 5400, 4800, 4600 and 4200;

➤ **GROUP 'C':**

- Pay Band 1: Rs.5200-20200 with Grade Pay Rs.2800, 2400, 2000, 1900 and 1800;

➤ **GROUP 'D': (Till posts up-graded)**

- Grade pays Rs.1300, 1400, 1600, 1650 in the scale of Rs.4440-7440;

ALL INDIA SERVICES

- **Created in accordance with Article 312 of the Constitution;**
- **In national interest if Rajya Sabha passes a resolution by 2/3 majority of members present and voting;**
- **Indian Administrative Service, Indian Police Service & Indian Forest Service;**
- **Allotted 'State Cadres';**
- **Members of State Civil Services inducted;**
- **Regulated by respective AIS Rules;**

CLASSIFICATION OF SERVICES-UNION

➤ **Civil Services of the Union:**

- **Central Civil Services, Group 'A';**
- **Central Civil Services, Group 'B';**
- **Central Civil Services, Group 'C';**
- **Central Civil Services, Group 'D';**

DEFINITION OF CADRE

“A cadre comprises of persons who have been adjudged suitable and recruited to hold a group of positions requiring similar skills – technical, professional and/or administrative. Within a service there may be more than one grade arranged vertically according to the level of responsibility.” – [Definition by the Study Team appointed by the First Administrative Reforms Commission (1969)]

CONCEPT OF THE SERVICE

- Civilian posts grouped into distinct homogenous cadres under a common service;
- A well structured Group 'A' cadre consists of two distinct parts:
 1. **Regular Duty Posts; and**
 2. **Reserves.**
- Service name on the basis of specific functions attached to the posts in question;

CLASSIFICATION OF GROUP 'A' CENTRAL SERVICES

- 1. NON-TECHNICAL SERVICES;**
- 2. TECHNICAL SERVICES (Which include engineering services);**
- 3. HEALTH SERVICES;**
- 4. OTHER SERVICES (Which include some engineering and scientific services in the non-technical fields)**

ORGANISED SERVICES

ATTRIBUTES OF ORGANISED GROUP 'A' CENTRAL SERVICES

- ✓ The highest cadre post in such services is not below the level of Rs.37400 + GP Rs.10000 (SAG);
- ✓ Such services have all the standard grades:
 - Rs.15600-39100 + GP Rs.5400 – JTS;
 - Rs.15600-39100 + GP Rs.6600 – STS;
 - Rs.15600-39100 + GP Rs.7600/Rs.37400+ GP Rs.8700 – JAG/NFSG;
 - Rs.37400+ GP Rs.10000 – SAG;

RECRUITMENT TO A SERVICE

- Normally, recruitment to a group 'A' Service takes place at the entry level, i.e. at the level of JTS;
- Generally, there are two sources of recruitment:
 - **Direct Recruitment i.e. recruitment from open market through open competitive examination or an interview or a combination of both;**
 - **Through promotion from the Group 'B' cadre;**

CLASSIFICATION OF CIVIL POSTS-UNION

➤ **Civil Posts under the Union:**

- **Central Civil Posts, ‘Group A’;**
- **Central Civil Posts, ‘Group B’;**
- **Central Civil Posts, ‘Group C’;**
- **Central Civil Posts, ‘Group D’;**

CIVIL POSTS

- Also called 'Ex-cadre' posts;
- May consist of one or more 'Grades';
- Have a defined hierarchy;
- Number of posts in each Grade specified, called '*sanctioned*' or '*approved*' strength;
- All requirements related to the posts mentioned in the '**recruitment rules**';
- May be filled by Direct recruitment, promotion, deputation, absorption, re-employment of Defence services officers as per recruitment rules;



**RECRUITMENT
AND
CONDITIONS OF SERVICE**

RECRUITMENT & CONDITIONS OF SERVICE

➤ **ARTICLE 309:**

- (1) Act of Parliament or State Legislature to regulate *recruitment and conditions of service*;
- (2) Till Acts are made, Rules framed by President or Governor to regulate *recruitment and conditions of service*.

METHODS OF RECRUITMENT

- **Direct Recruitment;**
- **Promotion;**
- **Deputation;**
- **Absorption;**
- **Re-employment;**
- **Short-term Contract.**

METHODS OF RECRUITMENT

❑ Prescription of method depends on:

- Nature of duties, qualifications and experience required;
- Suitable incentives for maintenance of efficiency;
- Direct recruitment at appropriate levels
- Proper mix of various methods.

