

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

recruits to the Secretariat Ministerial Service. A Training Officer, as envisaged in the proposal, was appointed and a Training Class was opened on the 25th November, 1956. The First and Third Phases of training were taken up and the probationers obtained from the Competitive Examination held in 1955 were called in batches but in none of the batches called for the training the percentage of attendance was ever more than 50 per cent of the total number of candidates forming a batch. This has prolonged the training programme which could have been shortened if the departments had co-operated with the Organisation and Methods Section. The proposal, as approved by the Secretaries' Meeting, included an Examination at the end of the training to judge how far the training had succeeded in making the trainees efficient. The probationers, under the scheme as approved, are to be given four chances for passing this examination within the period of probation. If the attendance at the Training Class had been as it should have been, it should have been possible to afford the four chances to the probationers to pass the examination within their probationary period.

2. The result of the Competitive Examination for recruitment to the lower division is expected to be shortly announced and the allotment of candidates from this examination as well as from the Special Lower Division Examination held earlier is likely to be made soon. I am to request that the names of candidates allotted to the departments should be communicated to the Organisation and Methods Section speedily and candidates selected for training should be released for training as soon as the call is made. The trainees during the last one year had, however, repeatedly complained that their absence from the Training Class was due to their being allotted full-time work by the departments. This should not be the case and since trainees are required to attend the Training Class either in the forenoon or in the afternoon they should be allotted only so much work by the departments as would engage them for only half a day. At the same time I am to request that it should be made clear to the probationers that they can be excused from the Training Class only on very exceptional grounds such as illness or unavoidable absence from office on casual leave. I am to express the hope that the Secretaries, Additional Secretaries and Deputy Secretaries in charge of the departments will give this matter of training of the new recruits to the Secretariat Ministerial Service their personal attention and see that the probationers are released for training as the call is made from the O. and M. Section and are given full facilities for obtaining the training.

3. The Secretaries, Additional Secretaries and Deputy Secretaries in charge of the departments are further requested to see that the Second Phase of training is carried on by the departments according to the programme already laid down by the Organisation and Methods Section.

30 (ii)

No. OM/T-1011/58—4547, dated Patna, the 15th May, 1959, from Shri M. S. Rao, I. C. S., Chief Secretary to Government of Bihar, Cabinet Secretariat (Organisation and Methods Section), to all Secretaries to Government.

SUBJECT.—Attendance at the O. & M. Section training class of new recruits to the lower division of the Bihar Secretariat services.

I am directed to say that on more than one occasion, the unsatisfactory attendance at the training class has been brought to the notice of the Secretaries to Government and the departments of the Secretariat, but the attendance of the probationers at the training class has not improved. An attempt has been made to compress within a comparatively short period, training on various subjects and unless the probationers go through the whole programme of training, they are not likely to be benefited by the training. The probationers may, however have to be absent from the class on rare occasions for reasons of health or for urgent private reasons. It is accordingly considered that each probationer must attend at least 75 percent of the lectures delivered during a session to qualify for a certificate to be granted by

the O. & M. Section of their having completed the programme of training before they are admitted to the confirmatory examination. It is accordingly laid down that—

- (a) a probationer, who has failed to attend at least 60 per cent of the lectures in the first phase of training shall not be allowed to take the third phase training and shall have to undergo the first phase training over again.
- (b) a probationer, who has failed to attend 75 per cent of the lectures in the third phase, as well as in the aggregate of the two phases, shall not be granted the certificate of his having completed the training, making him eligible for the confirmatory examination.

I am to request that these orders may be brought to the notice of all lower division probationers in your department.

X-3. TRAINING OF SECRETARIAT STAFF.

Memo. no. 2843-A, dated, Patna, the 25th March, 1950, from Shri P. P. Agarwal, Additional Chief Secretary, Government of Bihar, Appointment Department, to all Departments of Secretariat.

SUBJECT.—Training of Secretariat Staff.

The undersigned is directed to forward for information of all Departments the following scheme approved by Government for training of the Secretariat staff. It is requested that the scheme may be given effect to by each Department to the extent to which it is applicable to that Department.

1. *Under-Secretaries to Government.*—Before an officer takes over charge as Under Secretary to Government in any Department of the Secretariat he should work as Special Officer in the Department for a period of two to three weeks, to get himself acquainted with the working of the Department and the Secretariat as a whole. It may be useful for him to attend the training course for the Secretariat assistants if one is being held during the period he acts as Special Officer. The post of Special Officer should be created in consultation with the Finance Department. The Secretary of the Department should provide regular guidance to the Special Officer.

2. *Secretariat Assistants.*—(a) All persons who are appointed as Secretariat assistants should undergo a Central training on the subjects mentioned in 2(d) before they are allotted to the Departments concerned. Training in particular subjects peculiar to a Department should be arranged by the Departments themselves. In such cases the Registrar and where there is no Registrar, the Head Assistant should be made responsible to see that such training is imparted.

(b) Central training classes will be arranged by Organisation and Methods Section of the Appointment Department for those members of the existing staff who are deputed for the purpose by the Departments. The training classes will be held for two hours every day from 10-30 A. M. to 12-30 P. M. and last for a period of about one month.

(c) Each training class will ordinarily consist of not more than 25 assistants at a time in one batch.

(d) The details of the training are :—
No of days.

- 1 General Introduction ($\frac{1}{2}$ day)—Constitution of India ($\frac{1}{2}$ day)
Service Code Chapters I, II, III, and VIII.
- 4 Service Code Chapters IV & V.
Service Code Chapter VII.
Service Code Chapter IX and delegations.