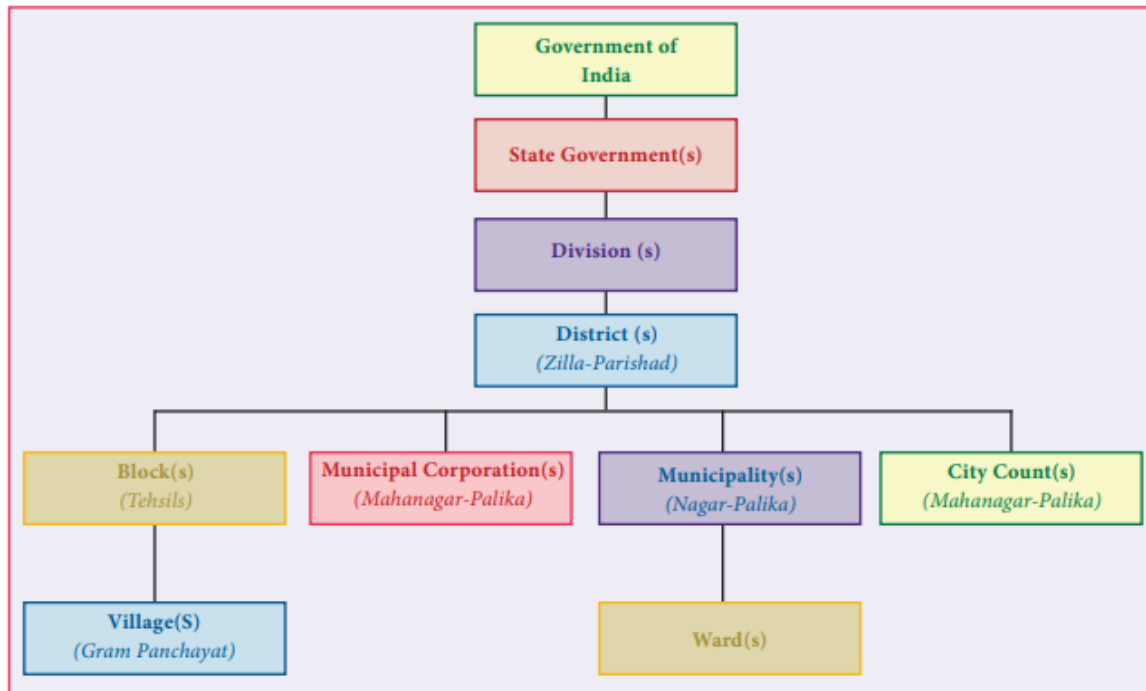


12th Political Science Lesson 6 Notes in English

6] Administrative Machinery in India

Framework of Indian Administration



Evolution of Indian Administrative System since Independence

- **Modern India's administrative** system had its beginnings in the colonial era.
- Until 1773, there was no regular system of administration in company's newly acquired territories in India.
- In theory the **East India Company** acted as the agents of the **Mughal Emperor**, or the **Nawabs**.
- They managed the revenue affairs with nominated officials and traditional native sub staff.
- They gave priorities to **military** and **policing requirements**.
- Most of the Company's officers were ill educated, in experienced and untrained.
- As the **foreign officers** had no respect and sympathy for the native people, and as they were not accountable to any legislature, mal administration and corruption became order of the day.
- **English parliamentarians** like **Edmund Burke** brought such issues to the notice of the parliament.
- Such **parliamentary criticisms** resulted in the introduction of the **regulating Act 1773** and the successive **Charter Acts**, through which the Company's Indian administration was brought under the surveillance of the British Parliament.
- **The Court of Directors** and the **Board of Control in England** war subordinated to the parliament and the **British Cabinet**.

- Thus the **administration of Company's territories** was systematized, regularized and made accountable to parliament.
- Thereafter the English officials to India were trained at **Hailey bury College**.
- The selected officers of the Superior cadre were known as the members of the **Covenanted Service**.
- They assisted the **Governor Generals** and **Governors in administration**.
- **Indian** were appointed for **middle level** and **interior services**.
- As the company was unwilling to interface in nature traditions, and as it was desirous of winning the support of the influential.
- And traditional **classes** and **caste** for the colonial regime, they mostly accommodated people from such classes and castes in the middle level or lower level administrative assignments.
- There was **no regular system for appointments** in the middle and lower level offices.

Persian was retained as official language till 1840:

- As such the English people were having a monopolistic hold over the superior services and native elites cornered all **lower level offices**.
- Gradually there emerged a demand for accommodating **Indians in superior services**.
- The introduction of **European model of education** and **English medium** prompted the Indians educated in the **Macaulay on system** to plead with the colonial authorities for throwing open the **higher services to Indians**.
- After **the Crown** took over **the Indian administration in 1858**.
- The administrative system was revised, and the **Indian civil Service (ICS)** organized.
- Offices to highest administrative and judicial positions were to be chosen through a **competitive (ICS) examination and training**.
- The elite Indians wanted age relaxations for Indians, and also insisted simultaneous ICS examinations in India too.
- These because the early demands in the Indian national movement.
- Until the **1919 Government of India Act**, Indians could not occupy the highest executive posts.
- **The Dyarchy**, under the said Act, provided the '**transferred departments**' to be entrusted to the Indian ministers, chosen from the elected members of the legislature.
- But the Executive officials continued to be under the control of the Governors.
- It was during this period, the adhere appointments to lesser services was protested and a regular public service commission was contemplated.
- After India's independence, the existing services were reformed: ICS was replaced with **Indian Administrative Service(IAS)** thus the administrative system was totally India missed and recruitment through **Public Service Commission** because the basic feature.

Indian Administrative System in the post Independent era:

- **The functions and responsibilities of the Indian administration** had to undergo significant changes in the Independent India.
- It is made accountable to the legislature and executive.
- As the Government of India preferred a welfare state, the responsibilities of the administrative agencies increased manifold.
- The new Government under **Jawaharlal Nehru**.
- Opted for '**democratic Socialism**' and introduced a planned economy to achieve modernization, equalization, and faster growth.
- '**Mixed economy**' was chosen to ensure the combination of democracy and socialism.
- Basic industries (Like **steel and iron**) were developed through Government sector. While the private sector was allowed to involve in medium industries, transport, aviation etc.
- The administrative system had to exert more to achieve the goals in each plan.
- The first three '**Five year plans**' yielded tremendous results. But thereafter the Indian economy had to confront several crises.
- Capitalism in its '**Corporate**' facade triumphed, the fall of **the Soviet union**, and **other socialist countries**.
- Creation a new challenge by 1990, India has fallen in line with the trend of **Globalization – Privatization – Liberalization**.
- The Indian administrative system adopted itself admirably to the Changing conditions.
- Corruption is a serious issue, but **Corruption at highest level** involving highest administrative officers is nothing to do with the economic order that the nation
- Chooses from time to time, as we found similar corruption in pre – **Nehru** era, as well as in **the current economic order**.
- There were corruptions and corrupt officials in every order, but for that reason, we ought not condemn the whole democratic system.

Introduction of Modern Administrative Devices

- While the Colonial regime introduced modern administrative devices like **Survey, Census, Creation of a number of departments** to deal with exclusive issues, the post – colonial era regimes in India successfully segregated judicial functions for executive functions,
- And introduced a number of measures for the **welfare of the people** in the eradication of diseases extension of education massive irrigation schemes, electrification, for health and hygiene, in improving and expanding roads and railways.
- In every scheme of **the parliamentary executive the administrative system** plays a pivotal role.
- But for the trained, experienced and motivated administrative system, none of the developmental plans could have been materialized.
- There are now efforts to further democratize, modernize and humanize the Indian Administrative System So as to make them adequately relevant to the changing time.

- In a democratic system the officialdom ought not to be insulated from criticisms and responsible and lawful interventions.
- At the same time the officialdom cannot be degenerated as the wings of unethical and unlawful political activism.
- **'Checks and balances'** would ensure a better administrative system.
- It has to be guarded against pressures from **extra- national** and **transnational forces**.
- Our present constitution provide for a **centralized administrative system**.
- The personnel's in the State categories are subjected to twin masters, the state executive and the union executive.
- The administrative services created by the states are also subjected to union's supremacy.
- Liberalization does not mean that the bureaucracy is being relieved from excess burden, but it means reducing government's regulatory control over private sector.
- In the same way we now found a trend towards more centralization in policy making and policy enforcement.
- The Indian administrative system, which worked for the **democratic socialist economy** and **planned economy** earlier is now given the task of more privatization and more centralized taxation system.
- This new arrangement now known as **new public Management (NPM)** movement in public administration.
- The Indian administrative system has to cope up with the enforced new economic order.
- It has to strive for opening domestic markets to new investors, i.e. Corporate from both India and abroad.
- Now the administrative system has to work for disinvestment, desubsidization, liberalizing and centralizing the **tax – system** in favour of **trade and investors**.
- Mining, ports, petroleum, airways are systematically being corporatized. Labour laws being revised.
- The Indian bureaucracy has to carry out the guidelines of transnational or globe bodies like **world Bank, world Trade Organization, International monetary Fund** in the domestic arena.

The formation of Regulators

- The formation of regulators like **IRDA, TRAI, CCI, PFRDA, SEBI**, etc. have been a step in the same direction, further the idea of extending this concept to other areas is also being mooted, viz., in the infrastructure and mining sector.
- These reform proposals were also followed by reforms in the tax administration in the form of introduction of the **VAT regime**, introduction of a low and uniform tax rate regime, which is seen as the precursor to the uniform **Goods and Services tax (GST)**.
- In all, these measures were received well by **the industry and the markets** and the **numbers of economic growth** started showing signs of increase and so much so that it is believed that the

process of economic reform in India has been instrumental in pulling out more than 300 million out of poverty in India in a period of 20 years.