CENTRAL SECRETARIAT

- **Central Staffing Scheme;**
- **Provision for support and continuity of the governmental system in the Central Government Secretariat:**
 - **Central Secretariat Service;**
 - **Central Secretariat Clerical Service;**
 - **Central Secretariat Stenographers Service;**

STRUCTURE OF MINISTRY/DEPARTMENT - CENTRAL GOVERNMENT





CADRE REVIEW

PARTS OF A 'CADRE'

- A well structured Group 'A' cadre consists of two distinct parts:
 1. **Regular Duty Posts; and**
 2. **Reserves.**
- **REGULAR DUTY POSTS:**
 - **Constitutes the core of the cadre;**
 - **Meant for performing the functions for which the service has been constituted;**
 - **Consists of permanent posts as well as temporary posts likely to continue indefinitely;**

PARTS OF A CADRE

➤ RESERVES:

- Probationers Reserve;
- Leave Reserve;
- Training Reserve;
- Deputation Reserve;

RECRUITMENT TO A SERVICE

- Normally, recruitment to a group 'A' Service takes place at the entry level, i.e. at the level of JTS;
- Generally, there are two sources of recruitment:
 - **Direct Recruitment i.e. recruitment from open market through open competitive examination or an interview or a combination of both;**
 - **Through promotion from the Group 'B' cadre;**

ATTRIBUTES OF AN IDEAL CADRE

- **Functional needs ought to be met by cadre posts without taking recourse to ex-cadre posts;**
- **The grades into which the cadre is divided should be clearly distinct i.e. each carries distinct level of responsibility;**
- **A cadre structure should facilitate horizontal and vertical mobility of its members;**
- **Cadre structure should be capable of fulfilling legitimate career expectations of the members;**
- **Should have separate provisions for various types of reserves;**

General deficiencies of cadre structure and management

- **Poor recruitment planning;**
- **Lack of functional clarity;**
- **Deficient cadre structure;**
- **Poor provision of reserves;**
- **Absence of recruitment rules;**

PARAMETRES OF CADRE REVIEW

- All direct recruits shall be promoted to the Senior Time Scale around say 5th or 6th year;
- A large proportion of direct recruits in the STS shall be promoted to the JAG (Period varying from service to service, often significantly);
- A reasonable proportion of direct recruits in the JAG shall see their way to SAG and some to HAG;

Objectives of a Cadre Review

- Estimate future manpower requirements on a scientific basis for a period of 5 years at a time;
- Plan recruitment in such a way as to avoid future promotional blocks and at the same time prevent gaps from building up;
- Restructure the cadre so as to harmonize the functional needs with the legitimate career expectations of its members;
- Enhance the effectiveness of the service;



TRAINING

NATIONAL TRAINING POLICY

- **Changing situation>Stress on ‘Good Governance’;**
- **Competency framework:**
 - **Core competency e.g. Leadership, Financial Management, People Management, IT, Project Management;**
 - **Professional or Specialized skills;**
- **Training Objectives – Outcome oriented;**
- **Knowledge, Skills, Attitude [K, S, A];**

NATIONAL TRAINING POLICY

- **Training Target – To equip with the current or future job competencies-**
- **Entry level & at appropriate intervals in their career;**
- **All Civil servants;**
- **Distance & e-learning;**
- **Front-line staff >training in soft-skills to improve customer orientation & quality of service delivery to the citizens.**

NATIONAL TRAINING POLICY

➤ Role of Ministries/Departments-

- Appoint Training Managers and create 'Training Cell' to implement NTP;
- Coordinate with Training Division, DOPT;
- Prepare 'Annual Training Calendar' (ATC) and 'Cadre Training Plan' (CTP);
- Mould Training Institutes into 'Centres of Excellence';
- Organize 'on the job' and 'in-house' training;

NATIONAL TRAINING POLICY

➤ Training interventions-

- **Entry Level training;**
- **Mid-Career training;**
- **Short-term Thematic training (Professional competencies in relevant themes e.g. Project Mnagement);**
- **Customized training (domain/sector specific);**
- **Orientation training;**

