



REPORT

1970-71

GOVERNMENT OF INDIA

भारत सरकार

CABINET SECRETARIAT

मन्त्रिमण्डल सचिवालय

DEPARTMENT OF PERSONNEL

कर्मिक विभाग

NEW DELHI

REPORT

1971-72
1970-71

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ERRATA

- to the Annual Report of the Department of Personnel ^{/for the} year
1970-71 (English version).
- on immer title page
- On page 15 (line 1)
- On page 16 (line 5)
- On page 16 (Para 3.4) (Line 1)
- (Para 3.5) (line 3)
- On page 17 (Line 2)
- (line 5)
- (line 14)
- On page 18 (line 1)
- (Line last but one)
- On page 20 (para 3.16)
- (Line 3)
- (Line 30)
- On page 37 (Para 4.31)
- (Line 9)
- (para 4.31) (line 9)
- (4.31) (line 11)
- For '1971-72' read '1970-71'
- For the word 'had' the word 'have' may be substituted.
- Word 'etc.' may be added at the end.
- For the words 'Selection list' the words 'Select list' may be substituted.
- For the word 'or' the word 'are' may be substituted.
- For the word 'should' the word 'may' may be substituted.
- After the word 'vacancies' the word 'may be filled' may be added.
- For the word 'Examinations' the word 'Examination' may be substituted.
- For the word 'have' the word 'had' may be substituted.
- After the word 'officers' the word of may be added.
- The words 'Scheduled Caste' and 'Scheduled Tribe' may be corrected be read 'Scheduled Castes' and 'Scheduled Tribes'.
- The alphabet 's' in the word 'Schools' may be omitted.
- Before the words 'The Ministries' the words 'Under the scheme of redeployment through this cell, while the surpluses are reported to the cell' may be added.
- The words 'the surplus staff as well as the' may be substituted by the word 'their'
- After the word 'posts' the word 'also' may be added.

On page 38 (para 4.32)
(column 2 of the table)

For the words 'he rolls' the words
'the rolls' may be substituted.

On page 39 (line 7)

After the word 'received' the words
'in the public Grievances Section'
may be added.

On page 53 (line 10)

After the word 'home' comma may be
omitted and a hyphen may be inserted
in its place.

(Line 11)

After the word 'life' comma may be
added.

(line 11)

After the word 'child care' fullstop
may be omitted and a comma may be
inserted in its place.

(line 12)

For the word 'nutriation' the word
'Nutrition' may be substituted.

On page 75 (under heading
'No. of items examined/
scrutinised')
(item 'works')

Read 2066** for 2066*

On page 75 (Line 11)

After the word 'commissioners' the
word 'for' may be added.

On page 77 (line 10)

Before 31 add the words 'of whom'.

On page 77 (line 21)

After the word put 'in' should be
deleted.

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INTRODUCTION

The Administrative Reforms Commission in its Report on the Machinery of the Government and its Procedures of work recommended the setting up of a separate Department of Personnel to be placed directly under the Prime Minister to serve as a nodal agency for the personnel functions of the Government. This recommendation was accepted by the Government of India and the Department of Personnel came into being on the 1st August, 1970, as a part of the Cabinet Secretariat.

2. The work relating to Services along with matters connected therewith, previously dealt with in the Ministry of Home Affairs, was transferred to the new Department. In addition, work relating to Revenue Intelligence and Enforcement Directorate was also transferred to the Department from the Ministry of Finance. The Department is concerned mainly with the formulation of personnel policies and review of their implementation, development of personnel for senior management and processing of appointments to senior posts, training and career development, welfare of staff and research in personnel administration with a view to improving efficiency and streamlining the administration.

3. The functions of the Department of Personnel may be broadly classified under the following headings:—

- (i) Recruitment, promotion and morale of the services.
- (ii) Training.
- (iii) Vigilance and Discipline.
- (iv) Revenue Intelligence & Enforcement.
- (v) Service conditions.
- (vi) Senior and middle management.
- (vii) Grievances and staff welfare.

- (viii) The Union Public Service Commission.
- (ix) Centralised aspects of managing IAS, Inter-Ministry cadres including career planning for the members thereof.
- (x) Career planning.
- (xi) Personnel management agencies.
- (xii) Research in Personnel Administration.
- (xiii) The allocations of personnel and integration of services as a result of States reorganisation.

The details of the subjects allotted to the Department of Personnel are given in the Annexure.

4. The Department of Personnel in the Cabinet Secretariat is now renamed as Mantri Mandal Sachivalaya (Karmik Vibhag).

CHAPTER I

ALL INDIA SERVICES

New Services

While discussing the subject of national integration, the Chief Ministers Conference held in August 1961, had accepted, in principle, the creation of three new All India Services in the fields of engineering, forestry, and medicine and public health. After the adoption of a resolution under Article 312(1) of the Constitution by the Rajya Sabha, the All India Services Act, 1951 was amended accordingly.

The Indian Forest Service

1.2. The Service was constituted with effect from the 1st July, 1966. The selection of the State Forest Service officers for appointment to the Service at its initial constitution was completed on the 31st of March, 1968.

1.3. The initial appointments made to the Indian Forest Service cadre of Jammu & Kashmir were challenged in a writ petition filed by some Jammu & Kashmir Forest Service officers who had not been selected for appointment to the Service. The case eventually went up to the Supreme Court which struck down the initial recruitments made to the Jammu and Kashmir cadre of the IFS. The reason given by the Supreme Court was that the Chief Conservator who was a member of the Selection Board was also himself a candidate for the IFS from that State and even though he was not present when his own case

was decided, as a candidate he should not have been on the Selection Board at all (Kraipak and others Vs. Union of India & Others—A.I.R. 1970 S.C.150). Mainly following the judgment of the Supreme Court in this case, various other High Courts also passed orders quashing the initial recruitments made to the IFS cadres of various States. The Government of India had applied for special Leave to Appeal to the Supreme Court against the judgments of the Assam and Mysore High Courts on the ground that the observations of the Supreme Court applied to Jammu & Kashmir alone and not to other States but the Special Leave was refused. The Government of India have been advised that the initial recruitment to all the State cadres, whether or not expressly struck down by a Court, have to be treated as void *ab intion* and that steps would have to be taken to make fresh initial recruitments to all the cadres.

1.4. Following the Kraipak case, the Indian Forest Service Rules 1966 and the Indian Forest Service (Initial Recruitment) Regulations, 1966, had been amended to enable the Central Government to make fresh selections to a State cadre if the initial recruitments to that cadre had been struck down by a judicial order. In exercise of the power thus vested, fresh initial recruitments have already been made to the cadres of Jammu & Kashmir, Bihar, Assam and Mysore. Following the rejection of the Special Leave Application, the Rules and Regulations have been further amended to enable the Government to make fresh initial recruitments even in those States where the earlier recruitments had not been struck down by an express judicial order, but which had to be treated as void following the Supreme Court order. The Selection Board has already made initial recruitment in Maharashtra State and dates have been fixed for initial recruitment in various other States. The process is expected to be completed by about the middle of August, 1971.

1.5. Direct recruitment to the Indian Forest Service started from 1st April, 1968. Competitive Examinations have been conducted by the Union Public Service Commission since

1967. The number of candidates appointed to the Service on the results of the examinations is as given below:—

Year of Examination	General	Scheduled Castes	Scheduled Tribes	Total
1967	41	6	3	50
1968	27	5	2	34
1969	13	2	1	16
1970	15	3	—	18

Rehabilitation of Released Emergency Commissioned/Short Service Commissioned Officers

1.6. With a view to rehabilitating the released Emergency Commissioned/Short Service Commissioned officers, 20 per cent of the vacancies in the Indian Forest Service to be filled on the basis of competitive examination, have been reserved for being filled from among the released officers. The number of candidates appointed on the basis of the three examinations so far held for the released officers is indicated below.

Year of Examination	General	Scheduled Castes.	Scheduled Tribes.	Total
1968	9	1	—	10
1969	4	—	—	4
1970	10	—	—	10

Indian Medical & Health Service

1.7. Orders constituting the Service with effect from 1st February, 1969, have been issued. The basic rules regulating recruitment to the Service and for cadre management were also promulgated.

1.8. While action was being taken to collect the necessary information from the State Governments to make the initial selection from amongst the State Medical Service officers some of the State Governments have had second thought about participating in the Scheme. Besides the Governments of Tamil Nadu and Mysore, who had even earlier declined to participate in the Scheme, the Governments of Assam, Jammu & Kashmir and Maharashtra also decided not to participate in the Scheme. The Governments of Punjab and West Bengal have also indicated that they were reconsidering the question of their participation. In view of the fact that as many as 7 States have either declined to participate in the Service or are reconsidering their earlier stand, the Government of India are re-examining the whole matter.

Indian Service of Engineers

1.9. The drafts of the Cadre Rules, Recruitment Rules and the Initial Recruitment Regulations were circulated to the State Governments for their comments. After considering the comments received from the various State Governments and the administrative Ministries concerned, the drafts of the rules/regulations were referred to the Union Public Service Commission for their advice. While examining the comments of the Commission on the various provisions of the draft rules/regulations, certain other issues such as the eligibility of mechanical engineers working against civil engineering posts, the encadrement of posts in State Electricity Boards as duty posts in the Cadre Schedules, and the encadrement of posts of the public health engineering departments in the various States

were thrown up. These issues are presently engaging Government's attention. Meanwhile, the Governments of Assam, Jammu and Kashmir, Tamil Nadu and West Bengal have intimated that in modification of their earlier views, they have decided not to participate in the proposed Service. In February, 1971 the Government of Himachal Pradesh also conveyed their decision not to participate in the Service.

1.10. In the meantime, the State Governments have already been addressed to compile the necessary information which will be required for making initial selection for purpose of appointment to the Service.

1.11. All the State Governments had also earlier agreed to the creation of two more all India Services, namely, the Indian Educational Service and the Indian Agricultural Service. However, for the present steps are not being taken for the creation of these two Services because after the 1967 General Elections some State Governments have revised their stand on the need for these Services.

Indian Administrative Service/Indian Police Service Cadres- Re-examination of strength and composition.

1.12. A re-examination of the strength and composition of each of the cadres of the Indian Administrative Service and the Indian Police Service was made during 1966-67, in accordance with the provisions of the Indian Administrative Service (Cadre) Rules, 1954, and the Indian Police Service (Cadre) Rules, 1954. The next triennial review has since been taken up. As recommended by the Estimates Committee of Parliament, in their 93rd report, this review is being made by a Committee presided over by the Cabinet Secretary, with Secretary (Services) in the Ministry of Home Affairs, (now Secretary, Department of Personnel), the Finance Secretary and the Chief Secretary of the State Governments concerned as members. So far

the strength and composition of the Indian Administrative/Police Service cadres of all States except those of Assam have been re-examined and alterations, as necessary, have been made. The change in the cadre strength of these two services, as a result of the alterations made so far, and the number of officers in position, are as indicated below:—

Service	Authorised cadre strength prior to review	Authorised cadre strength after review	Number of officers in position
Indian Administrative Service	3,935	3199	2761
Indian Police Service	1,659	1770	1582

Constitution of the Indian Administrative Service Cadre of Nagaland.

1.13. The Indian Administrative Service Cadre of Nagaland was constituted with effect from the 1st January, 1968. Four members of the Nagaland State Civil Service were appointed to this Cadre at its initial constitution. Six members of the Indian Frontier Administrative Service appointed to the Indian Administrative Service were allocated to this cadre. From among the officers recruited on the basis of the competitive examinations held in 1968 and 1969, four were allocated to this cadre. The total number of officers in position is thus 14, leaving a gap of 34 in the cadre of 48.

Competitive Examination, 1969.

1.14. The number of candidates proposed for appointment to the All India Services and the Central Services, Class I and II on the results of the Combined Competitive Examination

conducted by the Union Public Service Commission in 1969^a was as follows:—

Service	General	Scheduled Castes	Scheduled Tribes	Total
I	2	3	4	5
Indian Administrative Service	73	12	7	92
Indian Foreign Service	8	1	1	10
Indian Police Service	40	6	2	48
Central Services, Class I	125	21	7	153
Central Services, Class II	35	9	5	49
Union Territories Civil Services Class II	14	3	—	17
Union Territories Police Services, Class II	8	2	2	12
	303	54	24	381

Introduction of Regional Languages as alternative media for the Combined Competitive Examination.

1.15. Parliament has adopted a Government Resolution on language policy which states *inter-alia* that "All the languages included in the Eighth Schedule to the Constitution and English shall be permitted as alternative media for the All India and Higher Central Services Examination after ascertaining the views of the Union Public Service Commission on the future scheme of the Examination, the procedural aspects and the timing." In consultation with the Union Public Service Commission, these languages are being permitted as optional media

for Essay and General Knowledge papers in the Combined Competitive Examinations held in and after 1969. The question of allowing the candidates, at their option, to write the remaining papers of the Examination in these languages, is under consideration.

Rehabilitation of Released Emergency Commissioned Short Service Commissioned Officers.

1.16. With a view to rehabilitating the Released Emergency Commissioned Short Service Commissioned Officers, a competitive examination, exclusively for these Officers, was held by the Union Public Service Commission in 1969. The number of Officers selected for appointment to the various Services were as follows:—

Service	General	Scheduled Castes	Scheduled Tribes	Total
I	2	3	4	5
Indian Administrative Service	4	4
Indian Foreign Service	2	2
Indian Police Service	7	7
Central Services, Class I	8	..	1	9
Central Services, Class II	14	14
Union Territories, Civil Services, Class II	4	4
Union Territories Police Services, Class II	2	2
TOTAL :	41	..	1	42

Revision of the pay of the posts of Chief Secretaries to State Governments.

1.17. The pay of the posts of Chief Secretaries to the Governments of the following States has been raised from Rs. 3,000 to Rs. 3,500 with effect from the 1st March, 1970:—

1. Andhra Pradesh.
2. Bihar.
3. Gujarat.
4. Haryana.
5. Jammu & Kashmir.
6. Maharashtra.
7. Madhya Pradesh.
8. Mysore.
9. Orissa.
10. Punjab.
11. Rajasthan.
12. Tamil Nadu.
13. Uttar Pradesh.
14. West Bengal.

Selection Grade Posts in the Indian Administrative Police Service.

1.18. In 1969, the minimum limit on the number of posts in the Selection Grade in a State Cadre of the Indian Police Service was raised from 5 per cent to 15 per cent of the total number of senior posts in the State. A similar increase in the minimum limit for the number of Selection Grade posts has been made in the Indian Administrative Service also with effect from the 1st March, 1970.

