



GOVERNMENT OF KARNATAKA

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL-II)

ANNUAL COMPENDIUM

OF

IMPORTANT ORDERS OF GOVERNMENT
ISSUED IN DEPARTMENT OF PERSONNEL AND
ADMINISTRATIVE REFORMS

During the Year 1981

DEPARTMENT OF PERSONNEL AND
ADMINISTRATIVE REFORMS
(PERSONNEL-II)

ANNUAL COMPENDIUM

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Subject.—“Sayings of Dr. M. Visvesvaraya” a New Year Message.

Reference.—Circular No. DPAR 14 JRS 80 Dated 31st December 1980.

Circular No. DPAR 4 AAR 81 Dated 1st January 1981

The following pragmatic observations of late Dr. M. Visvesvaraya about the performance of duties, continue to hold good even today particularly after evaluating the results of the “Arrear Clearance Drive” conducted recently in all Government offices :

“There is work for all who would put in a day’s honest work. No job is so humble that it should not be done well. If your business is only to sweep a crossing, remember that it is your duty to make that crossing the best swept in the world. With Indians, the charm of life consists in Ease, Apathy and Slackness. Out of five people who seem to be working, one is doing nothing, one is resting, one is looking on and another is helping the previous three. Every one endeavours to escape the toll of toil”.

Dr. M. VISVESWARAYA.

“Unless Indians consider slackness a disgrace, there is no hope for them. And they must remember that character is more important than cleverness. Destiny is not a passive agent which lies in the lap of the Gods, but is an active instrument that lies in the hands of men to shape themselves as they will. India’s watchwords should be Investigate, Educate and Organise”.

Dr. M. VISVESWARAYA.

Therefore, the Chief Secretary desires that what was achieved during the "Arrear Clearance Drive" could be maintained "ad infinitum" if only heads of all offices, both Gazetted and Non-gazetted, constantly keep in mind the above two observations of Dr. M. Visveswaraya and motivate their subordinates to constantly improve their respective day to day performances of Government work vide Circular No. DPAR 14 JRS 80 dated 31st December 1980.

Therefore, all officers are requested to cause this Circular to be circulated to every Government official with a request to earnestly bear them in mind while discharging their day to day duties.

That apart, these observations may be highlighted in all the teaching and training programmes, weekly meetings, Jamabandis etc., wherever a cross-section of all officers meet and discuss common problems.

After a period of 90 days from the date of circulation of this Circular every head of office should try to evaluate the impact of this on the output of work and the attitudinal change of the subordinates towards the public, under intimation to AR-I as an "Administrative Reform Measure" so that further innovations for improvement or motivation could be conceived and implemented. Further suggestions from all Government servants are also Welcome.

Subject.—Tenth Amendment to the Karnataka Civil Services—(General Recruitment) Rules, 1977.

Notification No. DPAR 44 SRR 80 Bangalore, dated 6th January 1981

In exercise of the powers conferred by the proviso to article 309 of the Constitutions of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (General Recruitment) Rules, 1977, namely:—

1. Title and commencement.—(1) These rules may be called the Karnataka Civil Services (General Recruitment) (Tenth Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Amendment of rule 2.—In rule 2 of the Karnataka Civil Services (General Recruitment) Rules, 1977 (hereinafter referred to as the said rules), after clause (d) of sub-rule (1), the following clause shall be inserted, namely :—

“(dd). “bonded labourer” means a person who has been released from the bonded labour system by virtue of the Bonded Labour System (Abolition) Act, 1976 (Central Act 19 of 1976) or the rules made thereunder or the Karnataka Bonded Labour System (Abolition) ordinance 1975, and who produces a certificate from the District Magistrate that he is a bonded labourer who has been released from liability to pay the bonded debt under the provisions of the said Act or the Karnataka Bonded Labour System (Abolition) Ordinance 1975 (Karnataka Ordinance 13th of 1975).”

3. Amendment of rule 6.—In rule 6 of the said rules after clause (1) of sub-rule (3) the following clause shall be inserted, namely :—

“(j) in the case of a candidate who is a bonded labourer by ten years”.

Notification No. DPAR 2 SSR 81 Bangalore, dated the 6th January 1981

In exercise of the powers conferred by sub-section (3) of Section 5 of the Karnataka State Servants (Determination of Age) Act, 1974 and in supersession of the Notification No. DPAR 29 SSR 80 dated 13th May 1980, the Government of Karnataka hereby appoint the Solicitor and **Ex-Officio** Deputy Secretary to Government, Department of Law and Parliamentary Affairs, Vidhana Soudha, Bangalore for purpose of making an enquiry under the said Section 5.

Subject.—Re-constitution of Joint Consultative Machinery—
Departmental Council for the Karnataka
Government Secretariat.

Reference.—Government Order No. GAD 63 MMG 74,
dated 22nd July 1974.

Preamble.—

In the Government Order dated 22nd July 1974 referred to above sanction was accorded to the Constitution of Departmental Council for the Karnataka Government Secretariat. The term of Office of two years of the representatives of the staff nominated by the recognised service Association on the Departmental Council for the Karnataka Government Secretariat.

