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# Gist of India Year Book

# 2013



**for Civil Services Preliminary (CSAT)  
& Main Examinations**

Each chapter is compiled according to the requirement of civil services preliminary (CSAT) and main examination

Important points are highlighted for Quick revision

Multiple Choice Questions are given after each Chapter

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<b>Chapter</b>  <b>3</b>	<b>THE POLITY</b>
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**CONTENTS OF THE CHAPTER**

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8 <i>Introduction</i>	8 <i>Lok Sabha</i>
8 <i>The Union and its Territory</i>	8 <i>Parliamentary Committees</i>
8 <i>Citizenship</i>	• <i>Standing Committees</i>
8 <i>Fundamental Rights</i>	• <i>Ad hoc committees</i>
8 <i>Fundamental Duties</i>	8 <i>Minister/Departments of the Government</i>
8 <i>Directive Principles of State Policy</i>	8 <i>Comptroller and Auditor General</i>
8 <i>President</i>	8 <i>Public Services</i>
8 <i>Vice President</i>	• <i>Union Public Service Commission</i>
8 <i>Council of Ministers</i>	• <i>Civil Services Reform</i>
8 <i>Legislature</i>	8 <i>The States</i>
8 <i>Rajya Sabha</i>	8 <i>MCQs for Final Practice</i>

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**INTRODUCTION**

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- The Republic is governed in terms of the Constitution, which was adopted by Constituent Assembly on **26 November 1949** and came into force on 26 January 1950.
- **The President of India is constitutional head of executive of the Union.**
- Article 74(1) of the Constitution provides that there shall be a Council of Ministers with the Prime Minister as head to aid and advise President who shall in exercise of his functions, act in accordance with such advice.
- Power to amend the Constitution also vests in Parliament. The Constitution has provision for independence of judiciary, Comptroller and Auditor-General, Public Service Commissions and Chief Election Commissioner.

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**THE UNION AND ITS TERRITORY**

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- India comprises **28 States** and **seven** Union Territories.

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**CITIZENSHIP**

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- Every person who was at the commencement of the Constitution (26 January 1950) domiciled in the territory of India and: (a) who was born in India; or (b) either of whose parents was born in India; or (c) who has been ordinarily resident in India for not less than five years became a citizen of India. The Citizenship Act, 1955, deals with matters relating to acquisition, determination and termination of Indian citizenship after the commencement of the Constitution.

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**FUNDAMENTAL RIGHTS**

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- These are guaranteed in the Constitution in the form of six broad categories of Fundamental Rights which are justiciable.
- **Article 12 to 35** contained in **Part III** of the Constitution deal with Fundamental Rights. These are : (i) **right to equality** including equality before law, prohibition of discrimination on grounds of

religion, race, caste, sex or place of birth and equality of opportunity in matters of employment; (ii) **right to freedom** of speech and expression; assembly; association or union; movement; residence; and right to practice any profession or occupation (some of these rights are subject to security of the State, friendly relations with foreign countries, public order, decency or morality); (iii) **right against exploitation**, prohibiting all forms of forced labour, child labour and traffic in human beings; (iv) **right to freedom of conscience and free profession, practice and propagation of religion**; (v) **right of any section of citizens to conserve their culture, language or script and right of minorities to establish and administer educational institutions** of their choice; and (vi) **right to constitutional remedies for enforcement of Fundamental Rights**.

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#### FUNDAMENTAL DUTIES

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- By the **42nd** Amendment of the Constitution, adopted in **1976**, Fundamental Duties of the citizens have also been enumerated.
- **Article 51 'A'** contained in **Part IV A** of the Constitution deals with Fundamental Duties. These enjoin upon a citizen among other things, to abide by the Constitution, to cherish and follow noble ideals, which inspired India's struggle for freedom, to defend the country and render national service when called upon to do so and to promote harmony and spirit of common brotherhood transcending religious, linguistic and regional or sectional diversities.

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#### DIRECTIVE PRINCIPLES OF STATE POLICY

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- The Constitution lays down certain Directive Principles of State Policy, which though not justiciable, are 'fundamental in governance of the country' and it is the duty of the State to apply these principles in making laws.
- These lay down that the State shall strive to promote the welfare of people by securing and protecting as effectively as it may a social order in

which justice—social, economic and political—shall form in all institutions of national life.

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#### THE UNION

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##### Executive

The Union executive consists of the President, the Vice-President and the council of Ministers with the Prime Minister as the head to aid and advise the President.

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#### PRESIDENT

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- The President is elected by members of an electoral college consisting of **elected members of both Houses of Parliament and Legislative Assemblies of the states** in accordance with the system of proportional representation by means of single transferable vote.
- To secure uniformity among state inter se as well as parity between the states, as a whole, and the Union, suitable weightage is given to each vote.
- His removal from office is to be in accordance with procedure prescribed in Article 61 of the Constitution. He may, by writing under his hand addressed to the Vice-President, resign his office.

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#### VICE-PRESIDENT

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- The Vice-President is **elected by members of an electoral college consisting of members of both Houses of Parliament** in accordance with the system of proportional representation by means of single transferable vote.
- His removal from office is to be in accordance with procedure prescribed in **Article 67 b**.
- The Vice-President is **ex-officio Chairman of the Rajya Sabha** and acts as President when the latter is unable to discharge his functions due to absence, illness or any other cause or till the election of a new President (to be held within six months when a vacancy is caused by death, resignation or removal or otherwise of President).