- Now-a-days **the bureaucracy** enjoys enormous powers not because it has a greed for power but because the need of **the modern technological civilization** has demanded this delegation.
- In recent times, there has been accelerated change globally brought about by **technological advances, greater decentralization and social activism**.
- The ramifications of these changes are being felt by government in the form of increasing expectations for better governance through effective service delivery, transparency, accountability and rule of law.
- But the public perception about the members of the civil services, who function at cutting edge and higher coordination and policy making levels, is that they are '**burdensome low-performers**' heading a highly bloated bureaucracy which is often perceived to be corrupt and inefficient in governing the country.
- The introduction of right to **Information (RTI) Act**, citizen charters and Social audit makes the administration more responsive and accountable to the public.

Ministry, Department, Boards and Commissions

Union Government Ministries/ Department

- The main policy making institution in the **Union government** is the central secretariat which comprises all the ministries and departments which in turn characterized by certain patterns of structural arrangements and functional specifications.

Structure of a Ministry

- **Ministry of Central Government** has a three tier structure consisting of
 1. **Political Head**, who is a cabinet minister assisted by minister of state and deputy minister. Sometimes a minister of state may also be a political head of a ministry/department holding an independent charge.
 2. **Secretariat organization** headed by a secretary who is a career civil servant. He is assisted by Joint secretaries, Deputy Secretaries, Undersecretaries and office establishment.
 3. **Executive organization** under a head of the department who is known by various designations like Director, Director- General, Commissioner, Inspector- General, Chief Controller etc...
- A ministry is primarily divided into **departments**.
- Each department is divided into **wings**.
- Each wing is in turn divided into **divisions** which are further divided into branches.
- Each branch is divided into **sections**.
- A section is the lowest level and smallest organizational unit of a ministry/ department.
 - ❖ Department (**Secretary**)
 - ❖ Wing (**Additional/Joint Secretary**)
 - ❖ Division (**Deputy Secretary**)

- ❖ Branch (**Under Secretary**)
- ❖ Section (**Section Officer**)
- Under the Government of India, **Rules of Business, 1961**, the ministries departments in the Government of India were as follows

Central Secretariat

- The central secretariat comprises of all the **ministries** and **departments** of the central Government.
- **Article 77** of the Indian Constitution authorizes the **President of India** to make rules for more convenient transaction of business of **Central Government** and for allocation of such business among the ministries.

Role and Functions

- The Central Secretariat is a policy making body of the government and is not, to undertake work of execution, unless necessitated by the lack of official agencies to perform certain tasks.
- The Central Secretariat normally performs the following functions:
 - (1) **Assisting the minister** in the discharge of his policy making and parliamentary responsibilities.
 - (2) **Framing legislation, rules and principles** of procedure.
 - (3) **Sectoral planning and programme formulation.**
 - (4) **Budgeting and control of expenditure** in respect of activities of the Ministry/ department.
 - (5) **Supervision and control over the execution** of policies and programmes.
 - (6) **Initiating steps to develop greater personnel and organizational** competence both in the **ministry/ department** and its **executive agencies.**
 - (7) **Coordination and interpretation of policies**, assisting other branches of government and maintaining contact with state administration.

Union Government Ministries/Department

- (1) **Ministry of Agriculture and Farmers Welfare**
 - ❖ Department of Agricultural Research and Education (DARE)
 - ❖ Department of Agriculture, Cooperation and Farmers Welfare
 - ❖ Department of Animal Husbandry, Dairying and Fisheries
- (2) **Ministry of AYUSH Ministry of Chemicals and Fertilizers**
 - ❖ Department of Chemicals and Petrochemicals
 - ❖ Department of Fertilizers
 - ❖ Department of Pharmaceuticals
- (3) **Ministry of Civil Aviation Ministry of Coal Ministry of Commerce and Industry**
 - ❖ Department of Commerce

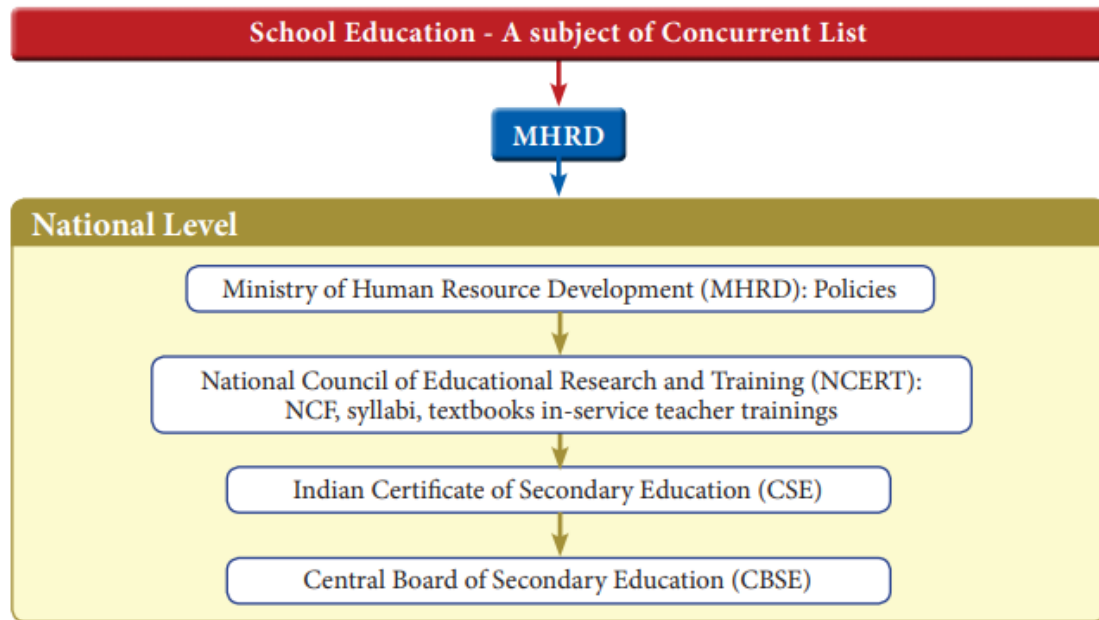
- ❖ Department of Industrial Policy and Promotion
- (4) Ministry of Communications**
 - ❖ Department of Posts
 - ❖ Department of Telecommunications (DOT)
- (5) Ministry of Consumer Affairs, Food and Public Distribution**
 - ❖ Department of Consumer Affairs
 - ❖ Department of Food and Public Distribution
- (6) Ministry of Corporate Affairs Ministry of Culture Ministry of Defence**
 - ❖ Department of Defence
 - ❖ Department of Defence Production
 - ❖ Department of Defence Research & Development
 - ❖ Department of Ex-Servicemen Welfare
- (7) Ministry of Development of North Eastern Region Ministry of Drinking Water and Sanitation Ministry of Earth Sciences**
 - ❖ India Meteorological Department (IMD)
- (8) Ministry of Food Processing Industries Ministry of Health and Family Welfare**
 - ❖ Department of Health and Family Welfare
 - ❖ Department of Health Research, Ministry of Health & Family Welfare
- (9) Ministry of Electronics and Information Technology Ministry of Environment, Forest and Climate Change Ministry of External Affairs Ministry of Finance**
 - ❖ Department of Economic Affairs
 - ❖ Department of Expenditure
 - ❖ Department of Financial Services
 - ❖ Department of Investment and Public Asset Management
 - ❖ Department of Revenue
- (10) Ministry of Consumer Affairs, Food and Public Distribution**
 - ❖ Central Armed Police Forces
 - ❖ Central Police Organisation
 - ❖ Department of Border Management
 - ❖ Department of Home
 - ❖ Department of Internal Security
 - ❖ Department of Jammu & Kashmir (J & K) Affairs
 - ❖ Department of Official Language
 - ❖ Department of States

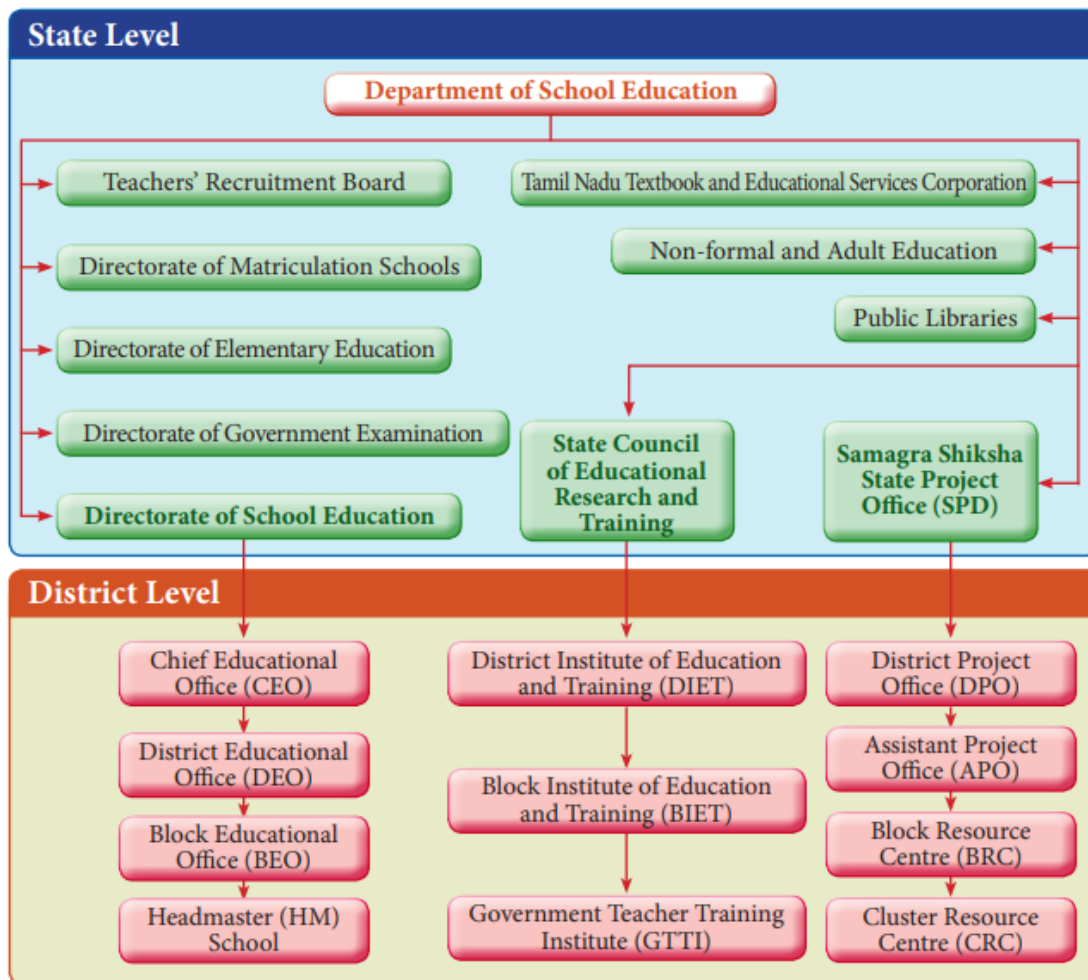
(11) Ministry of Heavy Industries and Public Enterprises

