

Memo. No. III / PSC-5023/54-3131-A.

**GOVERNMENT OF BIHAR**  
**Appointment Department**

Patna, the 5th April, 1955.

**DEPARTMENTS OF GOVERNMENT.**

The undersigned is directed to invite a reference to Appointment Department Memo. No. III / PSC-5023/54-3131-A dated the 28th March, 1955. In that Memo, it was laid down that the list of approved candidates prepared after consultation with the Public Service Commission, might be considered valid up to a date not exceeding one year from the date fixed for the receipt of the applications from candidates for that list was prepared. In view of the fact that the recommendations of the Public Service Commission for direct recruitment to most of the State Services are now made on the results of a competitive examination, this order needs slight modification. Government have accordingly decided to lay down the following instructions in supersession of those contained in the Appointment Department's Memo. mentioned above—

- (i) When Posts fall vacant, or are likely to fall vacant, at intervals throughout the year and have to be filled as soon as they fall vacant, appointments may be made from a list of approved candidates prepared after consultation with the Public Service Commission, which may be considered valid up to a date not exceeding one year from the date on which the recommendation was made by the Commission.
- (ii) Where recruitment is made to a service at one time during the year, the Public Service Commission will be consulted once a year. If during the year an unforeseen vacancy occurs in such a service, and it has to be filled immediately, the latest list of candidates approved by the Commission may be used for filling the vacancy.

2. The above instructions refer to appointments made by direct recruitment. It has been decided that the same principle should apply also to appointments by promotion. It is accordingly laid down that no one should be promoted on the basis of a recommendation of the Public Service Commission, if such recommendation is more than a year old on the date on which the appointment is made. This will also apply to cases where promotions are made from a list of approved candidates prepared after consultation with the Commission. If the recommendations of the Commission on the basis of which the list was prepared, were made more than a year earlier, the Department concerned should renew the list in consultation with the Commission before promoting any candidate included in the list.

L. P. SINGH  
 Chief Secretary to Government.

Memo. No. III / PSC-5023 / 54-3131-A.

Patna, the 5th April, 1955.

Copy forwarded to the Secretary, Bihar Public Service Commission, Patna for  
 information.

By order of the Governor of Bihar,  
 L. P. SINGH,  
 Chief Secretary to Government

Memo No. Camp—234 / 56 / AR, 1752,

Government of Bihar,

Appointment Department.

Dated Ranchi, the 10 August, 1956.

To

All Departments of Government.

The undersigned is directed to say that one of the causes of delay in making appointments to services and posts on the recommendations of the Public Service Commission has been that the Commission were requested to advertise the vacancies, and take steps to recommend suitable candidates, in anticipation of sanction being accorded to the creation of the posts. The Department of Government concerned had in each case expected that orders sanctioning the creation of the post or posts would be issued in a short time, and in order to avoid delay in filling the posts after they were created, the Department sent a requisition to the Commission for recommending suitable candidates. The issue of sanctioning orders creating the posts was, however, delayed for one reason or another, even after the recommendations of the Commission for filling the posts had been received, with the result that the Commission's recommendations were not acted upon for an unduly long time.

2. In order to avoid such a situation, it has been decided that no requisition should be sent to the Public Service Commission for filling a vacancy in a post to be newly created, unless Finance Department's concurrence in the creation of the particular post has already been obtained. Once the concurrence of Finance Department has been obtained, a requisition may be sent to the Commission without waiting for the issue of formal orders sanctioning the post. The undersigned is to request that this instruction may be followed by all Departments in future.

Sd/— Illigible

( V. Balasubrahmanyan )

Deputy Secretary to Government.

Memo ...../H.O.

Memo No. Camp—234/56/AR, 1752 Ranchi, the 10 August, 1956

Copy forwarded to the Secretary, Bihar Public Service Commission, for

information,

Sd/— Illigible.

( V. Balasubrahmanyan )

Deputy Secretary to Government.

Srivastava,

(CONFIDENTIAL.)

Memo No. III/PSC-1-101/57-A-14478.

Government of Bihar  
Appointment Department.2nd Agrahayan, 1879 (S),  
Dated Patna, the \_\_\_\_\_  
23rd November, 1957.

To

All Departments of Government.

Subject :— Verification of character and antecedents of candidates for appointment to Gazetted services and posts.

The undersigned is directed to invite a reference to Appointment Department memo no. III/PSC-1-102/53-A R.—445, dated the 20th July, 1953, prescribing the procedure for verification of character and antecedents of candidates for appointment to Gazetted services and posts. According to paragraph 3 of that memo., after a candidate has been provisionally selected for appointment on the recommendation of the Public Service Commission, enquiries about his character and antecedents are to be made simultaneously from the C.I.D. and from the District Magistrate of the district in which the candidate ordinarily resides, or in which he might claim to be domiciled. In practice this has meant that when the recommendations of the Public Service Commission are received, they are first examined in the department concerned and approval of the Council of Ministers is taken for the appointment of the candidates subject to their being found medically fit, and subject to their antecedents being found satisfactory. After the Council of Ministers approve of the proposals, a reference is made to the C.I.D. and the District Officers, and simultaneously, arrangements are made for the medical examination of the candidates. Orders of appointment are issued after the medical reports and the reports of verification of antecedents are received and found acceptable.

