

KNOW YOUR MINISTRY

INDUCTION MODULE



भारत सरकार

Department of xxx

Government of India

List of Acronyms

Abbreviation	Full Form
xxx	Xxx

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Version Control

<Version control table provides historical data about each update made to a document>

Version Control			
Version	Author	Date	Changes
0.1			
0.2			

Objectives of the Induction Manual

<Add objectives such as reference material providing an orientation to the new employees, documentation of key information relevant to the new employee>

Scope of induction manual

<Add scope of manual: Adapt to new culture, understand the department, its divisions and functions>

Scope of Implementation

<Add the extent of coverage: For new employees/ appointees at all levels in all positions>

1. Ministers in the Ministry/ Department

1. Cabinet Minister

S. No.	Name of the Minister	Period	
		From	To
1.			

(OR)

1. Minister of State (Independent Charge)

S. No.	Name of the Minister	Period	
		From	To
1.			

2. Minister of State

S. No.	Name of the Minister	Period	
		From	To
1.			

2. List of Secretaries in the Ministry/ Department

S. No.	Name of the Secretary	Period	
		From	To
1.			
2.			
3.			
4.			
5.			
6.			
7.			

3. Mandate

<Mention the Mandate of the ministry/department>

4. Vision, Mission and History of the Ministry/ Department

4.1. Vision

<Mention the Vision of the ministry/department>

4.2. Mission

- Mention the details
- ...

4.3. History

- Mention the brief history, context and purpose of setting up the Ministry/Department
- ...

5. Organizational setup

<Provide details on the following>

- Headed by a Secretary
- Number of Joint Secretaries
- Name of the functional Divisions and formations thereunder.

6. Ministry/ Department – An overview

6.1. Brief Profile

<Provide a brief history of the Ministry/ Department>

6.2. Services

1. National Priorities

<How the MDO contributes to National Priorities and now and in the future>

2. Emerging Technologies

<The potential impact of challenges surfacing due to the key technology trends emerging within the relevant sector in which the MDO operates>

3. Citizen Centricity

<The MDO's key citizen centric governance objectives such as transparent and efficient public service delivery, hassle free citizen experience, representation of citizen interests and inclusion of citizen inputs during policy/ scheme formulation, stability and continuity of various citizen centric schemes, maintaining smooth and effective grievance redressal mechanisms, participatory governance and so on.>

6.3. List of attached offices/ Subordinate offices/ Autonomous Bodies/ Public Sector Undertakings/ Other Organizations under the Ministry/ Department

<Add India map/ Network map showing the geographical location of Attached offices/ subordinate offices/ Autonomous bodies/ Public Sector Undertakings and other organizations under the Ministry>

<May also add the address and contact details of the attached offices in a separate table>

7. Work allocated to the Ministry/ Department in accordance with Allocation of Business Rules, 1961

8. Functions of Divisions/ Sections/ Cells/ Units

8.1. Name of the Division/ Section/ Cell/ Unit

<Repeat this section multiple times based on the number of Divisions in the Ministry/ Department>

8.1.1. Work/Activities/ Functions being undertaken by the Division/ Section/ Cell/ Unit

The brief functions of the section are as under:

8.1.2. Sanctioned Strength

Sl. No.	Group/ Designation	Sanctioned Strength
1.		
2.		
3.		
4.		
5.		
6.		
7.		

8.1.3. Officials and Staff details

Designation	AS	JS	Dir	DS	US	SO	ASO
Name							
Email							
Contact							

9. Organizational Chart of the Ministry/ Department

