

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.

- 1 Travelling Allowance Rules including Ranchi Rules.
- 1 General Provident and Contributory Provident Fund Rules. Advances.
- 1 Bihar Pension Rules.
- 1 Civil Services (Classification, Control & Appeal) Rules, etc :—  
Government Servants Conduct Rules.
- 1 The Bihar Public Service Commission : (Limitation of functions )  
Regulations. Procedure for consulting the Public Service Commission.
- 1 Rules of Executive Business including Cabinet Procedure.
- 1 Legislative Business—Assembly questions, bills etc.  
Budget Procedure
- 1 Organisation of the Secretariat and the Department—Attached and  
Subordinate office—Division of work.  
Recording including the working of the Record Room.  
Registers and their maintenance.
- 6 Receipt Distribution and Drafting.  
Noting, Referencing and Drafting.  
Inter departmental References.  
Forms, Stationery and relationship with Government Press.

No. of days.

- 3 Practical with the stress on common mistakes, failings and misconceptions.
- 1 General Discussion on the course. (Half an hour should be kept every day for the purpose of discussion and clarification of any point arising during the course of lectures).

Total—25 days.

*Diaryists and Despatchers* on first appointment should be given training on the following subjects by each Department before they start doing actual work in the Department.

- (1) Organisation of the Department and distribution of work between the staff of the Department—1 day.
- (2) Registers and how they should be maintained (Defects in the maintenance of registers at present should be pointed out by actual illustration)—2 days.
- (3) Classification and numbering of files—1 day.

RECORDERS :—

Recorders are assistants. In addition to the lectures that they will receive as Secretariat Assistants they should be given training for 2 days on the detail procedure of recording, indexing and preservation of records and on the working of the record room. A visit to the Record Room to explain its working should also be arranged on one of the lecture days.

RECORD SUPPLIER :—

They should also be given training on the question of recording etc. They should have the two days extra training as suggested for the recorders.

TYPISTS :—

In order to enable the typists to acquire sufficient knowledge for the maintenance of typewriters and duplicators they should undergo a Central training of three days (i.e. 2 hours each day) to cover the following subjects :—

- (i) General principles.
- (ii) Duties of the typists.
- (iii) Cleaning and oiling of typewriters and duplicators.
- (iv) Important parts of the typewriters and duplicators explaining particularly the parts which a typist should be able to repair without the help of the mechanic.



3. Central training for existing staff working as Diarists, Despatchers, Recorders and Record Suppliers will be arranged by the Appointment Department Training to this Class of staff which will be recruited subsequent to the Central training should be arranged by each Department on the lines suggested above under the supervision of the Registrar, and where there is no Registrar, under the Head Assistant.

4. The Departments are requested to forward the names of typists, diarists, despatchers, recorders and record suppliers whom they wish to be trained centrally.

5. Action taken by each department to put the scheme into effect will be reviewed at the end of April, 1950.

X-4. 32. T. A. TO L. D. TRAINEES.

No. OM/T-108/58-7526, dated Patna, the 12th September, 1958, from the Under-Secretary to the Government of Bihar, Cabinet Secretariat (Organisation and Methods Section), to the Personal Assistant to Commissioner, Bhagalpur Division, Bhagalpur.

SUBJECT.—Training of L. D. Secretariat Examination passed candidates, their pay and T. A. during training at Patna.

With reference to your letter no. 40-24-58-4809-Misc., dated the 25th July, 1958. I am directed to say that L. D. Assistants on probation, if and when, required to attend the training class at Patna will be entitled, during the period or their deputation to the training class, to draw the pay admissible to them from their own offices. They will also draw T. A. and halting allowance from their own offices. For their journey to Patna and back. they will draw T. A. as on tour and draw halting allowance at full rates for the first 30 days and half the ordinary rates for the remaining period of their stay at Patna.

2. The Accountant-General, Bihar has been informed.

संख्या ओ० एम०/डी-102/74-583

बिहार सरकार,

कार्मिक विभाग

( संघटन एवं पद्धति प्रशाखा )

सेवा में,

सचिवालय के सभी विभाग एवं संलग्न कार्यालय

मुख्य मंत्री सचिवालय

राजस्व पर्वद

आरक्षी महानिरीक्षक के सहायक

आयुक्त पटना/भागलपुर/मुजफ्फरपुर/राँची/सहरसा/दरभंगा प्रमंडलों के कार्यालय

राँची के मुख्य वन संरक्षक, हजारीबाग एवं मगध अंचल, पटना के वन संरक्षकों के कार्यालय ।

पटना, दिनांक 10 जुलाई, 1971 ।

विषय :—विभागों में पदस्थापित परीक्ष्यमाण-निम्नवर्गीय सहायकों का प्रथम चरण प्रशिक्षण ।

निदेशानुसार अधोहस्ताक्षरी को कहना है कि कार्मिक विभाग के संकल्प संख्या 907, दिनांक 8-6-76 (प्रतिलिपि संलग्न) की कंडिका 3 (क) के अनुसार सचिवालय एवं संलग्न कार्यालयों के ऐसे अस्थायी निम्नवर्गीय सहायकों को जो दिनचर्या