

INDIAN ADMINISTRATION PAPER - II

**Material prepared according to the Textbook and Reference Books given in
the Syllabus**

Subject Code : 18BPA62C

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SYLLABUS

Year	Subject Title	Sem.	Sub Code
2018 - 19 Onwards	Core 11 : Indian Administration Paper - II	VI	18BPA62C

Objective

The aim of this paper is to familiarize the students the basics of the Constitution such as the Preamble, Fundamental Rights and Directive Principles of state Policy. It will also enable them to understand the various issues related to the Indian Administration. After completing this paper the students will learn importance of integrity in the advance systems.

UNIT – I: CONSTITUTION OF INDIA.

Preamble-Fundamental Rights-Directive Principles of State Policy

UNIT- II: MINISTRIES - ORGANISATIONAL STRUCTURE AND FUNCTIONS

Ministry of Home Affairs: Ministry of Finance- Ministry of External Affairs- Ministry of Defence.

UNIT-III: CONSTITUTIONAL INSTITUTIONS

UPSC-Election Commission- Comptroller and Auditor General of India, -Finance Commission- .

UNIT– IV: ISSUE AREAS-I

Generalist Vs. Specialist - Minister Secretary Relations- ARC-Central State financial Relations.

UNIT– V: ISSUE AREAS-II

NITI AAYOG- Administrative Integrity -Corruption - Central Vigilance Commission – CBI - Lokpal- Lok Ayukta

Textbook

1. Maheswar.S.R. Indian Administration, Orient longman Pvt-Ltd, New Delhi,2004.

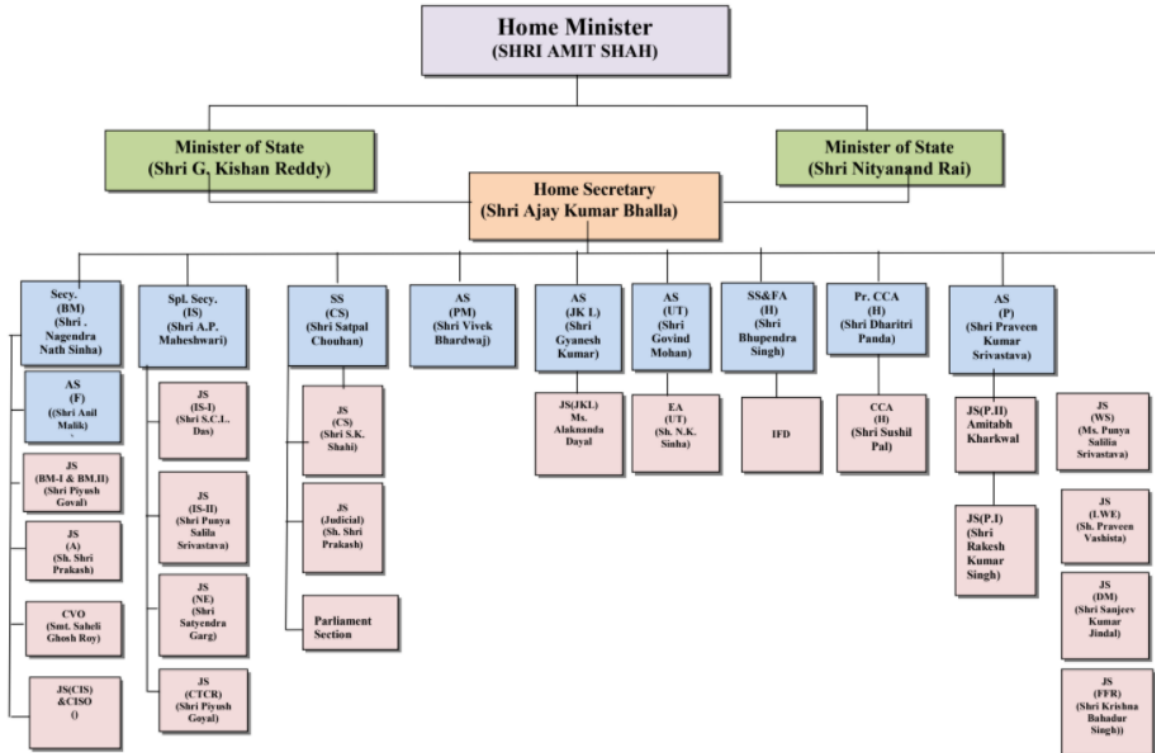
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3. Basu,D.D, Introduction to the Constitution of India, Lex is NEXIS Publishers, Gurgaon,2002.
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MINISTRY OF HOME AFFAIRS

Structure and Functions of Home Ministry

ORGANIZATIONAL CHART OF MINISTRY OF HOME AFFAIRS (AS ON 13.11.2019)



DEPARTMENTS OF MHA

Department Of Border Management

Department of Border Management, dealing with the management of borders, including coastal borders, strengthening of border guarding and creation of related infrastructure, border areas development, etc

Department of Internal Security

Department of Internal Security, dealing with the Indian Police Service, Central Police Forces, internal security and law & order, insurgency, terrorism, Naxalism, activities of inimical foreign agencies, terrorist financing, rehabilitation, grant of visa and other immigration matters, security clearances, "Protection of Human Rights Act and also matters relating to National integration and Communal Harmony and Ayodhya", etc.

