

of non-gazetted in the offices of the Secretariat, and in the attached offices was made permanent. Some Departments are, however, referring to the Organisation and Methods Section proposals also for conversion of temporary posts in mufassil Offices under them. The undersigned is to make it clear that it is not the intention that such cases should be referred to the Organisation and Methods Section for advice. The departments of Government should examine such cases on merits and sanction the conversion of such posts into permanent posts in consultation with the Finance Department, as usual.

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BIHAR GAZETTE EXTRAORDINARY

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Patna Friday, November, 12, 1965.

FINANCE DEPARTMENT RESOLUTION.

The 12th November, 1965.

II/M 1—6085/65-10195-F-The State Government have been concerned about the need to improve financial discipline and to secure economy and efficiency in administration. They have been given close thought to measures to achieve these objectives. Since economy and rationalisation of staffing in Government offices is the essential first step in this direction, the following directions are being issued to come into force with immediate effect. Other directions will be issued from time to time :—

(i) The yard-stick for sanction of posts in the non-gazetted establishment is revised with immediate effect to 25 per cent above the current levels prescribed. Each Department of Government shall carry out a re-appraisal of the nongazetted establishment under its control in the light of the revised yard-stick and shall prepare a list of persons considered surplus as a result of the re-appraisal.

(ii) There should be a corresponding adhoc economy at the gazetted level. Every Department which, besides a Secretary also has one or more Deputy Secretaries, as well as one or more Under-Secretaries, shall straightway declare at least one post of Deputy Secretary or Under Secretary surplus, pending further re-appraisal and declaration of further surplus. The surplus at the gazetted level shall be absorbed by other postings and transfers without the giving of substitutes.

(iii) All Officers entitled to have more than one orderly peon attached to them shall forthwith declare one of the peons surplus to their requirement. A list of all such persons declared surplus shall be prepared. Henceforth the number of orderly peons to be sanctioned for any officer will be the existing prescribed number reduced by one, except in cases where the existing prescribed number is only one.

(iv) Ordinarily no new gazetted post shall be created and no gazetted post kept in abeyance shall be revived, if such a post is borne on the non-plan budget. The proposal for creation of such a post or revival of a post kept in abeyance shall be entertained by the Finance Department only if Administrative Personnel Committee consisting of the Chief Secretary, the Development Commissioner and Shri T. C. Puri has examined the necessity and has certify that creation or revival of a post as the case may be, is inescapable and that re-adjustment of duties among the existing post to abviate the creation or revival of a post is not practicable.

(v) Proposals for gazetted posts required to be created or revived in connection with the implementation of the plan scheme should be closely scrutinized, in the first instance, by the Planning Department before being referred to the Finance Department for concurrence. After examination in the Finance Department the proposal along with the advice of the Finance Department shall be placed before the

Committee referred to in paragraph (iii) above. The Finance Secretary and the Secretary of the Department concerned will be associated with the Committee when the proposal comes to be considered by the Committee whose advice shall be final.

(vi) For Works Departments, like the Public Works, Irrigation, River Valley Projects, Housing and so forth, the yard-stick of original construction shall be Rs. 60 lakhs annually for a Division and all other prescribed work-loads of construction and maintenance in these Departments shall be proportionately upgraded. The gazetted and non-gazetted staff shall be re-appraised in these Departments in light of the revised work-load and a list of persons considered surplus shall be drawn up in the same manner as referred to in paragraph 1(i) above.

(vii) When no specific work-load in quantitative terms has been laid down for any post, gazetted or non-gazetted, and in any other suitable case, the Administrative Personnel Committee shall review the requirement of staff and shall draw up lists of surplus personnel after undertaking such review.

2. The different lists of surplus persons prepared in terms of the above paragraph shall be forwarded to the Finance Department which will constitute a pool of surplus personnel. Existing or future vacancies shall not be filled up by any Department by recruitment of an outsider unless it has consulted the Finance Department and the latter has reported that a person of the requisite qualification is not available from the pool of surplus personnel maintained by the Finance Department. Until a person in the pool is employed in an alternative existing or future vacancy, he will continue to be in service in the Department/Office in which he is employed at present.

3. The pool of surplus personnel will be administered by an Economy cell consisting of a Deputy Secretary and an Under Secretary of the Finance Department. The Under Secretary incharge of this cell shall also function as Secretary to the Administrative Personnel Committee.

4. Government are keen that the list of surplus personnel shall be drawn up and sent to the Economy Cell of the Finance Department as soon as possible and, in any case, not later than the 30th November, 1965.

Order :—Ordered that a copy of this Resolution be published in the Bihar Gazette for information.

By order of the Governor of Bihar
Sd. T. P. Singh
Chief Secretary to Government.

VII—1. ATTENDANCE.

Memo. no. OM/R1-901/54A—432, dated the 18th January, 1954, from the Chief Secretary to the Government of Bihar, to all Departments of Government.

The office hours are from 10-30 A.M. to 5 P. M. and during this time a ministerial officer may have half an hour's recess for lunch. It has, however, been reported that some ministerial officers go out for refreshment more than once, and thus absent themselves for more than half an hour. In order to stop this practice it is laid down that the ministerial officers can leave office for lunch only between 12 A. M. and 3 P. M. for not more than half an hour. No permission would be needed for half an hour's absence, but for longer absence permission of the Section Heads should be taken. If any ministerial officer wishes to leave office for a second time, he should make an entry in a register to be kept with the Section Heads, and note down the times of his departure from, and arrival in office. Section Heads should ensure that no ministerial officer under them is away from office for more than half an hour, and any infringement of these orders is brought to the notice of the Registrar, Personal Assistant or Under-Secretary, as the case may be.

The Heads of the Departments and other offices located within the Secretariat Buildings at Patna may be informed of these orders.