

Vol II Issue XII Jan 2013

Impact Factor : 0.2105

ISSN No : 2230-7850

---

Monthly Multidisciplinary  
Research Journal

# *Indian Streams Research Journal*

Executive Editor

Ashok Yakkaldevi

Editor-in-chief

H.N.Jagtap

---

**IMPACT FACTOR : 0.2105**

**Welcome to ISRJ**

**RNI MAHMUL/2011/38595**

**ISSN No.2230-7850**

Indian Streams Research Journal is a multidisciplinary research journal, published monthly in English, Hindi & Marathi Language. All research papers submitted to the journal will be double - blind peer reviewed referred by members of the editorial Board readers will include investigator in universities, research institutes government and industry with research interest in the general subjects.

### ***International Advisory Board***

Flávio de São Pedro Filho Federal University of Rondonia, Brazil	Mohammad Hailat Dept. of Mathmatial Sciences, University of South Carolina Aiken, Aiken SC 29801	Hasan Baktir English Language and Literature Department, Kayseri
Kamani Perera Regional Centre For Strategic Studies, Sri Lanka	Abdullah Sabbagh Engineering Studies, Sydney	Ghayoor Abbas Chotana Department of Chemistry, Lahore University of Management Sciences [ PK ]
Janaki Sinnasamy Librarian, University of Malaya [ Malaysia ]	Catalina Neculai University of Coventry, UK	Anna Maria Constantinovici AL. I. Cuza University, Romania
Romona Mihaila Spiru Haret University, Romania	Ecaterina Patrascu Spiru Haret University, Bucharest	Horia Patrascu Spiru Haret University, Bucharest, Romania
Delia Serbescu Spiru Haret University, Bucharest, Romania	Loredana Bosca Spiru Haret University, Romania	Ilie Pintea, Spiru Haret University, Romania
Anurag Misra DBS College, Kanpur	Fabricio Moraes de Almeida Federal University of Rondonia, Brazil	Xiaohua Yang PhD, USA
Titus Pop	George - Calin SERITAN Postdoctoral Researcher	Nawab Ali Khan College of Business Administration

### ***Editorial Board***

Pratap Vyamktrao Naikwade ASP College Devrukh,Ratnagiri,MS India	Iresh Swami Ex - VC. Solapur University, Solapur	Rajendra Shendge Director, B.C.U.D. Solapur University, Solapur
R. R. Patil Head Geology Department Solapur University, Solapur	N.S. Dhaygude Ex. Prin. Dayanand College, Solapur	R. R. Yalikar Director Managment Institute, Solapur
Rama Bhosale Prin. and Jt. Director Higher Education, Panvel	Narendra Kadu Jt. Director Higher Education, Pune	Umesh Rajderkar Head Humanities & Social Science YCMOU, Nashik
Salve R. N. Department of Sociology, Shivaji University, Kolhapur	K. M. Bhandarkar Praful Patel College of Education, Gondia	S. R. Pandya Head Education Dept. Mumbai University, Mumbai
Govind P. Shinde Bharati Vidyapeeth School of Distance Education Center, Navi Mumbai	Sonal Singh Vikram University, Ujjain	Alka Darshan Shrivastava Shaskiya Snatkottar Mahavidyalaya, Dhar
Chakane Sanjay Dnyaneshwar Arts, Science & Commerce College, Indapur, Pune	G. P. Patankar S. D. M. Degree College, Honavar, Karnataka	Rahul Shriram Sudke Devi Ahilya Vishwavidyalaya, Indore
Awadhesh Kumar Shirotriya Secretary, Play India Play (Trust),Meerut	Maj. S. Bakhtiar Choudhary Director,Hyderabad AP India.	S.KANNAN Ph.D , Annamalai University,TN
	S.Parvathi Devi Ph.D.-University of Allahabad	Satish Kumar Kalhotra
	Sonal Singh	

**Address:-Ashok Yakkaldevi 258/34, Raviwar Peth, Solapur - 413 005 Maharashtra, India  
Cell : 9595 359 435, Ph No: 02172372010 Email: ayisrj@yahoo.in Website: www.isrj.net**



## PERSONNEL AGENCY IN INDIA – A CASE STUDY OF CENTRAL

**BHEEMSINGH K. RATHOD AND SHOBHADEVI R.**

Hindi master, GHS KSRP, Gulbarga,  
Assistant Professor, Dept. of. Political Science, Govt. College, Gulbarga, Karnataka