Department Of Jammu, Kashmir And Ladakh Affairs

Department of Jammu, Kashmir and Ladakh Affairs deals with the UTs of Jammu, Kashmir & Ladakh, administration of the Armed Forces (J&K) Special Powers Act, 1990 (21 of 1990) and all matters relating to the UTs of Jammu, Kashmir & Ladakh, including Counter-terrorism within Jammu and Kashmir and coordination in respect of subjects/matters specifically allotted to any other Ministry/Department like coordination with Ministry of Defence as regards manning and managing the line of control between India and Pakistan, but excluding those with which the Ministry of External Affairs is concerned. The Department also coordinates with various Ministries/Departments, primarily concerned with development and welfare activities in Jammu, Kashmir & Ladakh.

Department Of Home

Dealing with the notification of assumption of office by the President and Vice-President, notification of appointment/resignation of the Prime Minister, Ministers, Governors, nomination to Rajya Sabha/Lok Sabha, Census of the population, registration of births and deaths, etc

Department Of Official Language

Dealing with the implementation of the provisions of the Constitution relating to official languages and the provisions of the Official Languages Act, 1963.

Department Of States

Dealing with Centre-State relations, Inter-State relations, administration of Union Territories, Freedom Fighters' pension, Human rights, Prison Reforms, Police Reforms, etc.

The Department of Internal Security, Department of States, Department of Home, Department of Jammu and Kashmir Affairs and Department of Border Management do not function in watertight compartments. They all function under the Union Home Secretary and are inter-linked. There is a designated Secretary for Department of Border Management and Internal Security also.

Divisions of Home Ministry

Administration Division	Disaster Management Division	Left Wing Extremism Division
Border Management-I Division	Finance Division	North East Division
Border Management-II Division	Foreigners Division	Police-I Division
Centre State Division	Freedom Fighters & Rehabilitation Division	Police-II Division
Coordination & International Cooperation(C&I) Division	Internal Security-I Division	Police Modernisation Division
Counter Terrorism And Counter Radicalization Division	Internal Security-II Division	Union Territories Division
Cyber And Information Security (C&IS) Division	Jammu, Kashmir And Ladakh Affairs	Women Safety Division

Administration Division

The Division is responsible for handling all administrative matters, allocation of work among various Divisions of the Ministry and monitoring of compliance of furnishing information under the Right to Information Act, 2005 and matters relating to Secretariat Security Organisation.

Border Management

The Division deals with matters relating to coordination and concerted action by administrative, diplomatic, security, intelligence, legal, regulatory and economic agencies of the country for the management of international border, border area development programme (BADP), coastal security, and establishment of Integrated Check Posts through of the Land Ports Authority of India In addition the Division also handles matters related to Contemporary China Studies and perception management

Centre State Division

Centre-State Matters: The Division deals with Centre-State relations, including working of the constitutional provisions governing such relations, the appointment of Governors, the creation of new States, nominations to Rajya Sabha/Lok Sabha, Inter-State boundary disputes, over-seeing the crime situation in States, the imposition of President's Rule.

Coordination & International Cooperation(C&Ic) Division

Coordination Matters :

The Unit deals with intra-Ministry coordination work,Parliamentary matters, public grievances (PGs), publication of Annual Report of the Ministry, Record Retention Schedule, Annual Action Plan of the Ministry, custody of classified and non-classified records of the Ministry, furnishing of various reports of SCs/STs and Persons with Disabilities, etc.

Counter Terrorism And Counter Radicalization Division

The Division deals with matter relating to terrorism, counter-terrorism, radicalization, counter-radicalization, UAPA, NIA Act, FICN, FATF.

Cyber And Information Security (C&Is) Division

Division deals with matters relating to Cyber Security, Cyber Crime, National Information Security Policy & Guidelines (NISPG) and implementation of NISPG, NATGRID etc.

Disaster Management Division

The Division is responsible for response, relief and preparedness for natural calamities and man-made disasters (except drought and epidemics). The Division is also responsible for legislation, policy, capacity building, prevention, mitigation and long-term rehabilitation.

Finance Division

The Division is responsible for formulating, operating and controlling the budget of the Ministry under the Integrated Finance Scheme.

