

Deptl attachments to ASOs

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Dy. secy to Govt.

PR & RD Dept

Objectives

- Get hands-on experience real-life situation
- Provide wide range of experiences in different depts
- Opportunity to relate knowledge to practical situation
- Improve confidence in problem solving
- Document various processes and present before plenary
- Gain exposure to demands and challenges of work place
- Appreciation of profession & therefore better work ethics

Mandatory Departments

- Law Department:
 - Undertake legislation
 - Government Bills
 - Private Bills
 - Ordinances
 - Legislation of subjects in concurrent list
 - Process to be followed in giving advice
 - Scrutinize the Drafts

General Administration Dept

1. **Cabinet Secretariat**
2. **Logistical Support to Ministers**
3. **Governance, Public Managmt&Admn Reforms (GPM&AR)**
4. **Personnel Management (Services)**
5. **Political (Law & order, Security, Guest Houses)**
6. **Vigilance & Enforcement**
7. **Administrative Coordination**
8. **Legislative Coordination**
9. **Information and Public Relations**
10. **Centre -State Relations**
11. **Liaison with Governor's Secretariat**
12. **Conduct of Elections**

Finance Dept

- a) Clarification or relaxation of rules
FR, TA, Pension, PRC, Treasury, Financial, Accounts Codes
- b) Creation / upgradation of posts
- c) Release of Funds:
 - Normal Budget, re-appropriation
 - Addl. Funds
 - Centrally Sponsored Schemes –Matching grants
 - Loans/Govt guarantees.
- d) Policy formulation on new schemes/projects:
 - (i) Conceiving Stage: political executive for taking final view
 - (ii) Draft Stage: Finance concurrence is mentioned

Regulatory Departments

- Revenue
- Home
- Civil Supplies & Consumer Affairs
- Labour & Employment
- Environment, Forest, S&T

Welfare Departments

- Women & Child Welfare
- Social Welfare
- B.C.Welfare
- Minority Welfare

Social Services & Local Govts

- Medical, Health & Family Welfare
- Education-School & Higher
- Youth Advancement, Tourism & Culture
- Panchayat Raj & Rural Development
- Municipal Administration & Urban Development

Economic Services Depts

- Industries & Commerce
- Animal Husbandry & Dairy Development
- Agriculture & Cooperation
- Energy & Investment, Infrastructure
- Irrigation & Command Area
- Transport, Roads & Buildings

General Rules for preparing Learning Log

- Introduction of a New Scheme or Framing new rules
- Relaxation of existing rules
- Decision making under State Promotion Boards under rule 26 of Business Rules
- Conducting of Departmental Promotion Committees
- Process of Confidential Papers
- Assessing the Law & Order situation
- Relation between the HOD and Administrative Departments

What is the basis for giving advice (Check list)

- 1) Basis for the Proposal
- 2) Whether it contains HODs remarks
- 3) Any codal provisions on the issue
- 4) Any existing policy like industrial policy in vogue taken into account
- 5) Financial implications for now & future
- 6) Whether proposal is within F.R.B.M Act
- 7) Whether Budget Provision for the Purpose
- 8) Inputs of other Depts relevant to the proposal
- 9) Any precedents available

When decision making devolved to Boards

(State Investment promotion Board, State Tourism promotion Board, etc.,)

Issue final orders in accordance with the decision taken by Board
(Need not refer to department concerned/Circulate to ministers)

But they are shown to Law Secretary

If the Minister/Secy concerned dept not attended for Meeting of Board

May be placed in the next meeting for reconsideration

If the decision is to be approved by the Cabinet, place for ratification after issue of orders

State Level Coordination Committee on Agriculture & Irrigation by CM need not be placed before Cabinet under Rule 9

Proposals for legislation

HOD concerned shall furnish the proposal for legislation



Giving publicity to the proposal, left to the Govt.



If referred to Select Committee, Bill as amended shall be forwarded to GOI by the Law Department, if it is in concurrent list



All amendments to Bill shall be prepared by Admn Dept in consultation with Law



Consult Law whether proposed amendment does require the previous sanction of the President or recommendation of the Governor



If any doubt the file may also be circulated to Governor through CM

Methodology

(Common information Sources)

- Take OO on distribution of subjects among sections in the depts
- Contact the SO/ASO concerned
 - Personal experience
 - Semi structured Interviews
 - Old Cases – Disposals
- Collect the relevant old GOs
- Collect xerox copy of old disposals
- Document the process with relevant GOs

Think clearly

- Use Random thinking to release thoughts
- Use Reflective thinking to Generate Information
- Use Critical thinking to analyse and evaluate information

Random thinking

- Use Random thinking to release thoughts
 - An aimless flow of images, disconnected memories, and unrecognized feelings that seem to be hovering at the edge of consciousness
 - Logic falls away, it lacks direction
 - For no apparent reason, fragments of thoughts flashes without any connection
 - Thought come spontaneously

Reflective thinking

- Conscious effort to discover unexpected connection among diverse experiences and information
- It is association: a process that generates information, insights, and ideas from memory
 - Have a problem- Use RT to generate list of possible causes and effects or relate it to other events to discover their similarities and differences





Surendra

Critical Thinking

- Thinking critically is not fault finding
- Becoming a critical thinker
 - Interpret experience
 - Distinguish fact from opinion
 - Evaluate Information by Five criteria
 - Examine emotional appeals critically

Logical thinking

- Inductive Reasoning – particular to general
 - Gathering the evidence –Child's experience
 - Making a generalization
- Deductive reasoning- general to particular
 - Syllogism
 - Natural events are beyond influence
 - Humankind is natural event
 - Humankind is beyond influence

Findings

- What is the conclusion
- What evidence is the conclusion based on.
- Is there enough evidence
- What is the source of the evidence. Is the source reliable
- Does the generalization explain all the evidence, or is it contradicted by some of the evidence
- Does the discussion contain any fallacies


- The Story of a King and Seven Sons- Moral of the story.
- Hindsight shows how often yesterday's so-called truth may become today's absurdity. Real ability is to respect relative truth without damaging oneself by refusing to realize that it will be superseded. When you observe that today's controversies often reveal not relevance but the clash of the untaught with the wrongly taught, and when you can endure this knowledge without cynicism, as a lover of humankind, greater compensations will be open to you than a sense of your own importance or satisfaction in thinking about the unreliability of others.

How to identify the content

Concept / Rules/Acts	Actual implementation in the Secretariat	Gap identified with reference to actual procedures	Reasons for the gap	Suggestions for effective implementation
1	2	3	5	6

Output

- Typed report on various processes with relevant GO
- Prepare presentation on group wise
 - Methodology
 - Flow chart on the process to be followed
 - Final conclusions/observations as per chart
- Write Learning Log on daily basis
- Plan for 20 days learning - dept wise



Thank you
for your undivided attention