

**CLASS:** SS2  
**SUBJECT:** GOVIC  
**WEEK:** 9  
**TERM:** FIRST

## **CIVIL SERVICE**

The civil service is a body or department in the executive arm of government responsible for the planning and implementation of the policies and programmes of the government. The civil service performs purely administrative and executive functions which entail formulation and implementation of government policies.

The civil service is divided into department and each department is headed by a minister or commissioner who serves as both political and executive. The public co-operations, the police, armed forces etc, are not part of the civil service but public service in terms of condition of service.

## **CHARACTERISTICS OF THE CIVIL SERVICE**

1. **Permanence:** It is essentially a permanent government institution that does not change with the government that created it.
2. **Neutrality:** The workers in service are not expected to engage themselves in partisan politics unless they resign their appointment.
3. **Anonymity:** A civil servant is not expected to reveal any secret or speak to the press except he is being authorized to do so.
4. **Impartiality:** The civil servants are expected to be fair and just to any government or power.

## **THE STRUCTURE OF THE CIVIL SERVICE**

1. **Administration Class:** This is the highest class or cadre, they mostly Director Generals or permanent secretaries. Deputy Director Generals, principal officers etc. they involved in policy making, advising the ministers in other areas of administration.

2. **The Executive class**: This class includes senior executive officers/Assistant executive officers etc. they are responsible for the implementation of the policies of government.
3. **The professional class**: they are mainly recruited as professionals of different category for example, lawyer, doctors, engineers etc.
4. **The clerical class**: They are school certificate holders and are mostly clerical officers. They are Clerical assistants, typist etc. They are involved in routine works like moving of files from one desk to the other etc.
5. **Messengerial or Auxillary class**: They are mostly cleaners messenger, drivers etc.

### **FUNCTIONS OF THE CIVIL SERVICE**

1. **Formation of Policies**: The civil service especially the administrative class supply the necessary information based on their rich experience acquired over the years.
2. **Policy Execution**: The civil service ensures that the policies made are executed
3. **Preparation of the Budget**: It prepares the government yearly statement of expected income and expenditure.
4. **They draft bills**: These bills are prepared by some experts in the ministry of justice. The executive presents these bills to the legislature etc.

### **THE CIVIL SERVICE COMMISSION**

The civil service commission is an independent body set up by the government charged with the responsibilities for employing, promoting, disciplining, dismissing civil servants. This body is made up of a chairman/Secretary General and some other members are appointed by the president or governor for a period of five years.

### **ASSIGNMENT**

What is the major difference between a public servants and a civil servant?