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#### COUNCIL OF MINISTERS

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- The Council of **Ministers comprises Ministers who are members of Cabinet, Ministers of State**

(independent charge), **Ministers of State and Deputy Ministers.**

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### LEGISLATURE

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- Legislature of the Union which is called **Parliament**, consists of **President** and two Houses, known as **Council of States** (Rajya Sabha) and **House of the People** (Lok Sabha).

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### RAJYA SABHA

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- The Constitution provides that the Rajya Sabha shall consist of **12 members to be nominated by the President** from amongst persons having special knowledge or practical experience in respect of such matters as literature, science, art and social service; and not more than 238 representatives of the States and of the Union Territories.
- The Rajya Sabha is not subject to dissolution; one-third of its members retire every second year.
- Rajya Sabha, at present, has 245 seats. Of these, 233 members represent the States and the Union Territories and 12 members are nominated by the President.

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### LOK SABHA

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- The maximum strength of the House envisaged by the Constitution is now 552 (530 members to represent the States, 20 members to represent the Union Territories and not more than two members of the Anglo-Indian community to be nominated by the President, if, in his opinion, that community is not adequately represented in the House).
- The Lok Sabha at present consists of 545 members. Of these, 530 members are directly elected from the States and 13 from Union Territories while two are nominated by the President to represent the Anglo-Indian community.
- Following the Constitution 84th Amendment Act, 2001 the total number of existing seats as allocated to various States in the Lok Sabha on the basis of the 1971 census shall remain unaltered till the first census to be taken after the year 2026.

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### QUALIFICATION FOR MEMBERSHIP OF PARLIAMENT

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In order to be chosen a member of Parliament, a person

must be a citizen of India and not less than 30 years of age in the case of Rajya Sabha and not less than 25 years of age in the case of Lok Sabha. Additional qualifications may be prescribed by Parliament by law.

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### PARLIAMENTARY COMMITTEES

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- Their appointment, terms of office, functions and procedure of conducting business are also more or less similar and are regulated as per rules made by the two Houses under Article 118(1) of the Constitution.
- Broadly, Parliamentary Committees are of two kinds—Standing Committees and ad hoc Committees.
- **Standing Committees:** Among the Standing Committees, the three Financial Committees—Committees on Estimates, Public Accounts and Public Undertakings—constitute a distinct group as they keep an unremitting vigil over Government expenditure and performance.
- While members of the Rajya Sabha are associated with Committees on Public Accounts and Public Undertakings, the members of the Committee on Estimates are drawn entirely from the Lok Sabha.
- Besides these three Financial Committees, the Rules Committee of the Lok Sabha recommended setting-up of 17 Department Related Standing Committees (DRSCs). Accordingly, 17 Department Related Standing Committees were set up on 8 April 1993. In July 2004, rules were amended to provide for the constitution of seven more such committees, thus raising the number of DRSCs from 17 to 24.
- Other Standing Committees in each House, divided in terms of their functions, are (i) Committees to Inquire, (ii) Committees to Scrutinise, (iii) Committees relating to the day-to-day business of the House, (a) Business Advisory Committee, (iv) Committee on the Welfare of Scheduled Castes and Scheduled Tribes, (v) Committees concerned with the provision of facilities to members, (vi) Joint Committee on Salaries and Allowances of Members of Parliament, constituted under the Salary, Allowances and Pension of Members of Parliament

Act, 1954, apart from framing rules for regulating payment of salary, allowances and pension to Members of Parliament, also frames rules in respect of amenities like medical, housing, telephone, postal, constituency and secretarial facility; (vii) Joint Committee on Offices of Profit, (viii) The Library Committee consisting of members from both Houses, considers matters concerning the Library of Parliament, (ix) On 29 April 1997, a Committee on Empowerment of Women with members from both the Houses was constituted with a view to securing, among other things, status, dignity and equality for women in all fields; (x) On 4 March 1997, the Ethics Committee of the Rajya Sabha was constituted. The Ethics Committee of the Lok Sabha was constituted on 16 May 2000.

- **Ad hoc Committees:** Such Committees may be broadly classified under two heads : (a) committees which are constituted from time to time, either by the two Houses on a motion adopted in that behalf or by Speaker/Chairman to inquire into and report on specific subjects, and (b) Select or Joint Committees on Bills which are appointed to consider and report on a particular Bill.

### LEADERS OF OPPOSITION IN PARLIAMENT

- In keeping with their important role, the Leaders of Opposition in the Rajya Sabha and the Lok Sabha are accorded statutory recognition.
- Salary and other suitable facilities are extended to them through a separate legislation brought into force on 1 November 1977.

### CONSULTATIVE COMMITTEES

- Functioning of Consultative Committees of Members of Parliament for various Ministries is one of the functions allocated to the Ministry of Parliamentary affairs under the Government of India (Allocation of Business) Rules, 1961.
- The Minister/Minister of State in-charge of the Ministry concerned acts as the Chairman of the Consultative Committee attached to that Ministry.
- The minimum membership of a Consultative Committee is 10 and the maximum membership is 30.
- The Consultative Committee stand dissolved upon dissolution of every Lok Sabha and re-constituted upon constitution of each Lok Sabha.

