

LIST OF SUBJECTS

I Organisation & Method Studies i.e.

1. Rationalisation of structures and procedures suo moto or on request, including those relating to activities where the public comes into contact with governmental administration with a view to obviating harassment to the public. (For these studies they will compile and maintain upto date information concerning the organisation and functions of the Ministry/Department including an organisational chart).

2. Information system (review and rationalisation of reports and returns, devising procedures for facilitating proper collection, transmission, distribution, processing, storage and easy and prompt retrieval of information etc.).

3. Forms design and control.

4. Standardisation of forms of communication.

5. Manner of processing certain types of repetitive work.

6. Review of need for continuance of advisory bodies (e.g. committees and councils).

7. Review of delegation of financial and administrative powers.

8. Filing i.e.

(a) Developing appropriate systems of filing for various items of work or information;

(b) Drawing up standardised file indexes broadly based on functional designs, and periodic review thereof.

9. Records management i.e.

(a) Ensuring preparation or review of record retention schedules concerning substantive functions of the Ministry/Department by the concerned sections and furnishing guidance therefor as necessary;

(b) Scrutiny of monthly reports of arrears relating to recording, indexing, weeding, etc. of files and suggesting remedial action required.

10. Office layout

II Work Measurement Studies i.e

(a) Undertaking work measurement studies, including scrutiny of proposals for creation of posts received from other sections/divisions, etc.

(b) Assisting Staff Inspection Unit in work measurement studies.

(c) Drawing up and reviewing output norms.

III Controlling delays

Scrutiny of various arrears statements so as to bring to notice of appropriate officers failures in preparation or delays in submission.

IV Inspections

Drawing up of a programme of inspections of sections and preparation of confidential roster of surprise inspections and ensuring that they are carried out by the officers concerned. Scrutiny of inspection reports, to locate the more common or serious defects with a view to suggesting appropriate remedial action and /or for reporting to the Department of Administrative Reforms as necessary.

V Manualisation

Over-seeing prompt compilation and manualisation of administrative orders and instructions by the section concerned.

VI Reports of the Administrative Reforms Commission, Staff Inspection Unit and other external bodies and their processing and implementation. These reports will be handled by the IWSU only if the recommendations therein relates to the work allotted to IWSU. In all other cases they will be transferred to the Sections concerned with the substance of the reports.

VII Identification of problem areas in and under the Ministry, including cases of delay, either while performing the functions under I to VI above or otherwise (e.g. scrutiny of reports of Parliamentary Committees, other committees or commissions of enquiry or at the instance of higher officers in the Ministry/Department) and study of such problems/cases, with a view to:

- locating common types of defects and devising suitable remedies to prevent their recurrence, or
- taking up the matter with the Department of Administrative Reforms, Public Grievances, making suggestions, for improvement, if that is necessary.

(The review of cases of delay will not extend to fixing responsibility)

VIII Preparation of Induction Material (distribution of work amongst Sections).

IX Monitoring the disposal of references received from M.P.s and VIPs.

CAREER MANAGEMENT & TRAINING

1. Work pertaining to the preparation of Qualification Standard (Job Description) of all posts of the rank of Under Secretary or equivalent or above in the Department and its subordinate formations.
2. Other aspects of work relating to Career Management viz. Career Planning, career development etc.
3. Selection and nomination of participants for the training courses in India organised/conducted by various Institutes except the following training courses:-

- a) Training in cash and accounts for Assistants and U.D.C.s training in Hindi Typewriting and training for directly recruited Assistants. Stenographers conducted by the Institute of Secretariat Training & Management handled by E-II Section.
 - b) The Hindi Teaching Scheme for Government Servants and Intensive Training Course in Hindi, handled by Hindi Section.
 - c) Courses in Vigilance work and Chief Vigilance Officers Courses handled by Vigilance Section.
4. Organisation of Induction and Basic Training Courses for Asistants, Steno, Gr. 'D' and LDCs etc. as well as training classes for Group 'D' employees.