The All India Services (Confidential Rolls) Rules, 1970.

1.19. The Government of India attach great importance to the proper maintenance of the confidential rolls of members of

the All India Services. In the absence of rules to govern the maintenance of the confidential rolls, there was no uniform procedure followed by the different State Governments, and the need for framing rules in this regard was being felt. In consultation with the State Governments concerned, the Central Government have, therefore framed recently the All India Services (Confidential Rolls) Rules, 1970, to regulate this matter.

CHAPTER II

INDIAN ECONOMIC SERVICE AND INDIAN STATISTICAL SERVICE

Introduction.—The desirability of establishing a Statistical and Economic Advisory Service was recommended in 1953 by a Committee appointed by the Planning Commission with Shri V. T. Krishnamachari as Chairman.

Thereupon, the Government decided to constitute two separate Central Civil Services Class I, namely the Indian Statistical Service and the Indian Economic Service. The two services came into existence on 1st November, 1961.

2.2. The two Services comprise the following four grades:

Grade I: Director—Rs. 1300—60—1600—100—1800.

Grade II: Joint Director—Rs. 1100—50—1400.

Grade III: Deputy Director—Rs. 700—40—1100—50/2—1250.

Grade IV: Assistant Director—Rs. 400—400—450—30—600—
35—670—EB—35—950.

2.3. The Department of Personnel, advised by the Indian Economic Service Board and the Indian Statistical Service Board is the controlling authority for the two Services.

2.4. *Authorised Strength of the Services.*—The present authorised strength of the two Services including reserves is given below:

	ISS			IES		
	Pmt.	Ty.	Total	Pmt.	Ty.	Total
Grade I Director	8	3	11	11	7	18
Grade II—Jt. Dir	5	6	11	13	10	23
Grade III —Dy. Dir.	50	20	70	84	32	116
Grade IV—Asstt. Director	176	66	242	289	59	348
Total	239	95	334	397	108	505

2.5. Competitive examinations have been held by the UPSC since 1967 for direct recruitment to grade IV of the two services. The details of the number of candidates appointed to Grade IV of the two Services on the basis of the competitive examinations conducted are given below:

INDIAN ECONOMIC SERVICE

Year	General	Scheduled Castes	Scheduled Tribes	Total
1967	30	2	..	32
1969	24	5	2	31
1970	12	4	3	19

INDIAN STATISTICAL SERVICE

Year	General	Scheduled Castes	Scheduled Tribes	Total
1967	11	11
1969	15	15
1970	7	7

2.6. The two Services have been declared technical. Reservation for Direct Recruitment in favour of Released Emergency Commissioned/Short Service Commissioned Officers is now required to be made in such technical Services also; rules for the first examination for these reserved vacancies have been published, and the examination is due to take place in June, 1971.

2.7. *Training.*—A scheme for training of the officers of the Indian Economic Service and the Indian Statistical Service has been drawn up. The scheme envisages the training of Direct Recruits to Grade IV of the two Services for a period of two years and also provides for refresher courses for the officers of the higher grades.

2.8. Grade IV probationers of both the Services attend the Foundation Course at the National Academy of Administration, Mussoorie. The Indian Economic Service Probationers undergo further training at the Institute of Economic Growth, Delhi and the Indian Statistical Service Probationers are trained at the Training Unit of the Central Statistical Organisation, New Delhi. All of them are also attached to various Government Departments for on-the-job training.

2.9. The first batch of Direct Recruits to Grade IV of the two Services had completed the two-year training and were appointed to the cadre posts in the various Ministries/Departments in November, 1970. The Second batch of Direct Re-

recruits to Grade IV of the two Services has completed the institutional training and has now been attached to the various Ministries|Departments for 'on-the-job' training.

2.10. The third batch of Direct Recruits to Grade IV of the two Services has joined the Institute of Economic Growth (in the case of the Indian Economic Service) and the Central Statistical Organisation (in the case of the Indian Statistical Service) on 1st January, 1971, and 12th October, 1970, respectively.

2.11. *Budget Provision.*—The Government have given a grant of Rs. two lakh and fifty thousand to the Institute of Economic Growth, Delhi for the construction of a hostel for the Indian Economic Service Probationers who undergo training at the Institute. The Government have also given grants-in-aid to the Institute to meet the expenses of the training of the IES Probationers.

CHAPTER III

CENTRAL SECRETARIAT SERVICES

Three Central Services had been constituted for manning Secretariat posts in the Central Secretariat and its Attached Offices, viz., the Central Secretariat Service, the Central Secretariat Stenographers' Service and the Central Secretariat Clerical Service. These Services were established with effect from 1-11-1951, 1-12-1951 and 1-5-1954 respectively. Twenty-six Ministries/Departments and Attached Offices participate in these Services.

Central Secretariat Service:

3.2. The Central Secretariat Service consists of the following grades:

			Rs.
Selection Grade (Deputy Secretary to the Govern- ment of India or equivalent).	Class I	Scale :	1100— 1800
Grade I Under Secretary to the Government or India or equivalent).	Class I	Scale :	900— 1250
Section Officers' Grade	Class II (Gazetted) Ministerial.	Scale :	350— (400)—900
Assistant's Grade	Class II (Non- Gazetted) Ministerial.	Scale :	210-530

3.3. While the Selection Grade and Grade I are controlled by the Cabinet Secretariat (Department of Personnel), control over the staff in the other two Grades, viz., Section Officers'

Grade and Assistants' Grade, has been vested w.e.f. 1st October 1962, in the Ministries|Departments and offices participating in the Central Secretariat Service. Confirmations and promotions to these decentralised Grades are made by the respective Ministries.

3.4. Selection Grade.—A Selection List of 30 Grade I Officers of the Central Secretariat Service suitable for promotion to the Selection Grade of the Service was issued in April, 1970. A further Select List is under preparation. Six Officers were confirmed in the Selection Grade during the year 1970-71.

3.5. Grade I.—Posts in Grade I of the Central Secretariat Service, with an authorised permanent strength of 396, as fixed after the last periodical review on 1st May, 1969, or in turn, filled by promotion on the basis of merit from amongst permanent officers of the next lower grade viz. Section Officers' Grade who have rendered not less than 10 years approved service in that grade. A list of 68 Officers of the Section Officers' Grade who were approved for long term promotion to Grade I was issued on 5th February, 1971. Promotions to Grade I are being made from this list, as and when necessary. 69 Officers were confirmed in Grade I during the year 1970-71.

3.6. Section Officers' Grade.—Prior to 1st October 1967, 25 per cent of the substantive vacancies in the Section Officers' Grade were filled by direct recruitment through Union Public Service Commission and the remaining were filled through the Select List, additions to which were made against the existing as well as anticipated vacancies in the following proportions:

- (i) 33.1|3 per cent from seniority group of Assistants' Grade;
- (ii) 33.1|3 per cent from persons selected on the results of limited departmental competitive examinations; and
- (iii) 33.1|3 per cent from amongst the left-over candidates of the Assistant Superintendent (RTE) Examinations held in 1959 and 1960.

It has now been decided that 1|6th of the substantive vacancies in the Section Officers' Grade should be filled by direct recruitment through Union Public Service Commission and the remaining substantive vacancies, as also long term temporary vacancies by promotion through a Select List, additions to which will be made against the existing as well as anticipated vacancies in the following proportions:

- (i) 1|3rd from Seniority group of Assistants' Grade;
- (ii) 1|3rd from permanent Assistants with the longest years of continuous service in that Grade;
- (iii) 1|6th from persons selected on the results of the limited departmental competitive examination; and
- (iv) 1|6th from the left-over candidates of the Assistant Superintendent (RTE) Examinations held in 1960.

In so far as direct recruitment to the Section Officers' Grade is concerned, 12 persons (including 4 released members of Emergency Commissioned Officers and 2 Scheduled Castes) have been nominated for appointment during 1970 on the results of the Combined Competitive Examination for the IAS and other Services held in 1969. Three more candidates are being nominated. On the results of the limited Departmental Competitive Examination held in December 1969, 49 candidates have been appointed in 1970 to the Section Officers' Grade. Similarly, 93 persons belonging to the seniority group and 45 persons belonging to the left-over group have been appointed to the Section Officers' Grade during the year. Action to select 94 persons from the group of 'longest years of service' Assistants for appointment as Section Officer is in hand.

3.7. *Assistants' Grade.*—Prior to 1st October, 1968, 50 per cent of substantive vacancies in the Assistants' Grade were filled by direct recruitment through Union Public Service Commission and the remaining substantive vacancies as also long term temporary vacancies were filled by promotion of permanent Upper

Division Clerks who have rendered not less than 5 years' approved service. The question of continuing the 50:50 quota even after 1st October, 1968 is under consideration.

3.8. On the basis of the results of the Assistants' Grade examination held in December 1969, 264 candidates, including 33 belonging to Scheduled Castes and 4 to Scheduled Tribes, have been appointed to the Assistants' Grade of the Central Secretariat Service.

3.9. *Executive Training in States.*—In November, 1951, the Scheme of Executive Training for Officers of the Central Secretariat Service whereby they could acquire varied experience, particularly of administration in States, was introduced. Since then 199 officers have undergone that training in different States. The period of training which was initially fixed at 2 years was subsequently reduced to 16 months. During the current year (1970-71), 8 selected Section Officers have been deputed for executive training in different States.

Central Secretariat Stenographers' Service :

3.10. Prior to 1st August 1969, the Central Secretariat Stenographers' Service consisted of two Grades, viz., Grade I (Rs. 350—650) and Grade II (Rs. 210—530). Like the Central Secretariat Service, the Central Secretariat Stenographers' Service was also decentralised, *w.e.f.*, 1st October, 1962. The Authorised Permanent Strength for these two Grades at the time of decentralisation was 83 and 1,500 respectively. The Service has been reorganised *w.e.f.*, 1st August 1969 in order *inter alia* to attract better recruits and to improve their promotion prospects. It now consists of the following four Grades:

<p>Selection Grade (Rs. 350—900)</p>	<ul style="list-style-type: none"> • Posts of Private Secretary to Secretary/Special Secretary/Additional Secretary and First P. A. to Minister and P. S. to Deputy Minister.
<p>Grade (Rs. 350—770)</p>	<ul style="list-style-type: none"> • Posts of Senior Personal Assistants to Joint Secretaries and Officers equivalent status and A.P.S. to Ministers.

Grade II Posts of Personal Assistant.
(Rs. 210—530)

Grade III Posts of stenotypists converted into those
(Rs. 130—280) of Stenographers.

3.11. Appointments to Selection Grade, Grade II and Grade III of the Service at the initial constitution (1-8-1969) were made cadre-wise against their respective authorised strength. The initial appointment to Grade I of the Service was, however, to be made on an all-Secretariat basis by this Department. A Select List of 160 officers of Grade II of the Service (including 5 belonging to Scheduled Castes) approved for appointment to Grade I of the Service at the initial constitution stage was also issued in April, 1970.

3.12. On the results of the examination held by the Union Public Service Commission in 1969, 130 qualified candidates, including 13 Scheduled Castes candidates, were selected for appointment to Grade II.

3.13. Grade III is the initial entry Grade for the Service, recruitment to which is to be made by competitive examinations held by the Secretariat Training School, New Delhi. On the results of the first competitive examination held by the School, 52 candidates (including 4 Scheduled Castes) were selected for appointment. In addition, 108 lower ranking candidates (including 1 Scheduled Caste) of the 1969 Grade II Stenographers' Examination held by the Union Public Service Commission were also selected for appointment as Grade III Stenographers.

Central Secretariat Clerical Service :

3.14. This Service consists of the following two Grades:

Upper Division Grade — Rs. 130—280.

Lower Division Grade — Rs. 110—180.

The Authorised Permanent Strength of the two grades at the time of decentralisation of the Service w.e.f., 1st November,

1962 was 2,300 and 7,600 respectively. Appointments to the U.D. Grade are made by promotion of Lower Division Clerks, 50 per cent on the basis of limited Departmental Competitive Examinations held by the Union Public Service Commission and 50 per cent on the basis of seniority-cum-fitness. The first Departmental Examination, limited to serving Lower Division Clerks was held by the Union Public Service Commission in December, 1969, in which 107 candidates were declared as qualified.

3.15. Recruitment to the Lower Division Grade is made through competitive examinations held by the Secretariat Training School, New Delhi, for 10 per cent vacancies reserved for Class IV employees and by the Union Public Service Commission for the 90 per cent remaining vacancies. In the examination held in April, 1970, by the Secretariat Training School, 91 Class IV candidates (including 13 Scheduled Caste candidates) have been nominated for appointment as Lower Division Clerks.

3.16. On the basis of the results of the competitive examination held by the Union Public Service Commission in 1969, 916 candidates (including 115 Scheduled Caste, 2 Scheduled Tribe and 4 Ex-Servicemen Candidates) were selected for appointment to the Lower Division Grade in the various cadres of the Central Secretariat Clerical Service.

3.17. The results of the 1970 Clerks' Examination held by the Union Public Service Commission have also been declared and 1611 candidates (including 228 Scheduled Castes and 12 Ex-Servicemen Candidates) would be nominated to the Central Secretariat Clerical Service.

Transfer of work relating to conducting of examinations for Class III posts from UPSC to Secretariat Training Schools:

3.18. In pursuance of the recommendations of the Estimates Committee in their 47th Report on the estimates of the U.P.S.C. that the work relating to Class III posts should be taken away

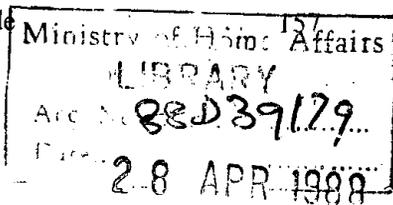
from the Union Public Service Commission so as to enable them to concentrate on spheres which are comparatively more important, the work relating to the following examinations| tests has been taken over by this Department from the U.P.S.C. and entrusted for the present to the Secretariat Training School, New Delhi:—

- (1) Typing tests for Assistants and L.D. Clerks.
- (2) Competitive Examination for recruitment to L.D. Grade.
- (3) Limited Departmental Competitive Examination for appointment to U.D. Grade.
- (4) Competitive Examination for recruitment to Grade III of the Central Secretariat Stenographers' Service.
- (5) Competitive Examination for appointment of Class IV staff to L.D. Grade.

Minimising Disparities in Promotions in the Decentralised Grades.

