

Organisational Structure in Government

A nighttime photograph of the Indian Parliament building in Chandernagore, West Bengal. The building is illuminated with warm white lights, highlighting its architectural details, including the central dome and two prominent towers. The sky is a deep blue, and the foreground shows some blurred lights from a street or parking area.

Moloy Sanyal
Deputy Secretary

Government Machinery

Moloy Sanyal



Objectives

- Organisational Structure in Government
- Types of Organisations
- Hierarchy in Central Secretariat
- Roles & Functions of Different Levels
- Empowered Organization
- Challenges in Secretariat Culture



Allocation of Business

- Allocation of Business Rules, 1961
 - * First Schedule
 - * Second Schedule
 - * Amendments
 - * Complete Rules

First Schedule


Cabinet Secretariat-Gove x
Secure | https://cabsec.gov.in/aob_first.php?page=1

भारत सरकार GOVERNMENT OF INDIA

SKIP TO MAIN CONTENT

Language

 मंत्रिमंडल सचिवालय
Cabinet Secretariat
सत्यमेव जयते

 स्वच्छ भारत
एक कदम स्वच्छता की ओर

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Home > Allocation of Business Rules > First Schedule

Allocation of Business Rules

Order

First Schedule

Second Schedule

Amendment

Complete AOB Rules

First Schedule

THE FIRST SCHEDULE
(Rule 2)
MINISTRIES, DEPARTMENTS, SECRETARIATS AND OFFICES
(MANTRALAYA, VIBHAG, SACHIVALAYA TATHA KARYALAYA)

1. Ministry of Agriculture and Farmers Welfare (Krishi Evam Kisan Kalyan Mantralaya)¹
 - (i) Department of Agriculture, Cooperation and Farmers Welfare (Krishi, Sahkarita Evam Kisan Kalyan Vibhag)²
 - (ii) Department of Agricultural Research and Education (Krishi Anusandhan aur Shiksha Vibhag)
 - (iii) Department of Animal Husbandry, Dairying and Fisheries (Pashupalan, Dairy aur Matsyapalan Vibhag)³
2. Ministry of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy (AYUSH) (Ayurveda, Yoga aur Prakratik Chikitsa, Unani, Siddha aur Homoeopathy (AYUSH) Mantralaya)⁴
3. Ministry of Chemicals and Fertilizers (Rasayan aur Urvarak Mantralaya)

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23-06-2018

Second Schedule

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Personnel 13/22

THE SECOND SCHEDULE
(Rule 3)

DISTRIBUTION OF SUBJECTS AMONG THE DEPARTMENTS (VIBHAG)

MINISTRY OF AGRICULTURE AND FARMERS WELFARE¹
(KRISHI EVAM KISAN KALYAN MANTRALAYA)

A. DEPARTMENT OF AGRICULTURE, COOPERATION AND FARMERS WELFARE (KRISHI, SAHKARITA EVAM KISAN KALYAN VIBHAG)

PART I
The following subjects which fall within List I of the Seventh Schedule to the Constitution of India :

1. Liaison with international Agri-Organisations like Food and Agriculture organisation of the United Nations, handling of CARE goods concerning agriculture, etc.
2. Participation in international conferences, associations and other bodies concerning agriculture and implementation of decisions made thereat.
3. Convention on Locust Control.
4. Plant Quarantine.
5. Industries, the control of which by the Union is declared by Parliament by law to be expedient in Public interest; as far as these relate to:-
 - (a) Development of agricultural industries including machinery, fertilizer and seeds but excluding cotton, ginning and pressing with the limitation that in regard to the development of agricultural industries, including machinery and fertilizer, the functions of the Department of Agriculture, Cooperation and Farmers Welfare do not go further than the formulation of demands and the fixation of targets;
 - (b) Shellac Industry.
6. Agricultural Census.

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13:03
23-06-2018

Amendments

Microsoft Word - 2551-GI 2 / 3

(i) entries 3 and 4 shall be omitted.

(ii) for entry 11, the following entry shall be substituted:-
"The Competition Act, 2002 (12 of 2003)."

(iii) after entry 13, the following entries shall be inserted, namely:-

14. Administration of Insolvency and Bankruptcy Board of India.
15. Administration of National Company Law Appellate Tribunal.
16. Administration of National Company Law Tribunal.
17. Administration of Investor Education and Protection Fund Authority.

[भाग II-खण्ड 3(ii)] भारत का राजपत्र : असाधारण 3

18. Indian Institute of Corporate Affairs.
19. National Financial Reporting Authority.
20. Administration of the Limited Liability Partnership Act, 2008 (6 of 2009).
21. Administration of the Companies Act, 2013 (18 of 2013)."


RAM NATH KOVIND
President

[F. No. 1/21/24/2017-Cab.]
RACHNA SHAH, Jt. Secy.


