

IX-2. आकस्मिक अवकाश की अवधि

बिहार सरकार,

वित्त विभाग ।

ज्ञाप संख्या-3/एम 1-504/77/814वि०;

पटना, दिनांक—21-1-1978 ।

सेवा में,

सभी विभाग

सभी विभागाध्यक्ष ।

विषय :— आकस्मिक अवकाश ।

निदेशानुसार अधोहस्ताक्षरी को वित्त विभाग के ज्ञाप संख्या-3/पी० आर० जी० 2-113/71-6926 वि०, दिनांक 28 जुलाई, 73 की ओर ध्यान आकृष्ट करना है जिसमें सरकारी सेवकों को एक पंचांगीय वर्ष में केवल 12 दिनों का आकस्मिक अवकाश स्वीकृत करने की बात संसूचित की गई थी । आकस्मिक अवकाश की अवधि में वृद्धि करने का विषय राज्य सरकार के विचाराधीन था । इस विषय पर पूर्ण रूप से विचार करने के पश्चात् यह निर्णय लिया गया है कि दिनांक 1 जनवरी, 1978 से एक पंचांगीय वर्ष में 16 दिनों का आकस्मिक अवकाश स्वीकृत किया जाय तथा इस विषय पर पूर्व निर्गत आदेश उक्त तिथि से संशोधित समझा जाय ।

2. सभी अधीनस्थ कार्यालयों को इसकी सूचना दे दी जाय ।

ह०— गि० शं० दत्त

23-1-78

(गिरजा शंकर दत्त)

सरकार के उप-सचिव, वित्त विभाग ।

X-1 29. TRAINING.

29(i)

EXTRACTS FROM PROCEEDINGS OF THE SECRETARIES' MEETING HELD AT

3-30 P. M. ON 14 TH MAY, 1956.

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3. *Training Scheme for new Recruits to the Secretariat Ministerial Service.* —The proposals circulated by the Organisation and Methods Section of the Appointment Department were approved.

Memo. no. OM-R1-1010-56A—5651, dated the 26th May, 1956. by the Deputy Organisation and Methods Officer, Appointment Department.

Copy forwarded to the Land Reforms Commissioner/the Development Commissioner/all Secretaries to Government/all Additional Secretaries to Government/Additional Deputy Secretary, Political Department/Deputy Secretary, Appointment Department/Special Officer, Appointment Department (Mr. B. D. Pande, I. C. S.), for information and necessary action.

SCHEDULE III

TRAINING PROGRAMME.

FIRST PHASE.

(Four to six weeks.)

I

1. The Organisation of the Secretariat and the Heads of Departments.

2. Functions and responsibilities of the various grades of officers in the Secretariat Departments.

3. Security of official information and documents.
4. General description of the stages through which a fresh receipt passed from the time of receipt in an office till its disposal.
5. Receipt of dak and its distribution among officers and sections.
6. Marking of receipts by Section Heads to the dealing assistants, entries in the Log Books.
7. Registration of receipts in the Diary Register, its importance.
8. Opening of new files—number and the subject of the file—entries made in the File Index Register and File Register.
9. Arrangements of files, referencing and page numbering and flagging of papers in a file.
10. Title heads of files—use of indexes and the way to trace out the previous papers and precedents—how to send requisitions for and getting recorded papers—confidential and ordinary.
11. Proper maintenance of the Diary Register and its importance.
12. Proper maintenance of the various other receipts registers and their importance.
13. Recording—how cases are recorded—stages the proceedings have to pass through before reaching the recorder.
14. Editing of cases to be printed.
15. Forms, slips, stationery and the general terms and abbreviations in common use in the office.

II

16. Various kinds of communications, official letters, D.-O. letters, telegrams, express letters, office memoranda and U.-O. Registers. etc.
17. Fair copies and despatch of letters.
18. Maintenance of the various kinds of issue registers.
19. Maintenance of the stamp account.
20. Fair copies of the letters marked for issue should be complete in all respects.
21. Confidential papers—how to register and deal with them—arrangement for security and custody of confidential papers—procedure of reference of confidential papers to other branches in the departments.
22. Proof Reading.
23. Checks on delays and arrears—the weekly arrear list, quarterly arrear lists, the fortnightly arrear lists and arrear lists of letters from the Government of India to which replies have to be sent, Table of cases, Report to the Cabinet Section of the action taken on the decisions of the Council of Ministers.
24. Office Management and Discipline—Attendance Register, absence from office, holidays, leave, casual leave, character and tidiness and orderliness, discipline, confidential reports, adverse entries in Character Rolls, etc.
25. Thorough grounding in selected chapters of the Secretariat Instructions.