3.19. With a view to minimising disparities in promotion prospects of officers in the various cadres, the relevant rules governing the Central Secretariat Services were amended in November, 1969, so as to provide for promotions to the decentralised grades being made only within certain zones (i.e. range of all-Secretariat seniority) to be fixed by the Department of Personnel. A statement indicating the number of officers within the prescribed zones who have been nominated to other cadres for promotion is given below:—

No. of Assistants nominated for promotion to S.O's Grade	.. 66
No. of U.D.Cs nominated for promotion to Assistants' Grade	.. 109
No. of L.D.Cs nominated for promotion to U.D. Grade	



Introduction of Hindi as Alternative Medium for Direct Recruitment/Departmental Promotion Examinations:

3. 20. While in the competitive examinations held for recruitment to the grades of Assistants and Lower Division Clerks, candidates were being allowed the option to answer certain papers either in Hindi or in English, a similar option has been extended in 1970 for the examinations held for recruitment of Lower Division Clerks from Class IV staff, for promotion of Lower Division Clerks to the Upper Division Grade and for recruitment of Grade III Stenographers. Also, from 1971 onwards, candidates appearing in the Union Public Service Commission examinations for Grade II Stenographers can answer the written paper in General Knowledge and the stenography tests either in Hindi, or in English, at their option.

CHAPTER IV

GENERAL MATTERS RELATING TO CENTRAL SERVICE

The Department of Personnel are concerned with general matters relating to conditions of service in Central Services. Some of the more important decisions taken during the year are indicated in the subsequent paragraphs.

Reservations for Emergency Commissioned/Short Service Commissioned Officers

4.2. Reservations for Emergency Commissioned Officers and Short Service Commissioned Officers who had been commissioned during the emergency and released subsequently have facilitated further absorption of these categories of officers in civil posts during the year. The scope of the reservation orders which were so far applicable to All-India services, Class I and II, non-technical services| posts, Class I and II, engineering and medical services|posts filled by direct recruitment, has been extended with effect from the 8th April, 1970, to cover all Class I and II services/posts filled by direct recruitment. It has, however, been decided that such of the posts the duties of which involve conducting research or organising, guiding and directing research should be exempted from the purview of these reservation orders. Marginal reductions have however, been made with effect from the 25th March, 1970, in the percentages of reservations prescribed in the I.P.S. Class II services/posts and engineering and medical services/posts. Reservations have been enhanced for the Scheduled Castes and Scheduled Tribes in accordance with their population figures in the country with effect from the same date, and consequently this reduction in the percentage of reservation for ECOs/SSCOs has become necessary so as to restrict the total reservations for all categories within the permissible limit of 50 per cent of vacancies.

4.3. The following relaxations have been granted with effect from the 18th April, 1970, in the matter of educational qualifications in favour of the released Emergency Commissioned|Short Service Commissioned Officers for appointments to the reserved vacancies:—

(i) *Posts, recruitment to which is made by selection through interview:*

- (a) A released Emergency Commissioned|Short Service Commissioned Officer even though he did not possess the prescribed educational qualifications at the time of his joining the Armed Forces, should be considered eligible for being considered for selection to the reserved vacancies, if he has acquired the prescribed educational qualifications by the time of submitting his application in respect of the posts advertised by the Commission, provided that he also satisfies the other conditions of eligibility.
- (b) A released EC|SSC Officer who was studying in a University or an institution affiliated to a University for the award of an academic qualification prescribed for a particular service|post, but had to discontinue his studies because of his joining the Armed Forces, should be considered eligible in relaxation of the educational qualifications prescribed for the said service post in respect of reserved vacancies in Class II services|posts and in the lowest rung or grade of Class I service/post, not requiring post-graduate|professional qualifications, provided that he satisfies the other conditions of eligibility laid down for the service|post concerned.

The above concessions have been given to the EC|SSC Officer in respect of services|posts for recruitment to which advertisements|notices notifying the vacancies are issued after 18th April, 1970.

(ii) *Services/posts recruitment to which is made by competitive examinations held by the UPSC:*

The concessions in the matter of educational qualifications presently admissible to EC|SSC Officer in respect of the services recruitment to which is made on the basis of the I.A.S. etc. examinations have also been extended to cover the reserved vacancies in respect of the Assistants' Grade of the Central Secretariat Service and Grade IV of the Central Information Service for recruitment to which the Union Public Service Commission conducts competitive examinations. Those EC|SSC Officers who would have been eligible to compete by virtue of these relaxed provisions at an earlier examination have also been made eligible to compete for the first examination that may be notified after the 18th April, 1970 as their only|first available chance.

4.4. Instructions have also been issued clarifying that the deemed date of appointment of an ECO|SSCO when appointed against a reserved vacancy could be the date in the year of allotment which corresponds to the date on which he actually joined the Civil Service. It has also been clarified for the purpose of determining the deemed year of allotment under rule 6 of the Released ECOs and SSCOs (Reservation of vacancies) Rules, 1967, that irrespective of whether a candidate had applied for an examination in the year in which he joined the pre-commission training|military service, that year should be taken as the first occasion he would have appeared at the examination had he not joined the Armed Forces provided he was otherwise eligible to appear at such an examination.

Reservations for Ex-servicemen:

4.5. 10 per cent of vacancies in Class III posts and 20 per cent of vacancies in Class IV posts filled by direct recruitment were continued to be reserved for ex-servicemen. These reservations were applicable in respect of recruitment made to permanent vacancies and to temporary vacancies which are likely to

be made permanent or to continue on a long-term basis. With effect from the 16th April, 1970, the aforesaid reservations were extended to cover even purely temporary vacancies in Class III and IV posts when the duration of these vacancies is three months or more.

4.6. Instructions have also been issued on the 23rd May, 1970, for maintaining a continuous account of vacancies arising in Class III and IV posts from year to year to determine the exact vacancies to be reserved for ex-servicemen. Under this procedure, if, for instance, 13 vacancies arise in Class III posts in a year, no doubt one vacancy would be reserved for ex-servicemen but the excess over the 10 vacancies in that year, namely 3 would be notionally carried forward to the next year and added to the vacancies arising in that year, to work out the reservation for ex-servicemen. This procedure would ensure that even the fractions left over would be duly accounted for while determining reservation for ex-servicemen.

4.7. Clarificatory instructions have been issued that Defence Forces Personnel who are released on compassionate grounds would also be regarded as ex-servicemen for the purpose of the reservation orders provided such persons served in the Defence Forces for a continuous minimum period of six months.

4.8. It was understood that certain recruiting authorities have insisted that reservists should seek premature discharge from reserve liability before they are offered appointment under them or confirmed in such appointments. As it was considered that their premature discharge from the reserve service would not be beneficial to them and would also not be in the interests of State as it would result in the depletion of the Armed Reserve, Ministries were informed not to insist on the reservists seeking premature discharge from the Reserve Service, before considering them either for initial appointment or for confirmation.

Appointment to civil posts of persons serving in the Defence Forces under the Compulsory Liability Scheme:

4.9. Instructions have been issued safeguarding the interests of the persons selected for appointment against civil posts while serving in the Defence Forces under the Compulsory Liability Scheme. Under these instructions, their seniority is to be determined in the order of their original selection to the posts/services and the pay of such a candidate would also have to be fixed on the basis of the date on which he would have been appointed to such a post had he not been serving in the Defence Forces under the Compulsory Liability Scheme.

Representation of Scheduled Castes and Scheduled Tribes in Services.

4.10. In pursuance of the declared policy of the Government to secure adequate representation of Scheduled Castes and Scheduled Tribes in services, the percentages of reservation for these communities in direct recruitment on All-India basis and in promotions (where reservations have been prescribed) have been enhanced in accordance with the proportion of these communities in the total population of the country based on the 1961 Census. The percentage of reservation for Scheduled Castes has accordingly been raised from 12½ per cent to 15 per cent. Similarly, in respect to Scheduled Tribes, the percentage of reservation for them has been increased from 5 per cent to 7½ per cent. Even in regard to direct recruitment to Class III and IV posts, normally attracting candidates from a locality or a region, the percentages of reservation have been revised in proportion to the population of these communities in the respective States/Union Territories based on the 1961-Census figures.

4.11. Some concessions had been provided under the orders issued on the 11th July, 1968, in regard to promotion of Scheduled Caste/Scheduled Tribe officers upto the lowest rung of Class I. It has now been decided to grant the following

further concessions to Scheduled Castes and Scheduled Tribes for promotions to higher grades in Class I:—

- (i) In the case of promotion by selection to posts within Class I, which carry an ultimate salary of Rs. 2000 per month or less, the Scheduled Caste/Tribe Officers who are senior enough in the zone of consideration for promotion so as to be within the number of vacancies for which the select list has to be drawn, would be included in that list provided they are not considered unfit for promotion. Their position in the select list would, however, be the same as assigned to them by the Departmental Promotion Committee on the basis of their record of service.
- (ii) Scheduled Caste and Scheduled Tribe officers in Class I Services/posts would be provided with more opportunities for institutional training and for attending seminars/symposia/conferences. It would also be the special responsibility of the immediate superior officers of the Scheduled Caste/Scheduled Tribe Officers in Class I to give advice and guidance to the latter to improve the quality of their work.

4.12. In order to minimise the chances of reserved vacancies lapsing, the period for carrying forward of reservations has been increased from 2 to 3 subsequent recruitment years. It has also been provided that in the third year of carrying forward of a vacancy reserved for Scheduled Castes, if candidates of Scheduled Castes suitable for appointment are not forthcoming such a vacancy could be utilised for recruitment of a Scheduled Tribe candidate. Similar exchange of reservation has been prescribed in respect of vacancies reserved for Scheduled Tribes.

4.13. Procedure for advertisement of reserved vacancies filled otherwise than through open competition has been revised to give more than one opportunity, if necessary, for the candidates of the reserved communities to be considered for selection against such vacancies. The reserved vacancies would be first advertised calling for applications from the candidates belonging

to Scheduled Castes/Scheduled Tribes (as the case may be) only. If the recruiting authority does not find any of the applicants from the reserved community suitable for appointment, a second advertisement would be issued calling for applications from the candidates from the reserved community as well as from general candidates but the general candidates would be considered for appointment only if the candidates of the reserved community are once again found unsuitable for appointment.

4.14. The criterion for relaxation of the standards of suitability in favour of Scheduled Caste and Scheduled Tribe candidates has now been redefined to the effect that if adequate number of Scheduled Caste and Scheduled Tribe candidates are not available to fill the reserved vacancies, for making up the deficiency in the reserved quota, candidates belonging to these communities could be selected provided they are not found unfit for appointment to such posts/services. It has also been provided that Scheduled Caste and Scheduled Tribe candidates should be interviewed either on a separate day or in a separate sitting of the Selection Committee so that they would not be judged in comparison with the general candidates.

4.15. Recently the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes had recommended that representation should be given to Scheduled Castes/Tribes in Selection Boards or Recruiting Authorities as also in the Departmental Promotion Committees. The Departmental Promotion Committees, Selection Boards or Recruiting Authorities are generally constituted with the departmental officers of appropriate status and background, keeping in view the nature of the post/posts for which recruitment or promotion is to be made. It may, therefore, not always be possible to include Scheduled Caste/Scheduled Tribe officers in them. However, the Ministries/Departments have been requested to keep the recommendation of the Committee in view as far as possible while nominating officers on the Departmental Promotion Committees, selection boards etc. in services under them.

4.16. The duties of liaison officers appointed in the Ministries/Departments of the Government of India to deal with the matters relating to the representation of Scheduled Castes and Scheduled Tribes have been enlarged. The liaison officers have been enjoined to conduct annual inspection of the reservation rosters maintained in the Ministries etc. with a view to ensuring proper implementation of the reservation orders. They have also been specifically instructed to extend necessary assistance to the Commissioner for Scheduled Castes and Scheduled Tribes in the investigation of complaints received by the latter in regard to service matters.

4.17. A steady increase is being registered in the number of Officers under the Central Government belonging to Scheduled Castes and Scheduled Tribes in all classes of service as could be seen from the following data pertaining to the years 1964 and 1969:—

Class	As on 1-1-1964		As on 1-1-1969	
	Number	Percentage to total employees	Number	Percentage to total employees
SCHEDULED CASTES				
I	278	1.54	569	2.29
II	799	2.78	1,433	3.52
III	87,510	8.36	1,20,256	9.01
IV*	1,94,621	17.48	2,17,728	18.35
SCHEDULED TRIBES				
I	41	0.22	88	0.35
II	88	0.31	130	0.32
III	11,365	1.09	18,342	1.37
IV*	35,883	3.22	42,028	3.54

*Excluding sweepers

In the All India Services also, the representation of the members of Scheduled Castes and Scheduled Tribes continued to improve further, as is evident from the following figures:—

Name of Service	Scheduled Castes		Scheduled Tribes	
	I-I-1969	I-I-1970	I-I-1969	I-I-1970
ICS/IAS	163	181	65	73
IP/IPS	89	97	27	27
IFS	17	20	10	13

Appointment of Educationally Qualified Class IV Employees to the posts of Lower Division Clerks in Attached and Subordinate Offices not Participating in the Central Secretariat Clerical Service Scheme:

4.18. A scheme of examination has been drawn up and circulated to all Ministries for filling up the 10 per cent vacancies in the Lower Division Clerks Grade provided for educationally qualified Class IV employees working in the non-participating Attached/Subordinate Offices of the Government of India. The scheme, *inter alia* covers the subjects for the examination, the syllabus, the qualifying standards, the allotment of qualified candidates etc.

Relaxation of Age Limit for Recruitment in Favour of Persons of Indian Origin who have Migrated from the East African Countries:

4.19. In 1964 orders had been issued relaxing by three years the upper age limit for admission to competitive (examinations conducted by the Union Public Service Commission (other than the Defence Services Examinations) or by any other authority, for recruitment to Civil Services/posts under the Central Government in the case of persons of Indian origin who have migrated from the East African countries of Kenya, Tanganyika, Uganda and Zanzibar, due to constitutional changes in those:

countries. The concession which was admissible initially upto 30th November, 1967, was extended for a further period upto 31st December, 1969. Also, in November, 1968, it was decided that for purposes of appointment to services/posts under the Government of India which are filled on the basis of selection| interview by the Union Public Service Commission, the upper age limit of persons of the above category should be relaxed upto 45 years. Both the concessions referred to above were subsequently extended upto 31st December, 1970. These concessions have been extended further upto 31st December, 1971.

