

The 10th April, 1966.

Shri B. Sivarajulu, I.C.S.,
Chief Secretary to Government.

D.O. No. Exe-II-5/62-16207(32)/7.

My Dear,

Sub:- Reorganisation of staff in the Departments
of Government.

I am ~~xxx~~ desired to invite your reference to Finance Department Memo No: 7136 dated: 22.2.1962 containing the proposals ~~xxxxxx~~ for revision of yardstick for Secretariat staff and the decision of the Council of Ministers thereon communicated in Memo No: 2742 of the Political and Services Department dated the 2nd March, 1962. The staff in the Secretariat Departments will be on the following lines:-

- a) Posts created on the basis of receipts.
- i) On (HA) will supervise the work of six assistants.
 - ii) The unit of six assistants will consist of 2 LD, 2 Gr. II UDs and Gr. I UDs.
 - iii) 1250 effective 'B' class receipts will justify the post of One Assistant.

B) Non-receipt posts.

Non-receipt posts should be agreed to only in exceptional circumstances in consultation with the Finance Department. Generally non-receipt posts will be allowed to continue only for a period of one year from the date of inception beyond which either such posts will be retrenched or the continuance of such posts justified in terms of receipts.

2. You are requested to recast the staff strength in your Department on the above lines and to intimate to the Finance Department the posts which are justified in terms of the above criteria. The posts which are in excess of the justifiable strength, should be shown clearly.

3. Even though some posts may be found to be surplus, no retrenchment need be made for the present. Steps should however be taken to adjust the surplus staff as when new posts are created. For this purpose each department will also send a copy of the statement, showing the number of surplus posts etc. to the R. S. Department. The names and qualifications of the persons who have become surplus should also be shown there. The political and services

Department in consultation with the Finance Department will adjust the surplus ~~xxxxxxx~~ against the posts that might be sanctioned in future. The surplus staff will continue to work in their Departments till they are absorbed personally in the same Department or elsewhere. No surplus staff should be retrenched except purely seasonal staff recruited for a short period. These decisions must be implemented before the 31st May, 1962, by which date the existing sanctions for the continuance of posts will be expire.

4. To implement the above decision, it has been decided that there should be no further recruitment of non-gazetted staff in the Secretariat Department as well as promotions of staff from the category to another without prior concurrence of the Finance Department. When ever such proposals are referred to Finance Department full information as to whether ~~xxxx~~ there was any surplus staff in the Department and whether it has since been adjusted should be furnished.

Please acknowledge receipt of this letter.

Yours faithfully,

Sd/-