

A Scheme of Amalgamation was worked out in 1951 under which the Offices of most of the Heads of Departments were amalgamated with the corresponding Secretariat Departments. It was contemplated then that the two ministerial Department cadres, one of the office of Head of the Department and the other of the Secretariat Department would in course of time be amalgamated into a single cadre and that the technical officers of the Heads of Departments will all become officers of one and the same department, functioning within their own spheres in respect of the duties assigned to them. Thus, the single combined ministerial cadre in an amalgamated Secretariat Department was intended to serve the officers of Heads of Departments to whom all cases should be submitted in the first instance, as well as the Secretariat Officers, for further examination of a case, or for putting up drafts after final orders could be obtained. The Scheme was an experimental basis from 1951 to the end of the year 1955. At the end of the year 1955 at a Meeting of Secretaries the working of these amalgamated departments was reviewed and the general opinion expressed was that the Scheme had proved a success. The Scheme was accordingly made permanent with effect from the 1st January, 1956, *vide* O. and M. Section memo. no. 308, dated the 10th January, 1956. Occasionally there have been complaints about the working of the Scheme. It has, however, been observed that if the two sets of officers in an amalgamated department perform their duties in utter friendliness and common purpose and if even the dissenting notes on the files are in polite language, and to the point, there is no reason why there should be any friction anywhere.

The Secretary to Government in an amalgamated Secretariat Department is in overall charge of the office and he shares this responsibility with the Head of the Department. Files are initially submitted by the ministerial staff to the gazetted subordinates of Head of the Department. Cases requiring routine orders of Secretariat Officers are channelled from the Technical gazetted officers under the Heads of the Departments to the D. S. or U. S. required to deal with the cases. Important and policy cases are submitted after full examination by the ministerial staff and the Technical gazetted subordinates to the Head of the Department who endorses the case with his comments direct to the Secretary to Government or the Additional, Joint or Deputy Secretary authorised to obtain orders of Government in the Department. If the Secretary or equivalent officer who puts up cases to Government feels that further examination by Secretariat Officers is necessary, he may endorse the case to the D.S. or U.S. under him for such examination. Where the Under-Secretary or Deputy Secretary, irrespective of whether the Deputy Secretary obtains orders of Government direct or through Secretary or Joint Secretary, differ sharply with the views of the Head of Department, their comments should generally be recorded on routine sheets which should be for the assistance of the Secretary or Additional or Joint Secretary only. Even in the department which is not amalgamated, proposal of the Head of Department should not be turned down without obtaining orders of the Minister, and the Head of Department may, if he so wishes place his views before the Minister in presence of the Secretary [*vide* rule 1.3(b) (vi) of the Secretariat Instructions]. This applies to amalgamated departments also.

As regards issue of orders from the amalgamated Secretariat Departments, two sets of orders are contemplated, namely, orders under the delegated powers of Heads of Departments, and those passed at the secretariat or Ministers' level. While in the first set of cases orders issue under authority of the Head of Department under his signature or the signature of any of his gazetted subordinates, in the latter set of cases orders issue under the authority of Government under the signature of the Secretary or the Additional, Joint, Deputy, Under or Assistant Secretary.

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Memo. no. OM/R2-107/55A—308, dated the 10th January, 1956, from the Chief Secretary to the Government of Bihar, to all Departments of Government.

During the past few years portions of the Secretariat Departments have been amalgamated with the offices of the corresponding Heads of Departments with a view to cut out the examination of proposals sent by the Heads of Departments to Government by ministerial staff. This scheme was introduced as an experimental measure on a temporary basis. It has now been decided that the scheme

should be placed on a permanent footing with effect from the 1st January, 1956. A list of amalgamated departments is attached.

2. Secretariat scales of pay will be allowed to all assistants in the amalgamated departments who are at present borne on the cadres of the Heads of Departments. Future recruitment will be made on the Secretariat scales of pay.

3. The ratio of the number of upper division posts to lower division posts will be 1 : 2.

4. One selection grade post will be admissible for every eight assistants both lower and upper divisions. There should only be two selection grades—upper division class I. and upper division class II—and the distribution of selection grade posts, between the two grades will be as in the unamalgamated Secretariat offices.