Relaxation of Age Limit for Recruitment in Favour of Residents of the Union Territory, Pondicherry:

4.20. In the case of residents of Pondicherry who had been receiving their education through the medium of French, orders were issued in 1957 relaxing the Upper age limit by 3 years for purposes of appointment to gazetted posts and by 5 years for appointment to non-gazetted posts, recruitment to which was made on the basis of competitive examinations conducted by the U.P.S.C. or any other authority. The relaxation was not admissible for examinations conducted by the U.P.S.C. for entry to the Defence Services. The age concessions, which were admissible upto 31st December, 1967 were later extended upto 31st December, 1970. Orders have now been issued extending the age concessions for a further period of three years, viz. upto 31st December, 1973.

Disciplinary Rules

4.21. Under sub-rule (14) of Rule 14 of the Central Civil Services (Classification, Control & Appeal) Rules, 1965, the witnesses produced by or on behalf of the disciplinary authority in a disciplinary proceeding are to be examined by or on behalf of the presenting officer and can be cross-examined by or on behalf of the Government servant, and the presenting officer can also re-examine the witnesses on any new point on which they have been cross-examined but not on any new matter without the

leave of the inquiring authority. It has now been clarified that if re-examination by the presenting officer is allowed on any new matter not already covered by the earlier examination/cross-examination, a cross-examination on such new matters covered by the re-examination may also be allowed to meet the ends of natural justice.

Instructions have been issued to various Ministries/Departments to ensure that no avoidable delay occurs in the disposal of inquiry reports in disciplinary cases by the disciplinary authority. The instructions provide that in cases which do not involve consultation with the C.V.C. or the U.P.S.C., it should ordinarily be possible for the disciplinary authority to take a final decision on the inquiry report within three months at the most and that if the disciplinary authority is of the view that such a final decision cannot be taken within three months, he should intimate to the next higher authority the time which is likely to be required in this regard and the reasons therefor.

Retirement of Government Servants

4.22. The retirement rules were amended in May 1969 to provide for:—

- (a) retirement of Central Government servants in Class I and Class II services/posts who had entered Government service before attaining the age of 35 years, on attaining the age of 50 years, if it is necessary to do so in public interest, by giving three months' notice in writing and to confer a corresponding right on such Government servants to so retire voluntarily; and
- (b) retirement of Central Government servants in Class III services/posts who are not governed by any pension rules after they have completed 30 years of service, if it is necessary to do so in the public interest, by giving three months' notice and to confer a corresponding right on such Government servants to so retire voluntarily.

4.23. The Supreme Court upheld the validity of this rule in the case of Union of India Vs. Col. J. N. Sinha and held that the right conferred under the rule on the appropriate authority is an absolute one and that the power can be exercised subject to the conditions mentioned in the rule, one of which is that the concerned authority must be of the opinion that it is in the public interest to retire the officer. The Supreme Court also added that if that authority *bona fide* forms that opinion, the correctness of that opinion cannot be challenged before the courts; but it would be open to an aggrieved party to contend that the requisite opinion has not been formed or the decision is based on collateral grounds or that it is an arbitrary decision.

Conduct Rules

4.24. The following important amendments have been made in the Central Civil Services (Conduct) Rules, 1964:

- (i) Rule 22 of the Central Civil Services (Conduct) Rules, 1964, provided that a Government servant shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time-being, take due care that the performance of his duties is not affected, in any way, by the influence of any intoxicating drink or drug, not appear in a public place in a state of intoxication and not habitually use any intoxicating drink or drug to excess. On the recommendations of the Central Prohibition Committee, this rule has been amended to provide in addition that a Government servant shall not be under the influence of any intoxicating drink or drug during the course of his duty and should not at any time use any intoxicating drink or drug to excess.
- (ii) The question whether any restriction should be placed on Government servants in regard to their marriage with a person other than of Indian nationality was considered and the Central Civil Services (Conduct) Rules have been amended so as to provide that a:

Government servant who has married or marries a person other than of Indian nationality shall intimate forthwith the fact to the Government.

- (iii) Except in the ordinary course of business with a bank or a firm of standing authorised to conduct banking business, a Government servant was required to take the permission of the Government for lending or borrowing money as principal or Agent, to or from any person within the local limits of his authority or with whom he is likely to have official dealings. This rule has been amplified to provide that no permission would be required to be taken by Government servants for lending, borrowing or depositing money with a public limited company in the ordinary course of its business as in the case of a bank.
- (iv) Rule 7 of the C.C.S. (Conduct) Rules, 1964, provided that no Government servant shall resort to or, in any way, abet any form of strike in connection with any matter pertaining to his service or the service of any other Government servant. "Gheraos" resorted to by Government servants have also now been brought within the purview of this rule which has been amended to provide that no Government servant shall resort to, or in any way, abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other Government servant.

Ban on Direct Recruitment to Class III/IV Posts:

4.25. In view of the imperative need for economy, Government had decided that except in certain essential services, for a period of one year with effect from 7th March, 1969, direct recruitment should be restricted to 50 per cent (and in special cases to 60 per cent) of vacancies in Class III and certain categories of Class IV posts. In other Class IV posts like those of peons, Jamadars, etc., there would generally be no direct recruit-

ment during this period. These orders were subsequently extended upto 7th November, 1970. In view of the continuing need for economy, it has now been decided by Government that the restriction on direct recruitment indicated above should continue to be in force with certain modifications, until further orders.

Forwarding of applications of Central Government servants to Private firms:

4.26. A question was raised whether a Government servant seeking permission to apply for employment in a private or industrial firm could be permitted to apply for such employment if he gives an undertaking that in the event of his being selected for the post applied for, he would resign from Government service or retire therefrom. It has been clarified that the Government servant should make up his mind even before he applies for such a post in the private sector whether he would resign from Government service or retire therefrom (if he is entitled to retire) and accordingly, he should submit his resignation or notice of retirement, as the case may be, even before applying for private employment.

Treatment of a portion of dearness allowance as pay for the purpose of gratuity in the case of quasi-permanent/temporary Government servants.

4.27. It has been decided that, as in the case of permanent employees, the temporary and quasi-permanent employees would also be allowed to count the dearness pay as well as additional dearness pay for the purpose of calculating gratuity.

Special Casual Leave:

4.28. It has been decided that special casual leave not exceeding three days per annum may be allowed to Government servants who are members of the St. John Ambulance Brigade in order to enable them to perform work assigned to them by the Brigade during Melas and similar such occasions.

Integration of Services as a result of Reorganisation of States:

4.29. As on the 31st March 1971, out of 23,156 gazetted officers affected by the reorganisation of States, final gradation lists have been published for 19,796 officers; out of 1,75,196 non-gazetted employeess, final gradation lists have been published for 1,58,439 employees. Provisional gradation lists have been published for all officers. Necessary action has been taken to get the work expedited in every State affected by the reorganisation of States. The subject was also mentioned by the Home Minister in the Zonal Council meetings.

4.30. Provisional allocation orders have been issued regarding the State and Subordinate Services personnel affected by the Punjab Reorganisation Act, 1966. Out of 57 departments, final allocation orders now remain to be issued regarding the service personnel belonging to 2 departments besides a few cases in some other Departments.

Central (Surplus Staff) Cell

4.31. In order to arrange for speedy redeployment of staff rendered surplus as a result of studies carried out by the Department of Administrative Reforms for evolving better methods and procedures of work and also the staff identified as surplus during the periodical inspections of Ministries|Departments etc. by the Staff Inspection Unit of the Ministry of Finance, a Central (Surplus Staff) Cell was set up in February, 1966, in the Ministry of Home Affairs (now Department of Personnel). The Ministries|Departments etc. intimate particulars of the surplus staff as well as the vacancies in Class II and III posts to this Cell. The Cell then arrange redeployment of surplus staff against suitable vacancies. It is only in the event of non-availability of suitable surplus staff that the vacancies are allowed to be filled through other permissible channels. The staff reported as surplus to the Cell can, however, remain on its strength for a maximum period of six months only, during which the Cell arranges payment of their salaries. At

the end of this period, the surplus staff who could not be absorbed are reverted to their parent Department if they hold lien on permanent posts in other grades in that Department, or their services are terminated after due notice, if they are only quasi-permanent or temporary in the parent Department or have been surrendered to the Cell in the grade in which they are permanent. The facility of voluntary retirement is also admissible to the surplus staff. Those amongst them who have rendered more than 15 years of qualifying service are given a weightage of 5 years service for retirement benefits.

4.32. Since the inception of the Cell, it has been possible to redeploy 1,841 employees. The following table gives the details as on 31.3.1971 category-wise:—

Category of Officers	No. of persons taken on the rolls of the Cell.	No. of persons redeployed	No. of persons yet to be redeployed	No. of persons retrenched.	No. of persons opted for voluntary retirement.
I	2	3	4	5	6
Class I	4	1	1	2	..
Class II	97	86	1	..	10
Class III	1819	1754	11	23	31
Total	1920	1841	13	25	41

Note:— Redeployment of Class IV surplus staff is arranged by the Special Cell in the Directorate General of Employment and Training under the Ministry of Labour, Employment and Rehabilitation.

Public Grievances

4.33. Consequent on the abolition of the post of the Commissioner for Public Grievances with effect from 4th July, 1967 (afternoon), the work relating to public grievances is now looked after by the Secretary of the Department of Personnel

in addition to his other duties, pending the appointment of a Lokayukta at the centre as recommended by the Administrative Reforms Commission. The total number of complaints received as reported by the various Ministries/Departments and Offices under them during 1969-70 was 1,43,333. Most of the complaints related to delays. The total number of complaints received during the years 1966—70 *i.e.* upto the end of 1970, was 4,512 out of which 1,171 were outside the jurisdiction of the Commissioner for Public Grievances as they related to matters falling within the sphere of State Governments etc. Out of 2,908 complaints disposed of, grievances in respect of 644 complaints were redressed. The percentage of redressal of grievances came to a little over 22. In many of these cases, the complainants had already tried unsuccessfully the normal administrative channels. 433 complaints are still in the process of correspondence with the Ministries/Departments concerned. The Ministries/Departments have also been advised to strengthen their administrative arrangements for dealing with public grievances.

CHAPTER V

UNION PUBLIC SERVICE COMMISSION

The Commission had the full strength of Chairman and 8 Members at the beginning of the year. One Member relinquished charge in January 1970 and the Chairman, Shri K. R. Damle, relinquished charge on the 2nd March, 1971 (AN). Shri R. C. S. Sarkar, the senior-most member of the Commission was appointed to perform the duties of Chairman with effect from 3rd March, 1971 under Article 316(1A) of the Constitution. He has been appointed as Chairman of the Commission with effect from the 11th May, 1971.

5.2. The Commission conducted 21 examinations during the year. In addition, they conducted two selections for the Indian Navy under the Revised Special Entry Scheme for the courses commencing in July 1970 and January 1971, and held 12 type-writing tests. The total number of applications received during the year was 77,591 as against 58,137 applications received during 1969. During the year, the Commission interviewed 2,298 candidates who had qualified on the results of the examinations held during the preceding year and the year under report.

5.3. In respect of recruitment by interview and selection, 54,963 applications were received during the year as against 59,866 applications received during 1969. During the year, 9,076 candidates were interviewed and the Commission recommended 1,960 candidates for appointment.

5.4. One hundred and sixteen cases involving consideration of 2,737 officers for promotion/confirmation were pending at the

beginning of the year. 750 cases involving consideration of 13,591 officers were received during the year. Seven hundred and six cases involving consideration of 10,551 officers were disposed of leaving a balance of 160 cases involving 5,777 officers. The Commission also advised on 2,182 cases involving 6,134 officers relating to *ad hoc* appointments.

5.5. Meetings of the Selection Committee for considering officers for promotion to the Indian Administrative Service/Indian Police Service from the State Civil/Police Services were held in all the States except two. In these two States, the *inter se* seniority of the State Civil Service Officers were disputed and the State Governments desired that the meetings may be deferred till the seniority lists have been finalised. In one State, the meeting of the Selection Committee was held but the selections were postponed as the confidential reports of some of the eligible officers were not complete; it is expected that the confidential reports would have been completed and the meetings held in early part of 1971. In one State the meeting for selection to the Indian Police Service had to be postponed for the same reasons, viz., absence of the latest confidential reports of some of the eligible officers. Meetings for selections for promotion to the Indian Forest Service were not held during the year except in one State as fresh selections at the stage of the initial constitution of the service had to be made in four States where the Select lists prepared earlier had been struck down by the Supreme Court/respective High Courts.

5.6. The Central Advisory Committee set up in pursuance of Section 115 of the States Reorganisation Act, 1956, received 391 representations through the Government of India during the year and 786 representations were carried over from the previous year. The Committee made its recommendation in respect of 1,057 representations leaving a balance of 120 representations. The 1,057 representations disposed of during the year include 560 representations from Officers of Andhra Pradesh Public Works Department on which only an interim recommendation was given because of the pending writ petitions before the Supreme Court. The

balance of 120 representations including 54 representations for which original copies of representations have not been received from the State Government concerned for over one year.

5.7. The Punjab Reorganisation (Himachal Pradesh) Advisory Committee set up in pursuance of Section 82(4) of the Punjab Reorganisation Act, 1966, received 508 representations during the year. One hundred and sixty-four representations were carried over from the previous year. The Committee made its recommendations in respect of 661 representations leaving a balance of 11 at the close of the year.

CHAPTER VI

MACHINERY FOR JOINT CONSULTATION AND COMPULSORY ARBITRATION

The Scheme for Joint Consultation and Compulsory Arbitration for Central Government employees envisages the establishment of Joint Councils consisting of representatives of the Official Side and the Staff Side to consider matters affecting the employees. The scope of the Councils includes all matters relating to conditions of service and work, welfare of the employees, and improvement of efficiency and standards of work, provided, however, that (i) in regard to recruitment, promotion and discipline, consultation will be limited to matters of general principles; and (ii) individual cases will not be considered.

6.2. When a matter cannot be settled by negotiation at the Joint Councils, the Scheme also provides for compulsory arbitration in respect of:

- (i) pay and allowances;
- (ii) weekly hours of work; and
- (iii) leave;

of a class or grade of employees.

6.3. *National Council*: The National Council, which is the apex body under the Scheme, held its 8th, 9th and 10th ordinary meetings on the 29-30th May, 1970, 25-26th September, 1970 and 27-28th January, 1971, respectively during the year under report.

6.4. As a result of the discussions held in the National Council at its meeting on the 29th and 30th May, 1970, the terms of reference of the Third Pay Commission were amended by Government to the effect that "having regard to all relevant factors the Commission may, while inquiring into the level of minimum remuneration, examine the Central Government employees' demand for a need-based minimum wage, which is based on the recommendations of the 15th Indian Labour Conference."