Complete Rules

Cabinet Secretariat, Government of India x RASHTRAPATI BHAVAN x

cabsec.gov.in/writereaddata/allocationbusinessrule/completeaobrules/english/1_Upload_1901.pdf


CABINET SECRETARIAT
मंत्रिमंडल सचिवालय

Government of India (Allocation of Business) Rules, 1961
भारत सरकार (कार्य आबंटन) नियम, 1961



(As amended upto Amendment Series no. 351, dated 6th August, 2019)
(संशोधन अवली सं 351, दिनांक 6 अगस्त, 2019 तक यथा संशोधित)

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Types of Organisations

- 59 Ministries / Independent Departments
- 51 Departments
- Many Ministries with no Departments
- Maximum Departments in a Ministry : 6 (MHA)
- Minimum Number of Departments: 2
- Attached Offices / Subordinate Offices
- Constitutional Bodies / Statutory Bodies
- Autonomous Organisations / Public Sector Enterprises

Types of Organisations

The screenshot displays the GOI web directory website. The browser address bar shows the URL goidirectory.nic.in/sector_index.php. The page features a navigation menu on the left with categories like Union Government, States & UTs, Districts, Legislature, Judiciary, and International. The main content area is titled 'Sectors' and lists 25 different government sectors with their respective counts. A search bar and a 'Participate' section are also visible on the right side of the page.

Sectors

- Agriculture & Cooperation (426)
- Animal Husbandry & Fishing (113)
- Art & Culture (150)
- Chemicals & Fertilizers (32)
- Coal & Mine (45)
- Commerce & Industry (505)
- Communications & Information Technology (427)
- Defence (148)
- Education & Training (2045)
- Employment & Labour (222)
- Energy & Power (249)
- Environment & Natural Resources (304)
- Finance, Banking & Insurance (585)
- Food & Public Distribution (117)
- Forestry & Wildlife (87)
- Governance & Administration (1844)
- Health & Family welfare (321)
- Home affairs & National Security (398)
- Housing & Urban Development (240)
- Information & Broadcasting (182)
- International Affairs (165)
- Law & Justice (239)
- People & Organisations (154)
- Petroleum, Oil & Natural Gas (47)
- Rural Development & Panchayati Raj (276)
- Science, Technology & Research (357)
- Social Justice & Empowerment (194)
- Tourism (117)
- Transport & Infrastructure (266)
- Youth Affairs & Sports (48)

Participate

New Additions

- Telangana State Board of Technical Education and Training (SBTET)
- Directorate of Elementary Education, Assam
- Student Academic Management System (SAMS), Odisha
- Bengaluru Traffic Police, Karnataka

Last Updated
Jun 23, 2018

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Attached Offices

The screenshot displays the website of the Ministry of Culture, Government of India, at the URL <https://indiaculture.nic.in/attached-offices>. The page features a navigation menu with links to Home, Sitemap, Feedback, and News Updates. The main header includes the Ministry of Culture logo and the text 'Ministry of Culture Government of India'. A secondary navigation bar contains links for About Us, Schemes, Mission, ICR, Commemorations, CSL, and Contact Us. The page is categorized into 'Tangible', 'Intangible', and 'Knowledge Resources'. The 'Attached Offices' section is highlighted in orange and lists two offices: 'Archaeological Survey of India, New Delhi' and 'National Archives of India, New Delhi'. A left sidebar contains a list of services such as Integrity Pledge, Karyanjali Quiz, Direct Benefit Transfer (DBT), and others. The Windows taskbar at the bottom shows the date as 23-06-2018 and the time as 18:37.

Subordinate Offices

The screenshot displays the website for the Ministry of Culture, Government of India, specifically the 'Subordinate Offices' page. The browser address bar shows the URL <https://indiaculture.nic.in/subordinate-offices>. The page features a navigation menu with links for 'Home', 'Sitemap', 'Feedback', and 'News Updates'. The main header includes the Ministry of Culture logo and the text 'Ministry of Culture Government of India'. Below the header, there are three colored buttons: 'Tangible' (red), 'Intangible' (green), and 'Knowledge Resources' (orange). A search bar is located on the right side of the header. The main content area is titled 'Subordinate Offices' and lists several offices in a table:

Anthropological Survey of India, Kolkata
Central Reference Library, Kolkata
National Gallery of Modern Arts, New Delhi
National Library, Kolkata
National Museum, New Delhi
National Research Laboratory for Conservation of Cultural Property, Lucknow

The left sidebar contains a list of links: Integrity Pledge, Karyanjali Quiz, Direct Benefit Transfer(DBT), Mandatory Registration in PFMS under EAT Module, Check Your 7th CPC Pension Revision Status, HPC Report, MoU with Organizations, Acts & Subordinate Legislation, Legal Mandate, Parliament Questions, Publications, Citizen Charter, Grievances, Right to Information, and ICC for Harassment against Women.