### STANDING COMMITTEES OF PARLIAMENT

(a) Constitution, composition and term

S. No.	Name of the Committee	Lok Sabha		
		Whether Elected/ Nominated	No. of Members	Term
1.	Business Advisory Committee	Nominated	15	Till reconstituted
2.	Committee on Private Members' Bills and Resolutions	Nominated	15	One year
3.	Committee on Petitions	Nominated	15	Till Reconstituted
4.	<b>Committee on Estimates</b>	<b>Elected</b>	<b>30</b>	<b>One year</b>
5.	Committee of Privileges	Nominated	15	Till reconstituted
6.	Committee of Subordinate Legislation	Nominated	15	One year

7.	Committee on Government Assurances	Nominated	15	One year
8.	Committee on Absence of Members from the Sittings of the House	Nominated	15	One year
9.	Rules Committee	Nominated	15	Till reconstituted
10.	General Purposes Committee Nominated	@		Till reconstituted
11.	House Committee	Nominated	15	One year
12.	<b>Public Accounts Committee</b>	<b>Elected</b>	<b>22</b> <b>(15-Lok Sabha)</b> <b>(7-Rajya Sabha)*</b>	<b>One year</b>
13	<b>Committee on Public Undertakings</b>	<b>Elected</b>	<b>22 (15-Lok Sabha)</b> <b>(7-Rajya Sabha)*</b>	
14.	Library Committee	Nominated	9 (6-Lok Sabha) (3- Rajya Sabha)*	One year
15.	Committee on the Welfare of Scheduled Castes and Scheduled Tribes	Elected	30 (20-Lok Sabha) and (10- Rajya Sabha)*	One year
16.	Committee on Papers Laid on the Table	Nominated	15	One year

@ Consisting of the Speaker, the Deputy Speaker, members of the Panel of Chairmen, Chairman of all Standing Committees of the Lok Sabha, leaders of recognized parties and groups and such other members as may be nominated by the Speaker.

- Members of the Rajya Sabha are also associated with these committees.

		<b>Rajya Sabha</b>		
<b>S. No.</b>	<b>Name of the Committee</b>	<b>Whether Elected/ Nominated</b>	<b>No. of Members</b>	<b>Term</b>
1.	Business Advisory Committee	Nominated	11 (Including Chairman and Deputy Chairman)	Till reconstituted
2.	Committee on Petitions	Nominated	10	Till reconstituted

3.	Committee on Petitions	Nominated	10	Till reconstituted
4.	Committee on Rules	Nominated	16	Till reconstituted
5.	Committee on Subordinate Legislation	Nominated	15	Till reconstituted
6.	Committee on Government	Nominated	10	Till reconstituted
7.	House Committee	Nominated	7	Till reconstituted
8.	General Purposes Committee	Nominated	@@	*
9.	Committee on Papers Laid on the Table	Nominated	10	Till reconstituted
10.	Committee on MPLAD scheme	Nominated	10	Tenure of the Members (in RS)
11.	Ethics Committee	Nominated	10	Till reconstituted
12.	Committee on Provision of Computers to MPs (RS)	Nominated	7	Tenure of the Members (in RS)

@ @ Consisting of the Chairman, Deputy Chairman, panel of Vice Chairman, Chairmen of all Standing Committees of the Rajya Sabha, Leaders of recognized parties and groups and such other members as may be nominated by the Chairman.

\* Not provided in the rules is constituted every year.

<b>Joint Committees</b>				
S. No.	Name of the Committee	Whether Elected/ Nominated	No. of Members	Term
1.	Joint Committee on Salaries and Allowances of Members of Parliament	Nominated	15(10-Lok Sabha) (5-Rajya Sabha)	One year
2.	Joint Committee on Offices of Profit	Elected	15 (10- Lok Sabha) (5-Rajya Sabha)	Co-terminus with the life of Lok Sabha
3.	Committee on the Empowerment of Women	Nominated	30 (20- Lok Sabha) (10-Rajya Sabha)	One year
4.	Joint Parliamentary Committee on the functioning of Wakf Boards	Nominated	30 (20- Lok Sabha) (10-Rajya Sabha)	No fixed tenure
5.	Joint Committee on Security in Parliament House complex	Nominated	10 (7-Lok Sabha) (3-Rajya Sabha)	No fixed tenure

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### OTHER PARLIAMENTARY MATTERS

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- The Youth Parliament Scheme was first introduced in the Schools in Delhi in 1966-67. Kendriya Vidyalayas located in and around Delhi were incorporated into the ongoing Scheme for Delhi Schools in 1978.

#### All Indian Whips Conference

- The Ministry of Parliamentary Affairs, Government of India has been organizing All India Whips' Conference from time to time, with the purpose of establishing suitable links among the whips of various political parties at the Centre and the States.
- Fifteen All India Whips' Conferences have been organized so far since 1952. The Fifteenth All India Whips Conference was held on 10-11 February, 2011 in Chandigarh.

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### MATTERS UNDER RULE 377 AND SPECIAL MENTIONS

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The Ministry of Parliamentary Affairs takes follow-up action on matters raised under Rule 377 of the Rules of Procedure and Conduct of Business in Lok Sabha and by way of Special Mentions in Rajya Sabha. Also after 'Question Hour' in both the Houses of Parliament, Members raise matters of urgent public importance. Though it is not mandatory, Ministers sometimes react to the points made by the Members. In the absence of concerned Minister the Minister of Parliamentary Affairs assures the House or the individual Members that their sentiments would be conveyed to the concerned Ministers.

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### ADMINISTRATIVE SET-UP

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- The Government of India (Allocation of Business) Rules, 1961 are made by the President of India under Article 77 of the Constitution for the allocation of business of the Government of India.
- The Ministries/Departments of the Government are created by the President on the advice of the Prime Minister under these Rules.

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### CABINET SECRETARIAT

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- The Cabinet Secretariat in terms of provisions of the Government of India (Allocation of Business)

Rules, 1961 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 allotted to cabinet secretariat is (i) Secretarial assistance to Cabinet and Cabinet Committees; and (ii) Rules of Business.
- The Cabinet Secretariat ensures that the President, the Vice-President and Ministers are kept informed of the major activities of all Ministries/Departments by means of monthly summary of their activities.
- 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.
- The Cabinet Secretariat is seen as a useful mechanism by the departments for promoting inter-Ministerial coordination since the Cabinet Secretary is also the head of the civil services.

