

बिहार सरकार

कार्मिक विभाग

(संघटन एवं पद्धति प्रशाखा)

सेवा में,

सरकार के सभी विभाग/विभागाध्यक्ष (सचिवालय से संलग्न)।

पटना, दिनांक 25 जून, 1977।

विषय :—टिप्पणी अधिसूचना आदि में पदाधिकारी के हस्ताक्षर के नीचे हस्ताक्षरी के नाम का अंकन।

महोदय,

निदेशानुसार अधोहस्ताक्षरी को कहना है कि ऐसे बहुतेरे दृष्टान्त दृष्टि में आये हैं जहाँ गजट में प्रकाशित अधिसूचना के नीचे पदाधिकारी के पदनाम के ऊपर उनके नाम छापे नहीं गये हैं, बल्कि मुद्रणालय द्वारा पदाधिकारी के हस्ताक्षर से उनके नाम का पता न चलने के कारण नाम की जगह शब्द “अस्पष्ट” (Illegible) छापा गया है। सरकारी लिखत (instruments) के प्रमाणीकरण के लिए प्रमाणीकृत करनेवाले पदाधिकारी का नाम सुस्पष्ट रहना चाहिये। अतएव यह जरूरी है कि जब कभी कोई अधिसूचना निर्गत की जाय प्रमाणीकृत करनेवाले पदाधिकारी के हस्ताक्षर के नीचे उनके पूरे नाम को अंकित किया जाय; ताकि पदाधिकारी की पहचान उससे हो सके। इस प्रसंग में सचिवालय अनुदेश के नियम 6 (44) की ओर ध्यान आकृष्ट किया जाता है।

2. प्रायः यह भी पाया जाता है कि संचिका में अभिलेखित टिप्पणी के नीचे पदाधिकारी का हस्ताक्षर अस्पष्ट रहता है, यद्यपि सचिवालय अनुदेश के नियम 6.16 में यह उपबंधित है कि राजपत्रित पदाधिकारी अपने हस्ताक्षर में पूरा नाम साफ-साफ लिखेंगे। इस नियम का पालन अधिकतर नहीं किया जाता है। अतएव टिप्पणी में पदाधिकारी के हस्ताक्षर के नीचे अनिवार्यतः उनका नाम कोष्ठक में टंकित या हाथ से ही अंकित कर देना चाहिये।

3. उपर्युक्त अनुदेश कृपया सभी पदाधिकारियों एवं सहायकों को संसूचित कर दिया जाय।

(शरण सिंह)

मुख्य सचिव, बिहार।

VI—1 SANCTION OF STAFF.

24 (i)

Letter no OM/R-2023/57—2022, dated the 24th February 1958, from the Chief Secretary to the Government of Bihar, to the Development Commissioner/all Secretaries to Government/Deputy Secretary, Political Department/Deputy Secretary, Appointment Department.

As you are aware the financial position of the State is far from satisfactory and the departments of Government will need to make concentrated effort for a number of years by practising economy in expenditure before the finances are rehabilitated. As a measure towards rehabilitation it has been decided that for the next three years the work of the departments in Secretariat and attached offices should be carried on with the existing staff and that no new posts should be created. It has also been decided that—

- (a) no new gazetted post either permanent or temporary should be created unless the creation of such a post is considered absolutely essential. The question whether the creation of a post in any department is essential shall be decided by a Sub-Committee consisting of the Chief Secretary, the Development Commissioner, the Finance Secretary and the

Secretary to Government in the department concerned before the proposal is referred to the Finance Department for concurrence or is submitted for the consideration of the Council of Ministers. This Sub-Committee may also review the existing position in respect of the superior staff in the departments whether the existing number of superior posts is not in excess of requirements;

(b) from the beginning of 1958 no new posts of ministerial officers either temporary or permanent should be created in the departments for the next three years unless such posts are considered unavoidable for the efficient working of the departments. For the next three years the requirement for any unavoidable increase in the number of ministerial posts should be calculated on the basis of 1,500 receipts per assistant per year for the department as a whole in all departments except in departments where the existing yardstick is already higher. If posts are considered essential after calculation on the basis of the above yardstick, the proposal should be examined first by a Sub-Committee consisting of the Deputy Secretary of the department concerned, and Under-Secretary of the Finance Department and the Deputy Organisation and Methods Officer. Their joint recommendations will thereafter be considered by the Sub-Committee mentioned in (a) above, before the proposal is referred to the Finance Department for their consideration and concurrence;

(c) it has been considered that the messenger service (peons) in the Secretariat and attached offices has been provided for on a liberal scale. The Deputy Organisation and Methods Officer has been asked to examine whether the scale on which peons are provided to officers and the departments cannot be reduced to a reasonable standard. While it is not the intention that existing incumbents of posts should be discharged, no new posts of peons should be created except where a new office has to be started, or an additional post of a gazetted officer has been sanctioned.