Constitutional Bodies

The screenshot displays the official website of the Union Public Service Commission (UPSC). The browser address bar shows the URL upsc.gov.in/about-us/historical-perspective. The page header includes the UPSC logo in Hindi and English, the text 'संघ लोक सेवा आयोग' and 'UNION PUBLIC SERVICE COMMISSION', and the 'Digital India' logo. A navigation menu contains links for 'About Us', 'Examination', 'Recruitment', 'Government Users', 'Forms & Downloads', 'FAQs', and 'RTI'. The breadcrumb trail reads 'Home >> About Us >> Historical Perspective'. A left-hand sidebar lists various sections: 'Historical Perspective' (highlighted), 'Constitutional Provisions', 'The Commission', 'Functions', 'Secretariat', 'Divisions', 'Citizen's Charter', 'Directory', and 'Museum'. The main content area is titled 'Historical Perspective' (18.08 KB) and contains the following text:

provisions of the Government of India Act, 1935 and with its coming into effect on 1st April, 1937, the Public Service Commission became the Federal Public Service Commission.

With the inauguration of the Constitution of India in January 26, 1950, the Federal Public Service Commission came to be known as the Union Public Service Commission, and the Chairman and Members of the Federal Public Service Commission became Chairman and Members of the Union Public Service Commission by virtue of Clause (1) of Article 378 of the Constitution.

The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray on the right indicates the time as 18:52 and the date as 23-06-2018.

Statutory Bodies

The screenshot shows a web browser window displaying the website of the Ministry of Power, Government of India. The page is titled "Statutory Bodies" and features a navigation menu with various categories such as Generation, Transmission, Distribution, Rural Electrification, UDAY, Energy Efficiency, and Research & Training. The main content area is titled "Statutory Bodies" and contains a section for the Central Electricity Authority (CEA). The text describes the CEA's role in technical and economic matters, its composition, and its functions under the Electricity Act, 2003.

Statutory Bodies

Central Electricity Authority (CEA)

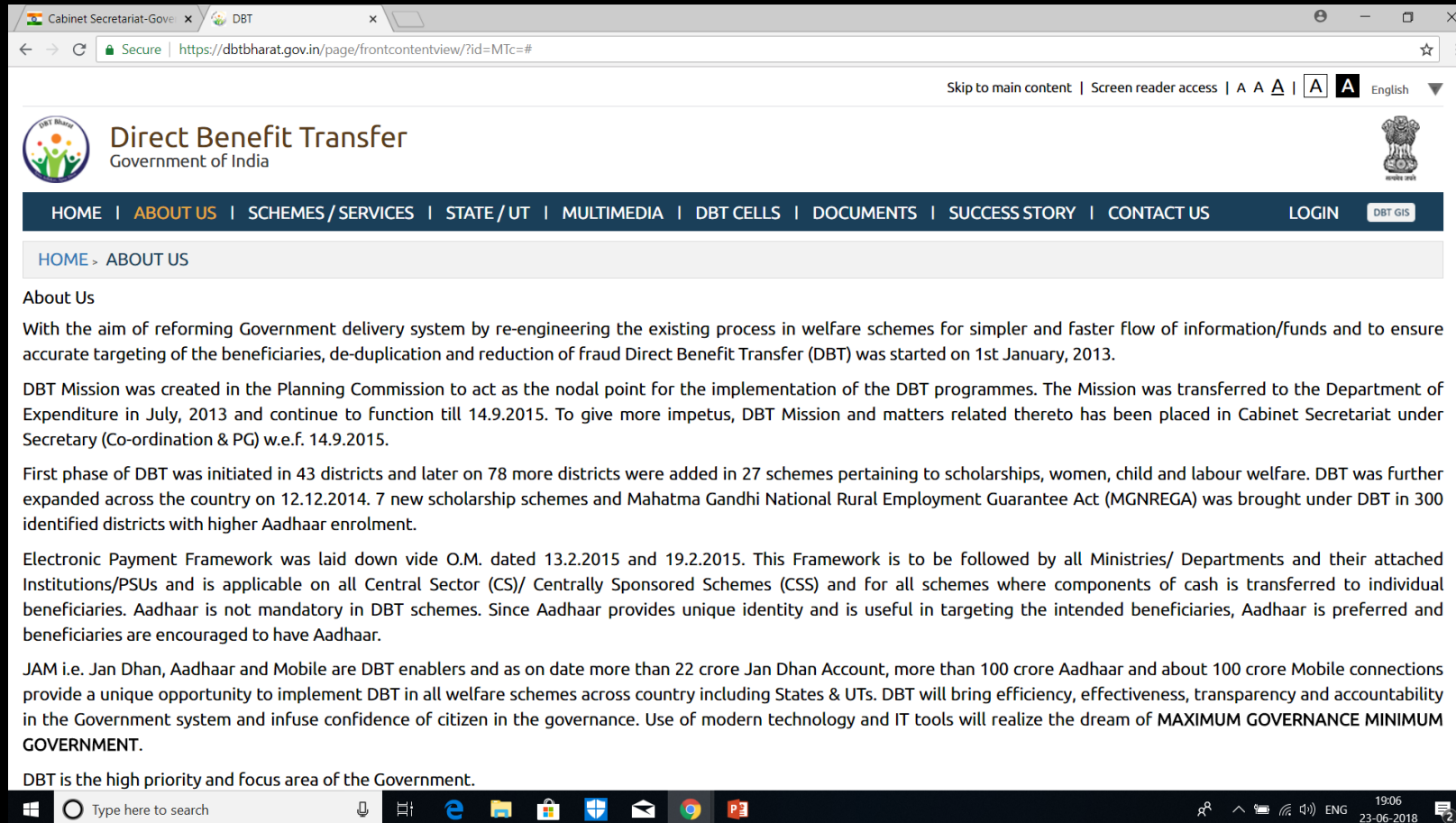
In all technical and economic matters, Ministry of Power is assisted by the Central Electricity Authority (CEA). While the Authority (CEA) is a Statutory Body constituted under the erstwhile Electricity (Supply) Act, 1948, hereinafter replaced by the Electricity Act, 2003, where similar provisions exists, the office of the CEA is an "Attached Office" of the Ministry of Power. The CEA is responsible for the technical coordination and supervision of programmes and is also entrusted with a number of statutory functions. It is headed by a Chairman, who is also ex-officio Secretary to the Government of India, and comprises six full time Members of the CEA of the rank of ex-officio Additional Secretary to the Government of India, they are designated as Member (Thermal), Member (Hydro), Member (Economic and Commercial), Member(Power Systems), Member(Planning) and Member(Grid Operation and Distribution).

