

XVI—2 INTER-SE-SENIORITY OF TYPISTS ETC IN AMALGAMATED DEPTTS.

Government of Bihar,

Finance Department

Memo No 11M2-3012/57/7527-F. Patna, the 30th May. 1957,

To

All Department of Government.

The question of the principle which should determine the inter-se-seniority of Steonographer, Typist, Routine Clerks, and Record Suppliers in an amalgamated department has been raised. It has been decided that the principle laid down in paragraph 8 of the O & M Section memo no. OM/R2-107/56 A-308, dated the 10th January, 1956 should apply also in the case of Typists, Routine Clerks and Record Suppliers in amalgamated Departments namely that the seniority of Govt. Servants of these categories should be determined by the date of appointment to the posts or to the grade on a substantive or continuous officiating basis which ever is earlier. As regarding Steonographers Class—I and Class II, the cadres will be controlled by the Finance Department and the question of their seniority in a Department while on deputation which Class will be the same as in the respective Cadres of Finance Department.

Sd/-S. N. Singh
Secretary to Government.

XVII—1 RECORDS AND FILES.

Confidential letter no. OM/M-1040/58—11597, dated the 26th December 1958, from the Chief Secretary to the Government of Bihar, Cabinet Secretariat (Organisation and Method Section), to the Secretary to the Chief Minister/all Private Secretaries to Ministers and Deputy Ministers.

SUBJECT—Records and files of the department of Secretariat should be treated as confidential documents.

I am directed to say that under the Rules in the Secretariat Instructions all records and files of the departments of the Secretariat should be treated as confidential documents. Instructions are under issue to the departments that all files submitted to the Chief Minister, other Ministers and Deputy Ministers for orders whether they are confidential or not should be sent to the residences of Ministers and Deputy Ministers with U. O. I. numbers and through Peon Books. As far as possible all confidential files should likewise be returned to the Secretariat through Peon Books after disposal by the Minister or the Deputy Ministers and in respect of others which are sent to the Secretariat by the file carriers a list of files should invariably accompany the files which are returned to the Secretariat every day. Such a procedure will enable the departments of the Secretariat to keep track of the files in the departmental registers. I hope these instructions will receive your personal attention.