Freedom Fighters & Rehabilitation Division

The Division frames and implements the Freedom Fighters Pension Scheme and the schemes for rehabilitation of migrants from former West Pakistan/East Pakistan and provision of relief to Sri Lankan and Tibetan refugees. It also handles work relating to Enemy Properties and residual work relating to Evacuee Properties.

Internal Security-I Division

Division deals with matters relating to administrative and financial matters of IB & NATGRID, Official Secret Act, Sikh militancy, SGPC Board, Protection of Human Rights Act and also matters relating to national integration and communal harmony and Ayodhya.

Internal Security-Ii Division

"Division deals with all matters concerning letters of request for mutual legal assistance in criminal matters; National Security Act, 1980 and representations there under; administration of Narcotics Control Bureau; providing central assistance to victims of terrorist, communal and Naxal violence".

Jammu, Kashmir And Ladakh Affairs

The Department deals with all matters in respect of UTs of Jammu, Kashmir and Ladakh, including terrorism/militancy. It is also responsible for implementation of the Prime Minister's Package for UTs of Jammu, Kashmir and Ladakh .

Left Wing Extremism Division

About The Division

This Division was created w.e.f. October 19, 2006 in the Ministry, to effectively address the Left Wing Extremist insurgency in a holistic manner. The LWE Division implements security related schemes aimed at capacity building in the LWE affected States. The Division also monitors the LWE situation and counter-measures being taken by the affected States. The LWE Division coordinates the implementation of various development schemes of the Ministries/Departments of Govt. of India in LWE affected States. The States of Chhattisgarh, Jharkhand, Odisha, Bihar, West Bengal, Andhra Pradesh, Telangana, Maharashtra, Madhya Pradesh, Uttar Pradesh and Kerala are considered LWE affected, although in varying degrees

NORTH EAST DIVISION

The Division deals with the internal security and law & order situation in the North-Eastern States, including matters relating to insurgency and talks with various extremist groups operating in that region.

North East Division

The Division deals with the internal security and law & order situation in the North-Eastern States, including matters relating to insurgency and talks with various extremist groups operating in that region.

Police-II Division

This Division deals with the policy, personnel, operational (including deployment) and financial matters relating to all the Central Armed Police Forces (CAPFs) including BSF Air

Wing. It also deals with the matters relating to the welfare of the serving and retired CAPF personnel and the deployments in UN Peace Keeping Missions.

Police Modernisation Division

This Division deals with the matters relating to the modernisation of state police forces, provisioning of various items for modernisation of Central Armed Police Forces, police communication, police reforms, administration of Private Security Agencies (Regulation) Act, 2005, etc.

Union Territories Division

The Division deals with all legislative and constitutional matters relating to Union territories, including the National Capital Territory of Delhi. It also functions as the cadre controlling authority of the Arunachal Pradesh-Goa-Mizoram and Union Territory (AGMU) cadre of Indian Administrative Service (IAS)/Indian Police Service (IPS) as also Delhi-Andaman and Nicobar Island Civil Service (DANICS)/Delhi-Andaman and Nicobar Island Police Service (DANIPS). Besides, it is responsible for overseeing the crime and law and order situation in UTs.

Women Safety Division

MHA has set up a new 'Women Safety Division' on May 28, 2018 to strengthen measures for safety of women in the country and instill greater sense of security in them through speedy and effective administration of justice in a holistic manner and by providing a safer environment for women. The new Division is responsible for policy formulation, planning, coordinating, formulating and implementing projects/schemes to assist States/Union Territories to achieve this objective, as also prison reforms, anti human trafficking and related subjects. This, inter-alia, includes increased use of IT and technology in criminal justice system and enabling a supportive eco-system for forensic sciences and crime & criminal records.

The Seven Attached Offices are:

- (1) Central Intelligence Bureau;
- (2) Central Bureau of Investigation;
- (3) National Academy of Administration;
- (4) Secretariat Training School;
- (5) Office of the Registrar-General;

- (6) Central Reserve Police; and
- (7) Border Security Force.

The Subordinate Offices are:

- (1) National Police Academy
- (2) Directorate of Coordination (Police Wireless)
- (3) National Fire Service College
- (4) National Civil Defence College
- (5) Indo-Tibetan Border Police
- (6) Regional Registration Office
- (7) Mobile Civil Emergency Force; and
- (8) Regional Offices, Hindi Teaching Scheme

There is one Central Vigilance Commission.

MINISTRY OF FINANCE

Departments

The Ministry has got the following 5 departments

- Expenditure
- Revenue
- Financial Services
- Department of Investment and Public Asset Management
- Economic Affairs

1.The Department of Expenditure

The Department of Expenditure is the nodal Department for overseeing the public financial management system in the Central Government and matters connected with state finances. It is responsible for the implementation of the recommendations of the Finance Commission and Central Pay Commission, monitoring of audit comments/ observations, preparation of Central Government Accounts. It further assists central Ministries/ Departments in controlling the costs and prices of public services, reviewing system and procedure to optimize outputs and outcomes of public expenditure. The principal activities of the Department include overseeing the expenditure management in the central Ministries/ Departments through the interface with the Financial Advisers and the administration of the

Financial Rules/ Regulations/ Orders, pre-sanction appraisal of major schemes/ projects, handling bulk of the central budgetary resources transferred to State.

