

CIVIL SERVICE

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CIVIL SERVICE - INTRODUCTION:

- Personnel constitute the very important element of good administration.
- The well thought-out and well planned policies failed to succeed and the best organization based on scientific principles break down if the human material is not competent to execute the work.
- The large body of men and women who hold the various positions and carries out the actual work of the government is collectively called as the personnel.
- Hence in the words off Herman Finer, personnel constitutes the sovereign factor in public administration.

MEANING OF CIVIL SERVICE:

- ◉ According to Herman Finer, civil service “is a professional body of officials, permanent , paid and skilled.”
- ◉ According to Ogg, civil service “is a great body of men and women that translate law into action from one end of the country to the other.”
- ◉ Thus, a civil servant is the one whose main function is to administer the laws.
- ◉ The civil servants are mainly of two classes - the lower clerical staff and higher administrative staff.
- ◉ The lower clerical staff helps the administrative staff and the higher administrative staff directly connected with the political head of the department.
- ◉ The state reaches the citizens through the civil servants.

BASIC FEATURES OF CIVIL SERVICE:

○ Following are the basic features of civil service -

1. professionals,
2. Hierarchy,
3. Permanent,
4. Political neutrality,
5. Anonymity,
6. Impartiality,
7. Not answerable to the legislature,
8. Public service, etc.

1. PROFESSIONALS:

- ◉ The most important characteristic of civil service is that it is a professional class of officials who are trained and skilled.
- ◉ The profession of the civil servant is to run the administration.
- ◉ Their profession is the implementation of the state policy.
- ◉ They are professional people with greater ability, efficiency and calibre.

2. HIERARCHY:

- Civil service is organized on hierarchical principle.
- By hierarchy we mean the control of the higher over the lower.
- It involves the supervision of the lowers by the higher officials.
- Every official has to obey the orders of the higher official

3. PERMANENCE:

- The civil servants are recruited on a permanent basis.
- Once the civil servants are recruited to the civil service, they will remain in it till their retirement.
- The political executives/ministers may come and go at regular intervals but civil servants continue to work till they reach the age of superannuation.

4. POLITICAL NEUTRALITY:

- ◉ The civil servants should remain politically neutral in their performance of their official duties.
- ◉ They should be neutral in politics and serve the government, irrespective of the party that comes to power.
- ◉ They are the servants of the state and they have to serve the government and they should maintain the political neutrality.

5. ANONYMITY:

- The civil servants have to work anonymously.
- They must work without any desire for any name or fame or publicity.
- They have to remain anonymous, whatever praise or blame will go to the minister.
- The civil servants are not supposed to disclose their identity in any manner.

6. IMPARTIALITY:

- ◉ The civil servants should always remain impartial.
- ◉ They should not make any discrimination while serving the individuals and groups.
- ◉ They should serve the people with devotion and singleness of purpose and without any kind of bias.

7. NOT ANSWERABLE TO LEGISLATURE:

- The civil servants are not responsible to the legislature.
- It is the minister concerned remain responsible to the legislature for any act of omission or commission of the civil servants working under him.
- For any lapse in administration, it is the minister concerned who is answerable to the legislature and not the civil servants.

8. PUBLIC SERVICE:

- ⦿ The civil servants have to seek cooperation of general public for smooth administration.
- ⦿ They have to maintain good contact with people at every step.
- ⦿ They are expected to be courteous and polite to the public.
- ⦿ Rendering satisfactory service to the public is the highest end of the civil service.

FUNCTIONS:

- ◉ Today, the civil service has to perform a large number of functions. Following are its important functions, like -
 1. Formulation & implementation of public policy,
 2. Advise to the political executive,
 3. Quasi-legislative functions,
 4. Quasi- judicial functions,
 5. Public service,
 6. Public relations
 7. Redressal of grievances, etc.

FORMULATION & IMPLEMENTATION OF PUBLIC POLICY:

- The main function of the civil service is formulation and implementation of public policy.
- The civil service is the think tank of the government and gathers relevant data so as to make sound and effective policies.
- The civil servants also administer the law of the land.
- They are also the executors of public policy.
- In a country like India, the civil servants are entrusted with the responsibility of implementing various welfare and developmental programmes.

2. ADVICE TO THE POLITICAL EXECUTIVE:

- ◉ Another important function of the civil service is to give advice to the political executive.
- ◉ The ministers depend on the advice of their senior officials who are experts on administrative matters.
- ◉ The political executive necessarily depends on the civil servants for the information he requires in the formulation of public policy.

3. QUASI-LEGISLATIVE FUNCTION:

- ◉ Quasi-legislative function is the special rule making power of the executive.
- ◉ Due to many reasons the legislature delegates the power of making laws to the executive.
- ◉ The legislature passes the bills in the skeleton form and delegates the power to draw out the details of it to the executive.
- ◉ This rule making power of the civil service is known as delegated legislation or executive legislation.

4. QUASI-JUDICIAL FUNCTION:

- ◉ This is another important power entrusted to the executive due to rapid technological developments and emergence of the welfare state.
- ◉ This is a quasi-judicial power known as administrative adjudication power.
- ◉ It means vesting judicial or semi judicial powers with an administrative agency.
- ◉ Since the judges in the ordinary courts of law are not competent enough to settle such technical issues of complex nature are to be decided by the administrative body.

5. PUBLIC SERVICE:

- Civil servants are to carry out services to the general public.
- They are to serve the people and not their political masters.
- They have to function with a view to meet the various needs of the general public.
- They must develop the attitude of public service as against personal interest.
- Civil servants are entrusted with the responsibility to carry out a number of developmental & welfare programmes in a developing country like that of ours.

6. PUBLIC RELATIONS:

- ◉ Civil servants are supposed to maintain good public relations.
- ◉ The people have every right to know how administration is being carried on.
- ◉ The civil servants must keep the public informed of the activities of the government.
- ◉ They have to widen the area of cooperation.
- ◉ Their relationship with the public must be cordial and mutually beneficial.

7. REDRESSAL OF PUBLIC GRIEVANCES:

- Civil servants should take necessary action against the complaints from the public.
- Public should be allowed to record their complaints in the complaint book maintained at public offices.
- The officer in charge must investigate into the complaints received and the action taken should be informed to the complainant.

CONCLUSION:

- ◉ The role of the civil service is rapidly changing.
- ◉ The civil service is no longer is confined to the collection of revenue and administration of justice and maintenance of law and order.
- ◉ In a modern welfare state the civil service is expected to undertake a large variety of functions.