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### NATIONAL AUTHORITY, CHEMICAL WEAPONS CONVENTION

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- National Authority, Chemical Weapons Convention (CWC) was set up by a resolution of Cabinet Secretariat dated 5 May 1997 to fulfil the obligations enunciated in the Chemical Weapons Convention initially signed by 130 countries in a conference which concluded on 14 January 1993 for the purpose prohibiting of the development, production, execution, transfer, use and stockpiling of all chemical weapons by Member-States is a non-discriminatory process.

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### MINISTRIES/DEPARTMENTS OF THE GOVERNMENT

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#### List of the Ministries/Departments

##### 1. Ministry of Agriculture

- (i) Department of Agriculture and Co-operation
- (ii) Department of Agricultural Research and Education
- (iii) Department of Animal Husbandry and Dairying

##### 2. Ministry of Commerce and Industry



- (i) Department of Commerce (Vanijya Vibhag)
- (ii) Department of Industrial Policy and Promotion

**3. Ministry of Communications and Information Technology**

- (i) Department of Telecommunications
- (ii) Department of Post
- (iii) Department of Information Technology

**4. Ministry of Defence**

- (i) Department of Defence
- (ii) Department of Defence Production
- (iii) Department of Defence Research and Development
- (iv) Department of Ex-servicemen Welfare

**5. Ministry of Finance**

- (i) Department of Economic Affairs
- (ii) Department of Expenditure
- (iii) Department of Revenue
- (iv) Department of Financial Services

**6. Ministry of Health and Family Welfare**

- (i) Department of Health and family welfare
- (ii) Department of Ayurveda, Yoga-Naturopathy, Unani, Siddha and Homoeopathy (AYUSH)
- (iii) Department of AIDS Control
- (iv) Department of Health Research

**7. Ministry of Home Affairs**

- (i) Department of Internal Security
- (ii) Department of States
- (iii) Department of Official Language
- (iv) Department of Home
- (v) Department of Jammu and Kashmir Affairs
- (vi) Department of Border Management

**8. Ministry of Human Resource Development**

- (i) Department of School Education and Literacy
- (ii) Department of Higher Education

**9. Ministry of Information and Broadcasting**

**10. Ministry of Labour and Employment**

**11. Ministry of Law and Justice**

- (i) Department of Legal Affairs
- (ii) Department of Justice

**12. Ministry of Personnel, Public Grievances and Pensions**

- (i) Department of Personnel and Training
- (ii) Department of Pensions and Pensioners' Welfare

**13. Ministry of Railways**

**14. Ministry of Rural Development**

- (i) Department of Rural Development
- (ii) Department of Land Resources
- (iii) Department of Drinking Water Supply

**15. Ministry of Science and Technology**

- (i) Department of Science and Technology
- (ii) Department of Scientific and Industrial Research
- (iii) Department of Bio-Technology (Biotechnology Vibhag)

**16. Ministry of Youth Affairs and Sports**

- (i) Department of Youth Affairs.
- (ii) Departments of Sports

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**PERFORMANCE MANAGEMENT -  
RESULTS FRAMEWORK DOCUMENT**

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- Pursuant to the announcement made in the President's address to both Houses of the Parliament on June 4, 2009, the Prime Minister approved the outline of the Performance monitoring and Evaluation System (PMES) for Government Departments on September 11, 2009. Performance Management Division in the Cabinet Secretariat is responsible for this activity through the mechanism called Results-Framework Documents. (RFD).

**(i) Implementation of 2nd Administration Reforms Commission**

**Recommendation**

- Administrative Reforms Commission-II (ARC) in its report on "Organisational Structure of Government of India" Inter alia recommended that Government of India should primarily focus on core functions and that it should, at all levels, be guided by the principle of subsidiarity.

**(ii) Performance Related Incentives (PRI)**

- Incentives play an important role in improving performance of employees in public and private sectors. The scheme is applied at the individual employee level and at the team/group level. The Scheme has two parts-one part measures the performance of the entity; and the second links the performance to financial incentives.

### (iii) Performance Appraisal Report (PAR) System

- The system of Performance Appraisal Report as laid down in the All India Service (PAR) Rules, 2007 is being reviewed owing to widespread dissatisfaction with the working of the PAR system at all levels. Keeping in view the conceptual and procedural flows in the performance evaluation methodology of PAR system, a set of corrective measures is being proposed by the Performance Management Division.

### (iv) Operationalizing 'Sevottam'

- The PMD, in Partnership with Department of Administrative Reforms & Public Grievances, has decided to operationalize the concept of 'Sevottam' through the mechanism of Results-Framework Document.
- Ministries/Departments are expected to design citizen/client charters along with a robust Public Grievance Redress Mechanism. In order to better monitor compliance, ministries/Departments have been advised to include the 'Sevottam' concept in their Results/Framework Documents as a mandatory performance indicator.

### (v) Implementing e-Office

- In its efforts to move towards a paperless office, the day to day working of the PMD and the Cabinet Secretariat is being carried out through the e-Office system developed by the NIC. This paperless e-Office system is expected to be a role model for all other Departments of the Government of India.

