

XVII—2 SPARE COPIES OF IMPORTANT CIRCULARS AND ORDERS.

Memo, no. OM/R-2022/57—568, dated the 16th January, 1958, from the Chief Secretary to the Government of Bihar, to all departments of the Secretariat.

The undersigned is directed to refer to Rule 6.91 of the Secretariat Instructions and to say that complaints continue to reach the Organisation and Methods Section that spare copies (printed or cyclostyld) of important circulars and orders affecting all Government Offices issued by the departments of the Secretariat are not sent to the other departments or to the Heads of Departments. This omission on the part of the departments makes it necessary for the other departments and the Offices of the Heads of Departments to re-cyclostyle the circular, letters and orders for distribution to subordinate officers which causes unnecessary waste of stationery. The undersigned is to request that each department of the Secretariat should ascertain the requirements of the other departments of spare copies of important circular, letters and orders and issue definite instructions to their Despatch Branch of the number of spare copies which should be sent to each of the other departments and the Offices of the Heads of Departments whenever such important circular, letters and orders are issued.

XVII—3 INSTRUCTIONS REGARDING CONTROL ON MOVEMENT OF FILES

Government of Bihar

*Confidential*

Appointment Department.

(Organisation & Method Section)

D. O. No. M—1040/58—11598. Patna, the 26th December, 1958.

My dear,

I am desired to say that the Chief Minister is greatly concerned over frequent reports reaching him of files, particularly confidential and personal files getting lost in the Secretariat. It is also the experience that when enquiries are made the departments are unable to fix responsibility for the loss of the files. The position is serious and it is necessary to take steps to devise means to prevent loss of files and where they are lost it should be possible to fix responsibility without much difficulty. As a matter of fact if the rules in the Secretariat Instructions are carefully followed no loss of files should be quick and responsibility could also squarely fixed on the persons concerned. Arrangements are already in force since November, 1956 to give a thorough training in the rules in the Secretariat Instructions to lower division probationers and there is no reason now why they should not be fully conversant with these rules. All officers are supplied with copies of the Secretariat Instructions and you should ensure that they make themselves familiar with the rules in as short a time as possible.

2. The controls on the movement of files as introduced by the Organisation and Methods Section are through the preparation of periodical arrear lists.

(a) All ranks in the Secretariat Instructions to amended Rule 5.7 of the Secretariat Instructions to prepare a weekly arrear list of files pending with them.

(b) The departments are required under orders issued in my letter No. OM/M-1024/58—4783, dated the 6th May, 1958, to prepare three lists of pending cases at the end of each month :—

(i) A monthly arrear list in old Form B of all files of the department which have remained pending disposal at the end of each month.