

Structure of Government of India

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Government of India

- Union Government
- Central Government
- Republic of India

Government of India

- New Delhi protested on the inaction of Beijing on the border issue.....
- Metonym
 - A thing or concept is referred to by the name of something closely associated with that thing or concept

West Minister Style

- Palace of West Minister, the place of the Parliament in UK
 - A Parliamentary government that incorporates a series of procedures for operating a legislature
 - First developed in UK

GoI-

2nd Administrative Reforms Commission report

- 1st Report : Right to Information: Master Key to Good Governance
- 2nd Report: Unlocking Human Capital: Entitlements and Governance
- 3rd Report:Crisis Management
- 4th Report:Ethics in Governance
- 5th Report:Public Order
- 6th Report:Local Governance
- 7th Report:Capacity Building for Conflict Resolution
- 8th Report:Combating Terrorism - Protecting by Righteousness

GoI-

2nd Administrative Reforms Commission report

- 9th Report Social Capital-A shared Destiny
- 10th Report Refurbishing of Personnel
Administration & Scaling New Heights
- 11th Report Promoting e-Governance : The Smart
Way Forward
- 12th Report Citizen Centric Administration
- **13th Report Organizational structure of GoI**
- 14th Report Strengthening Financial Management
Systems
- 15th Report State and District Administration

GoI-2nd ARC-Strengths of GoI Structure

- Structure, rules and procedures
- Permanent civil service-continuity & stability
- Strong link between policy & implementation
- National outlook among public functionaries/servants

GoI-2nd ARC-Weaknesses in Structure of GoI

- Undue emphasis on routine functions
- Extended hierarchy, too many levels

History

- The 1883 Government of India Act passed by the British Parliament,
- the first act of law to use the epithet “Government of India”
- Government of India Act 1919
- 1935 Government of India Act

History

- 1935 Government of India Act
 - Largest act passed by the British parliament until 1999
 - Substantially used for framing the constitution of India
 - Burma separated
 - RBI Set up
 - Federal court set up
 - Federal PSC, Provincial PSCs
 - Direct elections

History

- Constituent Assembly
 - MN Roy proposal
 - Indirectly elected
 - Drafting of the constitution

Preamble

- India, that is Bharat, shall be a Union of States.....

The President

- The President—The executive power of the Union formally vests in the President
- exercised by him/her either directly or through officers subordinate
- In accordance with the Constitution.

The President

- Council of Ministers headed by the Prime Minister.
- In actual practice the executive power of the Union resides in the Council of Ministers.
- The Council of Ministers consists of three categories of Ministers, namely:
 - (a) Cabinet Ministers;
 - (b) Ministers of State; and
 - (c) Deputy Ministers.

The Cabinet

- The Cabinet, which consists of Ministers of the first category only,
- is responsible for shaping the overall policies of the Government in discharging its responsibilities.
- A Minister of State with Independent Charge also attends a Cabinet meeting when subject matter of his/her Department is considered.
- The Cabinet also functions through its Committees.

Office Procedures

- Chain of Command and Span of Control- covered in an important document
- Central Secretariat Manual of Office Procedure (CSMoP).
- It's called **Government Machinery**

The Government Business

- Allocation/Transaction of government business –
(1) rules issued by the President for the convenient transaction of the business of the Government, under Article 77(3) of the Constitution, are:
 - a) The Government of India (**Allocation** of Business) Rules; 1961(As amended from time to time). and
 - b) The Government of India (**Transaction** of Business) Rules 1961 (As amended from time to time).
- Secretariat (www.cabsec.nic.in)

The Government Business

- The Allocation as per of Business Rules
- assigned to the Ministers by the President on the advice of the Prime Minister.
- In relation to the business allotted to a Minister, rules permit the association of another Minister or Deputy Minister to perform such functions as may be specifically assigned to him.

The Government Business

- ToBR seek to define the authority, responsibility and obligations of each department
- the business allotted to a department will be disposed of by, or under the direction of the Minister-in-charge,
- these rules also specify:
 - (a) Cases or classes of cases to be **submitted** to the President, the Prime Minister, the Cabinet or its committees for prior approval; and
 - (b) The circumstances in which the department primarily concerned with the business under disposal will have to **consult** other departments concerned and
- secure their concurrence before taking final decisions.