### **Abstract:**

*In modern times, we feel the need for creation of separate personnel departments in most of the organizations to manage the human element. Managing the human component is the central and most important task, it and all depends on how well this is done. Some of the arguments, which justify the separate existence of a personnel department, are discussed below:*

### **ADMINISTRATIVE FACTORS**

In recent years, there has been great expansion and diversification of personnel activities in most organizations. To ensure the optimum utilization of personnel, it is important to provide them a congenial environment and look after their needs scientifically. From time to time the management has to tackle problems posed by individual members, usually of a personal, domestic or disciplinary nature. All the issues pertaining to employees either in their individual capacity or groups can be dealt with conveniently and scientifically, if there is a separate department of personnel directly under the supervision and control of the chief executive.

### **ECONOMIC RELEVANCE**

Experience has shown that the operations of personnel management will be less expensive if concentrated in a single department as compared to scattered arrangements to deal with separate activities. It would also require a lot of coordination if there are various sections dealing with personnel to ensure good results, which would be very costly.

### **PSYCHOLOGICAL BENEFIT**

The existence of a separate department would help the employees to develop a spirit of togetherness as all their issues are being examined in one department.

### **COMPREHENSIVE DEALINGS**

Since all the records about an employee are maintained in a single department, it would be very easy to decide the issues of individual members quickly. This would raise the morale of the employees as they would not have to waste their energies in unproductive activities.

### **MANAGING NEW TASKS**

Administration is tending to become more and more specialized, technical and scientific. The current administrative situation, as stated in the ARC report, may be summed up in the following terms:

Title : PERSONNEL AGENCY IN INDIA – A CASE STUDY OF CENTRAL Source: Indian Streams Research Journal  
[2230-7850] BHEEMSINGH K. RATHOD AND SHOBHADEVI R. yr:2013 vol:2 iss:12

(a) Administration, particularly at higher levels, has ceased to be merely regulatory. It is directly involved in the formulation of policies and implementation of tasks concerned with social welfare and economic growth. There are specific tasks to be performed, particular projects and programs to be carried. Thus, new areas of administration have emerged and they call for new and special knowledge and techniques.

(b) Even in the field of regulatory administration, the increase in the volume of work and the emergence of new problems consequent upon activities such as increasing industrialization, urbanization and the growing social awareness of the community have created difficult problems, which require careful and expert handling.

(c) Science and technology in this nuclear age have projected new tasks for administration. Besides, these and other specializations like the economic and the social sciences have also acquired an important bearing on government decisions and policies.

(d) The enormous growth of personnel has rendered it necessary to devise special measures for ensuring that each member of the public service gives the best that he is capable of.

All these new trends can be handled by a department of personnel to ensure effective channelization. Thus, we can say that the personnel department is a specialized staff department to advise and assist line management officials to formulate policies and procedures and employ skills to optimize the use of personnel. Its *raison d'être* is the reduction of departmentalism and politicization. In its absence, the operating agencies will go their own ways.

## FUNCTIONS OF PERSONNEL AGENCY

### Formulating Personnel Policy

The first important task of any central personnel agency is to ensure the formulation of a good policy based on internal and external sources, research studies and special investigations. Personnel policy is the heart of personnel management. A good personnel policy would ensure the equity, uniformity and consistency, in dealing with personnel issues: By establishing 'ground rules' for administration, personnel policy helps to avoid confusion and misunderstanding as well as reduce the effects of pressures upon management. The policy should ensure job satisfaction among employees. An organization with a personnel policy can function more democratically. The policy must be such as to ensure the co-operation of the employees and not leave room for coercion.

### Estimation of Current and Future Manpower Recruitments

It is responsible for recruitment planning, policy and research, running of centralized recruitment operations and selection processes. It determines future staffing requirements to meet the objectives of the service in the most effective and economical way, and ensure that suitable staff are recruited, trained and retrained to fulfill these objectives.

### Research

It undertakes research in aspects of public personnel such as recruitment, reporting and training techniques, appraisal, interview, job-satisfaction, and manpower wastage. It also takes up follow-up programs in these areas.

### Maintenance of Records

It maintains and develops personnel records and information systems and provides a common service to various departments, in the form of statistics relating to the manpower.

### Development and Deployment

It ensures that the development and deployment of all groups of staff are achieved in such a way that the staff individually and in groups make their best contributions to meet the changing needs of the service.

### Encouraging Effective Communication at All Levels

It develops effective communication; consultation and relations between all parts and staff of the organization, and helps to design and develop procedures for the resolution of personnel and institutional differences e.g., by means of joint consultation.