The business allocated to the Department of Expenditure is carried out through its Personnel & Establishment Division, Public Finance (States) and Public Finance (Central) Divisions, Office of Controller General of Accounts, Office of Chief Adviser Cost, and Central Pension Accounting Office.

The Department also has under its administrative control the National Institute of Financial Management (NIFM), Faridabad, which is an autonomous body.

Divisions

Personnel and Establishment Division

Public Finance (Central)

Public Finance (States)

Integrated Finance Division

Implementation Cell

Attached Offices

Autonomous Body

2. Department of Revenue

The Department of Revenue functions under the overall direction and control of the Secretary (Revenue). It exercises control in respect of matters relating to all the Direct and Indirect Union Taxes through two statutory Boards namely, the Central Board of Direct Taxes (CBDT) and the Central Board of Indirect Taxes and Customs (CBIC). Each Board is headed by a Chairman who is also ex-officio Special Secretary to the Government of India. Matters relating to the levy and collection of all Direct Taxes are looked after by the CBDT whereas those relating to levy and collection of Customs and Central Excise duties and other Indirect Taxes fall within the purview of the CBIC. The two Boards were constituted under the Central Board of Revenue Act, 1963. At present, the CBDT has six Members and the CBIC has six Members. The Members are also ex-officio Special Secretaries to the Government of India.

Functions of the Department

1. All matters relating to levy and collection of Direct Taxes.
2. All matters relating to levy and collection of Indirect Taxes.

3. Investigation into economic offences and enforcement of economic laws.
4. Prevention and combating abuse of Narcotic drugs and psychotropic substances and illicit traffic therein.
5. Enforcement of FEMA and recommendation of detention under COFEPOSA.
6. Work relating to forfeiture of property under Smugglers and Foreign Exchange Manipulators (Forfeiture of Property) Act, 1976 and Narcotics Drugs and Psychotropic Substances Act, 1985.
7. Levy of taxes on sales in the course of inter-state trade or commerce.
8. Matters relating to consolidation/reduction/exemption from payment of Stamp duty under Indian Stamp Act, 1899.
9. Residual work of Gold Control
10. Matters relating to CESTAT.
11. Cadre Control of IRS (Group-A) and IRS (C&CE) (Group-A).

3. Department of Financial Services

The mandate of the Department of Financial Services covers the functioning of Banks, Financial Institutions, Insurance Companies and the National Pension System. The Department is headed by the Secretary (FS) who is assisted by three Additional Secretary (AS), seven Joint Secretaries (JS), one Economic Advisers (EA) and a Deputy Director General (DDG).

The Department of Financial Services (DFS) oversees several key programs/initiatives and reforms of the Government concerning the Banking Sector, the Insurance Sector and the Pension Sector in India. Initiatives and reforms relating to Financial Inclusion, Social Security, and Insurance as a Risk Transfer mechanism; Credit Flow to the key sectors of the economy/ farmers/ common man are some of the key focus areas being dealt by the Department. The key flagship schemes being currently run/managed by the Department include the Pradhan Mantri Jan Dhan Yojana (PMJDY), Pradhan Mantri Suraksha Bima Yojana (PMSBY), Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY), Pradhan Mantri Mudra Yojana (PMMY), Atal Pension Yojana (APY), Pradhan Mantri Vaya Vandana Yojana (PMVVY) and the Stand Up India Scheme.

The Department provides policy support to the Public Sector banks (PSBs), Public Sector Insurance Companies (PSICs) and Development Financial Institutions (DFIs) like National

Bank for Agriculture and Rural Development (NABARD), Small Industries Development Bank of India (SIDBI), India Infrastructure Finance Company Ltd. (IIFCL), National Housing Bank (NHB), Export-Import Bank of India (EXIM Bank), Industrial Finance Corporation of India (IFCI). It also monitors the performance of these PSBs, PSICs and DFIs and undertakes policy formulation in respect of the Banking and Insurance Sector in India. This Department deals with legislative and policy issues pertaining to the concerned regulatory bodies i.e. the Reserve Bank of India (RBI), the Insurance Regulatory and Development Authority of India (IRDAI) and the Pension Fund Regulatory and Development Authority (PFRDA). DFS also deals with the legislative framework relating to debt recovery. Matters relating to International Banking relations are also dealt by the Department.

