TWELVE DAY INDUCTION TRAINING PROGRAMME FOR CUTTING EDGE FUNCTIONARIES OF KRISHNA AND PRAKASAM DISTRICTS

Andhra Pradesh Human Resource Development Institute
OVERVIEW OF ANDHRA PRADESH SECRETARIAT

28th November 2019
ORGANS OF GOVERNMENT

• LEGISLATURE

• JUDICIARY

EXECUTIVE
WHAT IS SECRETARIAT?

Secretariat is the place where the offices of council of ministers including Hon’ble Chief Minister and Secretaries to Government including Principal Secretary to Government, Special Chief Secretary to Government and Chief Secretary to Government are located.
IMPORTANCE OF SECRETARIAT

- It is the seat of administration.
- It is the policy maker.
- It evolves various schemes.
- In short it decides the destiny of the citizens of the state.
SECRETARIAT AND OTHER ORGANS OF GOVERNANCE

- It makes other organs of the governance viz., Judiciary and Legislature as well other autonomous bodies like Public Service Commission, Information Commission, State Election Commission, Universities etc., functional by providing and releasing budget.

- It is answerable to other organs of the governance viz., Judiciary and legislature.
FUNCTIONING of secretariat

The Andhra Pradesh Secretariat functions as per the procedures laid down in

- AP Business Rules
- Secretariat instructions and
- Secretariat office manual
DEPARTMENTS OF SECRETARIAT

- The business of the government is transacted in the departments.
- The list of departments is indicated in the first schedule of the A.P. Business Rules.
- The allocation of business among various departments of secretariat is laid down in the Second Schedule of the A.P. Business Rules.
DEPARTMENTS OF SECRETARIAT
SECTOR WISE
Minister and the Department

- H.E. Governor on the advice of the Hon’ble Chief Minister, allots the business of the government among the Hon’ble Ministers by assigning subjects in one or more departments of the secretariat to the charge of a Minister.

- More than one Minister can be assigned the subjects in one Department.

Example – the subjects of Land Revenue, Registration and Stamps, Prohibition and Excise, Endowments in Revenue Departments are allotted to different ministers.

- Minister-in-charge means the minister appointed by the governor to be in charge of the department or part of the department to which a case belongs.

- The Minister in-charge of a department is primarily responsible for the disposal of the business pertaining to that department.
SECRETARY TO GOVERNMENT

- Secretary means a Secretary to the Government of the State and includes a Special Chief Secretary, a Principal Secretary, a Special Secretary and an Ex-officio Special Chief Secretary/Principal Secretary/Secretary to Government.

- Each department of the Secretariat consists of a Secretary to the Government, who is the official head of that Department and of such other officers and servants subordinate to him as the State Government may determine.

- Where there is a Special Chief Secretary, Principal Secretary and other Secretaries in a Department, the senior most among them shall be the official head of that department and they shall deal with such subjects as are allotted and assigned to them by the Chief Secretary as he may deem convenient in the interests of the administration.

- The Secretary of the department concerned is in each case responsible for the careful observance of these rules and when he considers that there has been any material departure from them he shall personally bring the matter to the notice of the Minister in charge and the Chief Secretary.
Hierarchy in secretariat

- Hon’ble Chief Minister
  - Hon’ble Minister
  - Chief Secretary to Govt
    - Spl. CS to Govt/Prl. Secy to Govt. /Secretary to Govt.
    - Middle Level Officer
      - Asst. Secretary to Govt.
        - Section
Section

- A Secretariat Department consists of various Sections.
- The business allocated to the Department is distributed to among these sections.
- The Section is the functional unit.
- The Section is headed by Section Officer.
- The Section consists of one or two Assistant Section Officers and even more depending upon the gravity of the subjects allotted to that section.
- The Secretary to Government of that department allocates subjects dealt in the sections to the Assistant Secretary to Government and the middle level of officers viz., Deputy Secretary to Government/ Joint Secretary to Government/ Additional Secretary to Government/ Special Secretary to Government.
CASE

Case includes the papers under consideration and all previous papers and notes put up in connection therewith to enable the question raised to be disposed of.

The Section initiates the case.