The Central Electricity Authority shall prepare a National Electricity Plan in accordance with the National Electricity Policy and notify such plan once in five years. Any generating company intending to set-up a hydro-generating station also requires the concurrence of the Central Electricity Authority.

Section 73 of the Electricity Act, 2003 empowers the Authority to perform such functions and duties as the Central Government may prescribe or direct, and in particular to: -

a) Advise the Central Government on the matters relating to the national electricity policy, formulate short-term and perspective plans for development of the electricity system and co-ordinate the activities of the

Specially Empowered Offices



The screenshot displays the official website of the Direct Benefit Transfer (DBT) program, Government of India. The page is titled "Direct Benefit Transfer" and is part of the "About Us" section. The website features a navigation menu with links for HOME, ABOUT US, SCHEMES/SERVICES, STATE/UT, MULTIMEDIA, DBT CELLS, DOCUMENTS, SUCCESS STORY, CONTACT US, LOGIN, and DBT GIS. The main content area provides detailed information about the DBT mission, its objectives, and its implementation across the country. The page is accessed via a browser window showing the URL https://dbt Bharat.gov.in/page/frontcontentview/?id=MTc=#.

Direct Benefit Transfer
Government of India

HOME | ABOUT US | SCHEMES/SERVICES | STATE/UT | MULTIMEDIA | DBT CELLS | DOCUMENTS | SUCCESS STORY | CONTACT US | LOGIN | DBT GIS

HOME > ABOUT US

About Us

With the aim of reforming Government delivery system by re-engineering the existing process in welfare schemes for simpler and faster flow of information/funds and to ensure accurate targeting of the beneficiaries, de-duplication and reduction of fraud Direct Benefit Transfer (DBT) was started on 1st January, 2013.

DBT Mission was created in the Planning Commission to act as the nodal point for the implementation of the DBT programmes. The Mission was transferred to the Department of Expenditure in July, 2013 and continue to function till 14.9.2015. To give more impetus, DBT Mission and matters related thereto has been placed in Cabinet Secretariat under Secretary (Co-ordination & PG) w.e.f. 14.9.2015.