4. Department of Economic Affairs

The **Department of Economic Affairs, Ministry of Finance**, is responsible for advice on economic issues having a bearing on internal and external aspects of the Indian economy including inflation, price control, foreign exchange management, Official Development Assistance domestic finance and preparation of the Union Budget, bilateral and multilateral engagement with international financial institutions and other countries. The Department is also the parent cadre maintains the cadre of the Indian Economic Service. DEA is divided into fourteen functional divisions viz. (i) Administration, (ii) Aid, Accounts and Audit, (iii) Bilateral Cooperation (iv) Budget, (v) Currency and Coinage (vi) Economic Division, (vii) Financial Markets, (viii) Commodity Derivatives, (ix) FSLRC (x) FSDC, (xi) Infrastructure and Energy, (xii) Investment, (xiii) Multilateral Institutions and (xiv) Multilateral Relations.

5. Department of Investment and Public Asset Management

Department of Investment and Public Asset Management (DIPAM) deals with all matters relating to management of Central Government investments in equity including disinvestment of equity in Central Public Sector Undertakings. The Four major areas of its work relates to Strategic Disinvestment, Minority Stake Sales, Asset Monetisation and Capital Restructuring. It also deals with all matters relating to sale of Central Government equity through offer for sale or private placement or any other mode in the erstwhile Central Public Sector Undertakings. DIPAM is working as one of the Departments under the Ministry of Finance

General Functions of the Ministry

The Ministry of Finance is responsible for the following functions:

- (i) The administration of the finances of the Central Government and dealing with financial matters affecting the country as a whole like inflation and recession.
- (ii) Raising the necessary revenues for carrying on the administration and regulating the taxation and borrowing policies of the Government.
- (iii) The administration of problems relating to banking and currency, and in consultation with the Ministries concerned arranging for the proper utilization of the country's foreign exchange resources.
- (iv) Controlling the entire expenditure of the Government in co-operation with the Administrative Ministries and departments concerned.

These functions of the Finance Ministry reveal that it is a very powerful organ of the Government of India. Hence its political head happens to be a senior minister in the government who is known for unimpeachable integrity and maintenance of financial meticulousness.

MINISTRY OF EXTERNAL AFFAIRS

Origin

The origin of the Ministry of External Affairs can be traced to the year 1783, when, during the regime of the East India Company, the Foreign Department was established to conduct relations with foreign countries. The department was retained during the governmental reorganization of 1843. Then, it comprised three branches – Political, Foreign and Secret. In 1914, the department was renamed the Foreign and Political Department. The Foreign Branch regulated relations with foreign countries, while the Political Branch dealt with matters concerning the princely states. In 1937, the Political Department was transformed to the charge of the Crown's representative and later, in 1945, the Department of Commonwealth Relations was created. In 1947, the two departments were merged to form the new department of External Affairs and Commonwealth Relations, which, in 1949, was renamed the Ministry of External Affairs.

The Ministry of External Affairs is headed by a senior cabinet minister. As of December 1995, there were two ministers of state in the ministry. The work is divided among the three ministers through an official order. The cabinet minister deals with matters relating to China, Japan, Central Asia and the ASEAN in Asia, France, Germany, Britain and Russia in Europe, the United State of America, all neighbouring countries, except SAARC, international organizations, disarmament, multilateral coordination, policy planning, administration, finance and establishment. The first minister of state is in-charge of West Asia and North Africa, the Gulf Divisions and the Haj Cell. The second minister of state is responsible for the African and Latin American Division, the Asia Pacific Division with only Laos, Cambodia and Vietnam, external publicity and coordination. Despite the division of functions among the three ministers, the overall coordination of the ministry's work and accountability before the Parliament rests with the Minister for External Affairs. Time and again, Indian Prime Ministers have kept the ministry with themselves but it has been for short spans only. Besides, there have been occasions when a minister of state had independent charge of the ministry.

The administrative head of the ministry is the Foreign Secretary. The period from March 1992 to March 1993 effectively proved that the bureaucracy can be depended upon for running the government. This was the time when the External Affairs Minister had resigned, the P.M. had taken over the ministry himself but, had little time or interest to address themselves to external affairs. And, hence it was the Foreign Secretary who virtually ran the ministry. He steered the foreign office through crises single-handedly. He defended his turn and defined national interest independently without much intervention from politicians.

The Foreign Secretary's coordinating role has always been of immense significance. One may recall the time when the administrative head of the Ministry of External Affairs was designated the Secretary General – a post that was later abolished and in whose place, that of Foreign Secretary was created. The Committee on the Indian Foreign Service, appointed by the Government of India under the chairmanship of N.R.Pillai, in its report published in 1968, had recommended the revival of the post of Secretary General. However, this recommendation was not accepted by the Government of India, perhaps on the plea that the suggested change might not really add to administrative effectiveness.

