

संख्या ओ० एम०/आर-1-04/78 495

आवश्यक

बिहार सरकार,

कार्मिक एवं प्रशासनिक सुधार विभाग

( संगठन एवं पद्धति प्रशाखा )

सेवा में,

सरकार के सभी प्रधान सचिव

सरकार के सभी सचिव

सभी विभागाध्यक्ष

पटना, दिनांक 8 जुलाई, 1978 ।

विषय :—विभागीय कार्य सुव्यवस्था के लिए प्रत्येक विभाग में संगठन एवं पद्धति कोषांग की स्थापना के सम्बन्ध में ।

महोदय,

निदेशानुसार मुझे कहना है कि प्रशासन को चुस्त एवं कुशल बनाने तथा वहाँ के कार्यों के निष्पादन में शीघ्रता बरतने के उद्देश्य से कई प्रतिवेदन एवं विवरणी निर्धारित की गई हैं। लेकिन प्रायः ऐसा देखा जा रहा है कि उन निर्धारित प्रतिवेदनों एवं विवरणियों को समय पर प्रस्तुत नहीं किया जाता है। कुछ विभागों से कभी-कभी कोई प्रतिवेदन प्राप्त भी नहीं होता है। कार्मिक विभागीय पत्र संख्या 304 दिनांक 18 अप्रैल, 1978 के द्वारा सभी विभागों तथा विभागाध्यक्षों से अनुरोध किया गया था कि अपने विभाग के ओ० एम० पदाधिकारी का नाम भेजें ताकि उन प्रतिवेदनों को विहित समय पर उपलब्ध कराने के सम्बन्ध में उनसे पत्राचार किया जा सके। इस सम्बन्ध में विभागों से जो सूचना प्राप्त हुई है उसमें यह पाया गया है कि कतिपय विभागों में निबन्धक/अवर सचिव को ओ० एम० कोषांग का प्रभारी बनाया गया है।

2—इस सम्बन्ध में ध्यान (नियुक्ति विभाग) अब कार्मिक एवं प्रशासनिक सुधार विभाग (संगठन एवं पद्धति प्रशाखा) के ज्ञाप संख्या 921 दिनांक 5 जुलाई, 1955 (प्रतिलिपि संलग्न) में यह अनुदेश परिचारित किया गया था कि प्रत्येक विभाग में संगठन एवं पद्धति कोषांग की स्थापना की जाय जो एक उप सचिव या अवर सचिव के प्रभार में रहे। इस कोषांग की कार्यवाहियों के मार्गदर्शन हेतु परिपत्र संख्या 6/12 दिनांक 2 अगस्त, 1955 (प्रतिलिपि संलग्न) तथा श्री आर० एन० पाण्डेय के अर्द्ध सरकारी पत्र संख्या 45, दिनांक 1 फरवरी, 1962 (प्रतिलिपि संलग्न) द्वारा सभी विभागों को निर्देश भेजे गए थे। इसके बाद भूतपूर्व मुख्य सचिव श्री सचिवदानन्द सिंह के अर्द्ध सरकारी पत्र संख्या 373 दिनांक 8 अगस्त, 1969 (प्रतिलिपि संलग्न) तथा पत्र संख्या 228 दिनांक 2 मई, 1972 (प्रतिलिपि संलग्न) द्वारा पुनः विभागों को ओ० एम० कोषांग के गठन के सम्बन्ध में पूर्व निर्गत अनुदेशों की ओर ध्यान आकृष्ट किया गया था। अतः आपके विभाग में उक्त निर्देशों के अनुसार संगठन एवं पद्धति कोषांग की स्थापना नहीं की गई है, तो, अविलम्ब व्यक्तिगत ध्यान देकर "कोषांग" का गठन करें तथा उसके सदस्यों की सूचना सहित एक प्रतिवेदन कार्मिक एवं प्रशासनिक सुधार विभाग (संगठन एवं पद्धति प्रशाखा) को भेजने की कृपा करें।

