



**GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF ADMINISTRATIVE REFORMS & TRAINING
CIVIL SECRETARIAT, BLOCK NO.2, 5TH FLOOR
ITANAGAR - 791 111**

Dated Itanagar, the 6th November, 2024

NOTIFICATION

No.AR-15012/1/2024-SECT-1-AR::The Governor of Arunachal Pradesh is pleased to constitute an Administrative Reforms Commission to examine the current scope and functioning of the Government of Arunachal Pradesh, and to suggest steps to be taken in light of the changing socio-economic circumstances and to enable the State to contribute effectively to the achievement of the India Vision 2047.

1. Composition of the Commission

- a. Retired Secretary/ Additional Secretary to the Government of India (or equivalent), or Retired Chief Secretary to the State Government (or equivalent) : Chairperson
- b. 1 (one) retired Officer of the All India Services/Central Civil Services/State Civil Services: Member
- c. An officer of the rank of Commissioner/ Secretary to the State Government, as nominated by the State Government: Member Secretary.
- d. Additional staff as may be deputed by the Government of Arunachal Pradesh to assist the Commission.

2. Area of study.

- a. Organizational Structure of the Government of Arunachal Pradesh
- b. Refurbishing of Personnel Administration
- c. Steps to ensure effective District Administration
- d. Social Capital, Trust and Participative Public Service Delivery
- e. Promoting e-governance

3. TERMS OF REFERENCE

(a) Organizational Structure of the Government of Arunachal Pradesh

- i. Review the existing departmental structure and recommend streamlining measures to eliminate redundancies and improve coordination.
- ii. Analyze the workload distribution across Departments and propose realignment, if necessary.
- iii. Evaluate the feasibility of creating new Departments or merging existing ones to better address emerging challenges.
- iv. To revisit and redefine the role of Departments in the context of the evolving role of governance and the need for greater collaboration between and across Departments
- v. Manpower planning and Process re-engineering
- vi. To suggest ways to position administrative services in the modern context of global integration, market emergence, and liberalization
- vii. To examine if the present administrative system of governance is optimally suited to the current developmental needs and the unique socio-economic context of the State

- viii. To suggest a framework for possible areas where there is a need for governmental regulation (regulators) and those where it should be reduced
- ix. To strengthen the framework for efficient, economical, sensitive, clean, objective, and agile administrative machinery

(b) Refurbishing of Personnel Administration

- i. Review recruitment policies and procedures for government positions, aiming for greater transparency and meritocracy.
- ii. Develop a comprehensive and continuous training and capacity building program including ethics in governance for civil servants at all levels to enhance their skills, knowledge and public connect.
- iii. Analyze existing staff cadres and recommend an efficient structure considering career progression, motivation, and performance management.
- iv. Promote gender equality and inclusion within the civil service by reviewing recruitment and promotion policies.
- v. To review the policy relating to, and all methods of recruitment, training, and placement and suggest changes, if required
- vi. To provide guidelines for enhancing the performance of civil servants and their appraisal
- vii. To study the various existing cadres in the State Government and recommend the most efficient method of cadre management, keeping in mind the State's interest and the need to enhance public service delivery
- viii. To improve methods of cadre management focusing on career progression, motivation, and productivity enhancement
- ix. To strategize for the up gradation of skills and competencies of civil servants and administrative cadres and appropriate interventions for capacity building
- x. To link the performance of Civil Servants and Government personnel to social and economic objectives and outcomes.

(c) Steps to ensure effective District Administration.

- i. To bring about systemic changes to infuse and sustain vibrancy and responsiveness
- ii. To streamline and fine-tune a comprehensive and accessible public grievance handling and redress mechanism
- iii. To devolve and delegate functions and resources to the local levels.
- iv. To examine the coordinating and leadership role of the District Officer in developmental activities and enlisting peoples' participation therein.
- v. To modernize and transform district administration in form and content keeping in mind the centrality thereof in regulating, facilitating and delivering services at the grass-root level.

(d) Social Capital, Trust and Participative Public Service Delivery

- i. To invest in and promote social capital at all levels of government as an instrument of enhancing governmental effectiveness.
- ii. To improve and strengthen the capability of the administration to proactively partner with the local community, particularly in remote and border areas.
- iii. To better the synergy between the government and the Community-Based Organizations (CBOs).

- iv. Increase the people-centricness of administrative approaches.
- v. To ensure greater involvement of people's representatives and the community at large in the conceptualization and execution of programmes.