Besides the Foreign Secretary, who is the senior most IFS officer, there are two other secretaries in the ministry – Secretary (East) and Secretary (West). The division of work

among these three officers is determined by the Foreign Secretary. Below these officers are several additional secretaries, who are in charge of Administration, International Organizations, Passport and Visa, Conferences and Latin America respectively, the last also acting as Dean of the Foreign Service Training Institute. There is one O.S.D. for Economic Relations.

At the latest count, in 1993, there were 29 joint secretaries in the ministry. There is no other single ministry or department with as many officers in this rank. Unplanned recruitment is responsible for this swelling of ranks at the top level. The posts had to be created per force as all the officers in this rank had to be accommodated.

The Ministry of External Affairs runs 149 resident missions posts abroad. The latest country to have full diplomatic relations with India is the Republic of South Africa. During 1993-94, the total strength of IFS and IFS(B) officers in the headquarters and in the missions abroad was 3490.

An important organization attached to the Ministry of External Affairs is the Foreign Service Board, which functions under the chairmanship of the Foreign Secretary. Other members of the Board are Secretary (East), Secretary (West) and Joint Secretary (Administration) in the ministry. The Secretary, Commerce is also one of its members. The board renders advice to the government in postings and transfers of diplomatic officers other than heads of missions, promotions and confirmations in the IFS and grant of diplomatic status to officers posted in India missions abroad.

There is another body, the Indian Council of Cultural Relations which, established in 1950, is an autonomous body. It aims at strengthening cultural relations and exchanges between India and other countries. This institution functions under the overall broad guidance of the Ministry of External Affairs.

Mention must also be made of the Parliamentary Consultative Committee on External Affairs. It consists of a select group of MPs which the minister consults on special occasions. Its proceedings are confidential and therefore crucial matters can be discussed freely without fear of public attention. The meeting held on 11 February, 1993 showed a lack of consensus on foreign policy and brought to light its confrontationalist note rather than its consultative one.

The work of the Ministry of External Affairs is divided into 31 divisions, some of which are territorial, some specialized and the rest deal with administrative matters. The thirteen territorial divisions are the Africa Division, the East Europe Division, the Asia Pacific Division, the AMS Division, the BSM Division, the West Europe Division, the Gulf Division, the IPA Division, The LAC Division, the North East Division, the South East Asia Division, S. M. Division and the WANA Division. The remaining divisions deal with administration, protocol, passport, emigration and consular and external publicity, UN and conferences, economic affairs and technical assistance, historical research and personnel, security, communications and self defence. The Policy Planning and Research Division prepare briefs and background notes on issues concerning India's foreign policy. From February to December 1994, it prepared as many as 90 long and short papers. In the spheres of external publicity, new initiatives were taken to modernize publicity techniques and upgrade the External Publicity Division's communications infrastructure.

All matters relating to the physical jurisdiction of the country are the concern of the Ministry of External Affairs. They are the demarcation of the land frontier of India, border raids and incidents on the land borders of India, the continental shelf, the territorial waters, the contiguous zone, fishery rights and other questions of international law, foreign jurisdiction and development measures in border areas. It makes notifications regarding the commencement or cessation of a state of war and recognition to foreign and commonwealth visitors and does liaison work connected with the cultural scholarship schemes of the Department of Education.

Besides, the ministry performs certain specific functions in matters relating to specific states. They are; (a) matters in respect of Pondicherry, Goa, Daman and Diu involving relations with France and Portugal respectively; (b) economic and technical assistance given by India to the Government of Nepal under the Colombo Plan for Cooperative Economic Development; (c) pilgrimages to places outside India including the administration of the Haj Committee Act 1959 and pilgrim parties from India to shrines in Pakistan and vice versa; (d) travel arrangements for traders and pilgrims from India to the Tibet region of China; (e) immigration to India from the Union of 'south Africa or any other country to which the Reciprocity Act 1943, is applicable; (f) recovery of advances granted to the evacuees from Myanmar (Burma), Malaysia etc., during the years 1942-47. It also disposes of residual work relating to the refugees who were given asylum in India during the Second World War.

The Ministry of External Affairs also has some miscellaneous tasks to perform. They are; (a) questions about minority communities in neighbouring countries, (b) political pensions paid to foreign refugees, (c) piracy and crimes committed against international laws of the high seas, air and land, (d) hospitality grant of the Government of India, (e) diplomatic flight clearance for non-scheduled chartered flights of foreign, civil and military aircraft transiting India, (f) purchase, inspection and shipment of stores from abroad for the Central Government, (g) Himalayan expeditions, permission to foreigners to travel to certain protected areas, (h) inquiries and statistics for the purpose of any of the subjects allotted to this ministry, (i) offences against law with respect to any of the subjects allocated to this ministry, and (j) looking after the interests of the Indian nationals abroad. Thus, the Ministry of External Affairs is saddled with multifarious responsibilities encompassing almost all aspects of India's relations with the outside world. In the 1990s the ministry is witnessing several trends and facing several issues which make its task challenging.