- ❖ Department of Heavy Industry
- ❖ Department of Public Enterprises

(12) Department of Atomic Energy Department of Space

- ❖ http://goidirectory.nic.in/ministries_departments_view.php





(13) Ministry of Information and Broadcasting Ministry of Labour and Employment Ministry of Law and Justice

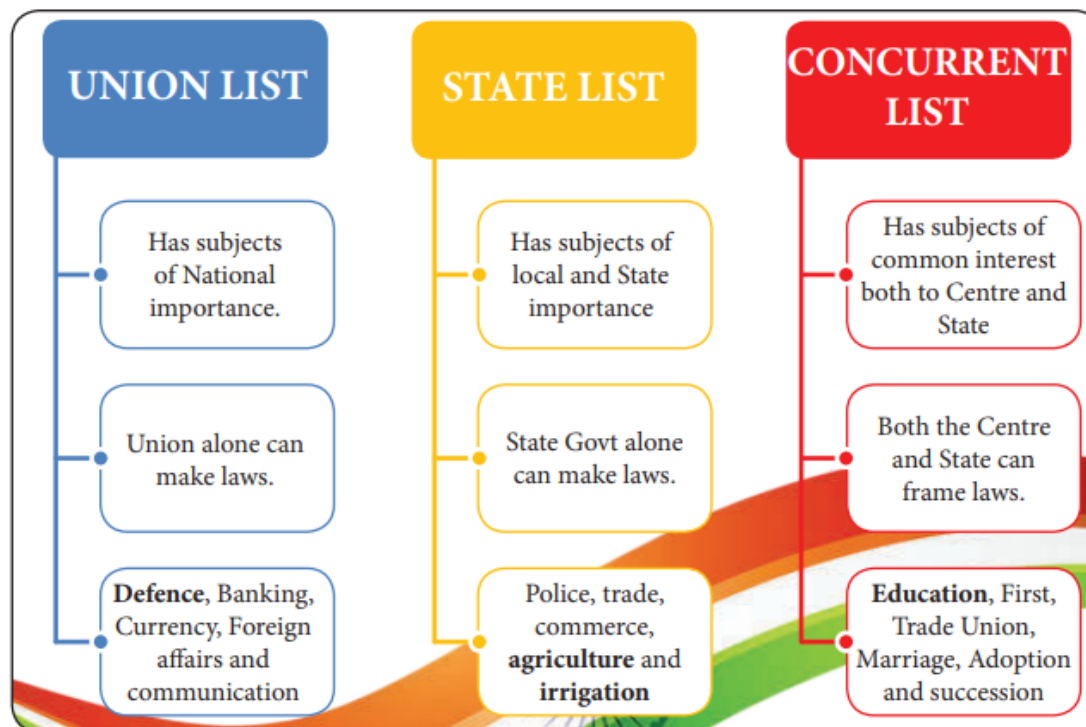
- ❖ Department of Chemicals and Petrochemicals
- ❖ Department of Fertilizers
- ❖ Department of Pharmaceuticals

(14) Ministry of Petroleum and Natural Gas Ministry of Power Ministry of Railways Ministry of Road Transport and Highways Ministry of Rural Development

- ❖ Department of Land Resources (DLR)
- ❖ Department of Rural Development (DRD)

(15) Ministry of Micro, Small and Medium Enterprises Ministry of Mines Ministry of New and Renewable Energy Ministry of Panchayati Raj Ministry of Parliamentary Affairs Ministry of Personnel, Public Grievances and Pensions

- ❖ Department of Administrative Reforms and Public Grievances (DARPG)
- ❖ Department of Pension & Pensioner's Welfare



❖ Department of Personnel and Training

(16) Ministry of Science and Technology

- ❖ Department of Biotechnology (DBT), Government of India
- ❖ Department of Science and Technology (DST)
- ❖ Department of Scientific and Industrial Research (DSIR)

(17) Ministry of Shipping Ministry of Skill Development and Entrepreneurship Ministry of Social Justice and Empowerment

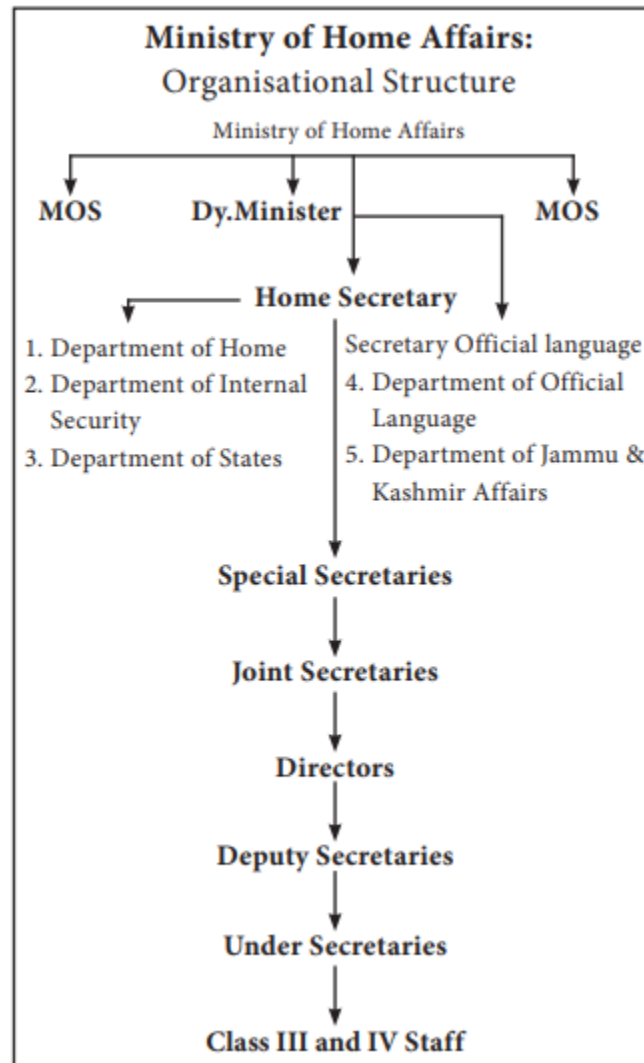
- ❖ Department of Empowerment of Persons with Disabilities
- ❖ Department of Social Justice and Empowerment

(18) Ministry of Statistics and Programme Implementation Ministry of Steel Ministry of Textiles Ministry of Tourism Ministry of Tribal Affairs Ministry of Water Resources, River Development and Ganga Rejuvenation Ministry of Women and Child Development Ministry of Youth Affairs and Sports

- ❖ Department of Sports
- ❖ Department of Youth Affairs

(19) Ministry of Housing and Urban Affairs Ministry of Human Resource Development

- ❖ Department of Higher Education
- ❖ Department of School Education and Literacy



Cabinet Secretariat

Functions

- The Cabinet Secretariat functions directly under **the Prime Minister**.
- The administrative head of the Secretariat is **the Cabinet Secretary** who is also the **ex- officio Chairman** of the Civil Services Board.
- The business allocated to Cabinet Secretariat under Government of India (Allocation of Business) **Rules, 1961** includes
 1. **Secretarial assistance to the Cabinet and Cabinet Committees; and**
 2. **Rules of Business.**
- The Cabinet Secretariat is responsible for the administration of the Government of India (Transaction of Business) Rules, **Organisation of Cabinet Secretariat**

The Cabinet Secretariat has three wings

1. Civil wing
2. Military wing
3. Intelligence wing

Civil wing -

- It is the main wing and provides aid, advice and assistance to the Union cabinet.

Military wing -

- Provides secretarial assistance to the defence committee of the cabinet, the military affairs committee etc.

Intelligence wing -

- It deals with the matters pertaining to the joint intelligence committee of the cabinet.
- Other organizations are - **RAW, Director General of Security, SPG, Joint intelligence group, DG public grievances (1988), National Authority, Chemical Weapons Convention 1961 and Government of India (Allocation of Business) Rules,**
- The Secretariat assists in decision-making in Government by ensuring Inter-Ministerial coordination, ironing out differences amongst **Ministries/Departments** and evolving consensus through the instrumentality of the standing/adhoc **Committees of Secretaries.**
- Management of major crisis situations in the country and coordinating activities of various ministries in such a situation is also one of the functions of the Cabinet Secretariat.