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### COMPTROLLER AND AUDITOR GENERAL

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- The Comptroller and Auditor General of India is appointed by the President. The procedure and the grounds for his removal from office are the same as for a Supreme Court Judge. He is not eligible for further office under the Union or a State government after he ceases to hold his office.
- The accounts of the Union and of the States shall be kept in such form as the President may, on the advice of the Comptroller and Auditor-General of India, prescribe.
- The duties, powers and conditions of service of

the Comptroller and Auditor-General have been specified by the Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act, 1971.

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### ALL INDIA SERVICES

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- Accordingly, a provision was made in Article 312 of the Constitution for creation of one or more All India Services common to the Union and State. The Indian Administrative Service and the Indian Police Service are deemed to be constituted by the Parliament in terms of Article 312 of the Constitution. After the promulgation of the Constitution, a new All India Service, namely, the Indian Forest Service, was created in 1966. A common unique feature of the All India Services is that the members of these services are recruited by the Centre but their services are placed under various State cadres and they have the liability to serve both under the State and under the Centre.

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### UNION PUBLIC SERVICE COMMISSION

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- The Constitution under article 315, provides for an independent body known as Union Public Service Commission (UPSC) for recruitment to Group 'A' and Group 'B' Gazetted posts under Central Government and for advice in various service matters.
- The Chairman and Members of the Commission are appointed by the President for tenure of six years or till they attain the age of 65 years, whichever is earlier. To ensure independence, chairman after completion of tenure is not eligible for any further employment either under the Government of India or Government of a State. The Members are also covered by the above provision but they are eligible for appointment as chairman of Union Public Service Commission or State Public Service Commission. They can not be removed except for the reasons and in the manner provided for in the Constitution.

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### CIVIL SERVICES REFORMS

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- Second ARC in its 10th Report in November, 2008 on the subject "Refurbishing of Personnel

Administration” has given various recommendations on Civil Services Reforms. The recommendations include (i) Stage of entry into Civil services (ii) Age of entry and number of attempts (iii) Structure of Civil Services Examination (iv) Other modes of induction into Civil Services i.e., induction of officers of State Civil Services into IAS to be made by UPSC on the basis of common examination and (v) Allotment of cadres to All India Services.

### RESERVATION IN SERVICES

- Reservation in services under the Government of India is available to the Scheduled Castes (SCs.) the Scheduled Tribes (ST's), the Other Backward Classes (OBCs), the Persons with Disabilities and the Exservicemen, The quantum of reservation for SCs, STs and OBCs in direct recruitment on all-India basis by open competition is **15 per cent, 7.5 per cent and 27 per cent** respectively. In direct recruitment on all-India basis otherwise than by open competition, it is available at the rate of **16.66 per cent** for SCs, **7.5 per cent** for STs and **25.84 per cent** for OBCs.
- Reservation for ex-servicemen and physically handicapped persons is termed as “horizontal” reservation and reservation for SCs, STs and OBCs is termed as “vertical” reservation. Guidelines exist explaining how the “horizontal” reservation is to be adjusted against the “vertical” reservation.
- **Articles 341 and 342** of the Constitution define as to who would be the SCs and the STs with respect to any State or Union Territory. Definition of ‘ex-servicemen’ for the purpose of getting reservation in services is contained in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979 and conditions for reservation to persons with disabilities are derived from the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

### STAFF SELECTION COMMISSION

- Staff Selection Commission (SSC) with Headquarters at New Delhi initially known as

Subordinate Service Commission was set up on 1st July, **1978**. The Commission has Regional offices at New Delhi, Allahabad, Mumbai, Kolkata, Guwahati, Chennai and Bangalore and Sub-Regional offices at Raipur and Chandigarh.

### CENTRAL SECRETARIAT SERVICES

- The Central Secretariat has three services, namely (i) Central Secretariat Service (CSS), (ii) Central Secretariat Stenographer's Service (CSSS) and (iii) the Central Secretariat Clerical Service (CSCS).
- The Government had set up a Cadre Restructuring Committee on 16 June, 2008 (i) to assess the magnitude of stagnation in various grades of CSS, (ii) to review the structure of the CSS, and (iii) to suggest remedial measures-both short term and long term. The Committee has since submitted its report in November, 2008. The report was later on considered by the Committee of Secretaries on 9 February, 2010.

### ADMINISTRATIVE REFORMS AND PUBLIC GRIEVANCES

- Department of Administrative Reforms and Public Grievances (DARPG) is the nodal **agency** of the Government for administrative reforms as well as redressal of public grievances relating to the States in general and grievances pertaining to Central Government agencies in particular.

### ADMINISTRATIVE REFORMS

- (i) The Civil Services Day- To rededicate and recommit ourselves to the cause of the people, **April 21** has been declared as Civil Services Day and is being celebrated every year since 2006. The Sixth Civil Services Day was organized by the Department on April 21, 2011 at Vigyan Bhavan.
- (ii) Administrative Reforms Commission- The Second Administrative Reforms Commission (ARC) was constituted on **31.8.2005**, as a Commission of Inquiry, under the Chairmanship of **Shri Veerappa Moily** for preparing detailed blueprint for revamping the public administrative system. The Commission was requested to suggest measures to achieve a proactive, responsive, accountable,

sustainable and efficient administration for the country at all levels of the Government. **It has presented 15 reports to the Government for consideration.**