6.5. The more important decisions taken at the meetings of the National Council are given below:

(i) *Educational Assistance*

It was decided that in States where education is free and no fees have been prescribed for schools run by the State Government, reimbursement of tuition fees charged by Government aided and recognised unaided schools and also Departmental Schools, except those meant for the blind, deaf and dumb students, should be made at the rates actually paid, subject, however to the following ceilings:—

Classes VI, VII and VIII	@ Rs. 5 - p.m.
Class IX	@ Rs. 6 - p.m.
Class X	@ Rs. 7 - p.m.
Class XI	@ Rs. 8 - p.m.

It was also decided that this should take effect from 1st August, 1967. Necessary orders in this regard have been issued.

(ii) *Transfer Allowance*

The Council decided to make the following changes in the rules pertaining to transfer allowance, and orders have been issued accordingly:

- (a) The lump sum payment should be half a month's pay including Dearness Pay, subject to an increased ceiling of Rs. 200 as against the existing Rs. 150.

(b) The limitation that the two incidentals admissible on transfer will be subject to two daily allowances, should be removed in case of permanent transfers.

(iii) *Grant of an increment to those Class III and Class IV staff who are stagnating on the maximum of their scales of pay for more than two years:*

It was decided that subject to certain conditions those Class III and Class IV industrial and non-industrial employees of Government who have been stagnating at the maximum of their pay scales for more than two years should be given an increment.

(iv) *Payment of settlement dues to the employees:*

The verification of leave account at the time of retirement had become necessary mainly on the Railways as the railway employees had to exercise their option on the introduction of the pension scheme in 1957. After discussion in the Council, the Ministry of Railways (Railway Board) have issued instructions that at the time of retirement/termination of service of employees, scrutiny of their leave accounts should be restricted to the last 3 years of service in all cases.

(v) *Payment of overtime allowance at the appropriate rate in case of employees on tour provided they perform duty for more than their normal working hours, while on tour.*

As decided at the Council, orders have been issued for grant to Government Servants of overtime allowance for performing overtime work while on tour also, subject to certain safeguards required to check the need for, and actual performance of, such overtime work.

(vi) *Enhancement of overtime allowance rate of Class IV staff performing overtime, to the time rate as recommended by the Second Pay Commission.*

The Council decided that the disparities in the rate of O.T.A. at present admissible to certain categories of class IV staff such

as sweepers, farashes, chowkidars who have fixed hours of work, as compared to other class IV staff, should be remedied and that they should be paid the same rate of OTA admissible to other class IV staff. OTA paid under any statutory rules in force would not, however, be affected. Necessary orders have been issued.

(vii) *Merger of Dearness Allowance with pay:*

The question of extending the benefit of merger of dearness allowance with pay for purposes of grant of night duty allowance and special pay on percentage basis was considered by the Council. It was agreed that merger of D.A. with pay did not affect Night Duty Allowance and Incentive Bonus in the P. & T. Department. In the case of the Railways, after negotiations with the Staff Side, orders have been issued by the Railway Board regarding Night Duty Allowance. It was agreed that Defence Ministry would adopt the practice followed by the Railways. As regards Incentive Bonus in the Ministry of Railways and the Department of Defence Production, it was agreed that the matter would be taken up in the respective Departmental Councils.

(viii) *Pay and allowances during the period of suspension:*

Orders have been issued reducing the period for review of the case for increase/decrease of subsistence allowance prescribed in F.R. 53, from 12 to 6 months.

(ix) *Leave—Disparity of leave between industrial and non-industrial employees be removed:*

It was decided to make the following changes in the existing leave entitlements of industrial employees, other than those in the Railways:

- (i) In respect of annual leave, the present limit on maximum accumulation should be raised from 30 days to 60 days, the limit on availability at a time being 30 days;

- (ii) In respect of Commuted leave on full pay, the limit on availability at a time of Commuted leave should be raised from the present 5 days on medical certificate in a calendar year to 15 days in a calendar year; and
- (iii) The present entitlement of 10 days non-cumulative sick leave in a calendar year on full pay on medical certificate should be replaced by—
 - (a) 5 days non-cumulative special leave in a calendar year, which will, for all purposes, be treated on par with earned leave; and
 - (b) an addition of 10 days' half pay leave to the existing entitlement of 10 days half pay leave on medical certificate, raising the entitlement to 20 days' half pay leave on medical certificate, for each completed year of service.

Necessary orders have been issued by the Ministry of Finance.

(x) Reimbursement of medical expenses to the employees residing suburban area:

It was agreed to delegate to Heads of Departments in State/ Union Territories, the power available under the Medical Attendance Rules, 1944, for the appointment of Private Medical Practitioners as Authorised Medical Attendants by the Departments of the Central Government, subject to certain broad principles.

(xi) Reclassification of some more stations for the purpose of H.R.A. and C.C.A.:

As agreed to at the National Council, orders have been issued reclassifying the following 40 cities as "B-1", "B-2" and "C"

class cities for purposes of grant of compensatory and house rent allowances:

	'B-1'	'B-2'	'C'
Andhra Pradesh	1. Cuddapah 2. Guntakkal 3. Chittoor 4. Anakapalle 5. Chirala
Bihar	..	Patna	Katihar
Gujarat	1. Dhoraji 2. Gondal
Haryana	Sonepat
Kerala	Cannanore
Madhya Pradesh	..	1. Indore 2. Jabalpur	1. Mhow (Cantt.) 2. Durg 3. Damoh 4. Murwara 5. Rewa
Maharashtra	Nagpur	Sholapur	1. Wardha 2. Bhivandi 3. Yeotmal 4. Pandharpur 5. Amalner 6. Kamptee
Mysore	Tumkur
Punjab	..	Amritsar	Abohar
Rajasthan	Bharatpur
Tamil Nadu	..	Coimbatore	1. Srivilliputtur 2. Tiruvannamalai

Uttar Pradesh	Lucknow	..	1.
	2. Chandausi
West Bengal	1. Jalpaiguri
	3. English Bazar
	4. Bansbaria

Board of Arbitration:

6.6. On 1st January, 1970, there were 9 cases pending with the Board of Arbitration. Since then, 1 more case has been referred to the Board. Of these ten, 3 cases are pending with the Board. (In all so far, 22 cases were referred to the Board, and awards have been given by the Board on 19 cases).

CHAPTER VII

STAFF WELFARE

The Department continued to take active interest in the Welfare of the employees of the Central Government all over the country.

Central Secretariat Sports Control Board

7.2. The Central Secretariat Sports Control Board set up in April, 1964, is functioning as a Central agency for the promotion and development of sports, athletics and cultural activities among the Central Government employees. The Board was given grant-in-aid of Rs. 2.5 lakhs for the year 1970-71 to conduct sports and cultural activities, hold tournaments, participate in local, zonal and national sports events and to provide grants-in-aid to the regional sports boards. The Board is organising every year successfully, All India Civil Services tournaments in all games and sports. It is also organising cultural activities for the benefit of the government employees and their families. From this year the scope of the Central Secretariat Sports Control Board has been widened to cover the Residents Welfare Associations of Central Government employees also.

Central Government Employees Consumer Cooperative Society

7.3. The Central Government Employees Consumer Co-operative Society Ltd., New Delhi, set up as a Welfare measure in 1963, continued to supply essential commodities and articles of daily necessity to Central Government employees in Delhi at

fair and reasonable prices. The Society's business expanded considerably during the first four years and a profit of Rs. 1.30 lakhs and Rs. 1.71 lakhs was declared in 1963-64 and 1964-65 respectively. It, however, incurred a loss of Rs. 2.44 lakhs in 1965-66, Rs. 7.36 lakhs in 1966-67, Rs. 9.29 lakhs in 1967-68 and Rs. 8.50 lakhs in 1968-69. In order to improve the working of the society and to minimise losses, steps were taken to close down some of the uneconomic stores run by the Society, to reduce over-head expenditure and to adopt other suitable remedial measures. The position has now considerably improved. The provisional accounts for 1969-70 disclose a loss of Rs. 1.60 lakhs only. According to the provisional accounts for the cooperative year 1970-71, the Society anticipates a net profit of Rs. 2.25 lakhs in the six months period ending December, 1970.

Canteens

7.4. Provision has been made to supply lunch, snacks tea, coffee, etc., to Central Government Employees at reasonable rates by setting up Departmental/Cooperative Canteens or Tiffin Rooms in Central Government Offices in all parts of the Country. Government assistance in the form of interest free loans upto a maximum of Rs. 5,000 towards initial working capital and purchase of equipment is afforded to the canteens and tiffin rooms. Subsidy towards meeting the cost of establishment of canteens and tiffin rooms is also provided by Government.

Recreation Clubs

7.5. To promote recreational, social and cultural activities and to create a sense of appreciation for aesthetic values of life among government employees, grants-in-aid are sanctioned to staff Recreation Clubs in various Ministries/Departments as also to 98 Residents Welfare Associations of Central Government employees in Delhi and its neighbourhood.

Benefit of advice is given to Central Government Employees through the good offices of the Office Bearers of Associations, Area Welfare Officers and other official or non-official bodies to settle problems arising in the residential colonies.

7.6. High Power Committees of Heads of Departments/ Offices, have been set up at about 30 places outside Delhi in pursuance of the recommendations of the Staff Welfare Review Committee. These Committees take active interest in resolving the common human problems and coordinating the welfare activities of various Central Government Offices in their areas.

Grih Kalyan Kendra

7.7. The Grih Kalyan Kendra, which is a welfare institution for the members of the families of Government employees, particularly of the low paid categories, has in all 65 Centres of which 48 are located in Delhi and New Delhi, 4 in Bombay, 8 in Madras, 2 in Dehra Dun, and one each in Nagpur, Faridabad and Bahadurgarh. The main activities of the Kendra are:—

- (a) Imparting of training in Tailoring and Embroidery to the women at 56 Centres.
- (b) Arranging for knitting and stitching of garments which provides employment to women.
- (c) Nursery education to the children of low income group staff at 30 Government colonies.
- (d) Running of music and dance classes at 22 Centres with a view to draw out and develop the latent talents of grown up children.
- (e) Running of 8 Creches' to look after the babies of working mothers who are Government employees.
- (f) Provision of facilities for adult education for women members of class IV Staff.
- (g) Promotion of recreational activities like TV Clubs (at 16 Centres), Gymnasia (at 6 Centres). Library, etc.,

particularly in the Community Halls set up in various colonies inhabited by Government employees.

The Grih Kalyan Kendra received a grant-in-aid of Rs. 3.40 lakhs from the Government of India during 1969-70 and earned a sum of Rs. 4.45 lakh by way of stitching charges, fee collection etc., during the same year.

In cooperation with other social and welfare agencies, the Grih Kalyan Kendra has ensured a progressive and integrated approach to the ever evolving Social Welfare techniques by holding during the year Seminars and talks on happy home, life youth psychology and child care. Kirtans and socio-religious discourses. More than 32 food nutrition demonstrations were held during the year with the cooperation of the Ministry of Food.

Community Halls

7.8. The Community Halls, now recognised as part of the Government's housing scheme for its employees, have been provided in 21 colonies. Pending construction of such halls in other colonies Government quarters have been allotted for the Community activities. These Community Centres serve as focal points for Welfare activities and aim at harmonising a heterogeneous neighbourhood into a socially interwoven community. The Management of these centres is vested in Co-ordination Committees, which are set up according to a model constitution framed for the purpose.

7.9. The total amount of grant-in-aid provided for Staff Welfare in 1970-71 was Rs. 9.82 lakhs.

CHAPTER VIII

PERSONNEL MANAGEMENT

Revision of Procedural Instructions for Selection and Appointment of Officers.

The cases of selection and appointment of officers to Secretariat posts of and above the rank of Under Secretary and certain important non-Secretariat posts were hitherto processed through the Central Establishment Board presided over by the Cabinet Secretary. During the year, the functions of the Central Establishment Board were entrusted to two newly created Boards, namely, the Senior Selection Board and the Central Establishment Board. The Senior Selection Board presided over by the Cabinet Secretary will be concerned with the processing of appointments to all posts of the rank of Joint Secretary to the Government of India and equivalent non-Secretariat posts. The Central Establishment Board will be presided over by the Secretary, Department of Personnel and be concerned with appointments to posts of and above the rank of Under Secretary but below the rank of Joint Secretary to the Government of India and other non-Secretariat posts. The two Boards will also deal with cases of deputations on Fellowships and training of officers at levels falling within their purview. The Boards will also advise the Department of Personnel on such other matters as may be specifically referred to them by the Department.

8.2. Under the prescribed procedure, the recommendations made by these Boards for filling the posts of Deputy Secretary and other appointments made by the Government and which

carry an initial or ultimate salary of Rs. 2000 and above, and which fall within the purview of these Boards, are submitted for the final orders of the Appointments Committee of the Cabinet..

Career Management

8.3. Career Management, which has as its main focus on the objective of achieving the optimum development and utilisation of skills and potential of employees in meeting organisational needs, occupies an important place in the modern system of personnel management. To break ground in this new field, a Career Management Division was created under the Establishment Officer in 1969. The Division is expected to study, develop and implement Career Management programmes in the Ministries and Departments under the Central Government as well as to provide guidance to the State Governments in this field.

8.4. Of the various phases, which would constitute part of a programme of Career Management, work was initiated in respect of the following two phases during the year:—

- (i) Assessment of the existing and projected resources of manpower skills; and
- (ii) Functional Analysis and inventory of existing and future needs of manpower of different categories at the level of Under Secretary and above.

8.5. Under the first programme to begin with, particulars in respect of 3,110 officers belonging to ICS/IAS and CSS cadres were collected in a form (designated as Executive Record Card) designed to facilitate computerisation. The following information was collected in these cards:

- (a) Bio-data,
- (b) Education,
- (c) Training,
- (d) Position data,

- (e) Chronology of experience, and
- (f) Performance appraisal in various posts.

8.6. The information is being simultaneously maintained on Card Index system, microfilm system and a Computer based system.

8.7. It is hoped that the personnel inventories referred to above will prove to be of increasing utility in locating qualified personnel for filling up various administrative positions and in providing scientific basis for career advancement. The system of preparation of personnel inventories has also been recommended to the other cadre controlling authorities in charge of non-technical services, as well as to the various State Governments. Information which was compiled in respect of ICS and IAS officers in the form of Executive Record Cards in the Career Management Division has been supplied to the respective States, to enable them to install card index systems for their own use.