(e) **Promoting e-Governance.**

- i. Develop a comprehensive e-governance strategy to streamline government processes, improve service delivery, and enhance transparency, promote the use of Information and Communication Technologies (ICT) for citizen engagement and access to information.
- ii. Prioritize data security and privacy measures within the e-governance framework.
- iii. To reduce red tape, delay, and inconveniences through technology interventions, including the use of modern tools, techniques, and instruments of e-governance and AI.
- iv. To promote knowledge sharing to realize continuous improvement in the quality of governance.

4. Pay , allowances & other terms and conditions of service of the Chairman and Member(s) of the Administrative Reforms Commission & Additional Staff.

- i. **Pay** – The pay, while functioning as Chairman or Member of Administrative Reforms Commission plus the gross amount of his pension and /or pension equivalent of other forms of retirement benefit shall not exceed the last pay (basic pay and allowances) drawn before his retirement.
- ii. **Dearness Allowance:** No Dearness Allowance or any other allowances will be allowed during the period.
- iii. **TA/DA:** The Chairman/Member will be entitled to TA/DA for his absence from his Headquarters on official purpose as per rules applicable to other regular Government employees of his status/grade.
- iv. **Residential Accommodation:-** It will not be binding on the Government to provide residential accommodation to the Chairman/Member. However, Govt may consider, on case to case basis, to provide residential accommodation during the period .
- v. **Allowances:-** The Chairman/Member will not be entitled to any local allowances, children education allowances/ reimbursement of tuition fee etc as admissible to other regular Government employees.
- vi. **Staff:** Additional Staff as may be deputed by the Government of Arunachal Pradesh to assist the Commission as per requirement.
- vii. **Office Accommodation:** Office accommodation will be provided to the Commission.
- viii. **Transportation Facilities:** Vehicles will be provided to the Commission as per entitlement from General pool of Transport Department.

5. Timeline and Working Procedures

- i. The maximum tenure of the Commission shall be 01(one) year . The Commission shall submit its first Report within 6 (six) months of its constitution and subsequent reports in every 3 months thereafter.
- ii. The commission will be empowered to gather information through meetings, public consultations, data analysis, and field visits.
- iii. The commission will adopt transparent working procedures and hold regular meetings to

discuss its findings and recommendations.

iv. The Commission may make any other recommendation arising from the above matters or incidental to them or considered necessary or appropriate by the Commission.

v. Office accommodation & staff shall be provided as per requirement.

vi. Anything not specially specified herein shall be provided as decided by the Government of Arunachal Pradesh from time to time.

(By order and in the name of Governor of Arunachal Pradesh)

Sd/- Manish Kumar Gupta, IAS,
Chief Secretary to the
Government of Arunachal Pradesh

Memo.No AR-15012/1/2024-SECT-1-AR: /603 Dated, Itanagar, the 7th November, 2024

Copy to: -

1. The Commissioner to the Hon'ble Governor of Arunachal Pradesh, Itanagar.
2. The Commissioner to the Hon'ble Chief Minister, Arunachal Pradesh, Itanagar .
3. PS to Hon'ble Dy Chief Minister, Arunachal Pradesh Pradesh, Itanagar.
4. PS to Hon'ble Speaker Legislative Assembly, Arunachal Pradesh, Itanagar.
5. PS to Hon'ble Ministers, Arunachal Pradesh, Itanagar
6. PS to Hon'ble Dy. Speaker ,Legislative Assembly, Arunachal Pradesh, Itanagar
7. US to Chief Secretary, Govt of Arunachal Pradesh, Itanagar
8. The Accountant General, Arunachal Pradesh, Itanagar.
9. All Principal Secretaries/Commissioners/Secretaries Govt of Arunachal Pradesh, Itanagar
10. Divisional Commissioner(East/West/Central) Arunachal Pradesh, Namsai, Yachuli & Basar.
11. The Secretary(SAD/GAD/TPT), Govt of Arunachal Pradesh, Itanagar.
12. The Joint Secretary(Finance), Govt of Arunachal Pradesh, Itanagar.
13. The Under Secretary(Estt), Govt of Arunachal Pradesh, Itanagar.
14. The Under Secretary(SAD/GAD),Govt of Arunachal Pradesh, Itanagar.
15. The Treasury Officer, Itanagar.
16. Office copy.
17. Spare copy.

Digitally signed by

Yashpal Garg

Date: 07-11-2024 10:27:43

(Yashpal Garg) IAS,
Commissioner to the

Government of Arunachal Pradesh