- The Government constituted a Group of Ministers (GoM) on 30 March, 2007 to consider the recommendations of the second ARC and to review the pace of implementation of the recommendations as well as to provide guidance to the concerned Ministries/Departments in implementing the decisions. It has since been reconstituted on 21.08.2009. **The GoM was last reconstituted on 21-02-11.**
- This Group of Ministers has so far considered **eleven** reports, namely (i) Right to Information; Master Key to Good Governance (First report), (ii) Unlocking human capital; Entitlements and Governance - a Case Study relating to NREGA (Second Report), (iii) Crisis Management; From Despair to Hope (Third report), (iv) Ethics in Governance (Fourth Report), (v) Local Governance (Sixth Report), (vi) Capacity Building for Conflict Resolution (Seventh Report) (vii) Citizen Centric Administration - The Heart of Governance (Twelfth Report ) (viii) Social Capital -A Shared Destiny (Nineth Report) and (ix) Organisational Structure of Government of India (Thirteenth Report) (x) Promoting e-Governance - The Smart Way Forward (Eleventh Report) and (xi) State and District Administration (Fifteenth Report).
- The decisions of GoM on these reports are at various stages of implementation. The report on "Combating Terrorism (Eighth Report)" has been handled by the Ministry of Home Affairs. Thus, in all 13 Reports have been considered, so far. Remaining 2 Reports i.e. Public Order-Justice for each; Refurbishing of Personnel Administration - Scaling New Heights are also shortly being put up for consideration of GoM.
- Out of total 1251 recommendations in the above eleven reports, **1005** recommendations have been accepted, 180 not accepted, 22 deferred and 21 referred to other fora. Action has been taken on 433 recommendations and action on 572 recommendations is under implementation. Action on 23 recommendations is being taken by Ministry

of Home Affairs.

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### PUBLIC GRIEVANCES

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- The Department has developed a SEVOTTAM framework for bench marking service delivery standards by the Government of India Ministries/ Departments. The main objective of the project is to set standards in consultation with user group and include these standards in the Citizen's Charter. The Second Administrative Reforms Commission also recommended that the Union and State Governments should make the 'Seven Step Model' recommended by it as mandatory for all organizations having public interface. The Department has also developed and implemented a web-based Centralized public Grievances Redress and Monitoring System (CPGRAMS). Initiated in June 2007, the System was established in June 2008.

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### e-GOVERNANCE

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- Under e-Governance, the Department is implementing e-Office, one of the Mission Mode Projects (MMP) under National e-Governance Plan (NeGP) of Government of India. The e-Office aims at significantly improving the operational efficiency of Central Government Ministries and Department through improvement in workflow mechanisms and associated office procedure manual. This year the **14th** National Conference on e-Governance based on the theme "Rural e-Service Delivery" was held in **Aurangabad on 10-11 February, 2011.**

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### INTERNATIONAL EXCHANGE

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- A Plan Scheme on "International Cooperation", in the field of Administrative Reforms, as a component of the "Pilot Projects on AR" was started in 2007-08 as an appropriate measure to meet the expenses in execution of the programme of action under the MOU signed with participating countries and international organisations. At present, there are four countries, with whom MOUs have been signed; China, Malaysia (bilateral) South Africa (bilateral as well as trilateral; ie., IBSA) and Brazil (under IBSA).
- The Ministry of Personnel, Public Grievances and

Pensions (Department Administrative Reforms and Public Grievances) is an institutional member of the International Institute of Administrative Sciences (IIAS) since 1998. India has been participating in the CAPAM Biennial International Innovations Award Programme since its conception and has won gold medals in 1998, 2000, 2002, 2004 & 2010 and silver medals in the year 2002, 2004 and 2006. In the 7th CAPAM Awards Programme held at Malta, 3 projects submitted by GOI, were selected among the top twelve finalists, out of over 150 submissions received by CAPAM from various Commonwealth countries.

#### Assistance to other Countries

- At the request of SAARC Cabinet Secretaries, India organized a SAARC workshop on PMES/RFD/ This workshop was well received and has generated more interest from SAARC countries in adopting a similar policy in their countries. Performance Management Division (PMD), Cabinet Secretariat has already organized workshop on RFD policy in Bhutan and Sri Lanka. Pakistan has approached through the SAARC Secretariat for a similar workshop in Pakistan.

**India-Brazil-South Africa Forum** - Recognizing the emergence and consolidation of India-Brazil-South Africa (IBSA) Forum-(IBSA) initiatives and collaboration at regional and global level for promoting good governance and wishing to strengthen South-South cooperation. The Prime Minister of India, the President of Brazil and the President of South Africa met in Brasilia (Brazil) on September 13, 2006 for the 1st Summit meeting of the India-Brazil-South Africa dialogue forum. It has since held five meetings and adopted the area of cooperation as (i) Integrated monitoring and evaluation, (ii) e-governance. (iii) Human Resource Development, (iv) Citizen oriented service delivery, (v) Anti-corruption and ethics and (vi) Accountability and Transparency. The 7th IBSA WGPA meeting was held on 5-6 March, 2011 in New Delhi, where the Working Group decided a way forward in terms of an action plan for implementation of the MoU on identified areas of interest.

**India-China Co-operation-** A Memorandum of Understanding on cooperation in the field of Civil Services, Personnel Management and Public administration was

signed on 27.05.2010 between the Ministry of Personnel, Public Grievances and Pensions of the Government of India and the Ministry of Human Resources and Social Security of the People's Republic of China (PRC).

**India-Malaysia Co-operation-** A MoU on cooperation in the field of Civil Services, Personnel Management and Public administration was signed on 14.05.2010 between the Ministry of Personnel, Public Grievances and Pensions of the Government of India and the Public Service Department of the Government of Malaysia.