Memo, no. OM/R-2023/57-CS—2022, dated the 24th February 1958, by the Chief Secretary to the Government of Bihar.

Copy forwarded to all departments of the Secretariat and attached offices for information and necessary action.

24(ii)

Memo. no. OM/M-R206/58—2405, dated the 8th March 1958, from the Chief Secretary to the Government of Bihar, to all departments of Government including amalgamated Departments,

SUBJECT.—Basis for sanction of temporary and permanent staff.

The undersigned is to refer to the orders issued in the Organisation and Methods Section memo. no. OM/EI-203/55-A—10898, dated the 28th December 1955, in which it was recommended that all temporary posts of assistants, etc., which had been in existence for three years or more and which were likely to be retained for an indefinite period should be made permanent. Orders also issued in O. and M. Section memo. no. OM/R-2-107/56-A—308, dated the 10th January, 1956, prescribing the standard for staffing the amalgamated departments of the Secretariat. It is hoped that by this time each department has sanctioned the complement of staff justified by the yardstick fixed for each department of the Secretariat and that by far the larger number of temporary posts have been made permanent. In sanctioning staff on the revised yardstick the impact of the Second Five-Year Plan had also been kept in view. It should not, therefore, ordinarily be necessary for some time to sanction additional staff in the Secretariat. Orders have already issued in O. and M. Section letter no. OM/R-2023/57—2022, dated the 24th February, 1958, that for the next three years no new posts of ministerial officers, permanent or temporary, should be created and that the Secretariat should work with the existing staff during

the period. It has further been ordered that if the creation of a new post either temporary or permanent becomes unavoidable the staff requirements during the period of these three years should be calculated on the basis of 1,500 receipts per assistant per year in all departments of Secretariat except in departments where the yardstick is already higher.

2. Where however such extra staff is found to be necessary according to the revised yardstick the usual criteria which are re-stated below should be strictly followed before the proposal is forwarded to the Organisation and Methods Section of the Cabinet Secretariat for concurrence :—

- (a) Proposals for sanction of temporary staff of any category which is considered essential for the efficient working of the departments should be based on the receipt or issue figures of a whole year. Temporary staff should not, ordinarily, be sanctioned on the basis of figures for any period of less than a year; nor on the basis of anticipated figures of receipts or issues except when a new office has to be started, or when a new and specific addition has to be made to an existing office.
- (b) Proposals for conversion of temporary posts to permanent ones should be based on the average figures of receipts or issues of the preceding three years. The departments of the Secretariat have sanctioned permanent staff of each category based on the figures of receipts and issues up to the year 1956. No additional permanent posts should be sanctioned until the average figures for the years 1957, 1958 and 1959 are known. When permanent staff has been obtained on the basis of average figures of receipts or issues of a given period of three years, the department should wait till the average figures of a subsequent period of three years is available, which will show if any addition to the permanent strength of the office will be required.

These criteria are principles of permanent application and shall continue to be applicable even after 1959.

VI—2 FIXATION OF REVISED STANDARD FOR ASSISTANT IN THE SECRETARIAT AND OFFICES OF THE HEADS OF DEPARTMENTS.

25 (i)

Memo. no. OM/R1-4022-51A—46, dated Patna, the 5th January 1953, from the Chief Secretary to the Government of Bihar, Appointment Department (Organisation and Methods Section), to all Departments of Government.

SUBJECT.—Fixation of revised standards for assistants in the Secretariat and offices of Heads of Departments.

The undersigned is directed to refer to memo. no. OM/R1-4002/51A—10158, dated the 2nd November, 1951, from the Organisation and Methods Section in which standards for staffing were fixed for the Secretariat and offices of heads of departments. The State Government have now decided that the following kinds of receipts should not be diarised and should not be taken into account for the purpose of calculation of the number of assistants and routine clerks :—

1. Notices for circulation from other departments and heads of departments, e. g., notice of auction sale, wanted notice inviting applications for posts, etc ,
2. Journals, gazettes, periodicals, newspapers, printed pamphlets, trade advertisements, catalogues and printed proceedings of the Legislature and printed literature of similar nature received without any covering letter.