विश्वासभाजन

( केशव मोहन ठाकुर )

सरकार के अपर सचिव ।

## 12. AMALGAMATION SCHEME.

### 12. (i) AMALGAMATED OFFICES.

Before 1950 the organisation of the Secretariat was somewhat different, at least in some of the departments. These, with a few exceptions, had one or two "Heads of Departments" to execute their policies. With a separate office of Head of Department engaged in analogous work, delay was caused because the proposals had to be examined with the help of the same rules, orders and precedents, once in the office of the Head of the Department, and again in the Secretariat, before orders of Government were obtained. There were then two sets of ministerial officers adding to the cost of administration

A Scheme of Amalgamation was worked out in 1951 under which the Offices of most of the Heads of Departments were amalgamated with the corresponding Secretariat Departments. It was contemplated then that the two ministerial Department cadres, one of the office of Head of the Department and the other of the Secretariat Department would in course of time be amalgamated into a single cadre and that the technical officers of the Heads of Departments will all become officers of one and the same department, functioning within their own spheres in respect of the duties assigned to them. Thus, the single combined ministerial cadre in an amalgamated Secretariat Department was intended to serve the officers of Heads of Departments to whom all cases should be submitted in the first instance, as well as the Secretariat Officers, for further examination of a case, or for putting up drafts after final orders could be obtained. The Scheme was an experimental basis from 1951 to the end of the year 1955. At the end of the year 1955 at a Meeting of Secretaries the working of these amalgamated departments was reviewed and the general opinion expressed was that the Scheme had proved a success. The Scheme was accordingly made permanent with effect from the 1st January, 1956, *vide* O. and M. Section memo. no. 308, dated the 10th January, 1956. Occasionally there have been complaints about the working of the Scheme. It has, however, been observed that if the two sets of officers in an amalgamated department perform their duties in utter friendliness and common purpose and if even the dissenting notes on the files are in polite language, and to the point, there is no reason why there should be any friction anywhere.

The Secretary to Government in an amalgamated Secretariat Department is in overall charge of the office and he shares this responsibility with the Head of the Department. Files are initially submitted by the ministerial staff to the gazetted subordinates of Head of the Department. Cases requiring routine orders of Secretariat Officers are channelled from the Technical gazetted officers under the Heads of the Departments to the D. S. or U. S. required to deal with the cases. Important and policy cases are submitted after full examination by the ministerial staff and the Technical gazetted subordinates to the Head of the Department who endorses the case with his comments direct to the Secretary to Government or the Additional, Joint or Deputy Secretary authorised to obtain orders of Government in the Department. If the Secretary or equivalent officer who puts up cases to Government feels that further examination by Secretariat Officers is necessary, he may endorse the case to the D.S. or U.S. under him for such examination. Where the Under-Secretary or Deputy Secretary, irrespective of whether the Deputy Secretary obtains orders of Government direct or through Secretary or Joint Secretary, differ sharply with the views of the Head of Department, their comments should generally be recorded on routine sheets which should be for the assistance of the Secretary or Additional or Joint Secretary only. Even in the department which is not amalgamated, proposal of the Head of Department should not be turned down without obtaining orders of the Minister, and the Head of Department may, if he so wishes place his views before the Minister in presence of the Secretary [*vide* rule 1.3(b) (vi) of the Secretariat Instructions]. This applies to amalgamated departments also.

As regards issue of orders from the amalgamated Secretariat Departments, two sets of orders are contemplated, namely, orders under the delegated powers of Heads of Departments, and those passed at the secretariat or Ministers' level. While in the first set of cases orders issue under authority of the Head of Department under his signature or the signature of any of his gazetted subordinates, in the latter set of cases orders issue under the authority of Government under the signature of the Secretary or the Additional, Joint, Deputy, Under or Assistant Secretary.

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12 (ii)

Memo. no. OM/R2-107/55A—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