NATIONAL TRAINING POLICY

- **Development of Domain/Sector-specific Trainers-**
 - **Trainer Development programme;**
 - **Stress on 'Systematic Training'**
 - **Create pool of Certified Master Trainers who would train trainers in various organisations & Institutions;**
 - **Adopting various 'Training Techniques';**

NATIONAL TRAINING POLICY

- **Developing Government Training Institutes into ‘Centres of Excellence’;**
- **Foreign training;**
- **Training for Urban and Rural development;**
- **Funding;**
- **Monitoring and coordination;**



**RE-DEPLOYMENT
OF
SURPLUS EMPLOYEES**

SURPLUS EMPLOYEES

- **CCS (Re-deployment of Surplus employees) Rules, 1990;**
- **Applicability:**
 - **All permanent employees;**
 - **Temporary employees who have rendered not less than 5 years regular continuous service;**
- **Declared surplus due to**
 - **Administrative or financial reforms;**
 - **Winding up /part or whole abolition of an Org.**

SURPLUS EMPLOYEES

➤ Surplus Staff Cell

- **Central (Surplus Staff) Cell in the DOP&T for Group 'A', 'B' and 'C';**
- **Special Cell in the Directorate General of Employment & Training (DGE&T) for Group 'D'.**

IDENTIFICATION OF SURPLUS EMPLOYEES

➤ Principles for Identification:

- **Within 3 months of SIU report/Cabinet decision;**
- **Reverse order of seniority in case of reduction in strength;**
- **Seniors can also volunteer;**
- **VRS could be an option;**
- **Surplus Staff Establishment created in same Org.;**
- **Giving alternative duties may be explored;**

REPORTING OF VACANCIES TO SURPLUS STAFF CELL

- Copy of requisition to UPSC (Group A & B)** for direct recruitment or absorption sent to Cell;
- Sponsored candidates by Cell considered by UPSC;
- In other cases, vacancies to be notified to the Cell and filled by the Cell;
- In case of non-availability by UPSC or Cell, NOC to be obtained;

[Only for direct recruitment otherwise than by Competitive Exam.]**

SUITABILITY OF REDEPLOYED STAFF

- In case of Groups 'A' and 'B', **by UPSC;**
- In case of Groups 'C' and 'D' **by DOP&T:**
 - **Normally no Test or Interview;**
 - **Not ineligible on the grounds of lack of minimum educational qualifications;**
 - **Group 'C' employee may be nominated to Group 'D' post by DOP&T informing DGE&T;**
- **Upper age limit not applicable;**
- **No fresh medical examination;**
- **May be sent for any Training;**

EXEMPTIONS

- **The following need not necessarily follow the Redeployment procedure:**
 - **Departments of Atomic Energy, Space, Electronics, Indian Audit and Accounts;**
 - **Railways (Excluding Railway Board);**
 - **Ministry of Defence (Lower field formation other than Defence Research Development Org.);**
 - **Security and Para-Military organizations under MHA, Defence and Cabinet Secretariat;**
- **Others may be exempted by Surplus Staff Cell if necessary;**



STAFF WELFARE

NETWORK

- **Residents' Welfare Associations;**
- **Area Welfare Officers;**
- **Central Government Employees Welfare Coordination Committees;**
- **Benevolent Funds;**
- **Departmental Canteens & Tiffin Rooms;**
- **Recreation Clubs;**

NETWORK

- **Central Civil Services Cultural & Sports Board;**
- **Grih Kalyan Kendra;**
- **Kendriya Bhandar (Central Govt. Employees Consumer Cooperative Society);**
- **Civil Services Officers Institute;**
- **Holiday Homes & Touring Officers Hostel;**

MEDICAL FACILITIES

- **Employees, family, dependant family members;**
- **Pensioners;**
- **CGHS Clinics;**
- **Free supply of drugs;**
- **Hospitals;**
- **Designated private hospitals for emergency or specialised treatment;**
- **Reimbursements;**



MISCELLANEOUS

MISCELLANEOUS

- **Reservations for:**
 - ✓ **Scheduled Castes, Scheduled Tribes, Other Backward Classes;**
 - ✓ **Persons with disabilities;**
 - ✓ **Ex-Servicemen;**
 - ✓ **Meritorious Sportsmen.**
- **Compassionate appointments;**



**THANK
YOU**