Support to Cabinet Committees

- The secretarial assistance, provided by Cabinet Secretariat to the Cabinet and Cabinet committees, includes
 - a) Convening of the meetings of the **Cabinet & its Committees** on the orders of the Prime Minister.
 - b) **Preparation and circulation** of the agenda.
 - c) **Circulation of papers** related to the cases on the agenda.
 - d) **Preparation of record** of discussions.
 - e) **Circulation of the record** of discussions after obtaining the approval of the Prime Minister.
 - f) **Monitoring implementation of decisions** taken by the Cabinet and its Committees.
 - g) **The Cabinet Secretariat is the custodian** of the papers of the Cabinet meetings.

Cabinet Secretary

- **The office of cabinet secretary** was created in **India in 1950.**
- The first Cabinet secretary was **N.R.Pillai.**
- **The Cabinet secretary** is the head of **the Cabinet Secretariat.**
- He is given a **top place** among the **civil servants.**

- Thus he is the senior most **civil servant** in India.

Union Government-Apex Bodies

- President of India
- Vice President of India
- Cabinet Secretariat
- Election Commission of India
- Union Public Service Commission (UPSC)
- National Human Rights Commission (NHRC), India
- Comptroller and Auditor General (CAG) of India,
- Indian Audit and Accounts Department
- NITI Aayog - National Institution for Transforming India
- National Commission for Women (NCW)
- National Commission for Scheduled Tribes (NCST)
- Fifteenth Finance Commission of India
- National Commission for Minorities(NCM)
- Insurance Regulatory and Development Authority (IRDA)
- Office of the Principal Scientific Adviser

The Prime Minister's Office (PMO)

- **The Prime Minister's Office (PMO)** consists of the immediate staff of the Prime Minister of India, as well as multiple levels of support staff reporting to the Prime Minister.
- The PMO is headed by **the Principal Secretary**, The PMO was originally called the Prime Minister's Secretariat until 1977, when it was renamed during the **Morarji Desai ministry**.
- The PMO provides **secretarial assistance** to the Prime Minister.
- It is headed by the Principal Secretary to the Prime Minister.
- The PMO includes the anti-corruption unit and the public wing dealing with grievances.
- **The office houses the Prime Minister** and few selected officers of **Indian Civil Service** who work with him to manage and coordinate government and his office.
- The Prime Minister through his office coordinates with all ministers in the central union cabinet, minister of independent charges and governors and ministers of state government.

Office of Principal Scientific Adviser

- The Office of the **Principal Scientific Adviser** to the Government of India (O/o of PSA) was set-up in **November, 1999**, primarily to:
 - **Evolve policies, strategies and missions** for the generation of innovations and support systems for multiple applications,
 - **Generate science and technology** tasks in critical infrastructure, economic and social sectors in partnership with Government departments, institutions and industry,

- Office of PSA also **services** the Prime Minister's Science, Technology and Innovation Advisory Council (**PM- STIAC**)
- Office of PSA has been placed administratively under **the Cabinet Secretariat in August, 2018.**

Personnel Administration

Concept of Personnel Administration

- **The tasks of government** are increasing every day.
- **Development** and **welfare** orientations have led to the expansion of government and its administrative machinery.
- As the tasks, responsibilities and activities of organisations whether public or private multiply, the demands on personnel, at every level, in terms of efficient discharge of their duties also rise.
- Thus **the task of personnel administration** is to, assure a steady source of people who can contribute to the success of an organization and meet the growing demands of development.
- To understand **the concept of personnel administration**, it is very essential to first understand the meaning and nature of the term.

Thus Personnel Administration Aims at:

- Effective utilisation of human resources
- Desirable working relations among all members of the organisation
- Maximum development
- Meeting the organisation's social and legal responsibilities.

Scope of Personnel Administration

- Personnel administration incorporates all aspects of management of persons in organization.
- The primary objective of personnel administration, is to ensure effective utilization of human resources in pursuit of organizational goals.
- The personnel administration departments should design and establish an effective working relationship among all the members of an organization by **division of organizational tasks** into jobs, defining clearly the responsibility and authority for each job and its relation with other jobs in the organization.
- Personnel administration must try to enthuse among the employees feelings of commitment, Involvement and loyalty to the organization.
- The aim is to create cordial relations among the employees and do away with frictional situations arising out of personal jealousies, rivalries and prejudices.
- **Personnel administration** also has to curbun favorable practices like **favoritism** and **nepotism** in an organization.

Functions of Personnel Administration

- Some of the important functions of personnel administration are :
 - a) Manpower Planning
 - b) Recruitment
 - c) Training
 - d) Promotion
 - e) Salary structuring
 - f) Employees' welfare

Civil Services – Meaning and Features

- Advantages of having an **independent, permanent and impartial civil service** are as follows:
 - i. **The spoils system** has the propensity to degenerate into a **system of patronage, nepotism and corruption**. Having a credible recruitment process through an impartial agency provides a defense against such abuse.
 - ii. Public policy today has become a complex exercise requiring in-depth knowledge and expertise in public affairs. A **permanent civil service** provides continuity and develops expertise as well as **institutional memory for effective policy making**.
 - iii. A **permanent and impartial civil service** is more likely to assess the long-term social payoffs of any policy whereas the political executive may have a tendency to look for **short term political gain**.
 - iv. A permanent civil service helps to ensure uniformity in public administration and also acts as a unifying force particularly in vast and culturally diverse nations.
 - v. A permanent civil service like any other **reputable profession** is likely to evolve over time an ethical basis for its functioning.

Citizen and Bureaucracy

- At the **heart of democracy** lies the citizen.
- In the **ancient state**, the purpose of state was only threefold - defending the realm from external aggression, maintaining internal order, and rendering rough and ready justice.
- **The bureaucracy** was limited, and the might of the sword prevailed. In the medieval state, land relations were critical, and a somewhat larger bureaucracy was necessary in addition to the armed forces.
- In modern times, the state's role in creating **common infrastructure** and **services** became critical, and **the bureaucracy's role** expanded.
- In the 20th century state, helping the citizen fulfill her potential and eliminating avoidable suffering became the norm of **Notes of a civilized state**.
- **Dignity, opportunity** and **justice** became the new watchwords, and the role of bureaucracy vastly expanded.
- But despite democracy, we still have a highly centralized state.

- For a country of over a billion people, India has possibly the smallest number of **final decision-makers** in the public realm.
- The **PM-CM-DM syndrome** still dominates both our psyche and system.
- There is a near complete divorce between **the vote** and **public good** as a remote, centralized government has neither the will nor the capacity to address matters of real significance to the citizen - drinking water, sanitation, schooling, health care, electricity, roads, transport, agricultural productivity, market linkage, value addition, skill promotion and myriad other needs.
- **The district magistrate** has become the embodiment of state power.
- As a result, **the periodic change of governments** has not altered the outcomes or quality of services.
- Politics has become a **power game** and **power the source** of private fortunes.
- The vote has become a purchasable commodity, or a means of transient assertion without real consequences.
- **Democracy** is reduced to electoral competition for power and elections about the fortunes of those who contest and not about the citizen and voter.
- **The tax payer** has no clue about the utilization of resources, nor any voice in demanding, and role in getting, better services.
- **The remote-controlled bureaucracy** is totally unaccountable to the local people whom it is supposed to serve.

Core Principles for making Civil Services Citizen Centric are:

- 1) Rule of Law
- 2) Making Institutions Responsive and Accountable
- 3) Active Citizens' Participation - Decentralization and Delegation
- 4) Transparency
- 5) Civil Service Reforms
- 6) Ethics in Governance
- 7) Periodical Reforms

All India Services, Central Services and State Services



- A unique feature of the **Indian Administration system**, is the creation of certain services common to both - the Centre and the States, namely, the **All India Services**.

- These are composed of officers who are in the exclusive employment of neither Centre nor the States, and may at any time be at the disposal of either.
- The officers of these Services are recruited on an all-India basis with common qualifications and uniform scales of pay, and notwithstanding their division among the States, each of them forms a single service with a common status and a common standard of rights and remuneration.
- Like other federal polities the Centre and the constituent states, under the Indian Constitution, have their separate public services to administer their respective affairs.
- Thus, there are **Central or Union Services** to administer Union subjects, like defence, income tax, customs, posts and telegraphs, railways, etc.
- The officers of these Services are exclusively in the employment of the Union Government.
- Similarly, the states have their own **separate and independent services**.

All India Services

- The Constitution provides for the creation of **All India Services (AIS)** common to the Union and the States.
- The **All India Services Act, 1951** provides that the Central Government may make rules for regulating the recruitment and the conditions of service of persons appointed to the All India Services.
- Presently only **the IAS, the IPS and the IFS** (Indian Forest Service) have been constituted as All India Services.
- Recruitment to these services is made under the corresponding AIS Recruitment Rules and may be done by **Direct Recruitment** (through Competitive Examinations) and by promotion from the State Service.
- **The AIS Branch** is concerned with the latter mode of recruitment which is governed by the respective IAS/IPS/IFS **Promotion Regulations**.

What are the different modes of recruitment to the All India Services?

- There are **two modes of recruitment** to the All India Services;

(i) Direct Recruitment:

- Through the Civil Services Examination for IAS and IPS and the Indian Forest Service Examination for the IFS.
- These Examinations are conducted by UPSC.

(ii) Promotion/Selection:

- By way of promotion of the SCS/SPS/SFS officers to the respective All India Service and by way of selection of Non-State Civil Services (NSCS) Officers to the IAS.

Indian Administrative Service

- The Indian Administrative Service (IAS) is the direct descendant of **the old Indian Civil Service**.