MINISTRY OF DEFENCE

After Independence, Ministry of Defence was created under the charge of a Cabinet Minister and each Service was placed under its own Commander-in-Chief. In 1955, the Commanders-in-Chief were renamed as the Chief of the Army Staff, the Chief of the Naval Staff and the Chief of the Air Staff. In November 1962, the Department of Defence Production was set up to deal with research, development and production of defence equipment. In November, 1965, the Department of Defence Supplies was created for planning and execution of schemes for import substitution of defence requirements. These two Departments were later merged to form the Department of Defence Production and Supplies. In 2004, the name of Department of Defence Production and Supplies was changed to Department of Defence Production. In 1980, the Department of Defence Research and Development was created. In 2004, the Department of Ex-Servicemen Welfare was setup.

The Defence Secretary functions as head of the Department of Defence and is additionally responsible for co-ordinating the activities of the four Departments in the Ministry.

THE MINISTRY AND ITS DEPARTMENTS

The principal task of the Ministry is to frame policy directions on defence and security related matters and communicate them for implementation to the Services Headquarters,

Inter-Service Organisations, Production Establishments and Research & Development Organisations. It is required to ensure effective implementation of the Government's policy directions and the execution of approved programmes within the allocated resources.

The principal functions of the Departments are as follows: (i) The Department of Defence deals with the Integrated Defence Staff (IDS) and three Services and various Inter Service Organisations. It is also responsible for the Defence Budget, establishment matters, defence policy, matters relating to Parliament, defence cooperation with foreign countries and co-ordination of all defence related activities. (ii) The Department of Defence Production is headed by a Secretary and deals with matters pertaining to defence production, indigenisation of imported stores, equipment and spares, planning and control of departmental production units of the Ordnance Factory Board and Defence Public Sector Undertakings (DPSUs). (iii) The Department of Defence Research and Development is headed by a Secretary. Its function is to advise the Government on scientific aspects of military equipment and logistics and the formulation of research, design and development plans for equipment required by the Services. (iv) The Department of Ex-Servicemen Welfare is headed by a Secretary and deals with all resettlement, welfare and pensionary matters of Ex-Servicemen.

Detail Functions of Each Department

A. DEPARTMENT OF DEFENCE

1. Defence of India and every part thereof, including preparation for defence and all such acts as may be conducive in times of war to its prosecution and after its termination to effective demobilization.
2. The Armed Forces of the Union, namely, the Army, the Navy and the Air Force.
3. Integrated Headquarters of the Ministry of Defence comprising Army Headquarters, Naval Headquarters, Air Headquarters and Defence Staff Headquarters.
4. The Reserves of the Army, Navy and Air Force.
5. The Territorial Army.
6. The National Cadet Corps.
7. Works relating to Army, Navy and Air Force.
8. Remounts, Veterinary and Farms Organisation.
9. Canteen Stores Department.
10. Civilian Services paid from Defence Estimates.
11. Hydrographic Surveys and preparation of navigational charts.
12. Formation of Cantonments, delimitation/ excision of Cantonment areas, local self - government in such areas, the constitution and powers within such areas of Cantonment Boards and authorities and the regulation of housing accommodation (including the control of rents) in such areas.
13. Acquisition, requisitioning, custody and loss of land and property for defence purposes. Eviction of unauthorized occupants from defence land and property.
14. Defence Accounts

Department. 15. Purchase of food stuffs for military requirements and their disposal, excluding those entrusted to Department of Food and Public Distribution. 16. All matters relating to Coast Guard Organisation, including: (i) Surveillance of maritime zones against oil spills; (ii) Combating oil spills in various maritime zones, except in the waters of ports and within 500 metres of off-shore exploration and production platforms, coastal refineries and associated facilities such as Single Buoy Mooring (SBM), Crude Oil Terminal (COT) and pipelines; (iii) Central Co-ordinating Agency for Combating of Oil Pollution in the coastal and marine environment of various maritime zones; (iv) Implementation of National Contingency Plan for oil spill disaster; and (v) Undertaking oil spill prevention and control, inspection of ships and offshore platforms in the country, except within the limits of ports as empowered by the Merchant Shipping Act, 1958(44 of 1958). 17. Matters relating to diving and related activities in the country. 18. Procurement exclusive to the Defence Services. 19. All matters relating to Border Road Development Board and Border Road Organisation.

