

संख्या—१। सं १—२०१४।७२ का० २२०९१।

बिहार सरकार,

कार्मिक एवं प्रशासनिक सुधार विभाग।

प्रेषक,

श्री पी० एस० जप्पु,  
सरकार के मुख्य सचिव।

सेवा में,

सभी प्रधान सचिव

सचिव।

पटना—१५, दिनांक ९ सितम्बर, १९७७।

विषय :— प्रमंडलीय आयुक्तों को विभिन्न प्रकार की जांच का दायित्व सौंपने के संबंध में।

महोदय,

निवेदानुसार मुझे कहना है कि विभिन्न विभागों द्वारा समय-समय पर प्रमंडलीय आयुक्तों के अनेक प्रकार के विषयों पर जांच करने का दायित्व सौंपा जाता है। इनमें से अनेक मामले ऐसी किस्म के होते हैं जिनकी जांच किसी अन्य पदाधिकारी द्वारा भी कराई जा सकती है। इस प्रकार के साधारण महत्व के विषयों की जांच का भार प्रमंडलीय आयुक्तों को देने से अनावश्यक रूप से उनके कार्यों में वृद्धि होती है। साथ ही इससे महत्वपूर्ण कार्यों के निष्पादन में बाधा पहुंचती है।

अतः अनुरोध है कि भविष्य में प्रमंडलीय आयुक्त द्वारा व्यक्तिगत जांच के लिये वैसे ही सावधानी से जांच को अतिरिक्त पदाधिकारी से सम्बन्धित है और ऐसे मामले का सम्बन्ध कई विभागों से है। जांच का आदेश देने के पूर्व हर मामले में विभाग मुख्य सचिव की अनुमति प्राप्त कर लें।

निष्ठासभाजन,

(पी० एस० जप्पु)

सरकार के मुख्य सचिव।

आप संख्या—१। सं १—२०१४।७२ का० २२०९१।

पटना—१५, दिनांक ९ सितम्बर, १९७७।

प्रतिलिपि—सभी प्रमंडलीय आयुक्तों को सूचनायें प्रेषित।

सरकार के मुख्य सचिव।

आप संख्या—१। सं १—२०१४।७२ का० २२०९१।

पटना—१५, दिनांक ९ सितम्बर, १९७७।

प्रतिलिपि—श्री एस० पाटंकर, आयुक्त, दक्षिणी छोटानागपुर प्रमंडल रांची को उनके कई सरकारी पत्र

संख्या—४१३। आर० सी० दिनांक १६-११-७६ के प्रसंग में सूचनायें प्रेषित।

(पी० एस० जप्पु)

सरकार के मुख्य सचिव।

निष्ठा

**Part XI—Fixation of status**  
**GOVERNMENT OF BIHAR**  
**FINANCE DEPARTMENT**

Memo No. III E-2-204/55/8524-F. Patna, the 24th August, 1955.

To,

All Departments of Government,  
(Excluding Supply Department, Relief and Rehabilitation  
Department, Food Production and Development Commissioner  
and Kosi Department).

All Heads of Departments attached to the Secretariat  
(Including offices of the Commissioners of Divisions,  
Chief Conservator of Forests and Secretary to the  
Governor, Bihar).

(1) The undersigned is directed to refer to Memo nos. E2-205/51-10551-F, dated the 17th October, 1952 & the 28th July, 1954 respectively, in which it was laid down that substantive promotion of meritorious Lower Division Assistants, who had not passed the Upper Division should be deferred till the publication of the results of the Upper Division Examination held in May, 1954. The results of this examination were published on the 30th September, 1954. It has now been decided that the permanent vacancies in the Upper Division may henceforth be filled on a substantive basis, even though it may involve the supersession of senior Lower Division Asstt. who has not passed the Upper Division Examination.

(2) Some of the Assistants who were officiating in the Upper Division without passing the Upper Division Examination have to revert to the Lower Division on account of their failure to pass the last Upper Division Examination. Such an Assistant will be eligible for promotion to the Upper Division, if he subsequently passed the Upper Division Examination.

