



GOVERNMENT OF KERALA

Abstract

Personnel and Administrative Reforms Department – Administrative Reforms Commission- Terms of Reference - Sanctioned - Orders issued.

PERSONNEL & ADMINISTRATIVE REFORMS (AR. 12) DEPARTMENT

G.O (Ms) No. 21/2016/P&ARD. *Dated, Thiruvananthapuram, 30.08.2016*

Read:- G.O.(MS)No.16/2016/P&ARD dated 06/08/2016.

ORDER

Government are pleased to accord sanction for creation of the following posts for the smooth functioning of the 4th Administrative Reforms Commission constituted as per G.O. read above.

Additional Secretary	1
Deputy Collector	1
Finance Officer (Deputy Secretary)	1
Under Secretary	2
Section Officer	1
Assistant	3
Confidential Assistant	2 [English] 1 [Malayalam]

On Daily Wage

Office Attendant	}	3
Data Entry Operator		1
Driver		1

Personal Staff to the Chairman , Administrative Reforms Commission

Private Secretary	1
Assistant Private Secretary	1
Personal Assistant	2
Steno	1
Clerk/Office Attendant	4
Driver	2
Cook	1
Personal Security Officer	

The Personal Staff of the Chairman will be appointed on co-terminus basis.

Smt. Neela Gangadharan will serve as a Part Time Member . The Tourism Department shall provide vehicle for her conveyance. The terms and conditions related to the members of the Commission will be issued separately.

The Terms of Reference for the Administrative Reforms Commission are as follows.

- (i) To review the structure and functioning of the administrative machinery of the State and suggest measures for improving its responsiveness, efficiency and effectiveness as is required in a welfare State.
- (ii) To revisit and redefine the roles of departments and important agencies in Government.
- (iii) To suggest measures for co-ordinated and joined-up functioning of Government departments and agencies to enhance positive outcomes.
- (iv) To suggest measures to eliminate delays, corruption, favoritism and nepotism and to make administration result-oriented.
- (v) To suggest steps for enhancing delegation of powers to increase efficiency and citizen satisfaction.
- (vi) To suggest modern management methods and Information Technology system and tools, which can be adapted in Government.
- (vii) To review the policies relating to recruitment , placement and promotion and suggest measures for improvement of the performance of civil servants.
- (viii) To suggest methods for democratization of different organs of Government at various levels and increase participation of the people in governance.
- (ix) To assess the delivery of key public services and suggest measures for increasing their efficiency.
- (x) To Suggest measures to make Government more open and accountable.
- (xi) To Suggest measures to refine/operationalize Gender Budgeting, Child Budgeting.

- (xii) To recommend modern fiscal planning tools like output and outcome-based budgeting.
- (xiii) To assess the capacity building system in Government and suggest measures to make it more effective.
- (xiv) To make any other recommendation arising from the above matters or incidental to them or considered necessary or appropriate by the Commission.

(By Order of the Governor)

SATYAJEET RAJAN,
Principal Secretary to Government.

To

Shri.VS.Achuthanandan, MLA, Chairman, Administrative Reforms Commission

Shri.C.P Nair,,Member, Administrative Reforms Commission

Smt.Neela Gangadharan, Member,Administrative Reforms Commission

The Principal Accountant General(Audit), Kerala, Thiruvananthapuram.

The Accountant General(A&E),Kerala,Thiruvananthapuram.

The Director, Information & Public Relations Department.

The General Administration (SC)Department

The Finance Department(Vide u.o no Exp A2/ 432/16/Fin dated 30.08.2016)

The District Treasury Officer , Thiruvananthapuram.

The Sub Treasury Officer, Secretariat Sub Treasury, Thiruvananthapuram.

Copy to:

Information and Public Relations (Web & Media) Department -for uploading in the official web site of Government of Kerala.

Additional Secretary to Chief Secretary.

Joint Secretary to Additional Chief Secretary (Finance Department).

PA to Principal Secretary,P&ARD.

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