

LEADERSHIP IN GOVT.SERVICE



BY

**Dr. ISH KUMAR, IPS
ADGP & DIRECTOR,
RBVRR TS POLICE ACADEMY,
HYDERABAD**

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Why I am Talking to you ?

➤ 31 YEARS OF SERVICE (IFS & IPS)

➤ Reputation for

- Straight Forwardness
- Hard working
- Task Master
- Honesty
- Fair and Just
- Eye for detail
- Follow rules



***You build your reputation in first
4 – 5 years of your career &
reputation precedes you.***



WE WORK FOR Citizen's Satisfaction

MEET AND TALK TO PEOPLE



- (A) Regular meeting hours in office and during visits**
- (B) Talk to the Concern in front of Petitioner or note down**
- (C) Review**
- (D) Build confidence in people that Justice will be done***

Visits & Inspections

- (A) No Substitute**
- (B) First hand information on field conditions**
 - **SEE**
 - **MEET**
 - **TALK**
- (C) At least once a week**
- (D) Make night halts if possible**



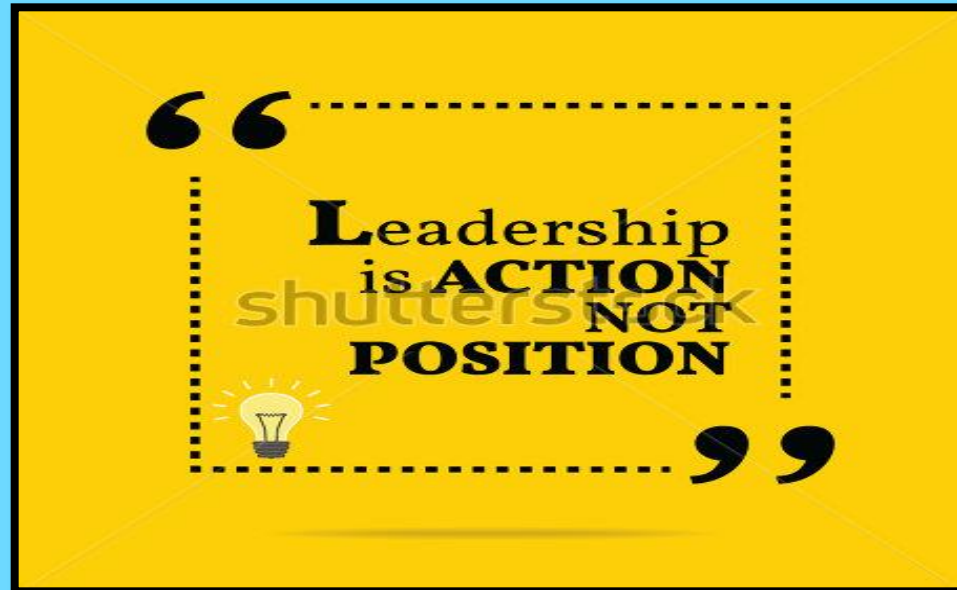
(Mr. H.J. Dora, IPS (DGP, Retd)

Political Intervention or Interference

- (A) Listen, enquire and take action on merit**
- (B) Don't accept or reject in name of political interference**
(Vizianagaram)
- (C) Politicians know field better**
- (D) Don't post people as per politician's choice***

LEADERSHIP IN CRISIS

- (A) **Goal Setting – Time Lines**
- (B) **Review**
- (C) **Silicon Valley – Mind Set**
- (D) ***Raymond Peter, Collector, Mahabubnagar – Alampur Elections (1994)***



DECISION MAKING



- (A) Don't take unilateral decisions**
- (B) Two Minds are better than One (Discuss, Consensus)**
- (C) Be willing to change decision if required**
- (D) Do not reject files on technical grounds (Man behind file)**



Handling Seniors / Bosses

- (A) Understand his Priorities / Agenda**
- (B) Introduce new initiatives and agenda with his knowledge**
- (C) Throw new ideas in the meetings but don't become threat to him**
- (D) Keep him informed regularly of all developments**
- (E) Try to meet deadlines for submission of reports**
- (F) Project your good work**
- (G) Do not talk ill about your boss**



Handling Seniors / Bosses

Contd....