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#### DOCUMENTATION AND DISSEMI-NATION

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- This Department is engaged in organizing lecture series / presentations etc, of best practices across the country. These are immensely useful for the administrators and the dissemination of success stories would facilitate replication of the same elsewhere also. The Department has published a series of books on the subject. These are - Ideas that have Worked. Learn from Them, Splendour in the Grass, Roofless Towers, Management by Listening and In Search of Light. Under the World Bank Project 'Capacity Building for Poverty Reduction', the Department had taken up an initiative to design and develop a web based repository of good governance initiatives and best practices.
- The Department has initiated a project 'Modeling Best Practices' under DFID assisted programme on Capacity Building for Poverty Reduction. The objective of the project is (i) to identify, incubate document, analyze and customize the best practices for actual implementation in other States and (ii) proactively replicate select best practices on pilot basis in the willing states by developing states by developing a Model. Deloitte Touche Tohmatsu India Private Ltd. was selected to perform this job. Three Models have been prepared and are ready for replication namely, Jan Seva Kendra (Gujarat). Activity Based Learning (Tamil Nadu) and Radical Improvement in Delhi Education (NCT Delhi).
- The Department also brings out two regular publications namely 'Management in Government' A Quarterly Journal and Civil Services News - A

monthly newsletter.

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### RIGHT TO INFORMATION

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- The Right to Information Act, 2005 has been enacted with a view to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption, and make the democracy work for people in real sense. The Act aims at creating an informed citizenry which would be better equipped to keep necessary vigil on the instruments of governance and make the government more accountable to the governed.
- The procedure for seeking information under the Act is very simple. Whoever wants any information from any office of the Government has to simply make a request to the Public Information Officer of the office. The request has to merely indicate the information sought and the address at which the information is required. **The request can be sent either by post or submitted in person. It can be made in Hindi or English or in the official language of the area and can also be sent through e-mail.** If the applicant does not get the information within **30 days** or the applicant is not satisfied with the reply given to him, he can make an appeal within 30 days to the appellate authority appointed by the authority who is an officer superior to the Public Information Officer.
- The appellate authority has to decide the appeal within 30 days of the receipt of appeal. If the applicant is not satisfied even with the decision of the appellate authority, he can file a second appeal with the Central Information Commission or the State Information Commission, as the case may be within 90 days.

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### OFFICIAL LANGUAGE - CONSTITUTIONAL / STATUTORY PROVISIONS

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- Article 343 (1) of the Constitution provides that Hindi in Devanagari script shall be the Official Language of the Union, Article 343 (2) also provided for continuing the use of English in official work of the Union for a period of 15 years (i.e., up to 25 January 1965) from the date of commencement of the Constitution, Article 343 (3) empowered the parliament to provide by law for

continued use of English for official purposes even after 25 January 1965.

### Policy

- In compliance with the Official Language Resolution, 1968, an Annual Programme is prepared by the Department of Official Language in which targets are set for the offices of the Central Government with regard to originating correspondence, telegrams, telex, etc., in Hindi. Eight Regional Implementation Offices have been established at Bangalore, Cochin, Mumbai, Kolkata, Guwahati, Bhopal, Delhi and Ghaziabad to monitor the implementation of Official Language Policy of the Union.

### Committees / Samitis

- A Committee of Parliament on Official Language was constituted in 1976 under section 4 of the Official Languages Act, 1963 to periodically review the progress in the use of Hindi as the Official Language of the Union and to submit a report to the President. The Kendriya Hindi Samiti was constituted in the year 1967. It is chaired by the Prime Minister. It is the apex policy making body which lays down the guidelines for the propagation and progressive use of Hindi as Official Language of the Union. Under the directions of the Kendriya Hindi Samiti, Hindi Salahakar Samitis have been constituted in 57 Ministries/departments under the chairmanship of the Ministers concerned.

### Award Schemes

- The Indira Gandhi Rajbhasha Awards Schemes has been in operation since 1986-87. Shields are given every year to Ministries/Departments, Banks and Financial Institutions, Public Sector Undertaking and Town Official Language Implementation Committees for outstanding achievements in the implementation of the official language Policy of the Union. Cash awards are given to the working/retired employees of the Central Government, Banks, Financial Institutions, Universities, Training Institutions and Autonomous Bodies of the Central Government for writing original books in Hindi.
- The National Awards Scheme for Original Book

writing on Gyan-Vigyan has been renamed as Rajiv Gandhi National Awards Scheme for Original Book Writing in Hindi for promoting writing of books in Hindi on all branches of modern Science/Technology and contemporary subjects.

#### Administrative Tribunal

- Administrative Tribunals in the country were set up in the Year 1985 under the Administrative Tribunals Act 1985. The Administrative Tribunals Act owes its origin to Article 323-A of the Constitution which empowers Central Government to set-up by an Act of Parliament.
- The procedural simplicity of the Act can be appreciated from the fact that the aggrieved persons can also appear before it personally.
- The CAT was set-up on 1 November, 1985. Today, it has 17 regular benches, 15 of which operate at the principal seats of High Courts and the remaining two at Jaipur and Lucknow.

#### Inter-state Council

- Article 263 of the Constitution envisages establishment of an institutional mechanism to facilitate coordination of policies and their implementation between the Union and the State Governments.
- In pursuance of the recommendation made by the Sarkaria Commission on State Relations, the Inter-State Council was set up in the year 1990 through a Presidential Order dated 28 May 1990.
- Prime Minister is the Chairman of the Council. Chief Ministers of all the States and Union Territories having Legislative Assemblies, Administrators of Union Territories not having Legislative Assemblies, Governors of States under President's rule and six Ministers of Cabinet rank in the Union Council of Ministers, nominated by the Chairman of the Council, are members of the Council, Five Ministers of Cabinet rank nominated by the Chairman of the Council are permanent invites to the Council.
- The Standing Committee of the Inter-State Council was first constituted in the year 1996 for continuous consultation and processing of matters for the consideration of the Council. Hon'ble Home

Minister is the Chairman of the Standing Committee, and has five Union Cabinet Ministers and nine Chief ministers as members.