- As an all India service, it is under the ultimate control of the Union Government, but is divided into State cadres, each under the immediate control of a State Government.
- **The salary and the pension** of these officers are met by the States.
- But the disciplinary control and imposition of penalties rest with the Central Government which is guided, in this respect, by the advice of the Union Public Service Commission.
- On appointment, the officers are posted to different State cadres.
- The strength of each **State cadre**, however, is so fixed as to include are serve of officers who can be deputed for service under the Union Government for one or more '**tenures**' of three, four or five years before they return to the State cadre.
- The majority of individual officers have an opportunity of serving at least one spell of duty under the Union Government; many have more than one such spell.
- The practice of rotating senior officers in and out of the Secretariat position is known in **official parlance as the tenure system**.
- Another distinctive feature of this Service is its multi-purpose character.
- It is composed of '**generalist administrators**' who are expected, from time to time, to hold posts involving a wide variety of **duties and functions**; for example, maintenance of **law and order**, collection of **revenue**, regulation of **trade, commerce and industry, welfare activities** development and extension work, etc.
- In brief, the IAS is intended to serve all the purposes formerly served by the ICS except providing officers for the judiciary.
- Thus, this Service is a kind of **generalist service**, and its officers are liable for posting in almost any branch, of the administration.

Indian Police Service

- The Indian Police Service is an original all India Service (it had pre-independence origins) which differs from the IAS in two ways:
 - (i) most of the officers in this **service work** only in the state since there are only a few **police post** **at the Centre** and
 - (ii) its **pay scale** and **status** are **lower** than those of the IAS.
- The officers of the IPS are recruited from the same unified All India Civil Service examination which recruits all members of the **IAS, IFS** and other **Central Civil Services**.



- Recruits to the IPS are first given a five months foundational training and later special training at the **Sardar Patel National Police Academy, Hyderabad**.
- The subjects of study and the training is drill, handling of weapons, etc., which have a direct bearing on the normal work of a police officer.
- The syllabus of training includes studies of crime psychology, scientific aids in detection of crime, methods of combating corruption and emergency relief.
- After completing a year's training, the probationer passes an examination conducted by the UPSC.
- He is, then appointed as an **Assistant Superintendent of Police**.
- But, before this appointment he has to undergo a year's programme of training; he is given practical training which requires him to do the work of various subordinate officers.
- It is only after this that he is appointed an Assistant Superintendent of Police.
- As an all India Service it is under the ultimate control of the Union Government, but is divided into state cadres, each under the immediate control of a state government.
- The Indian Police Service is managed by the **Ministry of Home Affairs**, though the general policies relating to its personnel are determined by the **Department of Personnel and Administrative Reforms**.

Indian Forest Service

- The Indian Forest Service is the only all India Service that has been set up **after independence**.



- It became operational by an **Act of Parliament in 1963**.
- Its **pay scale and status is lower** than that of the **two original all India Services** - the IAS and the IPS.
- Its recruits are chosen from an exclusive examination conducted by the **Union Public Service Commission** which consists of a written test and interview.
- Though it is an All India Service, its nature is not that of a generalized civil service, but is specialized and functional.
- It is managed by the **Department of Personnel and Administrative Reforms** which is in charge of making rules of recruitment, discipline and conditions of service regarding all India Services.
- After selection the appointees undergo a foundational course lasting three months along with successful candidates of the other all India and Central Services.
- After the foundation course, the probationers move to their own **Academy** (Indian Forest Institute) at **Dehradun** for a rigorous two year training course, the end of which they have to pass an examination before final posting.
- The Indian Forest Service is cadre-based as in the case of other All India Services.
- Like all other All India Services, a member of this Service can come to the Centre on deputation but has to go back to his cadre after the period of deputation is over.
- Unlike the all India services, the Central Civil Services are under the exclusive control of the Central Government, its member positions only in the Central Government.
- The Civil Services of the Central Government comprise established services known as **central civil service** as well as civil posts created outside the established services, which constitute **the general central service**.
- Both the established central civil services and the civil posts are classified in the descending order of importance into **Class I, Class II, Class III and Class IV**.
- It has often been pointed out that since the appointing authority is the same, there is no justification for classifying the services into the all India and central services.
- Though the **appointing authority is the same**, yet there is a significant difference between the two.

- **Officers of all India services** are employed to serve under the central as well as the state governments.
- Further, the members of IAS can be appointed to any office calling for duties of a general supervisory nature, while the officers of the central services are employed in jobs of specialized nature.
- Therefore, the distinction can be said to be justified.

Recruitment

- Recruitment to the **Central Services Class I and II** are made by the Union Public Service Commission on the basis of the **unified all India Civil Service Examination**.

Present Pattern of Civil Services Examination	
The competitive examination comprises three successive stages: (A) Civil Services (Preliminary) examination, (B) Civil Services (Main) Examination. A. Preliminary Examination: The Examination shall comprise of two compulsory Papers of 200 marks each. (i) Both the question papers will be of the objective type (multiple choice questions) and each will be of two hours duration. (ii) CSAT of the Civil Services (Preliminary) Examination will be a qualifying paper with minimum qualifying marks fixed at 33%. (iii) The question papers will be set both in Hindi and English. B. Main Examination: The written examination and personality test. The written examination will consist of the following papers. Two Qualifying Papers: Paper-A (One of the Indian Language to be selected by the candidate from the Languages included in the Eighth Schedule to the Constitution). 300 Marks Paper-B ❖ English 300 Marks ❖ Papers to be counted for merit	I. Seven papers for ranking: Paper-I ❖ Essay 250 Marks Paper-II ❖ General Studies-I (Indian Heritage and Culture, History and Geography of the World and Society) 250 Marks Paper-III ❖ General Studies -II (Governance, Constitution, Polity, Social Justice and International relations) 250 Marks Paper-IV ❖ General Studies -III (Technology, Economic Development, Bio-diversity, Environment, Security and Disaster Management) 250 Marks Paper-V ❖ General Studies -IV (Ethics, Integrity and Aptitude) 250 Marks Paper-VI ❖ Optional Subject - Paper 1 250 Marks Paper-VII ❖ Optional Subject - Paper 2 250 Marks
	❖ Sub Total (Written test) 1750 Marks ❖ Personality Test 275 Marks Grand Total 2025 Marks

The Indian Foreign Service (IFS)

- The Indian Foreign Service comes under **Central Civil Service - Class I** and was created after Independence.
- It is under the exclusive control of the Central Government and its members are recruited from the top few positions of the All India Civil Services examination.
- Among the Central Civil Services it is the top most in **prestige, status, pay** and **emoluments** and its recruits are asked, to serve in Indian mission and embassies abroad.
- It is managed by the **Ministry of External Affairs**.
- Also, involved in the management of the IFS are the **Department of Personnel** which determines the conditions of service and the Ministry of Finance which is concerned with the pay scales and other financial aspects of conditions of service.
- In matters of allowances the members of the **Indian Foreign Service** are more fortunate compared to other services.
- They are entitled to foreign allowance which are fixed with reference to:
 - a) **local cost of living,**
 - b) **other expenditure** which an officer serving abroad necessarily incurs either at home or abroad, over and above that an officer of corresponding grade serving in India,
 - c) **representational expenditure**, i.e., expenditure which while optional for a private individual is obligatory for a member of the service resident, by virtue of his official position.
- The recruit of the IFS undergoes a **training programme** which covers a period of three years.
- He is attached to a district for some time to enable him to pick up contact with practical work, he also undergoes a **period of secretariat training**.

UPSC- Organization, Powers, Functions and Role



Historical Perspective

- The origin of the **Public Service Commission** in India is found in the **First Dispatch of the Government of India** on the Indian Constitutional Reforms on **the 5th March, 1919** which referred to the need for setting up some permanent office charged with the regulation of service matters.

- This concept of a body intended to be charged primarily with the regulation of service matters, found a somewhat more practical shape in **the Government of India Act, 1919**.
- **Section 96(C) of the Act** provided for the establishment in India of a Public Service Commission which should “discharge, in regard to recruitment and control of the Public Services in India, such functions as may be assigned there to by rules made by the Secretary of State in Council”.
- After passing of the **Government of India Act, 1919**, in spite of a prolonged correspondence among various levels on the functions and machinery of the body to be set up, no decision was taken on setting up of the body.
- The subject was then referred to **the Royal Commission** on the Superior Civil Services in India (also known as **Lee Commission**).
- **The Lee Commission**, in their report in the year **1924**, recommended that the **statutory Public Service Commission** contemplated by the Government of India Act, 1919 should be established without delay.
- Subsequent to the provisions of **Section 96(C)** of the **Government of India Act, 1919** and the strong recommendations made by the **Lee Commission in 1924** for the early establishment of a **Public Service Commission**, it was on **October 1, 1926** that the Public Service Commission was set up in India for the first time.
- It consisted of four Members in addition to the Chairman.
- **Sir Ross Barker**, a member of the **Home Civil Service of the United Kingdom** was the first Chairman of the Commission.
- The functions of the Public Service Commission were not laid down in the Government of India Act, 1919, but were regulated by the Public Service Commission (Functions) Rules, 1926 framed under **sub-section (2) of Section 96(C)** of the Government of India Act, 1919.

Formation Of Federal Public Service Commission.

- Further, the **Government of India Act, 1935** envisaged a Public Service Commission for the Federation and a Provincial Public Service Commission for each Province or group of Provinces.
- Therefore, in terms of the 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 Union Public Service Commission is a **Constitutional Body** established under **Article 315** of the Constitution of India.
- The Commission consists of a **Chairman** and **ten Members**.

- Union Public Service Commission is a Constitutional Body, which has been mandated the responsibilities of making recruitment by conduct of competitive examinations as well as selection through interviews,
- Advising on the suitability of officers for appointment on promotion and transfer-on-deputation, advising the Government on all matters relating to methods of recruitment to various services, **framing & amendment of Recruitment Rules**, disciplinary cases relating to various Civil Services, miscellaneous matters relating to grant of **extra-ordinary pensions, reimbursement of legal expenses** etc,
- Advising the Government on any matter referred to the Commission by the President of India and on the request of the Governor of a State, to serve all or any of the needs of a State relating to recruitment, with the approval of the President.
- In order to fulfill its constitutional obligations, the Commission is supported by **Officers/Staff** broadly known as **Secretariat of the Commission**, headed by the **Secretary**.
- **The Administration Branch of the Commission** is entrusted with the functions of administering the Secretariat of the Commission as well as looking after the personal matters of **Hon'ble Chairman/ Hon'ble Members** and other Officers/ Staff of the Commission.