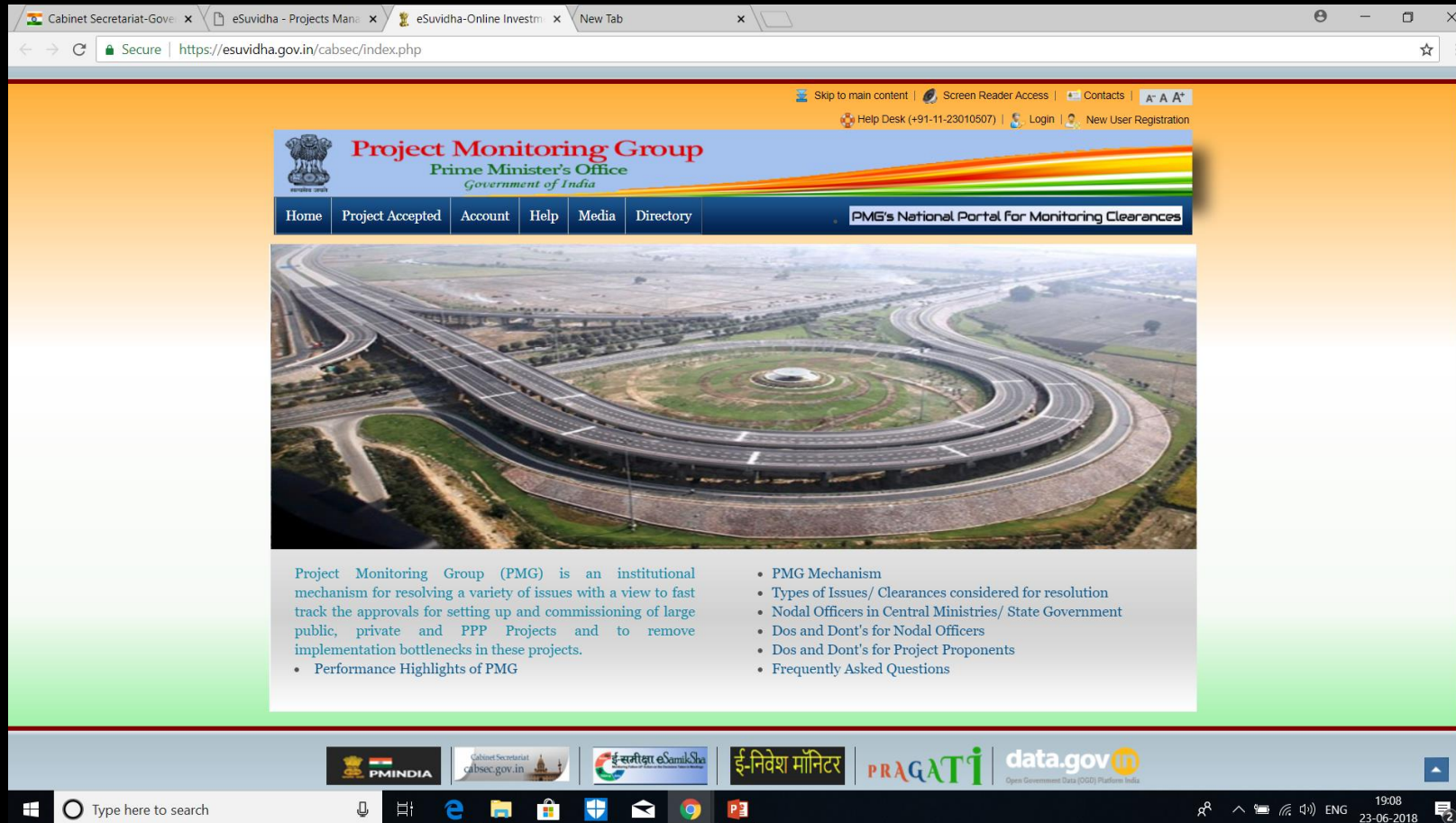
First phase of DBT was initiated in 43 districts and later on 78 more districts were added in 27 schemes pertaining to scholarships, women, child and labour welfare. DBT was further expanded across the country on 12.12.2014. 7 new scholarship schemes and Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) was brought under DBT in 300 identified districts with higher Aadhaar enrolment.

Electronic Payment Framework was laid down vide O.M. dated 13.2.2015 and 19.2.2015. This Framework is to be followed by all Ministries/ Departments and their attached Institutions/PSUs and is applicable on all Central Sector (CS)/ Centrally Sponsored Schemes (CSS) and for all schemes where components of cash is transferred to individual beneficiaries. Aadhaar is not mandatory in DBT schemes. Since Aadhaar provides unique identity and is useful in targeting the intended beneficiaries, Aadhaar is preferred and beneficiaries are encouraged to have Aadhaar.

JAM i.e. Jan Dhan, Aadhaar and Mobile are DBT enablers and as on date more than 22 crore Jan Dhan Account, more than 100 crore Aadhaar and about 100 crore Mobile connections provide a unique opportunity to implement DBT in all welfare schemes across country including States & UTs. DBT will bring efficiency, effectiveness, transparency and accountability in the Government system and infuse confidence of citizen in the governance. Use of modern technology and IT tools will realize the dream of **MAXIMUM GOVERNANCE MINIMUM GOVERNMENT**.

DBT is the high priority and focus area of the Government.

Specially Empowered Offices



The screenshot shows the website of the Project Monitoring Group (PMG) under the Prime Minister's Office, Government of India. The page is titled "Project Monitoring Group Prime Minister's Office Government of India" and is described as "PMG's National Portal For Monitoring Clearances". The navigation menu includes Home, Project Accepted, Account, Help, Media, and Directory. The main content area features a large aerial photograph of a complex highway interchange. Below the image, there is a paragraph describing the PMG's role and a list of services provided.

