

RIGHT TO INFORMATION ACT, 2005

SECRETARIAT—GENERAL ADMINISTRATION DEPARTMENT

DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(B) OF THE ACT

General Administration
(Co-ordination) Department

No. 25926/Cdn.5/06/GAD.

1. Organisational and Functional details of the Secretariat

The executive authority of the State is vested with the Governor and it is exercised by him either directly or through the Officers subordinate to him/her, in accordance with the Constitution. The Council of Ministers headed by the Chief Minister will assist and advise the Governor in exercising his powers and functions. The allocation of the business of Government among the Ministers is also made by the Governor, on the advice of Chief Minister and the transaction of the business is governed by the Rules of Business and the Government Secretariat instructions and Secretariat Office Manual.

Secretariat is the apex of the State administration and it is mainly concerned in assisting the Council of Ministers in framing of policies, approval of plans, programmes and activities for overall development of the State, the work connected with Legislation, laying down rules and procedures, financial control, general direction and monitoring and evaluating the work done by the implementing Departments/Agencies. The business of the State Government is transacted through the following Secretariat Departments based on the Rules of Business.

1. Agriculture
2. Coastal, Shipping and Inland Navigation
3. Co-operation
4. Cultural Affairs
5. Election
6. Environment
7. Finance
8. Fisheries and Ports
9. Food, Civil Supplies and Consumer Affairs
10. Forest and Wildlife
11. General Administration
12. General Education
13. Health and Family Welfare
14. Higher Education
15. Home
16. Housing
17. Industries
18. Information & Public Relations
19. Information Technology
20. Labour and Rehabilitation
21. Law
22. Local Self Government

23. Non-Resident Keralite's Affairs
24. Parliamentary Affairs
25. Personnel and Administrative Reforms
26. Planning and Economic Affairs
27. Power
28. Public Works
29. Revenue
30. Scheduled Castes/Scheduled Tribes Development
31. Science and Technology
32. Social Welfare
33. Stores Purchase
34. Taxes
35. Tourism
36. Transport
37. Vigilance
38. Water Resources.

Each Department of the Secretariat consists of Secretary to Government, who is the official head of the Department and such other Officers and staff subordinate to him/her as the Government may determine from time to time. The Department is further divided into Sections, each of which is under the charge of a Section Officer. Apart from the general sections, dealing with the subjects allotted to them, there will be an Office Section, assigned with specific duties.

The Powers and Duties of Officers and Employees of Secretariat

Chief Secretary

Proper transaction of regular Secretariat business is entrusted with the Chief Secretary. He/She has the following special functions:

- (a) A superintending control over the whole Secretariat.
- (b) Control over the staff attached to the Ministers
- (c) Business connected with the meeting of Council of Ministers as laid down in the Rules of Business.
- (d) Responsibility for all matters, not falling with the allotment of subjects assigned to other Secretaries.

Secretary

The official head of each Department of the Secretariat is the Secretary. When there is more than one Secretary in a Department, there shall be a clear division of work. The term 'Secretary' denotes Additional Chief Secretary, Principal Secretary and Special Secretary also. He is responsible for the careful observance of Rules of Business and other instructions laid down in the transaction of business in his/her Department. He/She exercises general supervision of the Officers and members of staff who work under him/her.

Additional Secretary/Joint Secretary

They occupy a position next to that of Secretary. In the matter of delegation of powers, they are classified as Head of Department. They exercise the same powers as that of Secretary in respect of the subjects specifically allotted to them and circulate file to ministers, as per the procedure laid down from time to time. They are competent to represent the Department before Committee of Legislature.

Deputy Secretary

He/She also occupies a position almost identical to that of Secretary in regard to the subjects allotted to him/her by the Secretary.

Under Secretary

He/She exercises control over the Sections placed in his/her charge both in regard to the transactions of business and in regard to discipline. It is his/her duty to check delay and attend to all duties assigned to him/her by the Secretary from time to time. He/She has to see that the rules and Office Orders are strictly obeyed.

Section Officer

The basic administrative unit of Secretariat Department is the section and the Section Officer is in charge of it. He/She is assisted by a certain number of Assistants, Typists, Last Grade Servants and such other staff required for the discharge of the works allotted to him/her. He/She is the first line supervisory officer and has to ensure that the staff working under him/her discharge their duties as per rules and procedures laid down in the matter.

Office Superintendent

Every Department in the Secretariat is having an Office Section which receive papers and despatches onward communications. The Office Superintendent is in charge of the Office Section. Office Superintendent shall be responsible for the prompt receipt and distribution of tappal, indexing, despatch, procuring and distribution of stationery, transmission of records to Records Branch, Maintenance of Stamp account etc.

Assistants

The main duty of Assistants is to process the papers which are allotted to them by the Section Officer. They have to register the papers, maintain the registers prescribed, obtain back papers, disposals, standing instruction etc. for the processing of cases handled in their seat. The papers will be submitted with note containing a summary of fact, proposals, if any, made by the subordinate offices, rules position in regard to the paper under process, standing instructions if any available in the matter. The Assistant is primarily responsible for the prompt submission of papers and safe custody of files/records in his/her seat.

Confidential Assistants

They are mainly entrusted with the shorthand work for the Secretaries and other Officers and such other items of works as are entrusted from time to time. The Confidential Assistants are also responsible for fair copying of confidential papers and of semi-official communications as required by the Officers. They are also responsible for passing on papers received by Officers to the Office Section immediately after due acknowledgment.

Typists

The Typist attached to a section is responsible for fair copying of all drafts and notes sent to him. The matter typed will be compared by the Assistant concerned with the help of the typist or another Assistant.

