

State Secretariat

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Background

The main administrative office of state government is known as state or government secretariat (*shaasan sachivaalay*).

It is a combined name of all departments of a state govt.

Rajasthan's secretariat located at Jaipur (Bhagwandas Barracks).

It was established in April,1949 by an ordinance.

All the administrative set ups of the then 22 princely states were merged in it.

Organization

It is a collective name of 71 Departments and 19 other agencies.

Chief secretary is the administrative head of this organization.

Every department is headed by a Minister.

Principal secretary is administrative head and other staff is working according to the need of the dept.

IAS, RAS, R. Ac. S and public servants of the secretariat service are main functionary.

Departments are internally divided in groups since 1970.

Functioning

There are three main tools which help in functioning of secretariat-

- Rules of Business
- Secretariat manual
- Standing orders.

The implementation of public policies, laws, schemes, projects and programmes is done by grassroots or cutting edge bureaucracy through the executive bodies (Directorates/ Boards etc.). Secretariat is a coordinating and controlling agency.

Functions

This super most administrative agency is mainly responsible for-

1. Formulation of public policies.
2. Advice and technical help to the political heads i.e-ministers.
3. Administrative leadership.
4. POSDCoRB activities- Planning, Organizing, Staffing, Directing, Co coordinating, Reporting and Budgeting.
5. Monitoring and Evaluation.
6. Public relations.
7. Collection, processing and use of critical data and information.

Role

As a chief controlling unit.

As a policy maker agency.

As a coordination agency.

As an aspiration of common man of the province.

As a trouble shooter of crisis situations.

As a store house of information and data (documentation centre).

As a watch dog of state govt. agencies.

As a guardian and chief advisor.

As a source of administrative culture of the state govt. machinery.