

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.