Legal Assistants and Attenders

They shall discharge the duties that are entrusted to them by the Office Superintendent or Section Officer under whom they are placed.

Binders

They are attached to Office Sections and responsible to stitch the registers, disposals and such other papers as instructed by the Office Superintendent or any other Officer of the Department.

Peons

The Last Grade Employees including Peons shall attend to the work assigned to them by the Officer/ Sections with whom he/she is attached.

The powers and duties detailed above will be applicable to all Departments in the Secretariat including Law and Finance.

In Secretariat, there are three wings, viz., (1) Administrative Secretariat—dealing with the administrative matters. (2) Law Department—dealing with the legal matters and (3) Finance Department—dealing with the financial matters of State administration. The Administrative Secretariat consists of 36 Departments, including General Administration Department.

General Administration Department

The organisational and functional details of Secretariat (as stated above) is generally applicable to General Administration Department also. The General Administration Department is functioning under the control of Principal Secretary-I and Principal Secretary-II. The work of the Department is distributed among 39 Sections assigned with specific subjects.

Principal Secretary-I is holding the Charge of following Sections of General Administration Department, dealing with the subjects mentioned below:—

1. Accounts Sections (Accounts A, B, C, D, E, Budget Wing G, H, J, K, M, N, P & R)

Deals with the matters connected with the salary and other personal claims of the staff including personal staff of Ministers and Leader of Opposition, cash and contingent expenditure of Secretariat. Other bills pertaining to the Office expenses of Secretariat are also dealt by the Accounts Sections.

2. Services Sections (Services A, C, E, H, Special A, Special B, Special C and Special E)

Deals with the establishment matters of Secretariat Employees including the Officers of All India Services.

3. Services D

Deals with the appointment under Sports quota appointment in Government Service, State and All India Civil Services Tournament, Papers related with the welfare of minorities.

4. Secretariat Central Library

Deals with the purchase and distribution of books, dailies and magazines among staff members.

5. CMPGR Cell

Deals with the petitions received by Chief Minister from individuals, Organisations, MLA's etc.

6. House Keeping Cell A & B

Deals with the allotment of rooms, furniture, telephones and such other basic necessities for the functioning of the Office of the Ministers, Secretaries and Sections in the Secretariat.

7. Co-ordination

Deals with the preparation of Government Diary, Calendar, List of Holidays, Declaration of Local Holidays, M.P.'s conference, Annual conference of District Collectors and Head of Departments, Papers related with Kerala State Information Commission and V.J.T. Hall.

8. Political

Deals with visits of High Dignitaries, State Guests, Foreign VIPs, Protocol, Hospitality Rules, Warrant of Precedence, Republic Day/Independence Day Celebrations, Swearing in ceremonies of Ministers, Allocation of portfolios, Death of High dignitaries.

9. Parliament Section

Deals with LA Interpellation, Compilation of important orders issued in General Administration Department.

10. Secret Section

Deals with awards under Jeevan Raksha Pathak, General papers on strike, Departmental Promotion Committee for the preparation of Select list conducting UPSC and SSC Examinations, Rule of Business of Government of Kerala.

11. Compassionate Employment Cell

Deals with allotment of vacancies in general categories post from general pool for appointment under Compassionate Employment Scheme.

12. Sanik Welfare

Deals with welfare of servicing soldiers and Ex-servicemen, Department of Sainik Welfare, Chief Minister's Sainik Welfare Funds, Flag Code, State Emblem, Papers on Kerala State Ex-servicemen Development and Rehabilitation Corporation, Employment assistance to dependent of Defence personnel killed/disabled missing in action.

The Principal Secretary-II is holding the charge of following sections in General Administration Department.

1. Freedom Fighters Pension A & B

Deals with the papers under SSS Pension Scheme, Kerala Freedom Fighters Pension Scheme and award of 'Tamrapathras' to freedom fighters.

2. Employment Cell A & B

Deals with the papers on special recruitment of SCs/STs and review of progress. Advice matters related to Special Recruitment.

3. Secretariat Records

Deals with the receipt and issue of records requisitioned by the Departments, Preservation of valuable records.

4. Administration Report

Deals with annual Administration Reports of individual departments.

Strictly Confidential Section

The section is under the direct control of Chief Secretary and deals with the following subjects: Appointment of High Court Judges, Cabinet Papers, Monitoring of Cabinet decisions, Select for All India Service Officers, recommendation "Padma Awards".

The Powers and Duties of officers and employees of General Administration Department

The powers and duties, as assigned to the officers and employees of Secretariat are applicable to officers and employees of General Administration Department.

Procedure followed in the decision making process

The cases are generally processed at the section level and the files are submitted to Under Secretary/Joint Secretary/Additional Secretary/Secretary/Ministers as per the nature/requirement of the case. The cases shall be disposed of at the appropriate level based on the provisions contained in Rules of Business/Secretariat Instructions and Kerala Secretariat Office Manual.

Measures set by General Administration Department for the discharge of its functions

Decision taking officers shall ensure that proper priorities are given in respect of each case coming in their jurisdiction and necessary measures will be taken to check delay and arrears. Necessary provisions have been incorporated in the office manual for the speedy disposal of case and instructions being issued from time to time for the discharge of the functions of the Department effectively.

Rules, Regulations, Instructions, Manuals held by the Department for discharge of its functions

The Department discharge its functions in accordance with the instructions contained in Kerala Secretariat Office Manual, Secretariat Instructions, Rules of Business and other rules and regulations issued by the Government from time to time.

Inventory of Categories of document that are held by the Department

The document held by the General Administration Department include the relevant files on the matters dealt by the Department and service document of the officials.