5. The standard for staffing will be 1,500 receipts a year for each dealing assistant.

6. All the assistants working in an amalgamated department will now form a joint cadre and promotion will be allowed according to seniority and merit irrespective of the fact whether an assistant was previously borne on the cadre of the Secretariat or on that of a Head of the Department.

7. The seniority of lower division assistants on the combined cadre will be determined by the year of their allotment by the Finance Department, and the seniority *inter se* of the lower division assistants of the same batch, by the order of merit obtained in the list of the successful candidates of their batch.

8. The seniority of assistants of upper division class III will be determined by the date of appointment to this grade on a substantive or continuous officiating basis, whichever is earlier.

The same principle will apply to the fixation of seniority in the selection grades and for this purpose the following grades will be regarded as equivalent grades :—

Secretariat.		Heads of the Department	
Rs. 250—10—300	Rs. 200—10—250	
		Rs. 250—10—300.	
Rs. 325—15—400	—	}	Rs. 300—10—350.

9. A Committee of the Secretaries will be set up to deal with the cases in which the application of the foregoing principle is likely to cause serious anomaly or injustice. In such cases the assistants affected will have to submit representations for consideration of the Committee within three months of the circulation of the provisional gradation list.

10. After the strength of assistants of each amalgamated department has been fixed in accordance with the revised standard and a combined gradation list drawn up, the assistants will be adjusted against the posts in the combined cadre. The pay of an assistant at present borne on the cadre of a Head of Department will be adjusted in the new scales of pay at a stage higher than the pay drawn by him in his existing scale on a substantive or temporary basis.

11. An assistant who is officiating in a higher grade will not be reverted to a lower grade on account of his low seniority in combined cadre in favour of another assistant, who may be placed higher in the combined list.

12. The assistants of the amalgamated department will henceforth have to pass in the paper on the "Secretariat Instruction and the Rules of Executive Business" also before they will be declared to have passed the Upper Division Department Examination.

13. The Record Keeper, the Assistant Record Keeper and the Technical Assistant in the State Central Records Office (a branch of the Political Department) will also be allowed the Secretariat scales of pay.

14. This scheme will come into force from the 1st January, 1956, and the seniority of the assistants will also be fixed with regard to their positions and pay as existing of that date.

15. The raising of the standard may result in some of the existing staff becoming surplus in certain departments; but there will be no retrenchment of the existing hands. The excess staff, if any, will be adjusted against the future vacancies arising out of retirements, resignations, discharge, etc. Memo. no. OM/R2-107/56A-308, dated the 10th January, 1956, by the Chief Secretary to the Government of Bihar.

Copy forwarded to the Finance Department* (Budget Branch for information and communication to the Accountant-General, Bihar.

LIST OF HEADS OF DEPARTMENTS WHOSE OFFICES FUNCTION AS AMALGAMATED DEPARTMENTS OF GOVERNMENT.

1. State Transport Commissioner,
2. Director of Health Services,
3. Inspector-General of Prisons.
4. Director of Agriculture.
5. Director of Public Instruction.
6. Director of Animal Husbandry.
7. Labour Commissioner.
8. Excise Commissioner.
9. Inspector-General of Registration.
10. Chief Engineer (Roads and Buildings).
11. Chief Engineer, Irrigation.
12. Chief Engineer, Public Health Engineering.
13. Chief Engineer, Electricity.
14. Cane Commissioner.
15. Director of Gram Panchayats.
16. Director of Public Relations.
17. Director of Industries (including Cottage Industries).
18. Registrar, Co-operative Societies.
19. Relief and Rehabilitation Commissioner (including the Office of the Custodian of Evacuee Property).
20. Commissioner of Commercial Taxes.
21. Director of Waste Land Reclamation.
22. Director of Land Acquisition.
23. Chief Electoral Officer.

IV-2. PRINCIPLES ON PROMOTION OF MINISTERIAL OFFICERS TO GAZETTED POST.
No. OM/M-1026/57CS-7216, dated Patna, the 6th September, 1957, from the Chief Secretary to the Government of Bihar, Cabinet Secretariat (Organisation and Methods Section). to the Secretary Patna Secretariat Ministerial Officers' Association.

With reference to your letter no. 4, dated the 14th May, 1957, I am directed to say that the principles on which promotions of Ministerial Officers to gazetted posts are allowed have been explained