Project Monitoring Group (PMG) is an institutional mechanism for resolving a variety of issues with a view to fast track the approvals for setting up and commissioning of large public, private and PPP Projects and to remove implementation bottlenecks in these projects.

- Performance Highlights of PMG
- PMG Mechanism
- Types of Issues/ Clearances considered for resolution
- Nodal Officers in Central Ministries/ State Government
- Dos and Dont's for Nodal Officers
- Dos and Dont's for Project Proponents
- Frequently Asked Questions

Autonomous Bodies

Cabinet Secretariat-Govt. x eSuidha - Projects Man x LIST OF AUTONOMOUS | x

Secure | https://centralgovernmentemployeesnews.in/2011/04/list-of-autonomous-institutions-ministry-wise/

HOME 7TH CPC NEWS EXPECTED DA DOPT ORDERS RETIREMENT AGE

Central Govt Employees News

Check Your Revised Pay & Allowances
For July 2017 with Matrix Table Indicator

HOME 7TH CPC NEWS PAY MATRIX EX-SERVICEMAN ARMY PENSION CSD DOPT ORDERS HOLIDAYS

Ads by Google

Management System Management Training Retirement Income Course in Training

LIST OF AUTONOMOUS INSTITUTIONS – MINISTRY-WISE

April 8, 2011
Tagged With: Autonomous Bodies, List of Autonomous Institutions
Filed Under: Uncategorized

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ARCHIVES

- June 2018
- May 2018
- April 2018
- March 2018
- February 2018
- January 2018
- December 2017
- November 2017
- October 2017

RECENT POSTS

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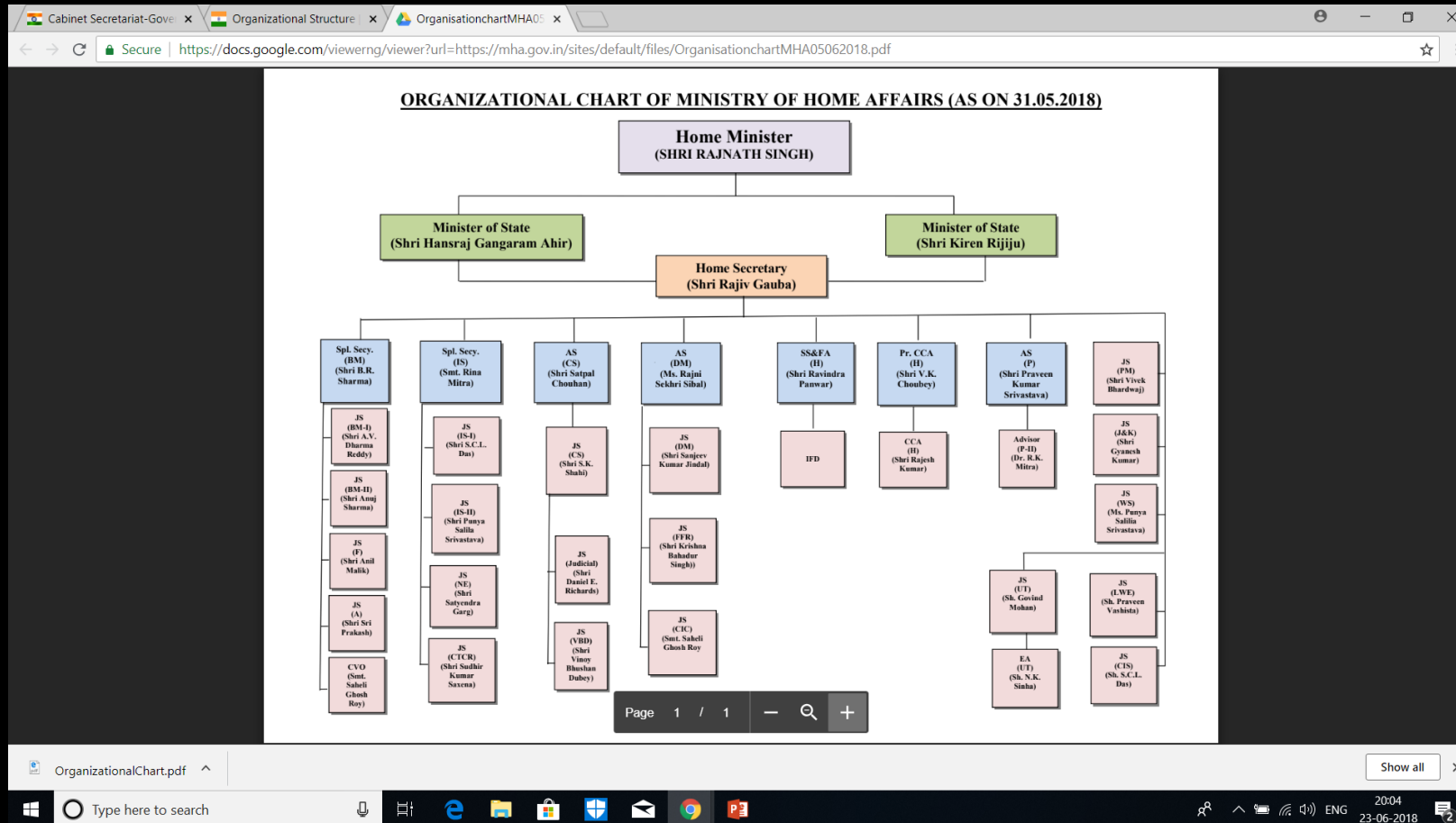
19:18
23-06-2018