- (H) Meet and explain differences of opinion if any in person (avoid in meetings) or on note file but final call remains with him. You can request for review.**
- (I) Prove yourself trust worthy**
- (J) Bosses expect you to wish them / small gifts on special occasions/Invite for Dinner if possible.**
- (K) Learn to be a good No. 2 – there is time for becoming No. 1***



Managing Office and Sub – Ordinates



- (A) Meet them (Walk in anytime if possible – otherwise meeting hours).
- (B) Listen and try to appreciate their view point
- (C) Encourage new ideas (Brain Storming) and differences of opinion
- (D) Don't snub people in meetings – Feedback will stop
- (E) Don't be intellectually arrogant (No one has all the wisdom)

Don't Push
People...
Lead Them

Managing Office and Sub - Ordinates



- (F) Prioritize**
- (G) Delegate and trust but review (Develop monitoring mechanism)**
- (H) Replicate and Institutionalize - Best practices – Don't try to reinvent the wheel**
- (I) Don't procrastinate – Perfect is the enemy of good**
- (J) Speed with accuracy is important**
- (K) Issue proceedings for meeting and review**
- (L) Clear cut instructions must be given**
- (M) E - governance**

Are you a Benevolent Boss?



- (A) Don't punish without personal hearing**
- (B) Punishment must be proportionate to delinquency**
- (C) Help Sub-Ordinates with Loans, Leaves, School Admissions, Medical Helps etc – Team Building**
- (D) Don't play favorites**
- (E) Be Benevolent Boss (Shri Kuldeep Sharma, IPS, D.G, BPR & D, New Delhi). Personal / Official**
- (F) Do not fight with your tools (Employees)**
- (G) Protect your sub-ordinates for bonafied mistakes***

Office Etiquette

- (A) Return the Phone calls and mails**
- (B) Receive properly (Mr. G.S. Pander, IPS DG Retd)**
- (C) See Off people**
- (D) Offer Water / Tea**



Collector / Dist. Magistrate is the Boss in District / Other Stakeholders

- (A) **Don't Fight (Ego)**
- (B) **Meet often (Have Tea, Dinners together)**
- (C) **Resolve the problems locally**
- (D) **Miss Preeti Sudan, (1983) Collector, Mahabubnagar**
- (E) **Mr. Prabhakar, (1977) - Officer Collector Karimangar**
- (F) **Meet District Officers**
- (G) ***Meet Press (No choice), Press releases / PROs***



Transfers & Postings

- (A) Don't run after postings
- (B) Ask the concerned (It helps at times)
- (C) Don't be afraid of transfers
- (D) In each post work can be created – (Files alone are not work)
- (E) *Do at least one deputation in GOI – Exposure, Policy making, Visits to other countries, interaction with officers from other cadre and departments*



Financials

- (A) Know the rules and follow rules**
- (B) Ask office to put up rule position if in doubt**
- (C) Fake bills – good cause ?**
- (D) Maintain personal high standards (Misuse of Phone, Vehicle, Electricity Bills, Orderlies)**
- (E) Wife influence ?**
- (F) Discount culture ?**



GENERAL

- (A) Help people (Smt. Veena Ish, IAS)**
- (B) Positive mind set / Helping attitude**
- (C) Don't annoy courts**
- (D) Look after retired**
- (E) Learn from anyone**
- (F) Have some gurus in service**
- (G) Pursue pending matters (Shri Vikram Shrivastava IPS)**
- (H) Reach Office in time (Do not operate from Camp Office)**
- (I) Do not make people wait unnecessarily**
- (J) Organize your time**



GENERAL

(K) Don't indulge in illegal acts – Super Cop Syndrome

(L) Do not promise what you cannot do

(M) Do not be superficial (Eye for Detail)

(N) Maintain diary / memoirs

(O) Read / Knowledge upgrading

(P) Visit orphanages, Old age homes, NGOs

(Q) Transparent recruitment

(R) Be ethical

**(S) Attend weddings & funerals for colleagues,
Sub-ordinates etc**

(T) Be a good host

Work Life Balance

- (A) Are you a Workaholic ?**
- (B) Spend time with family (They only stand by you)**
- (C) Hobbies**
- (D) Health (Gym, Yoga)**



Doubts ...?



**Thank
You**