(3) If there is a vacancy in the Upper Division such an assistant will, if he is otherwise fit for promotion, be promoted to the Upper Division against this vacancy. But if there is no existing vacancy and an assistant junior to him in the Lower Division has been acting in temporary vacancy in the Upper Division from an earlier date, after having passed the Upper Division Examination, the question arises whether the junior assistant will be liable to be reverted to the Lower Division in order to get free a vacancy in the Upper Division for the senior assistant. After a careful consideration of all aspects of the matter it has been decided that the Junior assistant will be liable to reversion to the Lower Division if the senior assistant is successful at an Upper Division Examination held within 2 years following the date on which the senior assistant was temporarily superseded by the junior assistant. After two year the junior assistant will not be liable to be reverted on ground that a superseded senior assistant has since passed the Upper Division Examination and was awaiting the occurrence of a vacancy.

(4) This principle will apply to all future cases of officiating or temporary promotion to the Upper Division.

(4) Promotion to the Upper Division will continue to be governed strictly by the principle enunciated in rule 24 of Secretariat Instructions as amended by correction slip no. 35.

Sd/- M. Alam  
Addl. Dy. Secretary to Government

(2/11)

Memo. no OM / R2-107 / 56 A-308, dated the 10th January, 1956, from the Chief Secretary to the Government of Bihar, to all Departments of Government.

During the past few years portions of the Secretariat Departments have been amalgamated with the offices of the corresponding Heads of Departments with a view to cut out the examination of proposals sent by the Heads of Departments to Government by ministerial staff. This scheme was introduced as an experimental measure on a temporary basis. It has now been decided that the scheme should be placed on a permanent footing with effect from the 1st January, 1956. A list of amalgamated departments is attached.

2. Secretariat scales of pay will be allowed to all assistants in the amalgamated departments who are at present borne on the cadres of the offices of the Heads of Departments. Future recruitment will be made on the Secretariat scales of pay.

3. The ratio of the number of upper division posts to lower division posts will be 1: 5.

4. One selection grade post will be admissible for every eight assistants both, lower and upper divisions. There should only be two selection grades—upper division class I, and upper division class II—and the distribution of selection grade posts between the two grades will be as in the unamalgamated Secretariat offices.

5. The standard for staffing will be 1,500 receipts a year for each dealing assistant.

6. All the assistants working in an amalgamated department will now form a joint cadre and promotion will be allowed according to seniority and merit irrespective of the fact whether an assistant was previously borne on the cadre of the Secretariat or on that of a Head of the Department.

7. The seniority of lower division assistants on the combined cadre will be determined by the year of their allotment by the Finance Department, and the seniority inter se of the lower division assistants of the same batch, by the order of merit obtained in the list of the successful candidates of their batch.

8. The seniority of assistants of upper division class III will be determined by the date of appointment on a substantive or continuous officiating basis, whichever is earlier.

The same principle will apply to the fixation of seniority in the selection grades and for this purpose the following grades will be regarded as equivalent grades:—

Secretariat.		Heads of the Department
Rs. 250—10—300	...	Rs. 200—10—250
Rs. 325—15—400	...	Rs. 250—10—300.
		Rs. 350—10—350

9. A Committee of the Secretaries will be set up to deal with the cases in which the application of the foregoing principle is likely to cause serious anomaly or injustice. In such cases the assistants affected will have to submit representations for consideration of the Committee which in three months of the circulation of the provisional gradation list.

10. After the strength of each amalgamated department has been fixed in accordance with the present standard and a combined gradation list drawn up, the assistants will be adjusted against the posts in the combined cadre. The pay of an assistant at present borne on the cadre of a Head of Department will be adjusted in the new scales of pay at a stage higher than the pay drawn by him in his existing scale on a substantive or temporary basis.

11. An assistant who is officiating in a higher grade will not be reverted to lower grade on account of his low seniority in combined cadre, in favour of another assistant, who may be placed higher in the combined list.

12. The assistants of the amalgamated departments will henceforth have to pass in the paper on the "Secretariat Instruction and the Rules of Executive Business" also before they will be declared to have passed the Upper Division Department Examination.

13. The Record Keeper, the Assistant Record Keeper and the Technical Assistant in the State Central Records Office ( a branch of the Political Department ) will also be allowed the Secretariat scales of Pay.

14. This scheme will come into force from the 1st January, 1956, and the seniority of the assistants will also be fixed with regard to their positions and pay as existing on that date.