The Mandate of Union Public Service Commission

The Mandate of Union Public Service Commission Under Article 320 and 321 of the Constitution of India, includes:

- a. Recruitment by conduct of **competitive examinations**;
- b. Recruitment by Selection through **Interviews**;
- c. Advising on the suitability of officers for **appointment on promotion** as well as **transfer-on-deputation**;
- d. Advising the Government on all matters relating to **methods of Recruitment** to various **services and posts**; framing and amendment of Recruitment Rules;
- e. Disciplinary cases relating to **different civil services**;
- f. **Miscellaneous matters** relating to grant of extraordinary pensions, reimbursement of legal expenses, etc.
- g. **Advising the Government** on any matter referred to the Commission by the President of India.
- h. On the request of the Governor of a State, to serve all or any of the needs of a State relating to recruitment, with the **approval of the President**.

Methods of Recruitment is made by one of the following four methods:

- 1) Direct Recruitment
- 2) Promotion
- 3) Deputation/absorption; and
- 4) Composite Method (Deputation + Promotion)

Direct Recruitment

- Direct Recruitment is conducted broadly under the following two methods:
 - I. **Recruitment by Competitive Examination; and**
 - II. **Recruitment by Selection.**

Recruitment Through Examination

- The Commission conducts following examinations on a regular basis at various Centers located throughout **the country for appointment** to various Civil/Defense services/posts:
 1. Civil Services (Preliminary) Examination;
 2. Civil Services (Main) Examination;
 3. Engineering Services Examination;
 4. Combined Medical Services Examination;
 5. Indian Forest Service Examination;
 6. Geologists' Examination;
 7. Indian Economic Service/ Indian Statistical Service Examination;
 8. Special Class Railway Apprentices' Examination [Held every alternate year];
 9. Combined Defense Services Examination [Held twice a year];
 10. National Defense Academy and Naval Academy Examination [Held twice a year];
 11. Central Police Forces (Assistant Commandants) Examination;
 12. Section Officers/ Stenographers (Grade-B/Grade-I) Ltd. Departmental Competitive Examination;
- **A Calendar of examinations is published** in the Employment News / Rozgar Samachar, stating name of examination, date of notification, date of receipt of application & date of commencement of examination, well in advance normally in October of the preceding year and also displayed on the website www.upsc.gov.in

Exemption for payment of fees for female candidates

- In accordance with the instructions issued vide **DOPT Letter No. 39020/03/2009 - Estt (B)** dated **15th July, 2009**, all female candidates have been exempted from payment of fees for Commission's Examination

Constitutional Provisions

- 1) Article-315- Public Service Commissions for the Union and for the States.
- 2) Article-316- Appointment and term of office of members.
- 3) Article-317- Removal and suspension of a member of a Public Service Commission.
- 4) Article-318 -Power to make regulations as to conditions of service of members and staff of the Commission.

- 5) Article-319- Prohibition as to the holding of offices by members of Commission on ceasing to be such members.
- 6) Article-320 -Functions of Public Service Commissions.
- 7) Article-321 -Power to extend functions of Public Service Commissions.
- 8) Article-322- Expenses of Public Service Commissions.
- 9) Article-323 -Reports of Public Service Commissions.

Functions

- Under **Article 320 of the Constitution of India**, the Commission is, inter-alia, required to be consulted on all matters relating to recruitment to civil services and posts.

The functions of the Commission under Article 320 of the Constitution are:

- Conduct examinations for **appointment** to the services of the Union.
- **Direct recruitment** by selection through interviews.
- Appointment of officers on **promotion / deputation / absorption**.
- **Framing and amendment** of Recruitment Rules for various services and posts under the Government.
- **Disciplinary cases** relating to different Civil Services.
- **Advising the Government** on any matter referred to the Commission by the President of India.

State Public Service Commission



- Parallel to the Union Public Service Commission (UPSC) at the Centre, there is a State Public Service Commission (State Public Service Commission) in a state.
- The same set of **Articles (i.e., 315 to 323 in Part XIV)** of the Constitution also deal with the composition, appointment and removal of members, power and functions and independence of a State Public Service Commission.

Composition

- A State Public Service Commission consists of a chairman and other members appointed by **the governor of the state**.
- The Constitution does not specify the strength of the Commission but has left the matter to the discretion of the Governor.

- Further, no qualifications are prescribed for the commission's membership except that one-half of the members of the commission should be such persons who have held office for at least ten years either under the government of India or under the Government of a state.
- The Constitution also authorizes the governor to determine the conditions of service of the **chairman and members of the Commission**.
- The chairman and members of the **Commission hold office** for a term of **six years** or until they attain the **age of 62 years**, whichever is earlier (in the case of UPSC, the age limit is 65 years).
- However, they can relinquish their offices at any time by addressing their resignation to the governor.
- The governor can appoint one of the members of the **State Public Service Commission** as an acting chairman in the following two circumstances:
 - a) When the office of the chairman falls vacant; or
 - b) When the chairman is unable to perform his functions due to absence or some other reason.
- The acting chairman functions till the person appointed as chairman enters on the duties of the office or till the chairman is able to resume his duties.

Removal

- Although the chairman and members of a **State Public Service Commission** are appointed by the governor, they can be **removed only by the president** (and not by the governor).
- The president can remove them on the same grounds and in the same manner as he can remove a chairman or a member of the UPSC.
- Thus, he can remove him under the following circumstances:
 - 1) If he is adjudged an insolvent (i.e., has gone bankrupt); or
 - 2) If he engages, during his term of office, in any paid employment outside the duties of his office; or
 - 3) If he is, in the opinion of the president, unfit to continue in office by reason of infirmity of mind or body.
- In addition to these, the president can also **remove the chairman** or any other member of State Public Service Commission for misbehavior.
- However, in this case, the president has to refer the matter to the Supreme Court for an enquiry.
- If the Supreme Court, after the enquiry, upholds the cause of removal and advises so, the president can remove the chairman or a member.
- Under **the provisions of the Constitution**, the advise tendered by the Supreme Court in this regard is binding on the president
- However, during the course of enquiry by the Supreme Court, the governor can suspend the concerned chairman or member, pending the final removal order of the president on receipt of the report of the Supreme Court.
- Further, the Constitution has also defined the term '**misbehaviour**' in this context.

- The Constitution states that the chairman or any other member of a State Public Service Commission is deemed to be guilty of misbehavior.
- If he (a) is concerned or interested in **any contract or agreement** made by the Government of India or the government of a state, or (b) participates in any way in the profit of such contract or agreement or in any benefit there from otherwise than as a member and in common with other **members of an incorporated company**.

Independence

- As in the case of UPSC, the Constitution has made the following provisions to safeguard and ensure the **independent and impartial functioning** of a State Public Service Commission:
 - a) The chairman or a member of a **State Public Service Commission can be removed** from office by **the president** only in the manner and on the grounds mentioned in the Constitution. Therefore, they enjoy **the security of tenure**.
 - b) The conditions of service of the chairman or a member, though determined by the governor, cannot be varied to his **disadvantage after his appointment**.
 - c) The entire expense including the **salaries, allowances and pensions of the chairman and members of a State Public Service Commission** are charged on the consolidated fund of the state. Thus, they are not subject to **vote of the state legislature**.
 - d) The chairman of a State Public Service Commission (on ceasing to hold office) is eligible for **appointment as the chairman or a member of UPSC** or as the chairman of any other State Public Service Commission, but not for any other employment under the Government of India or a state.
 - e) A member of a State Public Service Commission (on ceasing to hold office) is eligible for appointment as the chairman or a member of the UPSC, or as the chairman of that State Public Service Commission or any other State Public Service Commission, but not for any other employment under the Government of India or a state.
 - f) The chairman or a member of a State Public Service Commission is (after having completed his first term) not eligible for reappointment to that office (that is, not eligible for second term)

Functions

- A State Public Service Commission performs all those functions in respect of the state services as the UPSC does in relation to the Central services:
 - a) It conducts **examinations for appointments** in the services of the state.
 - b) It is consulted on the following **matters related to personnel management**:
 - i. All matters relating to methods of recruitment to civil services and for civil posts.
 - ii. The principles to be followed in **making appointments to civil services** and posts and in making promotions and transfers from one service to another.
 - iii. **The suitability of candidates for appointments** to civil services and posts; for to another; and transfers from one service to another; and appointments by transfer or deputation. The

concerned departments make **recommendations for promotions** and **request** the State Public Service Commission to ratify them.

iv. All **disciplinary matters affecting a person** serving under the government of the state in a civil capacity including memorials or petitions relating to such matters. These include:

- ❖ Censure (severe disapproval)
 - ❖ Withholding of increments
 - ❖ Withholding of promotions
 - ❖ Recovery of pecuniary loss
 - ❖ Reduction to lower service or rank (demotion)
 - ❖ Compulsory retirement
 - ❖ Removal from service
 - ❖ Dismissal from service
- i. Any Claim for **reimbursement of legal expenses** incurred by a civil servant in defending legal proceedings instituted against him in respect of acts done in the execution of his official duties.
 - ii. Any claim for the **award of a pension** in respect of injuries sustained by a person while serving under the government of the state and any question as to the amount of any such award.
 - iii. Any other matter **related to the personnel management**. The Supreme Court has held that if the government fails to consult the State Public Service Commission in these matters, the aggrieved public servant has no remedy in a court.
- In other words, **the court** held that any irregularity in **consultation** with the State Public Service Commission or **acting without consultation** does not invalidate the decision of the government.
 - Thus, the **provision is directory** and not mandatory.
 - Similarly, the court held that a selection by the State Public Service Commission does not confer any right to the post upon the candidate.
 - However, the government is to act fairly and **without arbitrariness** or **malafides**.
 - The additional functions relating to the services of the state can be conferred on State Public Service Commission by the state legislature.
 - It can also place the **personnel system** of any local authority, corporate body or public institution within the jurisdiction of the State Public Service Commission.
 - Hence, the jurisdiction of State Public Service Commission can be extended by an **Act made by the state legislature**.
 - The State Public Service Commission presents; annually, to the **governor** a **report** on its performance.
 - The governor places this report before both the Houses of the state legislature, along with a **memorandum** explaining **the cases** where the advice of the Commission was not accepted and the reasons for such non- acceptance.