8.8. Work was also initiated during the year on the second aspect of career management viz. preparation of inventory of jobs. To begin with, it was decided to collect facts relating to all positions of the level of Under Secretary to Joint Secretary in the non-technical cadres in the Central Government, and to prepare job qualification standards for such positions. For this purpose, Career Management cells have been set up in the various Ministries/Departments. A series of group meetings were organised by the Career Management Division where the officers-in-charge of the Career Management Cells were briefed in regard to the techniques of preparation of job qualification standards. The work regarding preparation of inventory of jobs is in progress.

8.9. To guide the Ministries/Departments, Cadre authorities controlling various services, and State Governments, a number of notes on Career Management were prepared and circulated to them. A number of State Governments have shown interest in the Career Management programme. As many as eleven

States deputed their officers to study the details of career management programme as being developed in the Career Management Division.

8.10. It has, however, to be appreciated that the work of career management is at present in its initial stages, and considerable effort will have to be put in by the various Ministries and Departments of the Central Government and the States before it can yield full dividends.

Foreign Assignments:

8.11. The programme of deputation of Indian Experts to the developing countries of Asia, Africa and Latin America has been gaining strength in the context of increased economic and technical cooperation with these countries. Apart from fostering friendly relations with other developing countries, the deputation of our officers abroad helps in diversifying opportunities available to our qualified personnel in various fields. On their return, the benefit derived by such experts by way of acquiring wider experience is available for being utilized in the country. The assignment of Indian experts abroad, thus offers several advantages.

8.12. Besides the requests from the developing countries, the Department of Personnel also deals with requests for the services of Indian Experts in the field of Public Administration received from the various agencies of the United Nations. To meet such demands at short notice, Foreign Assignment Panels have been drawn up for different fields of specialisation. These lists of experts are revised and brought up-to-date through periodical circulars to the various Departments of the Government of India and State Governments. To give wide publicity to this activity, an advertisement was published in the leading newspapers throughout the country in the month of October, 1970. As a result the total strength of the Foreign Assignment Panels has gone up and at present 8000 persons are registered with the Department of Personnel in various fields such as Teaching, Medicine, Engineering, Economics, Statistics, Public Administration and Accounts.

8.13. On receipt of requests for experts, the candidates borne on the panel in the particular field of specialisation are considered and nominations are made keeping in view the job requirements, the salary level offered and the type of expertise required. Special emphasis is laid on the quality of the nominations and the speed with which they are made, in view of the increased international competition for such posts. The Foreign Assignment Selection committee, which consists of representatives of the Department of Personnel and the Ministries of External Affairs and Finance assisted by senior technical experts, screens the candidates who are to be deputed by way of aid to the developing countries under the I.T.E.C. Programme. The Selection committee met on 20 occasions during the year and selected 85 candidates for deputation to the developing countries by way of aid.

8.14. Eight high-powered delegations from the Governments of Nigeria, Zambia, Tanzania, Sultanate of Oman, Mauritius, Iraq, Fiji and Kenya visited the country during the year to interview 576 candidates, sponsored by this Department, at various centres in India. In all, 936 assignments were reported by the Asian and African countries and 600 by the United Nations Organisation and its specialised agencies. Out of the total number of 2500 persons sponsored against these assignments 265 have so far been selected. In a number of cases the results of selection in respect of the sponsored candidatures are still awaited.

CHAPTER IX

TRAINING

The Training Division in the Department of Personnel is mainly concerned with the formulation and coordination of training policies in the field of administration and management, sponsoring training programmes for officers of various levels in selected training institutions including the Indian Institute of Public Administration, New Delhi, National Academy of Administration, Mussoorie and the Secretariat Training School, New Delhi. The Training Division thus has to be concerned with an overall coordination of the training policies and programmes in the Government and also to assist State Governments in training matters whenever asked for. In addition, the Division has an institutional responsibility in terms of dealing with training matters pertaining to (a) National Academy of Administration, and (b) Secretariat Training School.

9.2. Training Programmes: During the year, the Division sponsored 19 Executive Development Programmes at the Indian Institute of Public Administration, New Delhi. In all 11 different courses were presented and participants from Centre/States and Public Sector Undertakings took advantage of the programmes. Generally, the programmes were designed for officers of the level of Deputy Secretary and equivalent levels in the Central Government. The details of the various programmes are as follows:—

Programme	Dates	No. of participants
1. Seventh Course in Performance Budgeting	Apr. 20-30, 1970	32
2. Fifth Course in Development Administration	July 20-Aug. 1, 70	24

	Programme	Dates	No. of participants
3.	Fifth Course in Budgeting and Financial Control	Aug. 3-22, 1970	17
4.	Eighth Course in Performance Budgeting	Sept. 8-18, 1970	33
5.	Sixth Course in Development Administration	Sept. 21-Oct 3, 1970	24
6.	Second Course in Modern Aids to Management	Oct. 12-22, 1970	27
7.	Ninth Course in Performance Budgeting	Oct. 26-Nov. 5, 1970	23
8.	First Course in Social Policy and Administration	Nov 9-21, 1970	15
9.	Seventh Course in Development Administration	Nov. 23-Dec. 5, 1970	14
10.	Third Orientation Course in Project Formulation	Dec. 7-11, 1970	24
11.	Third Orientation Course in Materials Planning	Dec. 19-23, 1970	30
12.	Second Course on personnel Administration	Dec. 26-1970-Jan. 8, 1971	37
13.	First Course for Training Coordinators	Jan 11-15, 1971	24
14.	Fourth Orientation Course on Project Formulation	Jan. , 18-23, 1971	22
15.	Fourth Orientation Course on Materials Planning	Feb. 15-20, 1971	31
16.	First Course in O. & M Techniques in Government	Feb. 22-27, 1971	28
17.	Course on Administrative Behaviour and Leadership	March 15-25, 1971	23
18.	Trainers' Programme in Efficient Reading and Effective Listening.	March 15-Apr. 24, 71	14
19.	Second Course in Social Policy and Administration	March 17-27, 1971	19

The Department also organised the following training programmes for senior government personnel:

	Dates	No. of Participants
(a) Effective Listening	March 22, 1971	22
(b) Effective Reading and Efficient Listening Programme	March 23-April 24, 1971	24

9.3. **Special Lectures:** The Training Division arranged two lectures on 'The Role of Economic Administration in National Development' and 'Leading Principles of Training and Recruitment for Economic Administration' by Dr. Thomas Oppermann a visiting Professor, to an invited group of senior Government officers from the Ministries of Finance, Foreign Trade, Industrial Development, Planning Commission and Cabinet Secretariat. The Division also organised lectures/discussions by Dr. Oppermann at the Indian Institute of Public Administration, New Delhi, Institute of Foreign Trade, New Delhi, Indian School of International Studies, New Delhi, National Academy of Administration, Mussoorie and State Institute of Public Administration, Jaipur.

9.4. **Annual Training Conference:** The Third Annual Conference on Training was organised in November 1970 on the theme 'Training in Government—Challenges of 70s'. Nearly 100 participants including training coordinators from various Central Ministries, Departments and from State Governments, as well as representatives of training institutions and other experts in the field of training attended the conference. The proceedings of the conference have also been released in two volumes.

9.5. **Training Literature:** As a part of its programme for development of indigenous training literature, the Division issued 16 titles including Training Monographs, Training Abstracts and Training Volumes during the year. To date 29

publications have been prepared by the Division. The publications during the year are listed below:

Training Monograph Series

Monograph No. 7—The State Administrative Reforms Committees on Training

Monograph No. 8—Index of Case Studies

Monograph No. 9—Directory of Selected Foreign Training Institutions

Monograph No. 10—Development of Trainers.

Training Abstracts

Abstract No. 5—Executive Development

Abstract No. 6—New Horizons in Administrative Organisation and Behaviour.

Abstract No. 7—Agricultural Development—Role of the Collector.

Abstract No. 8—Collector's Role in Indian Agriculture.

Abstract No. 9—Role of Civil Services in Administration of India.

Abstract No. 10—Public Service & Modern Challenges—Need for continuing Education.

Abstract No. 11—Corruption — A complex social phenomenon.

Abstract No. 12—Personnel Administration.

Abstract No. 13—Developments in Public Administration and Need for Management Training.

Training Volumes Series

Volume No. 2—Aspects of Agriculture Development.

Volume No. 3—Some aspects of Vigilance.

The Division issued an 'Evaluation Study of Executive Training in States of Central Secretariat officers.' The study attempts an evaluation of State training in terms of programme content, duration, mechanism and training benefits.

A quarterly Training Calendar continued to be released to enable sponsoring departments for nominating suitable individuals well in time for the various training programmes. A quarterly Training Newsletter containing abstracts of important articles from training and news from training institutions is also being brought out since July—September, 1970.

9.6. Training Coordinators: In addition to these activities in the area of development of training literature and designing of training programmes, the Division attempted to strengthen the role and functioning of training coordinators in the various Central Ministries and Departments. These coordinators are expected to help and assist the Division in identifying the training needs of their organisations and also keeping the Division informed generally of the development of training at their end. The Division arranged a number of meetings and invited training coordinators from 48 different Government Departments and Ministries during July/August, 1970. A one-week special course for training coordinators was also presented during January, 1971.

9.7. Central/State Training Institutions: The Division maintained very close links with the different Central and State training institutions during the year. A number of papers were prepared for deliberations at the various training institutions besides ensuring availability of selected training literature to such institutions.

National Academy of Administration, Mussoorie

9.8. The Academy conducts the following programmes:

- (a) Foundational Course imparting 'general' basic training to the recruits (on their appointment) to the

higher services who are brought together at the Academy.

- (b) Professional Course for the IAS probationers, *i.e.*, the special or professional part of the basic training covering all subjects relating to the role and tasks of IAS officers.
- (c) Refresher Courses/Seminars, etc., for in-service training of officers of all services in order to broaden their conceptual understanding and to improve their administrative capabilities.

During the current year, the Academy conducted the following courses:

- (i) Second Foundational Course. March—June 1970.
- (ii) First Foundational Course. July—Oct. 1970.
- (iii) IAS Professional Course (Part I of the Sandwich pattern of Training) for the IAS probationers. July—Dec. 1970.
- (iv) Professional Course (Part II of the Sandwich pattern of Training) for the IAS probationers (1969 batch.)

Apart from the All India and Central Services probationers recruited through the Combined Competitive Examination conducted by the UPSC, new recruits to the Indian Forest Service, Indian Economic Service, Indian Statistical Service and Indian Overseas Communications Service have also been given the foundational training. The training of IAS probationers under the sandwich pattern has been revised considerably. It is more problem-oriented and a new feature of 'Planning Forum' has been introduced.

Study Tours.

In order to acquaint the probationers with the conditions of life in villages and the development programmes that have been

undertaken, visits of probationers to villages in neighbouring districts of UP were arranged. The IAS probationers, after completion of one year's field training, participated in a one-week training course in Civil Defence at Nagpur from 11-1-71 to 16-1-71 and then proceeded for Winter Study Tour in 5 batches to different parts of India from 17-1-71 to 20-2-71. Thereafter, they returned to the Academy at Mussoorie for the second spell of their institutional training.

Refresher Courses, Seminars, etc.

The following Refresher Courses, Seminars, Workshops, etc. were held by the Academy during the year 1970-71:

- | | | |
|---|----------|--------------|
| (a) Seminar on Local Government | April | 6—10, 1970. |
| (b) Workshop on the Role of Collector as a Catalyst in Agricultural Development | May | 11—16, 1970. |
| (c) Second Orientation Course for the Chief Vigilance Officers. | June | 15—19, 1970. |
| (d) Third Orientation Course for Chief Vigilance Officers | November | 9—12, 1970. |
| (e) Seminar on 'Law and Order' | November | 27—30, 1970. |

Shifting of the Academy to Delhi

It has been decided to continue the Academy at Mussoorie and not to shift it to Delhi.

Secretariat-Training School

General Courses

9.9. During the year, besides the training of persons recruited on the results of the competitive examinations held by the Union Public Service Commission, the Secretariat Training

School continued to hold Refresher Courses for Section Officers and Assistants already working in the Ministries and Attached Offices of the Government of India.

As in previous years, officers of the Department of Atomic Energy, Public Sector Undertakings and Semi-Government/Autonomous Bodies also participated in these courses.

The training courses for Stenographers (Direct Recruits) and Lower Division Clerks continued to be held by the School during the year. Three courses for Stenographers and three for Lower Division Clerks were conducted.

The training of Assistants and Upper Division Clerks in Cash and Accounts matters was also continued during the year.

Shorthand and typewriting

9.10. The courses for training of Lower Division Clerks employed in the Ministries and Attached Offices of the Government of India in English Shorthand and typewriting, which had been introduced for meeting the shortage of Steno-typists (Stenographers Grade III), were also continued. Four Advanced courses and two courses for beginners were held during the year.

Under the Hindi Teaching Scheme of the Ministry of Home Affairs, the School continued to impart training in Hindi Shorthand and typewriting. In order to cope up with the increasing demand for training in Hindi Stenography and typewriting, six training centres have been opened by the School.

Specialised Courses

9.11. The School conducted two Orientation Courses for new Under Secretaries from the All India and Class-I Services in September, 1970 and January, 1971. These courses were intended to acquaint them with Secretariat procedures and other related matters.

Work Study Courses:

9.12. As in the previous year, this year also the School conducted training courses in Work Study/O&M Techniques. The participants in these courses were the officers not below the rank of Section Officers in the Central Government and officers of comparable rank in State Governments, public Sector Undertakings, Semi-Government and Autonomous Bodies. Four Work Study Courses were held during the year.

The new basic courses for training of Assistants in Work Study, which had been introduced in 1968, were also continued. Seven such courses were conducted during the year.

As a part of the Work Study training, the trainees conducted Project Studies in Government Offices and Semi-Government organisations. During the year, sixteen such studies were conducted.

Course in Performance Budgeting and Vigilance Methods and Procedures.

9.13. The new training courses in 'Performance Budgeting' and 'Vigilance Methods and Procedures' which had been started in 1968, were also continued. During the year, two courses in 'Performance Budgeting' and two courses in 'Vigilance Methods and Procedures' were conducted.

Short Term Courses

During the year, one short term training course of one-week duration was held by the School for training the probationers of the Indian Statistical Service in General and Financial Administration.

Foreign Trainees

9.14. Nominees of the Governments of Afghanistan and Maldiv Islands received training at the School in Work Study, English Stenography and Departmental Administration Courses.