SECOND PHASE.

Practical Training in the Departments.

(Six months.)

1. The probationer will be attached to the diarist and will actually perform the duties of the diarist for one week.

2. He should be attached to the typing branch where he will compare with the Head Typist all typed materials for one week.

3. He will be attached to the despatcher and will actually perform the duties of the despatcher for one week.

4. *Four to six weeks.*—He should be attached to the office establishment and see how the establishment assistants work.

In the first week he should be attached to the assistant in charge furniture, bicycles and type-writing and work with the assistants. One week with the establishment assistant who deals with bills, telephones, liveries, of peons, etc. One week with the assistant who deals with Class III establishment. During this period the probationer should learn how to maintain a service book or service roll, maintenance of seniority, lists of assistants and typists, etc.

5. Four weeks to be attached with the Recorder. He will go through all the process of recording of files himself and will record a certain number of files and learn how to get it up for printing. He will also read proof received from the Press.

6. The probationer should now be attached to a dealing assistant. During the first two weeks he will learn how to prepare the arrear lists under the direction of the dealing assistant to whom he is attached. The probationer will also learn the following :—

- (1) Up-to-date maintenance of rules and regulations and office orders with which the dealing assistant to whom he is attached was concerned.
- (2) Maintenance of lists of subjects dealt with by each assistant.
- (3) How to use the Forward Diary.
- (4) Maintenance of Guard File relating to the subjects dealt with in the section.

The probationer should now be placed under the direct charge and immediate care of the Section Head who should give him sympathetic guidance in practical initiation of duties of an assistant and also give him minor cases for noting and drafting. In the proper disposal of these cases, the Section Head should give the probationer all helpful guidance. After the preliminary training, the probationer should be required to deal with more important cases in the section not necessarily complicated cases but including preparation of draft in cases in which orders have been passed and to put up summaries or precis on current cases to test his ability to write helpful notes.

THIRD-PHASE.

Training Class for six weeks.

1. Comprehensive lectures on Rules of Executive Business including Cabinet procedure.

2. Legislative Business, Assembly and Council Questions, Bills, Short Notice, Starred and Unstarred Questions, dates by which reply should be sent to the Legislature, various instructions to be explained on the subject. Rules, procedure and conduct of business in the Legislature.

3. Organisation of the Bihar Secretariat including subject dealt with in each department,

4. The Constitution of India, salient points of the Constitution Act particularly those relating to the Public Services and Parts V and XIV of the Constitution including matters on which consultation with the Public Service Commission was necessary and the procedure to be followed in making references to the Commission.

5. The Bihar Public Service Commission (Limitation of Functions) Regulations, and the Government Servants' Conduct Rules.

6. Civil Services (Classification, Control and Appeal) Rules.

7. (a) Central Civil Services and Conduct Rules as applicable to the officers of the I. A. S. and I. P. S.

(b) Rules for the recognition of Associations of Government Servants.

8. (a) Forms and Rules of Correspondence.

(b) Practical exercises in the drafting of official letters, D. O. letters, express letters, telegrams, office memoranda, notification, regulation, press communication and press notes, summaries on selected proceedings both printed and unprinted obtained from the departments for the purpose.

9. Noting, referencing and inter-departmental references, precis writing.

10. Financial Rules, the Bihar Service Code, Chapters I to IX and delegations thereunder and other Financial Rules.

11. T. A. Rules including the Ranchi Rules.

12. General Provident Fund, the Contribution Provident Fund Rules, Compensatory and other allowances.

13. The Pension Rules.

14. Budget Procedure (theoretical and practical), Chapter VIII of the Secretariat Instructions.

15. Medical Attendance Rules and Orders.

16. The Second Five-Year Plan, Community Projects and N. E. S. Blocks.

17. Thorough grounding in selected chapters of the Secretariat Instructions.

X-2. ATTENDANCE OF NEW RECRUITS TO THE SECRETARIAT MINISTERIAL SERVICE AT THE SECRETARIAT TRAINING CLASS.

30 (i)

Letter no. OM/R-2026/57-9513, dated the 20th November, 1957 from Shri M. S. Rao, I. C. S. to Chief Secretary to Government, to all Secretaries to Government/all Additional Secretaries to Government/Deputy Secretary, Appointment Department/Deputy Secretary, Political Department.

SUBJECT.—Attendance of new recruits to the Secretariat Ministerial Service at the Secretariat Training Class.

I am to invite attention to paragraph 3 of the Proceedings of the Secretaries' meeting held on the 14th May, 1956 (a copy of which was forwarded with Organisation and Methods Section's memo. no. OM/R1-1010-56 A—5641, dated the 26th May 1956) approving of a programme of training for new