15. The raising of the standard may result in some of the existing staff becoming surplus in certain departments, but there will be no retrenchment of the existing hands. The excess staff, if any, will be adjusted against the future vacancies arising out of retirements, resignations, discharge, etc.

Memo. no. OM / R2-107 / 56A-308, dated the 10th January, 1956, by the Chief Secretary to the Government of Bihar.

Copy forwarded to the Finance Department\* ( Budget Branch for information and communication to the Accountant-General, Bihar.

#### LIST OF HEADS OF DEPARTMENTS WHOSE OFFICES FUNCTION AS AMALGAMATED DEPARTMENTS OF GOVERNMENT

1. State Transport Commissioner.
2. Director of Health Services.
3. Inspector-General of Prisons.
4. Director of Agriculture.
5. Director of Public Instruction,
6. Director of Animal Husbandry.
7. Labour Commissioner.
8. Excise commissioner,
9. Inspector-General of Registration.
10. Chief Engineer ( Roads and Buildings.)
11. Chief Engineer, Irrigation.
12. Chief Engineer, Public Health Engineering.

13. Chief Engineer, Electricity.
14. Cane Commissioner.
15. Director of Gram anchayats.
16. Director of Public Relation.
17. Director of Industries (including Cottage Industries).
18. Registrar, Co-operative Societies.
19. Relief and Rehabilitation Commissioner (including the Office of the Custodian of Evacuee property)
20. Commissioner of Commercial Taxes.
21. Director of Waste Land Reclamation.
22. Director of Land Acquisition.
23. Chief Electoral Officer.

### 13. PRINCIPLES ON PROMOTION OF MINISTERIAL OFFICERS TO GAZETTED POST.

No. OM / M-1026/57CS—7216, dated Patna, the 6th September, 1957, from the Chief Secretary to the Government of Bihar, Cabinet Secretariat ( Organisation and Methods Section ), to the Secretary, Patna Secretariat Ministerial Officers Association,

With reference to your letter no.4, dated the 14th may, 1957, I am directed to say that the principles on which promotions of Ministerial Officers to gazetted posts are allowed have been explained in Finance Department memo. no. V/PAR.104/51-F 2142, dated the 16th February, 1951, addressed to all departments of Government. So far as the question of promotion of Ministerial Officers to posts of Under-Secretaries in the Secretariat is concerned the policy of Government has been explained in para. 3 (iii) of the Finance Department memo referred to above.

18 P. and A.—5.

2. The Officers of Head of Departments where there are posts of Personal Assistants to the Heads of Departments have now been amalgamated with the appropriate Secretariat Departments where posts of Registrars existed. The question of the respective claims of the holders of the two posts in the event of a vacancy in a non-reserved post of Under Secretary in those departments has been raised. I am to explain that Registrars and Personal Assistants in amalgamated departments of the Secretariat perform analogous duties and are of the same status and that both are subordinate to the Head of the Department. The holders of these two posts would be equally eligible for promotion to the higher posts of Under-Secretaries in non-reserved vacancies, but that mere seniority either as a Registrar or Personal Assistant would not confer any overriding claim to consideration and that ordinarily such promotion would be admissible where the criteria of exceptional merit and the exigencies of the public service are satisfied, seniority also being taken into account.

~~SECRET~~

**Memo. no. OM / M-1026 / 57-CS- 7219, dated Patna, the 6th September, 1957,  
by the Chief Secretary to the Government of Bihar.**

Copy forwarded to all Departments of the Secretariat for information.

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**14. A COMMITTEE OF SECRETARIES TO GOVERNMENT ON A COMBINED  
GRADATION LISTS OF MINISTERIAL OFFICERS IN THE AMALGAMATED  
DEPARTMENTS OF THE SECRETARIAT.**

Memo no. OM / R-203 / 58 -731, dated Patna, the 20th January, 1958, from the  
Chief Secretary to Government of Bihar, Cabinet Secretariat,  
( Organisation and methods Section ), to all Departments of Government.