### Provision of Physical and Financial Environment

It provides the organizational structures and working environment most suitable for the successful performance of tasks. It also determines the conditions of service.

### Designing Appraisal Systems

It develops appraisal plans to facilitate the career development of personnel. The field of personnel resembles a lightning rod, attracting the tensions and human conflicts that abound in the organization and the community. If professionally handled, these challenges can be constructive and not a destructive force in the life of the organization.

### Human Resource Accounting and Audit

The latest function, which must be carried out by personnel departments, is Human Resource Accounting. Since it is a new activity, we may deal with it in more detail.

Human Resource Accounting and Audit is the term used to describe the accounting methods, systems and techniques, which coupled with special knowledge and ability, assist personnel management in the evaluation of personnel in financial terms. In other words, it is the measurement of the cost and value of people, for the organization.

### STAFFING OF PERSONNEL DEPARTMENTS

Proper implementation of these functions would depend upon the staffing of the personnel department and units. It goes without saying that unless the significance of the personnel function is appreciated by the chief executive and other top personnel in the organization, and unless the key personnel positions are filled with experienced, knowledgeable, professional, staff members, the objectives for, which personnel departments are established may not be achieved.

It must be clearly understood that personnel departments are to function as staff agencies for line departments. Although Departmental heads retain final responsibility for their own staff, yet, due to the increasing complexity of the work, they would and should like to look upto personnel department for specialist advice or service. In brief, we can say that personnel administration is a line management responsibility and not a staff function.

### REFERENCES

- 1.Jain, R. B., Public Services in a Democratic Context, New Delhi, IIPA, 1983.
- 2.Maheshwari, Shriram, Administrative Theory: An Introduction, New Delhi, McMillan, 1998.
- 3.Mansukhani, H. L., Corruption and Public Servants, New Delhi, Vikas, 1979.
- 4.Mathur, Kuldip, Bureaucratic Response to Development: A Study of Block Development Officers in Rajasthan and Uttar Pradesh, Delhi, National, 1972.
- 5.Mehta, Prayag, A Psychological Strategy for Alternative Human Development: India's Performance Since Independence, New Delhi, Sage, 1998.
- 6.Mishra, B. B., Government and Bureaucracy in India: 1947-76, Delhi, Oxford University Press, 1986.
- 7.Mukherji, Bijay Bihari, Administrative Problems of India: Corruption, in Public Administration and its Remedies, Calcutta, Judgabri Sahitya Chakra, 1948.
- 8.Pai Panandikar, V. A., Personnel Systems for Development Administration, Bombay, Popular Prakashan, 1966.
- 9.Pandey, J. N., Constitutional Law of India, Delhi, Central Law Agency, 1989.
- 10.Pattanayak, Biswajeet, Human Resource Travel, New Delhi, Wheeler Publishing, 1998.
- 11.Peter Self, Administrative Theories and Politics, London, George, Allen and Unwin, 1977.
- 12.Pigour Paul, Charles A, Myers and F. T. Malm, Management of Human Resources, Bombay, Himalaya, 1979.

**PERSONNEL AGENCY IN INDIA – A CASE STUDY OF CENTRAL**



13.Planning Commission, GOI as Knowledge Superpower, Strategy for Transformation, Task Force Report, New Delhi, June, 2001.

14.Pollit C., Managerialism and the Public Service: The Anglo American Experience, Oxford, Blackwells, 1990.

# Publish Research Article International Level Multidisciplinary Research Journal For All Subjects

Dear Sir/Mam,

We invite unpublished research paper.Summary of Research Project,Theses,Books and Books Review of publication,you will be pleased to know that our journals are

## Associated and Indexed,India

- ★ International Scientific Journal Consortium      Scientific
- ★ OPEN J-GATE

## Associated and Indexed,USA

- Google Scholar
- EBSCO
- DOAJ
- Index Copernicus
- Publication Index
- Academic Journal Database
- Contemporary Research Index
- Academic Paper Databse
- Digital Journals Database
- Current Index to Scholarly Journals
- Elite Scientific Journal Archive
- Directory Of Academic Resources
- Scholar Journal Index
- Recent Science Index
- Scientific Resources Database

Indian Streams Research Journal  
258/34 Raviwar Peth Solapur-413005,Maharashtra  
Contact-9595359435  
E-Mail-ayisrj@yahoo.in/ayisrj2011@gmail.com  
Website : www.isrj.net