

SOS POLITICAL SCIENCE AND PUBLIC  
ADMINISTRATION

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SUBJECT NAME:PERSONNEL ADMINISTRATION IN  
INDIA

UNIT-II

TOPIC NAME:SERVICE CLASSIFICATION SYSTEM IN  
INDIA

# MEANING

Classification is the process of division of things or persons on the basis of common characteristics . In personnel administration classification means grouping of various positions on the basis of their duties and responsibilities. Positions having similar duties and responsibilities are put together in one class. A class has been defined by Stahl as "a group of positions sufficiently alike in their duties and responsibilities to justify common treatment in various employment processes".



# IMPORTANCE

The importance of classification of services cannot be overemphasized. Classification brings some orderliness into the system and makes for uniform treatment of all the people who are grouped together on certain criteria. It also makes possible justification of differential privileges given to certain distinct categories. The duties, responsibilities, qualification requirements, eligibility conditions, salary, status, even authority to be vested, all depend, to a great extent, on the proper system of classification. Hence it has considerable functional value and validity. According to Finer, "upon proper classification depends the efficiency of recruitment, the possibility of creating a rational promotional system, and the equitable treatment of people working in different departments"



Classification of services is important because it determines the operational jurisdiction of the services and the nature of the responsibilities to be discharged as also the jobs to be performed by the incumbents of different groups within the services. It facilitates identification of various hierarchic layers and functional segments of the services at any given time. Classification is an organizational tool of great importance, which, if administered properly, can bring satisfaction to the functionaries.



# ADVANTAGES OF CLASSIFICATION

Classification of service is no more regarded as an organizational necessity but as a functional necessity. Its main justification has been not only in terms of the systematization of the services it offers but also in the wide and extensive support it provides to management. In addition, classification provides for a major control mechanism and offers a set of both realistic and accurate planning devices.



- ▶ Facilitates Proper Division of Work
  - ▶ Removes Arbitrary Standards
  - ▶ Promotes Employee Motivation
  - ▶ Ensures Effective Manpower Planning and Utilization
  - ▶ Lays Down Uniform Work Standards
  - ▶ Speeds up the Recruitment Process and Indicates Training Needs
  - ▶ Helps in Maintaining Up-to-date Personnel Records
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# TYPES OF CLASSIFICATION

- ▶ POSITION CLASSIFICATION
- ▶ RANK CLASSIFICATION

# POSITION CLASSIFICATION

The more sophisticated of the two types is the 'position' classification system. This is prevalent in the USA. Position connotes a group of current duties and responsibilities assigned by a competent authority requiring the full time or part time employment of one person. It has been defined as the work consisting of the duties and responsibilities assigned by competent authority for performance by an employee or an officer.

Under the position classification system, each position should be placed in its appropriate class. Each class should be placed in its appropriate grade. Thus, we bring together positions which are alike or very closely related into a class. positions which are in one class are ' . closely comparable in duties, responsibilities and needed qualifications, and can be dealt with as a unit for personnel, budgetary and organizational poses. We bring together into class-series all the classes which are in the same occupational group. Classes in a series form a logical occupational pattern and define the hierarchy of responsibility for that occupational group. We have one more logical grouping, that of grade. We bring together into a grade all classes, regardless of occupation, which are. of comparable responsibility. Hence grades form logical groups for the setting of pay scales.

# ADVANTAGES OF POSITION CLASSIFICATION

The movement for position classification started with the demand of equal pay for equal work. In the words of L.D. White, "The position classification plan of whole is the skeleton on which the personnel requirements of the services are build." Some of the advantages of position classification are as follows:

1. Classification leads to standardization of salaries on the principle of 'equal pay for equal work'.
2. Classification facilitates budget making. The budget office calculates salaries on the basis of class position of the employees.
3. Only under a classification plan salary could be determined keeping in mind the duties and responsibilities of an office.
4. The work of recruitment is greatly facilitated by position classification system. It provides a basis for determining recruitment procedures.
5. Position classification leads to uniformity of treatment in promotions. Employees know the lines of promotion and consequently the avenues of promotion are always discernible.