Public Sector Undertakings

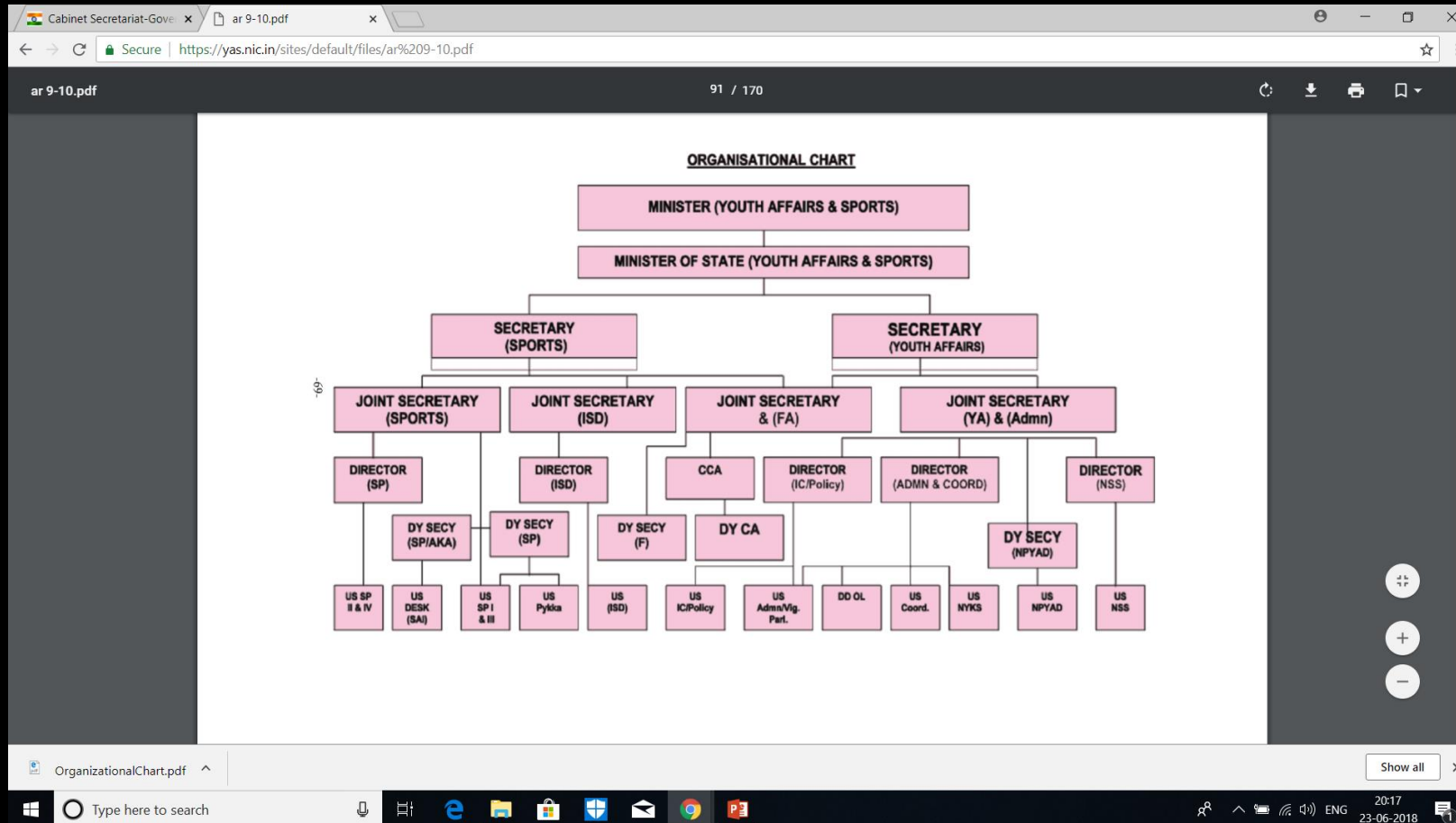
The screenshot shows the BSEPSU.com website. The main content area is titled "Master list of Central Public Sector Enterprises" and includes a "Name Change Index" button. Below the title, there is a paragraph explaining that Central Public Sector Enterprises (CPSEs) are those companies in which the direct holding of the Central Government or other CPSEs is 51% or more. It also states that as of 31st March 2017, there were 331 CPSEs (excluding insurance companies), with 74 yet to commence commercial operations and 257 operating enterprises (including 180 scheduled CPSEs). The Master list of CPSEs is as under:

Sl.No.	Company
1	AGRINNOVATE INDIA LTD.
2	AIR INDIA AIR TRANSPORT SERVICES LTD.
3	AIR INDIA ENGINEERING SERVICES LTD.
4	AIR INDIA EXPRESS LTD.
5	AIR INDIA LTD.
6	AIRLINE ALLIED SERVICES LTD.
7	AIRPORTS AUTHORITY OF INDIA
8	ANDAMAN & NICOBAR ISLANDS FOREST & PLANTATION DEVELOPMENT CORP.LTD.
9	ANDREW YULE & CO LTD.

Hierarchy in Central Secretariat



Hierarchy in Central Secretariat



Roles & Functions of Different Levels

- Secretary:
 - Principal Advisor of the Minister
 - CEO of the Department
 - Chief Accounting Authority
 - Maximum Financial Power
- Special / Additional / Joint Secretary
 - Wing Head
 - Maximum Independence
 - Power of an HoD

Roles & Functions of Different Levels

- Director / Deputy Secretary
 - Division Head
 - Maximum Disposal
 - Link between Front Office & Back Office
 - Disposes Public Grievances
- Under Secretary
 - Branch Head
 - Power of HOO
 - Maximum Disposal of Back Office House Keeping
 - Disposes Staff Grievances

Roles & Functions of Different Levels

- Section Officer
 - Section / Unit Head
 - Team Lead
 - Record Keeper
 - Chief Supervisor / Monitor of Case Disposal
- Assistant Section Officer
 - Basic Collector / Collator / Analyser of Case-specific data
 - Subject (Rules / Policy / Precedent) Specialist
 - Area specific Data Base Manager / Updater
 - Specialist in Secretariat Procedure / Communication Style

Empowered Organisation

- Information Sharing
 - Downward Communication
- Upward Problem Solving
 - I am there to protect you
- Task Autonomy
 - Peer pressure becomes prime control mechanism
- Attitudinal Shaping
 - Training, Education, Confidence Building
- Self Management
 - Shift from “THEM” to “ME” Model

Challenges

Slow, Guarded &
Indirect
Communication
Style

Resistance to
Change

Conflict Avoidance

Low
Risk Tolerance

High Tolerance
Towards Slow &
Centralized
Decision Making

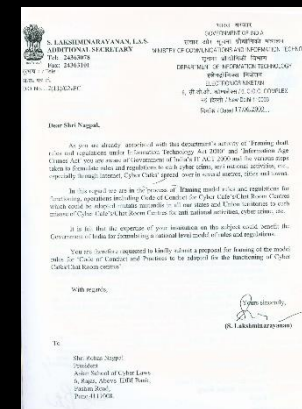
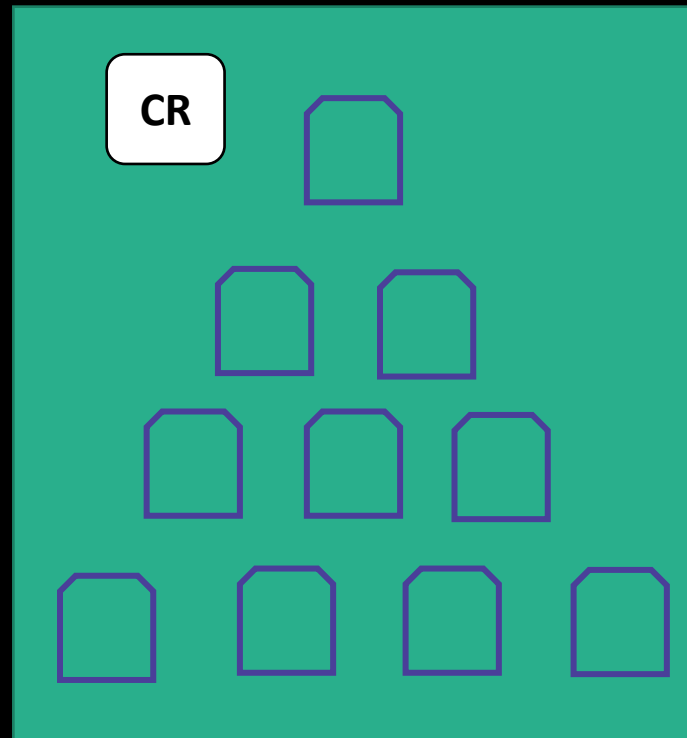
Little or No
Horizontal
Cooperation

Individual
Orientation Than
Team Orientation



Thank You

Receipt & Distribution



Aids to Processing

Constitution of India

Bare Acts

Rule Books

Case Laws

Compendia

Handbooks

Manuals

Standing Note

Guard File Old Files Precedent Books

Thank You