- The Inter-State Council Secretariat had entered into a Framework Agreement with the Forum of Federations. Canada in the year 2005 for an international partnership with the Forum in improving governance and enhancing democracy by promoting dialogue on the practices, principles and possibilities of federalism.

#### The States

The system of government in States closely resembles that of the Union.

#### Executive

##### Governor

State executive consists of Governor and Council of Ministers with Chief Minister as its head. The Governor of a State is appointed by the President for a term of five years and holds office during his pleasure. Only Indian citizens above 35 years of age or eligible for appointment to this office. Executive Power of the State is vested in Governor.

Council of Ministers with Chief Minister as head, aids and advises Governor in exercise of his functions except in so far as he is by or under the Constitution required to exercise his functions or any of them in his discretion.

- In respect of Nagaland, Governor has special responsibility under Article 371 A of the Constitution with respect to law and order and even though it is necessary for him to consult Council of Ministers in matters relating to law and order, he can exercise his individual judgement as to the action to be taken.
- Similarly, in respect of Arunachal Pradesh, Governor has special responsibility under Article 371H of the Constitution with respect to law and order and in discharge of his functions in relation thereto.
- Likewise, in the Sixth Schedule which applies to tribal areas of Assam, Meghalaya, Tripura and Mizoram as specified in para 20 of that Schedule, discretionary powers are given to Governor in matters relating to sharing of royalties between district council and state government. Sixth

Schedule vests additional discretionary powers in Governors of Mizoram and Tripura in almost all their functions (except approving regulations for levy of taxes and money lending by nontribals by district councils) since December 1998.

- In Sikkim, Governor has been given special responsibility for peace and social and economic advancement of different sections of population.

### Legislature

- For every state, there is a legislature which consists of Governor and one House or, two Houses as the case may be. In **Bihar, Jammu and Kashmir, Karnataka, Maharashtra and Uttar Pradesh**, there are two Houses known as legislative council and legislative assembly.

### Legislative Council

- Legislative Council (Vidhan Parishad) of a state comprises not more than one-third of total number of members in legislative assembly of the state and in no case less than 40 members (Legislative Council of Jammu and Kashmir has 36 members vide Section 50 of the Constitution of Jammu and Kashmir).

### Legislative Assembly

- Legislative Assembly (Vidhan Sabha) of a state consists of not more than 500 and not less than 60 members (Legislative Assembly of Sikkim has 32 members vide Article 371F of the Constitution) chosen by direct election from territorial constituencies in the state.

### Powers and Functions

- State legislature has exclusive powers over subjects enumerated in List II of the Seventh Schedule of the Constitution and concurrent powers over those enumerated in List III.

### Union Territories

- Union Territories are administrated by the President acting to such extent, as he thinks fit, through an Administrator appointed by him. Administrators of Andaman and Nicobar Islands, Delhi and Pondicherry are designated as Lieutenant Governors. The Governor of Punjab is concurrently the Administrator of Chandigarh. The

Administrator of Dadra and Nagar Haveli is concurrently the Administrator of Daman and Diu. Lakshadweep has a separate Administrator. The National Capital Territory of Delhi and Union Territory of Pondicherry each has a legislative assembly and council of ministers.

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## LOCAL GOVERNMENT

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### Municipalities

- The first such Municipal Corporation was set-up in the former Presidency Town of **Madras in 1688**; and was followed by similar corporations in the then **Bombay and Calcutta in 1726**.
- In order to provide for a common framework for urban local bodies and help to strengthen the functioning of the bodies as effective democratic units of self government, Parliament enacted the Constitution (74th Amendment) Act, 1992 (known as Nagarpalika Act) relating to municipalities in 1992. The Act received the assent of the President on 20 April 1993. **The Government of India notified 1 June 1993 as the date from which the said Act came into force.** A new **part IX-A** relating to the Municipalities has been incorporated in the Constitution.

### Panchayats

- **Article 40** of the Constitution which enshrines one of the Directive Principles of State Policy lays down that the State shall take steps to organise village panchayats and endow them with such powers and, authority as may be necessary to enable them to function as units of self-government.

### Election Commission

- Election Commission of India is a permanent Constitution Body. The Election Commission was established in accordance with the Constitution on 25 January 1950. The Commission celebrated its Golden Jubilee in 2001.
- Originally the commission had only a Chief Election Commissioner. It currently consists of Chief Election Commissioner and two Election Commissioners. For the first time two additional Commissioners were appointed on 16 October 1989



but they had a very short tenure till 1 January 1990. Later, on 1 October 1993 two additional Election Commissioners were appointed.

- The concept of multi-member Commission has been in operation since then, with decision making power by majority vote.
- The Commission has a separate Secretariat at New Delhi, consisting of about 300 officials, in a hierarchical set up. Two or three Deputy Election Commissioners who are the senior most officers in the Secretariat assist the Commission.
- Under the Constitution, the Commission also has

advisory jurisdiction in the matter of post election disqualification of sitting members of Parliament and State Legislatures. Further, the cases of persons found guilty of corrupt practices at elections which come before the Supreme Court and High Courts are also referred to the Commission for its opinion on the question as to whether such person shall be disqualified and, if so, for what period. The opinion of the Commission in all such matters is binding on the President or, as the case may be, the Governor to whom such opinion is tendered.

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