B. DEPARTMENT OF DEFENCE PRODUCTION

1. Ordnance Factory Board and Ordnance Factories. 2. Hindustan Aeronautics Limited. 3. Bharat Electronics Limited. 4. Mazagon Docks Limited 5. Garden Reach Shipbuilders & Engineers Limited. 6. Goa Shipyard Limited. 7. Bharat Dynamics Limited. 8. Mishra Dhatu Nigam Limited. 9. Defence Quality Assurance Organizations, including Directorate General of Quality Assurance and Directorate General of Aeronautical Quality Assurance. 10. Standardisation of defence equipment and stores including Directorate of Standardisation. 11. BEML Limited. 12. Hindustan Shipyard Limited. 13. Development of aeronautics industry and co-ordination among users other than those concerned with the Ministry of Civil Aviation and the Department of Space. 14. Indigenisation, development and production and defence equipment and participation of the private sector in the manufacture of defence equipment. 15. Defence exports and international cooperation in defence production.

C. DEPARTMENT OF DEFENCE RESEARCH & DEVELOPMENT

1. Apprising, assessing and advising Raksha Mantri on the influence on National Security of emerging developments in Science and Technology.

2. Rendering advice to Raksha Mantri and to the three services and inter-services organizations on all scientific aspects of weapons; weapons platforms; military operations; surveillance; support and logistics in all likely threats of conflict.

3. To function, with the concurrence of the Ministry of External Affairs, as the nodal co-ordinating agency of the Ministry of Defence on all matters relating to Instruments of Accord with foreign Governments relating to the acquisition of technologies whose export to India is the subject of national security related controls of foreign Governments.
4. Formulation and execution of programmes of scientific research and design, development, test and evaluation, in fields of relevance to national security.
5. Direction and Administration of agencies, laboratories, establishments, ranges, facilities, programmes and projects of the Department.
6. Aeronautical Development Agency.
7. All matters relating to certification of the design air worthiness of military aircrafts, their equipment and stores.
8. All matters relating to the protection and transfer of technology generated by the activities of the Department.
9. Scientific analysis support and participation in the acquisition and evaluation proceedings of all weapon systems and related technologies proposed to be acquired by the Ministry of Defence.
10. To render advice on the technological and intellectual property aspects of the import of technology by production units and enterprises manufacturing, or proposing to manufacture, equipment and stores for the Armed Services.
11. To deal with reference made under section 35 of the Patents Act, 1970(39 of 1970).
12. Financial and other material assistance to individuals, institutions and bodies corporate, for study and for the training of manpower on aspects of Science and Technology that bear on national Security.
13. In consultation with the Ministry of External Affairs, international relations in matters connected with the role of Science and Technology in national security, including : (i) matters relating to relations with Research Organizations of other countries and with Inter-governmental agencies, particularly those which concern themselves, inter alia, with the scientific and technological aspects of national security. (ii) Arrangements with Universities, educational and research-oriented institutions or bodies corporate abroad to provide for foreign scholarships and the training of Indian scientists and technologists under the administrative control of the Department.
14. Execution of works and purchase of lands debit able to the budget of the Department.
15. All matters relating to personnel under the control of the Department.
16. Acquisition of all types of stores, equipment and services debit able to the budget of the Department. Financial sanctions relating to the Department.
18. Any other activity assigned to, and accepted by the Department through understandings or arrangements with any other Ministry, Department, Agency of the Government of India whose activities have a bearing on the scientific and technological aspects of national security.

D. DEPARTMENT OF EX-SERVICEMEN WELFARE

1. Matters relating to Armed Forces Veterans (Ex -Servicemen), including pensioners. 2. Armed Forces Veterans (Ex-Servicemen) Contributory Health Scheme. 3. Matters relating to Directorate General of Resettlement and Kendriya Sainik Board. 4. Administration of : a) the Pension Regulations for the Army 1961(Parts I and II); b) the Pension Regulations for the Air Force, 1961 (Part I and II); c) the Navy (Pension) Regulations 1964; and d) the Entitlement Rules to Casualty Pensionary Awards to the Armed Forces Personnel, 1982. E. DEFENCE (FINANCE) DIVISION (Raksha Vitta Vibhag) 1. To examine all Defence matters having a financial bearing. 2. To render financial advice to the various functionaries of Ministry of Defence and the Services Headquarters. 3. To act as integrated Finance Division of Ministry of Defence. 4. To assist in the formulation and implementation of all schemes/ proposals involving expenditure. 5. To assist in the formulation and implementation of Defence Plans. 6. To prepare Defence budget and other estimates for the Defence Services, Civil Estimates of Ministry of Defence, estimates in respect of Defence Pensions and to monitor the progress of the scheme against the budget. 7. To exercise post-budget vigilance to ensure that there are neither considerable shortfalls in expenditure nor unforeseen excesses. 8. To advise heads of branches of the Armed Forces Headquarters in the discharge of their financial responsibility. 9. To function as the accounting authority for the Defence Services. 10. To prepare the Appropriation Accounts for the Defence Services. 11. To discharge the responsibility for payments and internal audit of Defence expenditure through the Controller General of Defence Accounts.