# RANK CLASSIFICATION

This type of classification is followed in Britain and India. This is the traditional way, in which public servants are classified in a hierarchical order according to their rank, in a sense, as in the case of the Army. The classification of the British "Treasury Classes" to which the Indian Public Services is a close parallel, is a good illustration of classification by rank system. Here the status and salary of a person are determined with reference to the service he/she is assigned after recruitment. For example, a person belonging to the Indian Administrative Service may serve either in the Secretariat, or in the field or in any Corporation, but he/she would be drawing the same salary and holding the same status in each case.

Modern position classification does not accept the traditional notion that environmental background and guttural educational attainment makes a person qualified enough to handle any and every kind of job In the government. It is thus a science of administrative specification and requires that specific skills'and knowledge be prescribed and accepted for each 'level', 'post' or 'position' in the public service.



Position classification thus tries to classify public service on the basis of a uniform job-language. In position classification, the main objective is to lay the foundation for equitable treatment for the public service employees by the accurate definition, orderly arrangement, and fair evaluation of positions of each employee in the public service. Whereas rank classification is based on job-performance in respect of a cluster of functional positions by a Group of people, with diverse qualifications/experience/aptitude but of same or similar rank, as in Army or India's cadre based services.

# CLASSIFICATION OF SERVICES IN INDIA DURING THE PRE-INDEPENDENCE PERIOD

- ▶ Classification of Services into Covenanted and Uncovenanted
  - ▶ Threefold Classification of Services as Recommended by Atchison commission
  - ▶ Changes brought about in the Classification of Services under the Government of
  - ▶ India Act, 1919
  - ▶ Recommendations of the First Central Pay Commission
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# CLASSIFICATION OF CIVIL SERVICES SINCE INDEPENDENCE

Civil Services, after Independence, have been categorized into three types—All India Services (common to both Centre & States), Central Services (for purely Central subjects) and State Services. The All-India Services, like the Central Services, are recruited and trained by the Central Government, but, for work, they are assigned to different States. They serve state governments and their service conditions are also governed by states, except that the disciplinary action against them can only be taken by the President of India in consultation with the UPSC. Frequently, they also serve the central government on deputation, and after a fixed tenure they are expected to return to their respective states.

The rules and regulations governing the new services are framed in consultation with state governments and the Union Public Service Commission (UPSC), the accordance with All-India Services Act, 1951. Art. 312 of the Constitution of India has constitutionalized the 'formation of Indian Administrative Service (IAS) and Indian Police Service (IPS)'. This was done on the eve of Independence as a result of the decision taken in Premiers' Conference in 1946. Later, Indian Forest Service was also included as the third All India Service.

# CENTRAL SERVICES

**a) The Civil Services of the Union are classified into four categories as follows:**

i) Central Services Class I: This category has services like Indian Foreign Service, Central Health Service, Railway Service, Central Secretariat Service etc.

ii) Central Services Class 11: This includes services like Central Secretariat Stenographer Service Grade I, Telegraph Engineering Service, Telegraph Traffic Service etc.

iii) Central Services Class 111: This comprises services like Central Secretariat Clerical Service, Post and Telegraph Accounts Service etc.

iv) Central Services Class IV: This category consists of peons, sweepers, gardeners etc.

## **b) General Central Service.**

Central civil posts of any class not included in any other Central Civil Service are deemed to be included in the General Central Service of the corresponding class and a government servant appointed to any such post is deemed to be a member of that service unless he /she is already a member of any other central civil service of the same class.

# STATE CIVIL SERVICES

These are services exclusively under the jurisdiction of the state government, and primarily administer the state subjects. However, in recent years, 33–113% of posts in the All-India Services are filled by promotion from the State Civil Services and 15% of these 33–113% quota from other State Services.

This triple scheme of services viz., All-India, Central and State, somewhat reflects the constitutional pattern of concurrent 'subjects, union subjects and state subjects. This is a unique feature of the federal system in India which is not found elsewhere.