

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.

3. Summary of news and press notes sent by the Director of Public Relations to various departments unless any action to be taken is indicated by the officer perusing them.
 4. Requisitions for repairs to typewriters, use of the Conference Room, etc., sent from the one department to another.
 5. Newspaper cuttings received from the Director of Public Relations or the D. I. G., C. I. D. on which the officer perusing the cuttings has not indicated any action to be taken.
 6. Invitation cards and letters.
 7. Notices from the Secretariat athletic club and the Secretariat canteen.
 8. Papers emanating from inside the department itself, e. g., requisitions for stationery, repairs to cycles, clocks, furniture, supply of liveries, umbrellas, etc.
 9. Gazetted notifications sent to the Director of Public Relations for publication in the press.
2. Reminders should be entered in the appropriate columns of the diary registers but not counted for the purpose of staffing.
3. Files endorsed to Secretariat officers by the heads of departments and the officers under them in the amalgamated department should not be entered in the U. O. I. Register.
4. Letters wrongly addressed to a department or letters on which no noting is done should not be diarised in the receiving department if they are to be transferred to another department. Such letters will be diarised only in the appropriate department.
5. If letters are transferred from one section to another in the same department, they should be diarised in that section only in which they are dealt with and not in the section which originally received them. If, however, they were diarised in the section which received them originally, the diary numbers should be scored through for the purpose of staffing.
6. The Cabinet Section will diarise all letters received by them even if they are transferred to other departments, as in many cases they have to pursue the receipts.
7. In addition to the assistants admissible on the number of receipts each department will now be entitled for doing office establishment work to one assistant if the number of gazetted officers, and ministerial staff including section heads, assistant recorders, routine clerks, record suppliers, typists and peons exceeds 15 and to two assistants if their number is appreciably more than 30. No department will be entitled to more than two assistants for doing office establishment work.
8. The Heads of Departments concerned may be informed accordingly.

25 (ii)

Memo. no. OM-E1-203/56A—4781, dated Patna, the 4th May 1956, from the Chief Secretary to the Government of Bihar, Appointment Department (Organisation and Methods Section), to all Departments of Government.

In the Appointment Department (Organisation and Methods Section) memo. no. OM/E1-203/55A—10898, dated the 28th December, 1955 and OM/E1-203/55A—553, dated the 17th January, 1956, Departments of Government were requested to consult the Organisation and Methods Section of Appointment Department and the Finance Department before a temporary post either gazetted

of non-gazetted in the offices of the Secretariat, and in the attached offices was made permanent. Some Departments are, however, referring to the Organisation and Methods Section proposals also for conversion of temporary posts in mufassil Offices under them. The undersigned is to make it clear that it is not the intention that such cases should be referred to the Organisation and Methods Section for advice. The departments of Government should examine such cases on merits and sanction the conversion of such posts into permanent posts in consultation with the Finance Department, as usual.

VI-3

BIHAR GAZETTE EXTRAORDINARY

PUBLISHED BY AUTHORITY, KARTIKA 20, 1887 (8)

Patna Friday, November, 12, 1965.

FINANCE DEPARTMENT RESOLUTION.

The 12th November, 1965.

II/M 1—6085/65-10195-F-The State Government have been concerned about the need to improve financial discipline and to secure economy and efficiency in administration. They have been given close thought to measures to achieve these objectives. Since economy and rationalisation of staffing in Government offices is the essential first step in this direction, the following directions are being issued to come into force with immediate effect. Other directions will be issued from time to time :—

(i) The yard-stick for sanction of posts in the non-gazetted establishment is revised with immediate effect to 25 per cent above the current levels prescribed. Each Department of Government shall carry out a re-appraisal of the nongazetted establishment under its control in the light of the revised yard-stick and shall prepare a list of persons considered surplus as a result of the re-appraisal.

(ii) There should be a corresponding adhoc economy at the gazetted level. Every Department which, besides a Secretary also has one or more Deputy Secretaries, as well as one or more Under-Secretaries, shall straightway declare at least one post of Deputy Secretary or Under Secretary surplus, pending further re-appraisal and declaration of further surplus. The surplus at the gazetted level shall be absorbed by other postings and transfers without the giving of substitutes.

(iii) All Officers entitled to have more than one orderly peon attached to them shall forthwith declare one of the peons surplus to their requirement. A list of all such persons declared surplus shall be prepared. Henceforth the number of orderly peons to be sanctioned for any officer will be the existing prescribed number reduced by one, except in cases where the existing prescribed number is only one.

(iv) Ordinarily no new gazetted post shall be created and no gazetted post kept in abeyance shall be revived, if such a post is borne on the non-plan budget. The proposal for creation of such a post or revival of a post kept in abeyance shall be entertained by the Finance Department only if Administrative Personnel Committee consisting of the Chief Secretary, the Development Commissioner and Shri T. C. Puri has examined the necessity and has certify that creation or revival of a post as the case may be, is inescapable and that re-adjustment of duties among the existing post to obviate the creation or revival of a post is not practicable.

(v) Proposals for gazetted posts required to be created or revived in connection with the implementation of the plan scheme should be closely scrutinized, in the first instance, by the Planning Department before being referred to the Finance Department for concurrence. After examination in the Finance Department the proposal along with the advice of the Finance Department shall be placed before the