2. A case has however occurred in which, without waiting for the report of verification of antecedents, a department informed a candidate of his provisional selection for appointment, subject to his being found fit by the Medical Board. Subsequently the report of the C. I. D. indicated that the candidate was not suitable, and this led to unnecessary complications.

3. In order that such things may not happen again, the following procedure is laid down, and all departments of Government are requested to ensure that these instructions are strictly followed in future :—

- (i) On receipt of the recommendations of the Public Service Commission, the department will make the provisional selection of candidates to be appointed.
- (ii) Full particulars regarding the candidates so provisionally selected will next be sent to the C. I. D. for verification of character and antecedents.
- (iii) On receipt of the reports of the C. I. D., the department will decide upon the candidates to be appointed, subject to their being found fit by the Medical Board.
- (iv) The approval of the Council of Ministers will then be taken to the appointment of these candidates, subject to their being declared physically fit.

(vi) Thereafter the candidates approve by the Council of Ministers, will be informed of their provisional selection and appointments, subject to the result of the medical examination.

(vii) The medical examination will then be arranged.

(viii) The appointments will be notified after the candidates are declared fit by the Medical Board.

It will be recalled that in paragraph 3 above there is no mention of verification of character and antecedents by District Officers. This is because the District Officers have in the past sometimes been asked to verify their reports, and the reports, when received, generally did not add much to the reports of the C. I. D. Therefore, it will hereafter be left to the discretion of the department in each case, to decide whether a report on the character and antecedents of candidates should be obtained from the District Officers concerned. Verification by the C. I. D. is essential, but verification by the District Officers may be dispensed with, if delay can be avoided thereby.

M. S. Rao,

Chief Secretary to Government.

U.P.A.C. 16-1-1958-11.2-1958-LNL

Government of Bihar,

Appointment Department.

D.O. No. III/PSC-402/58 A.-7060.

23 Jyestha, 1880,

Patna, the  
13 June, 1958.

My dear.....

I am desirous to say that the Chairman, Bihar Public Service Commission, has brought to the notice of Government from time to time the delays made by the Departments of Government in carrying out the recommendations of the Commission, whether on the results of a competitive examination or otherwise. In Mr. E. Singh's D. O. letter No. A-1477 dated the 12th February, 1958, the attention of Secretaries and Additional Secretaries to Government was drawn to this matter, and it was requested to ensure that such delays were avoided in future. But delays have continued to occur, and in recruitment made by competitive examination candidates who have been appointed at the commencement of the year are not appointed even by the time the results of the next examination are announced. Such delays cause the candidates in question, and Government are very desirous to avoid the same. The result of two months laid down in Mr. E. Singh's D. O. letter above mentioned should be observed strictly in making appointments on the recommendations of the Commission.



2. In all Departments, files dealing with appointments to be made on the recommendations of the Commission should be handled with the utmost expedition, and there should be no unnecessary delays in examination.

3. Sometimes delays occur because the precise number of appointments to be made are not determined before hand, and the creation of posts against which the appointments are to be made is taken up only after the recommendations of the Commission are received. In the Appointment Department's memo no. 1752 dated the 10th August, 1956, it was laid down that no requisition should be made to the Commission for filling a vacancy in a post to be newly created unless Finance Department's concurrence in the creation of the particular post had already been obtained. This instruction should be carefully followed, and the precise number of vacancies to be filled should be determined before the recommendations of the Commission are received.

4. The verification of the character and antecedents of candidates and their medical examination have sometimes been a cause of delay. The C. I. D. have been instructed to give high priority to the verification of character and antecedents of candidates for appointment to Gazetted services, and generally there should not be much delay on this account. Medical examination should be arranged after giving proper notice to the candidates, to avoid postponement owing to the failure of candidates to appear. If this is done, the medical examination should be completed quickly, except in a few cases where the candidates may have to be kept under investigation for sometime.

5. I am to request you to pay personal attention to this matter, and to take all possible steps to ensure that the appointments are made within two months of the receipt of the Commission's recommendations. If in any particular case, for exceptional reasons, it is not possible to adhere to this time limit, the reasons should be reported immediately to the Commission and to the Appointment Department.

All Secretaries and  
Addl. Secretaries to Government.

Memo No. III/ PSC-402/58 A - 7060

Dated, the 23 July 1958

13 June, 1958

Copy forwarded to Shri K. S. V. Raman, Chairman, Bihar Public Service Commission, Patna, for information in continuation of D. O. No. 3375 A, dated 12th May, 1958.

Chief Secretary to Government