GoI-PM Focus areas

Minimum Govt. and Max Governance

- i. Public goods (Defense, Police, Judiciary etc.);
- ii. Its externalities (such as pollution);
- iii. Empowering markets (restrict monopoly);
- iv. Fill information gaps; and
- v. Ensuring a well-designed welfare and subsidy mechanism.

Organizational structure

To what degree are activities subdivided into separate jobs?	Work Specialization
On what basis will jobs be grouped together?	Departmentalization
To whom do individuals report?	Chain of Command
How many individuals can an officer efficiently and effectively control?	Span of Control
Where does decision making authority lie?	Centralization and decentralization
To what degree will there be rules and regulations to direct officers and staff	Formalization
Generic and Specific tasks, JOB CHART?	

Ministry/Department

Ministry/ Department	formulation of <u>policies/ schemes</u> of the government in relation to business allocated to it and also for the <u>execution</u> and <u>review</u> of those policies.
	Department is divided into Wings, Divisions, Branches and Sections/Cells

Ministry/Department

Secretary	Administrative Head
Addl Secy/Joint Secy	Heads of wings
Divisions	Director/JD/Dy Secy
Branches	Under Secy/BO
Section	ASO/Sr. Sect Asst as DO
	Jr Sect Asst for support

West Minister Style

- Head of State
- Legislature-Law making body
- Executive-Law implementing body
- Judiciary-law interpretation, administration of justice

Ministry/Department

- there are certain variations, the most notable among them being the
Desk Officer system
- In this system, the work of a Department at the lowest level is organized into distinct functional desks each manned by desk functionaries
- Under Secretary or Section Officer.
- Each desk functionary handles the cases himself/herself and is provided adequate support staff.

ASO

In General cases will put up a note keeping in view the following points-

(i) to see whether all facts open to check have been correctly stated;

(ii) to point out any mistakes or incorrect statement of the facts;

(iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject;

(iv) to put up the Guard file, if necessary, and supply other relevant facts and figures;

(v) to bring out clearly the question under consideration and suggest a course of action wherever possible

Attached/Subordinate offices

- Attached offices
- For decentralized executive action/direction
- Serve as repository of technical information
- Subordinate offices
- filed establishments-report to attached office/department

Other Bodies

- Constitutional Bodies-under the Constitution-UPSC
- Statutory Bodies-under a statute/Act-NCW
- Autonomous bodies-MoA-AIIMS, CBSE
- Central Public Sector Enterprises->50%equity by Govt-Companies-AAI, FCI, CWCI-shares held by the Govt
- Dept -run banking /insurance not covered

Information & Facilitation Centers

- Information and Facilitation Counters (IFCs)- provide the following services to the clients/customers of the organization:
 - (1) Information regarding services provided and programmes, schemes etc.
 - (2) Facilitating the customer/client to obtain the services of the Organization optimally, timely, efficiently
 - (3) Information regarding the standards of quality of service, time norms, etc.
 - (4) Information regarding hierarchical set up of Public Grievance Redress Machinery of the organization;
 - (5) Receiving, acknowledging and forwarding & monitoring

Empowered Organization.

- typology of empowerment styles:
 - i) Information sharing (downward communication)
 - ii) Upward problem solving (I am there to protect you)
 - iii) Task autonomy (peer pressure becomes prime control mechanism)
 - iv) Attitudinal shaping (training, education, confidence building)
 - v) Self-management (shift from “THEM” to “ME” model)

Challenges for You

- a. High tolerance level towards slow and centralized decision making;
- b. Short-term focus;
- c. Individual orientation scores over team orientation;
- d. Avoidance of conflict;
- e. Low risk-tolerance;
- f. Focus on results than on process;
- g. Individual accountability;

Challenges for You

- h. Little or no horizontal cooperation;
- i. Highly politicized environment;
- j. Resistance to change;
- k. Guarded communication;
- l. Slow communication;
- m. Adoption of indirect communication styles.

Government of India-Topics for discussion

- What steps do you suggest for Minimum Government-Maximum Governance
- Is chain of command and span of control in your department ideal? Suggestions to change?
- How do you plan to overcome the challenges faced by an ASO?