The undersigned is to refer to paragraph 9 of the Organisation and Methods Section memo. no. OM / R2-107 / 56A- 308, dated the 10th January, 1956, and to say that it is hoped that a combined gradation list of ministerial officers in amalgamated department of the Secretariat has by now been drawn up and circulated to the assistants concerned. It is understood that at least in some departments the assistants affected have already submitted their representations, as contemplated against their placement in the combined gradation list. A Committee of Secretaries to Government is hereby constituted to deal with those representations and to submit their recommendations to the Chief Secretaries to Government will constitute the Sub-Committee:—

- (1) Shri S. N, Singh, I. A. S., Secretary to Government, Finance Department.
- (2) Shri B. N. Singh, I.A.S., Secretary to Government, Industries and Co-operation Department.
- (3) Shri M. Choudhary, I. A. S., Secretary to Government, Relief and Rehabilitation Department.

2. The departments are requested to forward to the Deputy Organisation and methods Officer the representations submitted by the Assistants in amalgamated departments with the factual date in each case for consideration by the Committee.

Memo no. OM/R-203/58- 731, dated Patna, the January, 1958 by the Chief Secretary to the Government of Bihar.

Copy forwarded to:—

Shri S. N. Singh, I. A. S., Secretary to Government, Finance Department.

Shri B. N. Sinha; I, A. S., Secretary to Government, Industries and Co-operation Department,

Shri M. Choudhary, I. A. S., Secretary to Government, Relief and Rehabilitation Department.

For information.

Shri S. N. Singh will act as President of the Committee. The Deputy O. & M. Officer will assist the Committee in their deliberations.

### 15. Bifurcation of the D. I. G.'s Office and the Office of the Conservator of Forest.

Memo no. OM/R2-107/56 CS—2108, dated Patna, the 12th March, 1957, from the Chief Secretary to the Government of Bihar, Cabinet Secretariat, (Organisation and Methods Section) to all departments of Government.

In continuation of para 2 of the orders issued in O. & M. Section memo no. OM/R2-107/56 A—308, dated the 10th January, 1956, the undersigned is directed to say that with effect from the 1st of November, 1956 the Secretariat scales of pay will also be allowed to the assistants of the offices of the Inspector-General of Police, the D. I. G., C. I. D. and Chief Conservator of Forests. Future recruitment will be made on the Secretariat scales of pay.

2. The ratio of the number of upper division posts to lower division posts will be 1 : 2.
3. One Selection Grade post will be admissible for every eight assistants both lower and upper divisions. There should be only two selection grades—Upper Division Class I and Upper Division Class II and the Distribution of selection grade posts between the two grades will be as in the unamalgamated Secretariat departments.
4. Standard for staffing will be 1,700 receipts a year for each dealing assistant for the offices of the Inspector-General of Police and the Chief Conservator of Forests and 2,000 receipts a year for the office of the D. I. G., C. I. D.
5. The concession of advance increments allowed to the assistants of the offices of the D. I. G., C. I. D. and the Special Section of the Political Department will be withdrawn with effect from the date of this order; i. e., from the 12th March, 1957.
6. The combined ministerial cadres of the offices of the Inspector-General of Police and the D. I. G. and of the offices of the Chief Conservator of Forests and the Conservators of Forests will be broken up with effect from the same date but the assistants of the combined cadres who are left in the offices of the Deputy Inspectors-General of Police and the Conservators of Forests shall be eligible for absorption in the offices of the Inspector-General of Police and the political Department of the Secretariat and in the office of the Chief Conservator of Forests and in the Forest Branch of the Revenue Department respectively. This process shall continue for a period of five years during which period all such assistants should be absorbed in the headquarters offices or in the Secretariat Departments mentioned above. During this period of five years or more, necessary, senior assistants now working in the offices of the Deputy Inspector-General of Police and the Conservators of Forests may, to avoid dislocation of work, while holding posts in the Secretariat scales of pay in the offices of the Inspector-General of Police and the Chief Conservator of Forests remain on deputation to the offices of the Deputy Inspectors General of Police and the Conservators of Forests and junior assistants on the lower scale of pay may be deputed to the headquarters offices.
7. The raising of the standard may result in some of the existing staff becoming surplus in some of these offices, but there will be no retrenchment of the existing hands. The excess staff, if any, will be adjusted against future vacancies arising out of retirements, resignations, discharge, etc.
8. The other principles enunciated in the O. & M. Section's memo no. OM / P2-107/56A—308, dated the 10th January, 1956, will be equally applicable to these offices.