The cause of action may be Suo Moto which is called arising or based on a current in the form of proposal received from Head of Department, Representation from an employee or public or public representative or Note from the office of Hon’ble Chief Minister or the Hon’ble Minister concerned or any other Minister, Notice from Judiciary - Hon’ble High Court, Hon’ble Administrative Tribunal or autonomous constitutional authorities like Andhra Pradesh Information Commission or a Notice from Hon’ble Legislative Assembly or Council in the form of a Question or in any other form, a reference from Government of India or other State Government and so on.
INITIATION OF A CASE

- The process of a case starts with opening a Note file. A Note file consists of Rule position and precedents, references i.e., documentary support such as earlier correspondence, earlier disposals etc., to the facts presented in the case. If there are more issues in the proposal, Sectional Notes may be prepared examining each issue contained in the proposal.

- A case thus consists of Current file containing all the correspondence in the past with the present reference on the top, Note file, Sectional Notes if required and references.

- The section in the form indicated above submits the file to the Assistant Secretary to Government to whom that subject is allocated.
The Assistant Secretary gives a leading Note indicating various options available on the proposals clearly bringing out the repercussions on each option and suggesting a suitable option and submits the file to the concerned Middle level officer concerned. If he is not satisfied with the presentation of the Section, he may return the file seeking further information or may call for a discussion. The Assistant Secretary is the first level supervisory officer.

The Middle level officer submits the file with his contribution submits the file to the Secretary to Government. The option of returning the file seeking further information or calling for a discussion are available to the Middle level officer.
REFERENCE TO OTHER DEPARTMENTS

- The Middle Level Officer with the approval of the concerned Secretary or at his level may refer the file to the other departments of Secretariat depending upon the need.
- The proposals with financial implication have to be referred to the Finance Department.
- The proposals which involve legal issues will be referred to the Law Department.
- The proposals which involve service matters will be referred to the General Administration Department.
- Finance, Law and General Administration Department are generally treated as advisory departments. Besides the departments indicated in slides 18 and 19 are also advisory departments.
- However, the files may be referred to other departments depending upon the need.
When there is no imminent action on a file the file may be kept lie over for 15 days or one month.

Such action may be taken when some information has to be received for further examination.

On the stipulated day if the time is not mature to take a decision, the lie over may further continue.

Similarly in case of court cases when final outcome is awaited the file may be closed temporarily by making an entry in the call book to be reopened on receiving final verdict.
DECISION ON CASES

- The Hon’ble Minister in consultation with the Secretary concerned decides the cases to be decided at the level of Minister and the Secretary.

- The cases to be circulated to the Hon’ble Chief Minister and H.E. Governor and the cases to be placed before the Council of Ministers have been listed out third schedule of the A.P. Secretariat Business rules.

- The procedure to be followed for placing the matters before the council of minister has been laid down in section 11 of A.P. Business rules.
MEETING OF COUNCIL OF MINISTERS

- The Hon’ble Chief Minister chairs the meeting of Council of Ministers.
- The Chief Secretary to Government is the Secretary for Council of Ministers.
- The prior approval of the Hon’ble Chief Minister is required to include an item in the Agenda of the Meeting of the Council of Ministers.
- The Memorandum for Council of Ministers has to be approved by the Hon’ble Minister concerned and the file has to be routed through the Chief Secretary.
COMMUNICATION OF DECISION ON CASES

- The orders on a case may be communicated in the form of a letter, U.O. Note, Memo/Circular Memo or a Government order depending upon the situation.
- If it is a reply to government of India or other State Government or any autonomous body it will be in the form of letter.
- If it is a communication to other departments of secretariat it may be in the form uo note.
- If it is a communication to a head of department it will be in the form of memo and if it is universal it may be in the form of circular memo.
- A sanction may be in the form of Government Order.
CLOSING A CASE

- A case is said to have been disposed of when no further action is called for.
- The section may take the approval of the Assistant Secretary concerned to close the file.
- The closed files are called as disposals.
- Such closed files will be kept in record room for future references.
- Disposals of letters, Memos and routine GOs are kept for a period of five years whereas disposals pertaining to GOs involving policy are treated as permanent records.
The Andhra Pradesh Secretariat Service governs the following Gazetted Officers:

- Section Officers
- Private Secretaries to Secretaries to Government
- Section Officers of Strictly Confidential Sections.
- Assistant Secretaries to Government/ Assistant Draftsman of Law Department
- Deputy Secretaries to Government/ Deputy Draftsman of Law Department (Non cadre)
- Additional Secretary to Government (Non cadre)
The Andhra Pradesh Secretariat Subordinate Service governs the following Non Gazetted Officers:

- Assistant Section Officers of Strictly Confidential Sections
- S.C. Stenographers
- Assistant Section Officers
- Senior Stenographers
- Typist cum Assistants
- Junior Stenographers
- DRT Assistants
THANK YOU ALL