Limitations

- The following matters are kept outside **the functional jurisdiction** of the State Public Service Commission.
- In other words, the State Public Service Commission is not consulted on the following matters:
 - a. While making **reservations of appointments** or posts in favour of any backward class of citizens.
 - b. While taking into **consideration the claims of scheduled castes and scheduled tribes** in making appointments to services and posts.
- The governor can exclude posts, services and matters from the purview of the State Public Service Commission.
- The Constitution states that the governor, in respect to the state services and posts may make **regulations specifying the matters** in which, it shall not be necessary for State Public Service Commission to be consulted.
- But all such **regulations** made by the **governor** shall be laid before each House of the state legislature for at least 14 days.
- The state legislature can amend or repeal them.

Role

- The Constitution visualizes the State Public Service Commission to be **the 'watchdog of merit system'** in the state.
- It is concerned with the recruitment to the state services and advises the government, when consulted, on promotion and disciplinary matters.
- It is not concerned with the classification of **services, pay and service conditions, cadre management, training** and so on.
- These matters are handled by the **Department of Personnel or the General Administration Department**.
- Therefore, the State Public Service Commission is only a **central recruiting agency** in the state while the Department of Personnel or the General Administration Department is the central personnel agency in the state.
- The role of State Public Service Commission is not only limited, but also recommendations made by it are only of advisory nature and hence, not binding on the government.
- It is up to the state government to accept or reject that advice.
- The only safeguard is the answerability of the government to the state legislature for departing from the recommendation of the Commission.
- Further, the government can also make rules which regulated the scope of the advisory functions of State Public Service Commission.
- Also, the emergence of **State Vigilance Commission (SVC) in 1964** affected the role of State Public Service Commission in disciplinary matters.
- This is because both are consulted by the government while taking disciplinary action against a civil servant.

- The problem arises when **the two bodies** tender conflicting advice.
- However, the State Public Service Commission, being an independent constitutional body, has an edge over the SVC.
- Finally, the State Public Service Commission is consulted by the governor while framing rules for appointment to **judiciary service** of the state other than the posts of **district judges**.
- In this regard, the concerned state high court is also consulted.

Staff Selection Commission



Function of Commission

1. To make recruitment to

- i. all **Group "B"** posts in the various Ministries/Departments of the Govt. of India and their **Attached and Subordinate Offices** which are in the pay scales the maximum of which is `10,500 or below and
- ii. all non-technical **Group "C"** posts in the various Ministries/Departments of the Govt. of India and their Attached and Subordinate Offices, except those posts which are specifically exempt from the purview of the Staff Selection Commission.

2. To conduct examinations and/or interviews, whenever required for recruitment to the posts within its purview.

- The examinations would be held as far as possible at different centres and **successful candidates** posted, to the extent possible, to their **home State/ Region**.

3. In particular, to hold Open Competitive Examinations for recruitment to the posts of:

Lower Division Clerks in the various Ministries/Departments, Attached and Subordinate Offices of the Government of India including those participating in the Central Secretariat Clerical Service /Indian Foreign Service (B), Railway Board Secretariat Clerical Service and the Armed Forces Headquarters Clerical Service;

- ii) **Grade "C" and Grade 'D' Stenographers** of the Central Secretariat Stenographers Service and equivalent Grades of Indian Foreign Service (B) Railway Board Secretariat Stenographers Service/Armed Forces Head quarters Stenographers Service and to the posts of Stenographers in other Departments including Attached and Subordinate Offices of the Government of India not participating in the aforesaid Services;
- iii) **Assistants** in the various Ministries/Departments including Attached and Subordinate Offices of the Government of India including those participating in the Central Secretariat Service/ IFS (B)/ Railway Board Secretariat Service/Armed Forces Headquarters Civil Service;
- iv) **Inspectors of Central Excise** in different Collectorates of Central Excise, Inspectors of Income-Tax in different charges of the Commissioners of Income-Tax, Preventive Officers and Examiners in different Custom Houses, Assistant Enforcement Officers in Directorate of Enforcement;
- v) **Sub-Inspectors** in, Central Bureau of Investigation and Central Police Organisations;
- vi) **Divisional Accountants, Auditors and Accountants** under the Office of Comptroller and Auditor General of India and other Accounts Departments and Upper Division Clerks in Attached and Subordinate Offices of the Government of India.
- vii) **Junior Engineer** (Civil & Electrical) in CPWD, a Group 'C' Non-Gazetted, Non-Ministerial, General Central Services (Technical) post.
- viii) **Statistical Investigators**, Grade IV of Subordinate Statistical Service (SSC), a Group 'C' non-gazetted, non-ministerial post in the Ministry of Statistics and Programme Implementation
- ix) **Tax Assistant** (a Group C non – Gazetted Ministerial post in various Commissionerates of Central Board of Direct Taxes (CBDT) and Central Board of Excise and Customs)
- x) **Section Officer (Commercial Audit)**, a Group "B" Non-gazetted post in the Indian Audit and Accounts Department
- xi) **Section Officer (Audit)**, a Group B Non-Gazetted post in the Office of the Comptroller and Auditor General

4. The Commission also holds Departmental Examination for promotion from:

- Group "D" to Lower Division Clerk Grade of the Central Secretariat Clerical Service and equivalent grades in Indian Foreign Service (B)/Railway Board Secretariat Clerical Service/Armed Force Hqrs. Clerical Service;
 - i. **Lower Divisional Clerks to Upper Divisional Clerks** Grade of the Central Secretariat Clerical Service and equivalent Indian Foreign Service (B)/Railway Board Secretariat Clerical Service/Armed Forces Hqrs. Clerical Service;

- ii. **Stenographers Grade "D" to Stenographers Grade "C"** of the Central Secretariat Stenographers Service and equivalent grades in Indian Foreign Service (B)/Railway Board Secretariat Stenographers Service/Armed Forces Hqrs. Stenographers Service.
5. The Commission conducts periodical **Typewriting** Tests in English and Hindi.
 6. The Commission prepares **schemes for recruitment** to all Group "B" posts which are in the pay scale of ` 9300 to 34800 with a grade pay of ` 42000 or below and Group "C" non-technical posts in the Ministries/Departmental of the Govt. of India including its Attached and Subordinate Offices in consultation with the Departments concerned.
 7. The Commission conducts **examinations/selections for recruitment** to all Group "B" posts which are in the pay scales the maximum of which is `10, 500 or below and all Group "C" non-technical posts in the Ministries/Departments of the Govt. from time to time.
 8. The Commission performs such other functions as may be **entrusted** to it by the Central Govt. from **time to time**.

Election Commission



- The Election Commission is a permanent and an independent body established by the Constitution of India directly to **ensure free and fair elections** in the country.
- **Article 324** of the Constitution provides that the powers of superintendence, direction and control of elections to parliament, state legislatures, **the office of president of India** and the **office of vice-president of India** shall be vested in the election commission.
- Thus, the **Election Commission** is an **all-India body** in the sense that it is common to both the **Central government** and the **state governments**.
- It must be noted here that the election commission is not concerned with the elections to **panchayats** and **municipalities** in the states.
- For this, the Constitution of India provides for a **separate State Election Commission**.

Comptroller and Auditor General of India



- The Constitution of India (**Article 148**) provides for an independent office of the **Comptroller and Auditor General of India (CAG)**.
- He is the head of the **Indian Audit and Accounts Department**.
- He is the guardian of the public purse and controls the entire financial system of the country at both the levels the Centre and the state.
- His duty is to uphold the Constitution of India and laws of Parliament in the field of financial administration.
- This is the reason why **Dr. B.R. Ambedkar** said that the CAG shall be the most important Officer under the Constitution of India.
- He is one of the bulwarks of the democratic system of government in India; the others being the Supreme Court, the Election Commission and the Union Public Service Commission.

Financial Administration

Financial Administration : Objectives

- **The vagaries of the market** in the **developed countries**, have led to an enlarged scope of financial administration which is characterised by deficit budgets, massive public debt and deficit financing.
- Similarly, in the **developing countries**, where governments have assumed the role of a facilitator of development, fiscal policies and administration reflect a set of multiple objectives such as stability, development, self-reliance, reduction of interpersonal inequalities in income and wealth, and balanced regional development.
- Interestingly these countries also utilize the same instruments of action.
- Even though **political ideologies**, or **economic doctrines** are of crucial importance in the management of the affairs of the state, there are certain fundamental objectives of financial administration which transcend, politico-economic compulsions.

These are as follows:

- a. Management of the finances of public household
- b. Implementation of projects and programmes
- c. Provision for public goods and social services
- d. Growth, Employment and Price Stability
- e. Capital formation 6) Productive deployment of national funds
- f. Facilitating smooth flow of parliamentary processes
- g. Achieving equity and equality.

Principles of Financial Administration

- The following may be listed as some of the important principles of financial administration
 1. The principle of primacy of public interest, public choice and public policy
 2. The principle of political direction and control
 3. The principle of correspondence
 4. The principle of unity of organisation and management
 5. The principle of stability and balance
 6. The principle of simplicity and flexibility
 7. The principle of conduct, discipline and regularity
 8. The principle of public trust and accountability.