Assistance to outside Organisations

9.15. Apart from arranging guest lectures for other training institutions on various subjects such as Work Study, Secretariat Administration, Financial Administration, etc., a team of officers consisting of the Director and two Assistant Directors of the school was deputed to Port Blair to organise a training course in O&M Techniques for the employees of the Administration in February, 1970, at the request of the Chief Commissioner, Andaman and Nicobar Islands. The course was held from 17th February to 5th March, 1970. This team also visited Mysore for delivering lectures in Work Study from 21st to 23rd July, 1970, in a training course conducted at the Administrative Training Institute of the Government of Mysore.

Shorthand and Typwriting Tests

9.16. Tests in Typewriting and Shorthand continued to be conducted by the School on behalf of the Director General, Employment and Training, and various other Departments/Offices of the Government of India and the Union Public Service Commission.

Examination Wing

9.17. In pursuance of the recommendation of the Estimates Committee in their 47th Report, an Examination Wing was set up in the School for conducting the following examinations which were hitherto conducted by the UPSC.

1. Monthly English Typewriting Tests.
2. Quarterly Hindi and English Typewriting Tests.
3. Departmental Examination of Class IV employees for promotion to Lower Division Clerks' Grade of the Central Secretariat Clerical Service.
4. Stenotypists' Examination for their induction to Grade III of the Central Secretariat Stenographers' Service.

5. Examination for recruitment to Grade III of the Central Secretariat Stenographers' Service.
6. Examination for promotion from the Lower Division Clerks Grade to the Upper Division Clerks' Grade of the Central Secretariat Clerical Service.
7. Examination for recruitment to the Lower Division Clerks' Grade of the Central Secretariat Clerical Service.
8. Examination for promotion from Grade III to Grade II of the Central Secretariat Stenographers' Service.

The monthly English Typewriting tests and Quarterly Hindi and English Typewriting tests were held by the School from May, 1970. The examinations for promotion of Class IV employees to the Lower Division Clerks' Grade of the Central Secretariat Clerical Service were held in April, 1970 and December, 1970. The Stenographers' Examinations (at items 4 and 5 above) were held in September, 1970.

The open competitive examination for recruitment of Lower Division Clerks Grade is to be held in June, 1971.

Publications

9.18. During the year, the School brought out the following publications:

- (i) Notes on Office Procedure (3rd Edition).
- (ii) Manak Ashulipi (Hindi Shorthand).

The compilation of a new publication on 'Disciplinary Rules and Procedures' is nearing completion and will be sent to the Press shortly.

The revised Edition (4th) of Notes on Financial Rules has been finalised and is under print.

9.19. A statement showing the number of officers trained in the School during the year and the tests conducted is given below:—

Statement showing the number of officers/officials trained in the Secretariat Training School during the period 1-1-70 to 31-3-71 and those undergoing training on 31st March, 1971.

Particulars of the Course	Trained	Under Training	Remarks
1	2	3	4
Section Officers (Probationers)	8	13	
Section Officer (Refresher)	41*	..	
Work Study Officers' Course	56%	25	
Basic Work Study Course	166	25	
Assistants (Direct Recruits)	29	41	
Assistants (Refresher) Course	28	..	
Stenographers (Direct Recruits)	25	..	
Cash & Accounts Matters	60	9	
Vigilance Course	83	..	
Performance Budgeting	99	..	
Lower Division Clerks (Direct Recruits)	129	35	
Lower Division Clerks (Subordinate Offices)	103	8	
Indian Statistical Service (Probs)	23	..	
Orientation Course for Under Secretaries	43	..	

*Includes two foreign Government nominees from Maldives Islands.
% Includes one foreign Government nominee from Govt. of Afghanistan

1	2	3	4
English Shorthand and Typewriting (Advanced Course)	130@	..	
English Shorthand and Typewriting (Beginners' Course)	74	70	
Training in English Typewriting of Assistants and Clerks from Ministries/ Attached/ Subordinate Offices	363	47	
Training in Hindi Typewriting	1625	686	
Training in Hindi Shorthand	913	660	
Candidates seeking registration at Employment Exchange tested in English and Hindi typewriting (English—8023 and Hindi—977)	9000		
Candidates seeking registration at Employment Exchanges tested in English and Hindi Shorthand (English—1217 and Hindi—124)	1341		
Candidates tested in English and Hindi Typewriting on behalf of U.P.S.C. and by the School	3110		
Candidates tested for Reporters' test	26		

@Includes four foreign Govt. nominees of the Government of Maldives Islands.

CHAPTER X

POLICY AND PLANNING

The Administrative Reforms Commission in its report on the machinery of the Government of India and its procedures of work highlighted the importance of setting up of a Policy Planning Wing to deal with formulation of overall personnel policies (in matters like recruitment, training, career development, promotion, morale, discipline, staff welfare and machinery for redress of staff grievances, etc.) to review and evaluate the working of the policies and to keep contact with the UPSC, Bureau of public Enterprises, State Governments professional institutions etc. In making the above recommendation the ARC has observed that research in personnel matters is virtually non-existent at present. This function is of great importance for a realistic formulation of personnel policies and a fruitful appraisal of their working.

10.2. It was in the above context of the recommendation and observation of the ARC that a Policy Planning Division has been set up in the Department of Personnel. The main task of this Division is to identify and study the problems and needs of the future and the possible means to meet them. It is also to see that day to day policy decisions in personnel matters are taken with as full a recognition as possible of their likely implications for the future. The broad functions entrusted to the Division are as follows:

- (i) Processing the report of the ARC on Personnel Administration.

- (ii) Examination and processing of proposals received from the Ministries/Departments and other Organisations regarding personnel matters involving major policy matters.
- (iii) To conduct research in personnel problems of immediate and long-term importance.
- (iv) To undertake objective review and evaluation of existing personnel policy in different areas, *e.g.*, recruitment, training, career development, morale, etc. and suggest improvements wherever necessary.
- (v) To keep in liaison with expert bodies, State Governments, universities, private corporations regarding research and study in personnel matters.

10.3. During the period under review the Policy and Planning Wing mainly processed the recommendations of the ARC on Personnel Administration. The Report contains 67 recommendations. These recommendations are being examined in this Wing. Action has been initiated on all of the recommendations. They are at various stages of consideration.

10.4. The Wing has also initiated action on the other items of work allotted to it. Preliminary studies have been undertaken in the file of performance appraisal (Confidential reports), incentives, morale and recruitment methods. The Wing is also collecting information from the State Governments, the Universities, leading public and private Corporations and Institutions in the field of personnel management regarding the practices followed by them and the research undertaken in the field of personnel administration.

CHAPTER XI

ADMINISTRATIVE VIGILANCE

Government continued its drive against corruption. During the year under report the Central Bureau of Investigation expanded the programme of its work and continued taking up cases of serious crime for investigation and to pay concentrated attention to vigilance work in the sensitive Departments of the Government of India in co-ordination and co-operation with the Departments concerned. Steps have been taken to ensure a good degree of co-ordination between the Chief Vigilance Officers of the Departments|Ministries and the CBI and CVC.

11.2. The following statement indicates the work done by the Central Vigilance Commission during the first six years of its existence.

	1964-65	1965-66	1966-67	1967-68	1968-69	1969-70
<i>Complaints</i>						
Received		5920	2302	1454	1,026	834
Disposed of	5,543	2,277	1,435	1,058	954	869
<i>CBI reports</i>						
Received	282	356	315	303	304	393
Disposed of	235	304	294	324	261	371
<i>Prosecution cases</i>						
Received	19	30	22	17	17	19
Disposed of	16	25	19	20	16	15
<i>Report of inquiries submitted by Commissioners Departmental inquiries.</i>						
Reports submitted	82	74	98	121	171	157
Disposed of	78	59	90	142	148	175
<i>Chief Technical Examiner's Organisation</i>						
<i>No. of items examined, scrutinised.</i>						
Works	697	889	805	940	*2212	2066*
Final Bills	225	206	229	222	329	360
Contracts	198	186	178	189	426	390
Muster Rolls	99	160	80	129	296	359

	1964-65	1965-66	1966-67	1967-68	1968-69	1969-70
<i>Cases of over payments to contractors detected by CTE Finalised.</i>						
Cases	291	186	117	138	214	181
Amounts involved	Rs. 4.22 lakhs	Rs. 2.30 lakhs	Rs. 1.57 lakhs	Rs. 1.70 lakhs	Rs. 4.95 lakhs	Rs. 2.23 lakhs

*Including 1496 works inspected for the first time
 **Including 1321 works inspected for the first time.

11.3. During the year 1970, C.B.I. registered 1919 cases against Public Servants and 225 against private persons/firms as against 1993 cases against Public Servants and 232 against private persons/firms in 1969 and 1999 against Public Servants and 209 against private persons in 1968. Majority of cases were registered on the basis of information collected by C.B.I. staff. During the year 1970, inclusive of the cases pending at the beginning of 1970, the C.B.I. handled 3666 cases and 462 cases were sent up to Court for trial. These cases sent up for trial involved 340 Public Servants (31 were of Gazetted status) and 407 private persons. 1510 cases were reported for Departmental action.

11.4. 329 Cases were decided in Courts during 1970 and of these 296 ended in conviction, while 33 ended in acquittal or discharge. The percentage of conviction during 1970 thus comes to 90 as against 83.1 in 1969 and 88.2 in 1968. Of the 1052 departmental proceedings concluded during 1970, 863 i.e., 82 percent of those decided, resulted in punishment.

11.5. During the year 1970, fines amounting to Rs. 5,32,774.84 were imposed by Courts in S.P.E. cases.

11.6. On the basis of cases and reports put in by the Special Police Establishment in Courts or before departmental authorities, recoveries or savings to Government aggregating Rs. 22,50,729.86 have been made during 1970 as indicated below:—

(a) Fines imposed by Courts in S.P.E. cases	Rs. 5,32,774.84
(b) Recoveries from public servants on reports sent by SPE (including departmental action cases)	Rs. 1,44,839.58
(c) Recoveries of excess payments etc	Rs. 3,82,952.57
(d) Recoveries of Income Tax or Sales Tax made on the information given by SPE Branches.	Rs. 11,43,884.00
(e) Economy or Savings effected	Rs. 46,278.87
Total	<u>Rs. 22,50,729.86</u>

11.7. Of the important cases handled by the C.B.I., particular mention may be made of the following which are under investigation:—

- (a) A case has been registered against a Chief Engineer and other Officers of a Port Trust for allowing sub-standard caissons to be fabricated during 1966 to 1968 and accepting the tender of a firm which had quoted higher rates for the supply of material like cement-blocks etc. resulting in a loss of crores of rupees to the Port Trust.
- (b) On the basis of information received that an Income-tax Officer had shown favours to various firms in the matter of assessment and that he was in possession of disproportionate assets, a regular case was registered. Searches at the residence of the Officer led to recovery of currency amounting to more than a lakh of Rupees. The investigation is in progress.
- (c) Two engineers of South Eastern Railway, are alleged to have shown undue favours to a Contractor, who had been given a contract for the construction of a bridge at an estimated cost of Rs. 11,65,380 by waiving penalties to the extent of Rs. 95,770.
- (d) An Executive Engineer of PWD is alleged to have made purchases worth about Rs. 3 lakhs from various firms at high rates and thereby caused pecuniary advantage to those firms by misusing his official position. This Executive Engineer is also alleged to have made purchases worth about Rs. 2 crores without any authority and in excess of his financial powers.
- (e) A Deputy Director and Assistant Inspecting Officer of the Railway Board are alleged to have entered into a conspiracy with a firm which was given a contract for the construction of wagons.
- (f) Some Officers of Minerals and Metals Trading Corporation of India Ltd., allegedly colluded with a firm and

gave pecuniary advantage to it by advancing a loan of over 3 lakhs rupees by accepting a false warehouse certificate from a Company

- (g) An Agent of State Bank of India is alleged to have shown undue favours to three private firms by granting them loans to the tune of Rs. 13 lakhs without proper securities.
- (h) An Officer of the State Bank of Mysore is alleged to have advanced Rs. 10 lakhs to small farmers as Agricultural finance for purchase of pump sets in disregard of the prescribed formalities.
- (i) An Officer of the Life Insurance Corporation was caught while accepting Rs. 2,000 as illegal gratification from an applicant for sanctioning him house building loan of Rs 1,50,000. Investigation has been completed and it has been decided to prosecute him in a court of Law.
- (j) A firm of Jamshedpur is alleged to have prepared false documents for supply of petrol on credit to the drilling units of Atomic Energy Commission, and thereby received from I.O.C. Depot Jamshedpur during February, 1968 to August, 1968 petrol in replenishment to the value of about Rs. 2,26,425 thus cheating the IOC to the extent of this value.
- (k) Four concerns are alleged to have by false representations, got themselves registered as members of the Cotton Textile Export Promotion Council, Bombay, and also as associated exporters of the Council. Thereafter they submitted claims for payment of cash incentives, to the Indian Cotton Mills Federation, Bombay claiming that they had exported cotton hosiery to Afghanistan during the year 1967-68 to the tune of Rs 22,86,000. In support of their claims they had submitted false and forged documents i.e., Shipping Bills, Export Invoices, E.P. Forms, Purchase

Vouchers, etc. Before the claims were passed for payment the false representations came to notice. The cases have been sent up for trial.

- (1) It was alleged that a firm misutilised S. E. Sheets worth Rs. 30,10,000 imported under an A.U. licence issued by the Joint Chief Controller of Imports and Exports, New Delhi in violation of the conditions of the licence in pursuance of a conspiracy amongst them.

11.8. Some of the important cases which ended in conviction during the year are mentioned below:—

- (i) A Sqd. Leader, Recruiting Officer I.A.F. Bangalore was convicted and sentenced to R.I. for 3 years and a fine of Rs. 1,000 on the charge that in collusion with certain private persons he had collected money from candidates seeking employment in the I.A.F. Some private persons were also convicted and sentenced to R.I. ranging from one year to 3 years.
- (ii) An Assistant Director, Sales Development Khadi and Village Industries Commission, Bombay was convicted and sentenced to R.I. for 6 years and a fine of Rs. 3,000. The accused had in conspiracy with his wife and another person in Bombay diverted the funds of the Commission to the business run by his wife and misappropriated large amounts by forging the account books of the Commission.
- (iii) An Assistant Settlement Officer, Patiala was convicted and sentenced to R.I. for 2 years and a fine of Rs. 2,000. The accused had entered into a criminal conspiracy with some private persons to acquire eva-
cuee property for Rs. 25,500 against recovery pro-
forma worth Rs. 7,764 in the name of one person.
Bogus recovery proformae by manipulating them with-
out the consent of the claimants was also used.

