

CENTRAL SECRETARIAT

Meaning

The Central Secretariat comprises of all the ministers and departments of the Central Government. In other words, Central Government, for the purpose of administration. Is divided into various ministers and departments. The Central Secretariat is a totality of such ministers and departments. A ministry generally consists of two to four departments. However, there can be a ministry without being divided into departments, like Ministry of External Affairs. Similarly, there can be a department without being placed under a ministry, like Department of Ocean Development. The ministers and departments are headed politically by ministers and administratively by Secretaries.

Article 77 of the Constitution of India authorizes the President of India to make rules form more convenient transaction of business of Central Government and for the allocation of such business among the ministers. This is the basis of portfolio system, the essence of which is that a minister is made incharge of ministry/department and he is to issue order on behalf of the President. Therefore, the concept of a ministry/departments enumerated in the Allocation of Business Rules are collectively known as the Central Secretariat. At present, the ministers/departments of the central Government are governed by the Government of India (Allocation of Business) Rules,1961.

Structure of a Ministry

A typical Ministry of the Central Government has a three-tier structure consisting of (i) a political is, a Cabinet minister, who is assisted by minister

of state and deputy minister. But sometime a minister of state may also be the political head of a ministry/department holding an independent charge; (ii) secretariat organization headed by a Secretary who is a career civil servant. He is assisted by Joint-Secretaries, Deputy Secretaries, Under Secretaries and the official establishment. Thus, a secretariat organization has two distinct components-the officers and the office, corresponding to the directing and controlling staff, and to the executive and clerical staff respectively; and (iii) executive organization under of the head of the department who is known by various designations like Director-General, Commissioner, Inspector-General, Chief Controller, and so on.

Secretariat Organisation

The following chart indicates the structure and the hierarchy of officials of the Secretariat organization of a ministry.