Four Distinct Phases- Financial Administrative History of India

- **Period I** (1765-1858) - Creation of structure and concretisation.
- **Period II** (1860-1919) - Development of systems and Procedures.
- **Period III** (1919-1947) - Democratisation and Decentralisation
- **Period IV** (1950-till date) - Development orientation.

New Emerging Trends - Financial Administration in India

- 1) Regulation and control of fiscal deficit
- 2) Cutback on non-development expenditure
- 3) Development of zero base perspective
- 4) De-emphasised public sector
- 5) Non-bureaucratic delivery of public goods and services
- 6) Focus on decentralized responsibility for financing development plans
- 7) Towards deregulation and liberalization

Enactment and Execution of Budget

Budgetary Cycle

- In order to allow time for the executive and legislative processes to go through, budgeting is geared to a cycle.
- The process of approval is very significant in all possible forms of government.

The cycle consists of four phases:

- Preparation and submission;
- Approval;
- Execution; and Audit
 - At any given point of time, several cycles would be in operation and would be overlapping.
 - Nevertheless, various segments of a cycle have different operational life.

Budget Preparation

- In India, budget preparation formally begins on the receipt of a circular from the **Ministry of Finance** sometime during **September/October**, that is, about six months before the **budget presentation**.
- The circular prescribes the time-schedule for sending final estimates separately for plan and non-plan, and the guidelines to be followed in the **examination of budget estimates** to be prepared by the department concerned **the general rule** is that the person who spends money should also prepare the budget estimates.
- **Budget proposals** normally contain the following information:
 - i. Accounts classification
 - ii. Budget estimates of the current year
 - iii. Revised estimates of the current year
 - iv. Actuals for the previous year; and
 - v. Proposed estimates for the next financial year.

Financial Year

- When the **first modern budget** was presented in **1860**, the financial year adopted by the government was from **1st May to 30th April**.
- Beginning with the year **1866**, however, **the financial year** was changed to **1st April to 31st March**, in conformity with the **practice in England**.

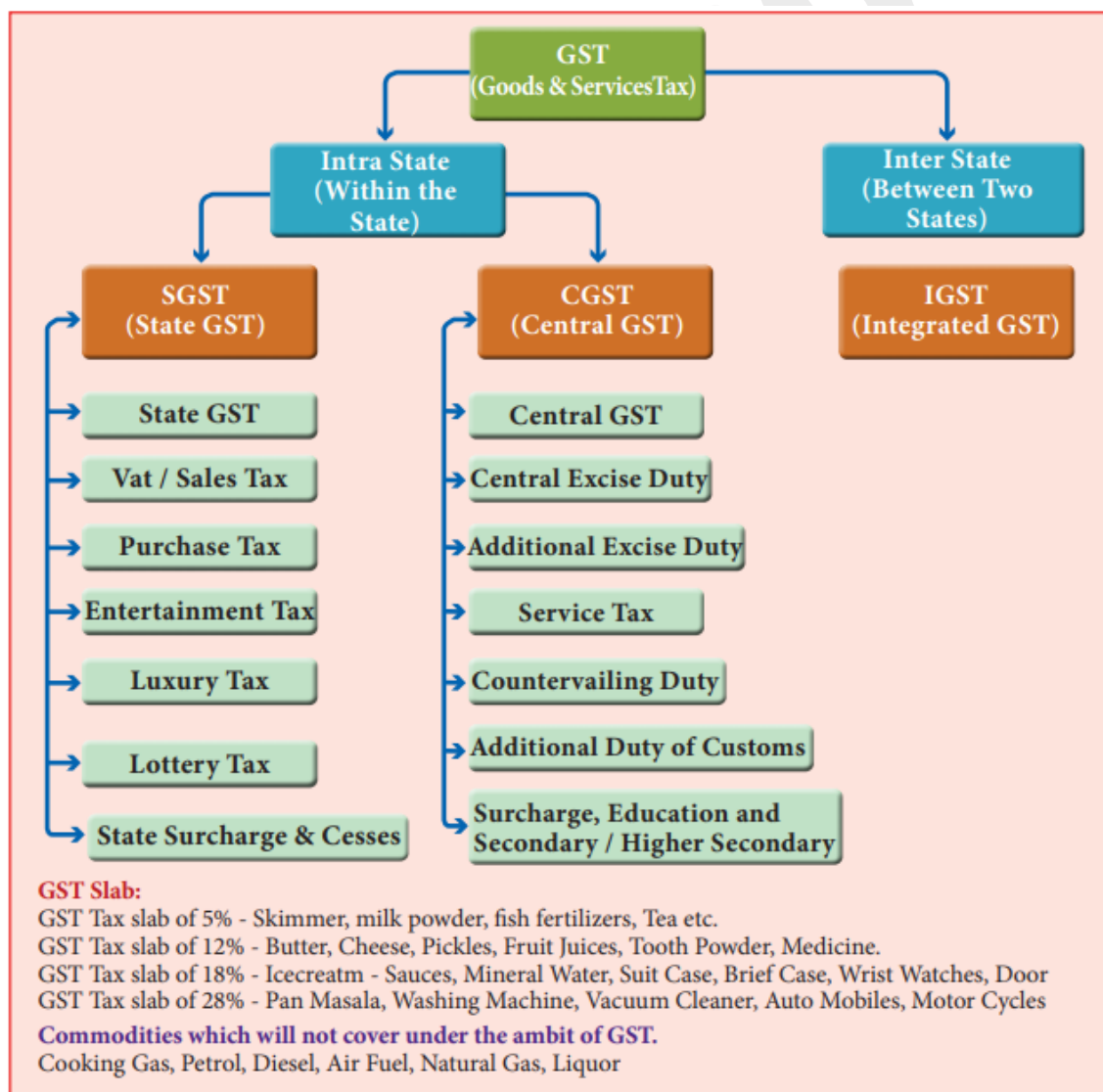
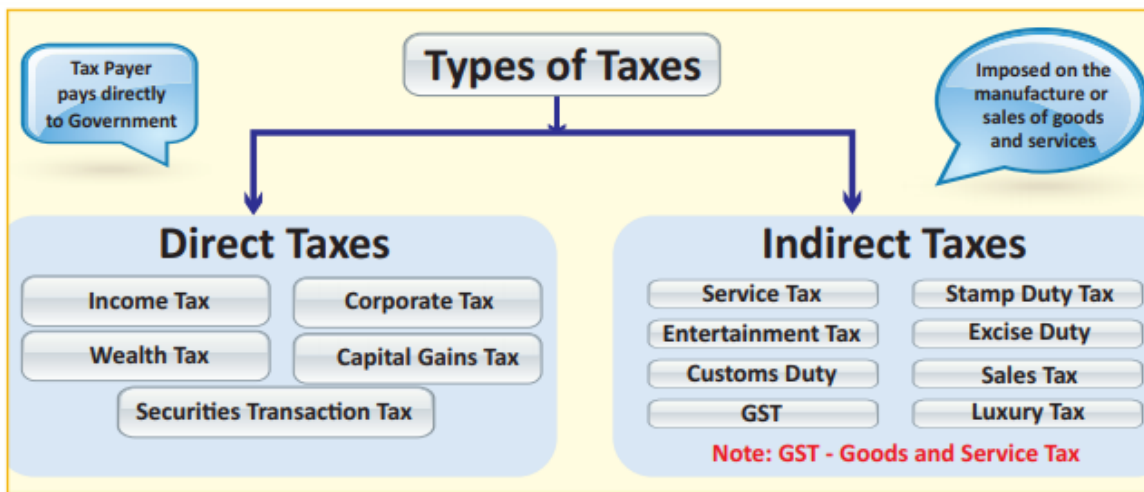
Everything you wanted to know about the Sen-Bhagwati debate

- The debate on economic policy has never been as riveting as it is today, with two giants from the **world of academic economics**, **Amartya Sen** and **Jagdish Bhagwati**, tackling each other on what India's governance priorities should be.



- The debate between **two of the finest Indian economists** Amartya Sen and Jagdish Bhagwati reflects the deeper question facing India's political leaders
- The debate on economic policy has never been as riveting as it is today, with two giants from the world of academic economics, Amartya Sen and Jagdish Bhagwati, tackling each other on what India's governance priorities should be.
- **Sen is a Nobel Prize winner** in economics and a professor of economics and philosophy at Harvard University.
- **Bhagwati is a Columbia University professor** of economics, who has been nominated for the top honour several times.
- Along with **Sen and Avinash Dixit**, he is considered to be among the **three greatest Indian economists ever**.
- While Sen believes that India should invest more in its social infrastructure to boost the productivity of its people and thereby raise growth, Bhagwati argues that only a focus on growth can yield enough resources for investing in **social sector schemes**.
- Investing in health and education to improve human capabilities is central to Sen's scheme of things.
- Without such **investments, inequality** will widen and the growth process itself will falter, Sen believes.
- **Bhagwati** argues that growth may raise inequality initially but sustained growth will eventually raise enough resources for the state to redistribute and mitigate the effects of the initial inequality.
- The debate on economic policy has never been as riveting as it is today, with two giants from the world of academic economics, **Amartya Sen** and **Jagdish Bhagwati**, tackling each other on what India's governance priorities should be.

Tax Structure in India



GST Slab:

- GST Tax slab of **5%** - Skimmer, milk powder, fish fertilizers, Tea etc .
- GST Tax slab of **12%** - Butter, Cheese, Pickles, Fruit Juices, Tooth Powder, Medicine .
- GST Tax slab of **18%** - Ice cream - Sauces, Mineral Water, Suit Case, Brief Case, Wrist Watches, Door
- GST Tax slab of **28%** - Pan Masala, Washing Machine, Vacuum Cleaner, Auto Mobiles, Motor Cycles

Commodities which will not cover under the ambit of GST.

- Cooking Gas, Petrol, Diesel, Air Fuel, Natural Gas, Liquor