- (iv) A Deputy Manager, Civil Engineering Department, H.M.T. Bangalore was convicted and sentenced to R.I. for 18 months and a fine of Rs. 1,000 for being in possession of assets disproportionate to the known sources of his income to the tune of Rs. 68,410.
- (v) A Motor Vehicle Inspector, Directorate of Transport, Delhi Administration, Delhi was convicted and sentenced to R.I. for 3 years and a fine of Rs. 1,00,000 for being in possession of assets disproportionate to his known sources of income. His assets included G.C. notes of the value of Rs. 2,18,582 and gold ornaments weighing 648.800 gms.
- (vi) An S.H.O. Police Station, Solan, was convicted and sentenced to R.I. for 3 years and a fine of Rs. 1,000 for demanding and accepting Rs. 3,000 as bribe from a firm allegedly involved in a theft case.
- (vii) Certain persons of Bombay were convicted and sentenced to undergo rigorous imprisonment ranging from one year to 7 years for entering into criminal conspiracy at Bombay and other places and in foreign countries in pursuance of which they smuggled illegally into India, contraband gold and watches worth about Rs. 6 crores.
- (viii) An Officer of Bihar and another person were convicted and sentenced to undergo $6\frac{1}{2}$ years' R.I. for publishing bogus advertisements in Malayalam dailies and other newspapers of South India for recruitment of nurse and hospital staff in Bihar Government Hospitals.
- (ix) A businessman was convicted and sentenced to undergo 4 years' R.I. and pay a fine of Rs. 2,000 for forging three challans worth Rs. 52,254 and using them as genuine before the Income-Tax authorities with a view to get Income-Tax verification Certificate.

Training Courses:

11.9. During 1970, the following training courses were organized by the C.B.I.

(1) Special Course in Crime Investigation:

This course is run as a joint course for Officers of the C.B.I. and the State Anti-corruption Department/Branch for a period of 4 weeks. The CBI Officers are then trained for a further period of 3 weeks in matters of special importance to CBI. The course comprises of lectures on subjects pertaining to law, investigation and procedures connected with vigilance and anti-corruption work.

(2) Training Course for newly recruited Sub-Inspectors.

Sub-Inspectors directly recruited in the CBI have their basic training for 11 months in the National Police Academy at Abu. Thereafter they are deputed to different States for training in the State Police for three months. On return from States they are trained for another six months in the branches of the C.B.I.

(3) Courses for training in investigation

(i) Company Law Cases

This one-week course is held for the officers of the CBI and State Anti-Corruption Departments/Branches. Trainees are given lectures in company law and company accounts and are also briefed about investigation techniques.

(ii) Economic Offences Wing

This course is spread over 2 weeks and the trainees are given detailed instructions regarding legal procedures and investigation techniques connected with Foreign Exchange Regulations Act, Customs Act, Central Excise Act, Income-Tax Act, Companies Act, Industries (Development and Regulation) Act, Gold

Control, Narcotics, Counterfeit currency, Imports and Exports, Essential Commodities Act, etc.

(iii) *Food Offences Wing*

This course is spread over one week and includes lectures on the legal procedures and methods of work connected with the Essential Commodities Act and various food control orders and regulations. Trainees are also apprised of the working of PL-480 Scheme, fertilizer industry in India, methods adopted for warehousing foodgrain stocks etc.

(4) *Orientation Course:*

This course is spread over a week and is meant to brief the new Supdts. of Police who join the CBI on deputation from the State Police in regard to vigilance and anti-corruption work.

The total No. of Officers who attended these courses was 157, made up of 84 from CBI and 73 from State Police Forces.

CHAPTER XII

DIRECTORATE OF REVENUE INTELLIGENCE AND ENFORCEMENT DIRECTORATE

Consequent on the re-allocation of business among Ministries during June, 1970, the work relating to Directorate of Revenue Intelligence-cum-Directorate of Enforcement was transferred from the administrative control of the Finance Ministry to that of the Ministry of Home Affairs and by a subsequent order dated 1st August, 1970 to the Department of Personnel.

12.2. With a view to achieving closer coordination amongst the three intelligence and investigation agencies, namely, the Directorate of Revenue Intelligence, the Directorate of Inspection (Investigation—Income Tax), and the Enforcement Directorate, the Director of Enforcement has been designated as Director General of Revenue Intelligence and Investigation in addition to his own office. In his capacity as Director General he is charged with the responsibility of guiding integrated investigations in important cases involving contravention of more than one fiscal law.

Directorate of Enforcement:

12.3. The main function of the Enforcement Directorate is the administration of the Foreign Exchange Regulation Act, 1947 and the regulations made under the provisions of the Act. In other words, the Directorate investigates into violations of the provisions of the Act or of any rules, directions made thereunder. The Director has also powers to adjudicate on matters of contravention of the provisions of the Act by any person and also to impose fines. The Directorate has Zonal Offices at

Delhi, Madras, Calcutta and Bombay and Sub-Units at Trivandrum, Calicut, Jullundur, Bangalore, Ahmedabad, Hyderabad, Varanasi and Srinagar.

12.4. In order to expedite the adjudication of cases under the F.E.R. Act, 1947, powers have been delegated to the Additional Director of Enforcement to adjudicate cases involving Foreign Exchange up to the value of Rs. 25,000 and to the Deputy Directors of Enforcement to adjudicate cases involving Foreign Exchange up to the value of Rs. 10,000.

12.5. The statistical data regarding various activities of the Enforcement Directorate for the year 1970 are as below:

Searches:

(1) No. of searches conducted	1,112
(2) Total Indian Currency taken over for enquiries under the Foreign Exchange Regulation Act	Rs. 42,34,160. 88.
(3) Total Foreign Exchange taken over for enquiries under the Foreign Exchange Regulation Act	Rs. 9,53,371. 60

Adjudication

(1) No. of cases adjudicated	520
(2) Total penalties imposed	Rs. 83,71,903. 60
(3) Total Indian Currency ordered to be confiscated	Rs. 7,39,240. 00
(4) Total Foreign Exchange ordered to be confiscated	Rs. 5,76,562. 00

PROSECUTION (including those launched under Sec., 23F of the Foreign Exchange Regulations Act)

(1) No. of cases in which complaints were filed in courts	29
(2) No. of cases ended in conviction	17

DIRECTORATE OF REVENUE INTELLIGENCE

12.6. The Directorate of Revenue Intelligence functions as an agency for the collection of intelligence relating to violations of Customs Laws or smuggling and dissemination of the same.

It provides necessary assistance and coordination in revenue and customs cases involving country-wide ramification. The Directorate has Zonal Offices at Delhi, Madras, Calcutta and Bombay. There is also a Special Unit for Indo-Nepal Border headed by a Special Officer.

12.7. The Directorate maintains liaison with similar organisations in some of the foreign countries, directly, as well as through Interpol.

12.8. During 1970, 1,920 persons including 90 foreigners were arrested for offences involving violation of Indian Customs Regulations. At the instance of the Directorate of Revenue Intelligence entry into India of 7 foreigners involved in smuggling activities was banned during the year 1970.

ANNEXURE

Detailed list of subjects allotted to the Department of Personnel (Karmik Vibhag).

I. *Recruitment, Promotion and Morale of the Services.*

1. Reservation of posts in Services for certain classes of citizens.
2. General question relating to recruitment, promotion and seniority pertaining to Central Services except Railway Services and Services under the control of the Department of Atomic Energy.
3. General policy regarding age limits, medical standards, educational qualifications and recognition of non-technical degrees/diplomas for appointment to Government service.
4. General policy matters regarding classification of posts and grant of gazetted status in relation to Services other than Railway Services.
5. Recruitment of ministerial staff for the Government of India Secretariat and its Attached Offices except that for the Ministry of Railways and the Department of Atomic Energy.
6. Appointment of Non-Indians to Civil posts under the Government of India except posts under the Ministry of Railways and the Department of Atomic Energy.

7. General policy regarding employment assistance to persons of Indian origin coming from various countries.
8. Concessions to War Service candidates in respect of appointments to Civil posts and services.
9. General policy regarding resettlement of displaced Government servants from areas now in Pakistan, and retrenched temporary employees.
10. Concessions to political sufferers in the matter of first appointment or re-appointment to the Public Services.
11. General policy regarding grant of extension to or re-employment of superannuated officers.
12. Issue of certificates of eligibility for appointment to Civil Services and posts under the Union in respect of persons other than Indian citizens.
13. (a) Deputation of Indian experts abroad under the Indian Technical and Economic Cooperation Programme of the Ministry of External Affairs and on bilateral basis to the developing countries of Asia, Africa and Latin America.
(b) Deputation of officers for placements with the United Nations and its allied agencies, as also with other international agencies, like ILO, FAO, etc.
14. General policy regarding verification of character and antecedents—suitability of candidates for appointment to Government services.
15. Policy matters relating to issue of 'no objection' certificates to serving personnel for registration with the Employment Exchange for higher posts.
16. Matters relating to Personal Staff of Ministers.

17. Re-deployment of staff rendered surplus in Central Government offices as a result of—
 - (i) administrative reforms;
 - (ii) studies made by the S.I.U.;
 - (iii) winding up of long-term but temporary organisations.
18. Advising Ministries on proper management of various cadres under their control.

II. *Training:*

19. (a) Formulation and coordination of training policies for the All-India and Central Services.
- (b) National Academy of Administration and Secretariat Training School.
- (c) Training programmes for the Indian Administrative Service, Central Secretariat Service, Indian Economic Service and Indian Statistical Service.
- (d) Preparation and publication of training material and of information of training techniques facilities and programmes.
- (e) Liaison with training institutions within the States and abroad.
- (f) Refresher and special courses for Middle and Senior Management levels.

III. *Vigilance and Discipline:*

20. (a) The prevention of Corruption Act, 1947; Enforcement, viz., investigation, adjudication and prosecution of cases arising out of breaches, under the Foreign Exchange Regulation Act, 1947; the Central Bureau of Investigation (the Delhi Special Police Establishment including the Legal Division, the Technical Division, the Policy Division and the Administration Division);

the Food Offences Wing; the Economic Offences Wing and the Directorate General of Revenue Intelligence-cum-Directorate of Enforcement.

- (b) Accord of sanction for the prosecution of any person for any offence investigated into by the Delhi Special Police Establishment where such sanction is required to be accorded by the Central Government.

NOTE—Sanction for the prosecution of any person for any offence not investigated into by the Delhi Special Police Establishment shall be accorded by the Administrative Department where such sanction is required to be accorded by the Central Government.

- (c) Central Vigilance Commission.
- (d) All policy matters pertaining to vigilance and discipline among public servants.
- (e) Relationship between members of Parliament and the Administration; Matters relating to the Code of Conduct for Legislators.

IV. *Service Conditions:*

- 21. General questions (other than those which have a financial bearing) including Conduct Rules relating to All India and Union Public Services except in regard to services under the control of the Ministry of Railways and the Department of Atomic Energy.
- 22. Conditions of service of Central Government employees (excluding those under the control of the Ministry of Railways and the Department of Atomic Energy) other than those having a financial bearing and in so far as they raise points of general service interests.

23. Leave travel concessions for civil employees other than Railway employees.
24. The Central Services (Temporary Service) Rules, 1949.
25. General policy regarding retrenchment and reversion of temporary Government servants except those under the Ministry of Railways.
26. Administration of the Central Services (Safeguarding of National Security) Rules.
27. Uniforms for Class IV and other Government servants in the Central Secretariat, and its attached offices.
28. Working hours and Holidays for Government of India offices.
29. Administration of service rules with financial content under specific delegation made by the Ministry of Finance.
30. Advice on proposals in respect of the Ministry of Finance relating to the number or grade of posts or to the strength of Service or to the pay and allowances of Government servants or any other conditions of their service having financial implications.
31. General policy regarding reimbursement or legal expenses incurred by Government servants.
32. Proposals for grant of ex-officio Secretariat status.
33. Government servants having families in Pakistan—cases regarding grant of permission to Government servants to visit Pakistan.
34. Honorary appointments of persons in civil posts.
35. Oath of allegiance to the Constitution.

V. *Senior and Middle Managements:*

36. All aspects of Senior Management (*i.e.*, Joint Secretaries and above and their equivalents) including development of personnel for it.
37. (a) Establishment Officer to the Government of India.
(b) Appointments Committee of the Cabinet.
(c) Central Establishment Board.
(d) Career Development for Middle Management (*i.e.*, Directors, Deputy and Under Secretaries and their equivalents).

VI. *Grievances and Staff Welfare:*

38. (a) Service Associations of the Employees of the Government of India.
(b) Joint Consultative Machinery; Departmental Council for the Department of Personnel.
(c) Machinery for the redress of staff grievances.
(d) Staff welfare including sports, cultural activities, Grih Kalyan Kendras, Canteen, Cooperative Stores, etc.

VII. *Union Public Service Commission:*

39. Union Public Service Commission.

VIII. *Centralised aspects of managing IAS, inter-Ministry cadres, including career Planning for the Members thereof:*

40. (a) Creation of new All India Services.
(b) Rules and Regulations under the All India Services Act.

- (c) All matters relating to the Indian Administrative Service including the Indian Civil Service.
- (d) All India Civil List and History of Services.
- (e) Central Secretariat Service (Re-organisation and re-enforcement) Scheme, Central Secretariat Stenographers' Service Scheme and Central Secretariat Clerical Service Scheme.
- (f) Indian Statistical Service and Indian Economic Service.

IX. Career Planning:

- 41. (a) General policy questions regarding career planning for the All India and Central Government Services.
- (b) All matters pertaining to the career planning for the IAS, Central Secretariat Services, Indian Statistical Service and Indian Economic Service.

X. Personnel Management Agencies:

- 42. Coordination of the work of personnel management agencies within various Ministries.

XI. Research in Personnel Administration, etc.:

- 43. Research in Personnel Administration; liaison with State Governments, professional institutions etc., in personnel matters.

XII. Allocation of personnel and integration of Services as a result of States Reorganisation:

- 44. (a) Allocation of service personnel affected by re-organisation of States;

- (b) Division and integration of services affected by the reorganisation of States other than in Union Territories;
- (c) Protection of service conditions of personnel affected by reorganisation of States;
- (d) Other matters relating to State Services affected by the reorganisation of States.

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