

Service Profile for Indian Administrative Service (IAS)

Overview

Indian Administrative Service (IAS) the premier service of Government of India was constituted in 1946. Prior to that Indian Imperial Service (1893-1946) was in force. As on 1.1.2013, sanctioned strength of IAS was 6217 comprising of 4313 posts to be filled by direct recruits and 1904 posts to be filled by promotion /appointment of State Civil Services officers/ Non-State Civil Service officers. The civil services have been a hallmark of governance in India. The Constitution provides that without depriving the States of their right to form their own Civil Services there shall be an All India service recruited on an All- India basis with common qualifications, with uniform scale of pay and the members of which alone could be appointed to these strategic posts throughout the Union." No wonder that Sardar Vallabhai Patel, one of the eminent leaders of the freedom struggle referred to the ICS as the steel frame of the country. The civil services, therefore, represents the essential spirit of our nation – unity in diversity.

Recruitment

At present there are three modes of recruitment to IAS viz (i) Through Civil Services Examination conducted by UPSC every year; (ii) Through promotion of State Civil Service officers to IAS; and (iii) Through selection of non – State Civil Service officers. Roughly 66(1/3%) posts are meant for Direct Recruitment and 33 (1/3%) posts are meant for promotion quota.

Training

Both Direct Recruit as well as promotee IAS officers are imparted probationary training at Lal Bahadur Shastri National Academy of Administration (LBSNAA). After completion of successful probation they are confirmed. Also, there is provision for mandatory Mid Career Training for IAS officers spread across the entire service span.

Allocation of Cadre

Direct recruit IAS officers are allocated to State cadres/ Joint State Cadres on the basis of their rank, preference and availability of vacancy in their category at their turn in terms of provisions of Cadre Allocation Policy of 2008 as amended from time to time. Cadre Allocation Policy along with amendments is available on DOPT's website for

which link is (<http://persmin.gov.in/AIS1/Docs/NewCadreAllocPolicy.pdf>). Officers recruited through other modes mentioned above are remain on their state cadre.

Functions of IAS officer

IAS officer is responsible for maintenance of law and order, revenue administration and general administration in the area under him. His functions broadly include:

- (i) Collection of revenue and function as Courts in revenue matters;
- (ii) Maintenance of law and order;
- (iii) Function as Executive Magistrate;
- (iv) Function as Chief Development Officer (CDO)/District Development Commissioner;
- (v) Supervision of implementation of policies of State Government and Central Government;
- (vi) To travel to places to oversee implementation of policies;
- (vii) Supervision of expenditure of public funds as per norms of financial propriety;
- (viii) In the process of policy formulation and decision making, IAS officers at various levels like Joint Secretary, Deputy Secretary etc. make their contributions and the give final shape to policies;
- (ix) To handle the daily affairs of the government, including framing and implementation of policy in consultation with the minister-in-charge of the concerned Ministry;

Designations held by IAS officers during field posting

- (i) SDO/SDM/Joint Collector/ Chief Development Officer (CDO)
- (ii) District Magistrate/District Collector/Deputy Commissioner
- (iii) Divisional Commissioner
- (iv) Member Board of Revenue
- (v) Chairman Board of Revenue

Appointments to other Organizations / Bodies

Besides IAS officers can be appointed in autonomous organizations/sub ordinate organizations/PSUs/UN Organizations/international organizations like World Bank, Asian Development Bank, in various capacities. They also serve as Personal Secretaries to Ministers in Central Government. There is provision for deputation of IAS officers to private organizations also for a fixed tenure.

Designations during Posting in Secretariat of State Government/ Central Government

An IAS Officer may hold various posts at different levels as under:-

Sl. No.	Designation	Remarks
1.	Under Secretary in Government of India	Gets Senior Time Scale (PB-3 with Rs 6600 Grade Pay) after completion of four years of service.
2.	Deputy Secretary in Government of India	Gets Junior Administrative Grade (PB-3 with Rs 7600 Grade Pay) after completion of 9 years of service.
3..	Director in Government of India	Gets Selection Grade (PB-4 with Rs 8700 Grade Pay) after completion of 13 years of service.
4.	Joint Secretary to Government of India / Secretary in State Government	Gets Super time Scale (PB-4 with Rs 10000 Grade Pay) after completion of 16 years of service.
5.	Additional Secretary in Government of India / Principal Secretary in State Government	Gets Higher Administrative Grade after completion of 25 years of service.
6.	Secretary to Government of India / Chief Secretary	Gets Apex Scale (Rs 80000 fixed) after completion of 30 years of service.
7.	Cabinet Secretary	90000 fixed

Procedures Governing Promotion

In the career span of an IAS officer he is eligible for raise in salary and promotions. The promotions take place after evaluating the performance on the basis of Performance Appraisal Reports, vigilance clearance and scrutiny of overall record of the officers concerned by following laid down procedures. The scrutiny for promotion is done by a

Committee of senior civil servants constituted for the purpose. Promotions are dependent on the time period spent by an officer in a particular grade. Specified number of years of service is a pre-requisite to be eligible for promotion. These time-bound promotions have been envisaged to attract and retain the best talent in the country.

Assessment of Suitability for Promotion & Posting

For posting, promotion and manning of posts held in the Centre and State Government and in order to judge their suitability for various assignments, on annual basis, performance of each and every officer is captured through an instrument of Performance Appraisal known as Performance Appraisal Report i.e., PAR. This report is initiated by the officer himself, listing out the various achievements and completion of activities with reference to targets assigned to him and mutually agreed upon and this report is written and commented by the next immediate officer and further reviewed by the officer higher in hierarchy than the Reporting Officer. For All India Services, there is one more authority who accepts the PAR reported and reviewed by the Reporting Officer and Reviewing Officer.

Regulations Governing IAS

IAS officers are regulated through different All India Services Rules such as AIS (Conduct) Rules, 1968, AIS (PAR) Rules, 2007, AIS (DCRB) Rules, 1958, AIS (Cadre) Rules, 1954, AIS (Pay) Rules, 2007 etc. which are made under the powers conferred by the All India Services Act, 1951.
