

# Government of India

## Department of Space

### The Norms set by it for the discharge of its functions

#### Nature of Functions of Various Functionaries

The broad functions and responsibilities of various functionaries in the Secretariat of a Ministry/Department are in the succeeding paragraphs. To maximize governance, it is necessary to delegate powers to various functionaries.

1. **Secretary:** A Secretary to the Government of India is the administrative head of the Ministry or Department. He is the principal adviser to the Minister on all matters of policy and administration within his Ministry/Department, and his responsibility is complete and undivided. He is the Chief Accounting Authority.
2. **Additional Secretary/Joint Secretary:** A Secretary may allocate one or more wings to a Special Secretary/Additional Secretary/Joint Secretary, as in-charge of the wing(s).
3. **Director/Deputy Secretary:** Director /Deputy Secretary holds charge of a Secretariat Division and is responsible for the disposal of Government business dealt within the Division under his charge. He should, ordinarily be able to dispose of the cases coming to him on his own pending on the powers delegated to him and /or as per the channel of submission of cases of the respective Department.
4. **Principal Staff Officer/Senior Principal Private Secretary /Principal Private Secretary:**
  - a. Preparing executive summary on the important issues/important files facilitating decision making, and summary of previously asked/ replied starred questions and briefing the Officer accordingly.
  - b. Management of Personal Section, provide leadership and build a team.]
  - c. International /National level liaison and networking, coordination with Parliament, Ministry of External Affairs, and other high offices, handling visitors, facilitating meetings /conferences, etc.
  - d. Keep himself aware of the key performance areas, vision, mission for the Ministry/Department.
  - e. Security of person and information he is working with, facilitating grievance handling.
  - f. Maintain engagement diary.
  - g. Managing tours including foreign and domestic tours/managing office while the Officer is away from office in meeting, on tour or on leave.
5. **Under Secretary:** An Under Secretary is in charge of the branch in a Ministry or Department consisting of two or more Sanctions! Units! Cells and in respect thereof exercises control both in regard to the disposal of business and maintains discipline. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases. He is inter-alia responsible for development and maintenance of aids to processing as tools of both the manual and electronic knowledge management.

### **Services offered:**

The following services are offered by Department of Space/ISRO.

- A. Earth Observation related services like (i). Agriculture and Soil Resources (ii). Renewable Energy Resources (iii). Forest & Environment related services (iv). Geology and Geomorphology related services (v). Land Resources (vi). Ocean Science related services (vii). Water Resources (viii). Weather and Climate related services
- B. Disaster Management Support (DMS) Programme, comprehensively addresses various aspects of natural disasters in the country, using space based inputs. ISRO disseminates relevant information in interactive geo-spatial domain through various geoportals like Bhuvan, National Database for Emergency Management and MOSDAC for the administrators to better understand the impact and for improved decision support. ISRO provides the satellite based near real time information support to Central Ministries / Departments and State Ministries / Departments, prior during and after major natural disasters. In addition, ISRO also provides capacity building in use of Space technology inputs in Disaster Management Support.
- C. Satellite Communication related services like (i). Telecommunication (ii). Tele-medicine (iii). Tele-Education (iv). Satellite navigation Programme etc.,

### **Norms set by it for discharge of its functions**

As per Allocation of Business Rules, 1961 and procedure prescribed under the Manual of Office Procedure.

**Source: RTI Cell, DOS/ISRO HQ**

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