**Order No. DPAR 89 LMX 80 Bangalore, dated the
16th January 1981**

Sanction is accorded to re-constitute the Departmental Council for the Karnataka Government Secretariat with the following composition with immediate effect :—

Government Representation

Chairman—

1. Chief Secretary.

Chairman

Members—

2. Finance Secretary
3. Deputy Secretary, DPAR (ADMN)
4. Deputy Secretary, DPAR (Service Rules)
5. Deputy Secretary, DPAR (Services)
6. Deputy Secretary, DPAR (L & RM).

Staff Representation

Members—

1. President, Karnataka Government Secretariat or his nominee.
2. President, Gazetted Officers Association or his nominee.
3. President, Stenographers Association or his nominee.
4. President, Typists Association or his nominee.
5. President, Assistants Association or his nominee.
6. President, Junior Assistants Association or his nominee.

The Chairman of the Council will nominate one of the members of the Departmental Council as Secretary of the re-constituted departmental council at its first meeting.

The object of the council, the terms of membership, meetings of the council and other conditions governing the council shall be enumerated in the rules approved in Government Order No. GAD 7 DSW 67 dated 19th October 1972 and subsequent amendment thereto.

Subject.—Scarcity Conditions prevailing in some Parts of the State Refusal of Leave to Government Servants.

**Circular No. DPAR 76 SSR 80 Bangalore, dated the
20th January 1981**

In Circular No. DPAR 76 SSR 80 dated 4th December 1980 instructions were issued that State Government servants in Bijapur District whose work was connected with scarcity relief measures in the District including those whose sphere of duty extended to any area in this District

should not be sanctioned leave, other than those on medical grounds till the end of May 1981. It was also directed therein that there was no objection to sanction encashment of 30 days' Earned leave during current block period (1979-80) but the Government servants concerned should not be insisted upon to utilise the leave.

2. The block period 1979-80 being over, the question of refusing earned leave for encashment does not arise. But in other respects, Government have decided to extend the instructions issued in the Circular referred to above to the Government servants working in the following Districts which are also affected by scarcity conditions, including those whose sphere of duty extends to any area in these Districts and whose work is connected with scarcity relief measures :

1. Bangalore
2. Kolar
3. Chitradurga
4. Tumkur
5. Chickmagalur
6. Bidar
7. Raichur
8. Belgaum
9. Dharwar
10. Gulbarga
11. Bellary
12. Mandya
13. Mysore
14. Hassan.

3. The Deputy Commissioner of the concerned Districts, may please convey these instructions to all Heads of Offices of various Departments in their Districts.

4. These instructions are issued with the concurrence of the Finance Department vide their U.O. Note No. 2171/Exp-7/80 dated 8th January 1981.

6. **Subject.**—Procedure regarding lending of Library Books to Secretariat Departments for reference.

Reference.—DPAR 171 RLB 74, dated 5th July 1977.

O.M. No. DPAR 33 LBM 80, Bangalore,
dated 21st July 1981.

In spite of Circular instruction issued in Official Memorandum dated 5th July 1977 referred to above, it found that the books borrowed for reference by the Departments are not being returned promptly. It has therefore been decided to streamline the procedure of lending library books to Secretariat Departments for reference as decided by the Secretariat Library Committee.

(1) The books marked as "Reference only" will not be lent out, since these books should be available for constant reference to one and all and are not meant for lending.

(2) The books other than those marked as "Reference" will be lent to other departments for reference against the requisition (copy enclosed) signed by the Registrar of the Department concerned and countersigned by the O. & M. Officer of the Department.

(3) This procedure shall be applicable for borrowing books required for the Ministers and their establishment also.

(4) A maximum time limit of 30 days will be allowed in such cases and if books so borrowed are required for a further period the Registrar concerned should make arrangements to get it renewed by sending a Note to the Chief Librarian after getting it approved by the O. & M. Officer.

(5) The Registrar concerned shall maintain a Register in the Form enclosed for keeping Track of these books and see that the books are returned on or before the due date.

(6) The O. & M. Officer and the Registrar concerned shall be responsible for the return of these books so borrowed from the Library.

This procedure will come into force from 2nd February 1981 and the request from individual Officers/Sections will not be entertained thereafter. All the books borrowed so far for reference should be returned on or before 31st January 1981, failing which overdue charges will be collected from the borrower. Indents for purchase of books like Constitution, Dictionaries and Rules and Regulations etc., required for permanent use of the Officer and Sections may be placed by the O. & M. Officer with the D.P. & A.R. (Executive) after getting the proposal approved by the Secretary of the Department concerned through the O. & M. Officer. D.P. & A.R. (Executive) shall purchase and supply these books by meeting the expenditure from the Office Contingent Grants by treating these items under Stationery and Office Equipments.

The Publishers and Book-Sellers are allowing 10% Library discount for purchase of books and therefore D.P. & A.R. (Executive) while placing orders for the book shall put this as a condition for purchase of books to avoid Audit objections.

KARNATAKA GOVERNMENT SECRETARIAT
LIBRARY

Requisition for Books required for Reference.

1. Title .
2. Author
3. Accn. Number
4. To be put for Diary/File No.
5. Name of the Department
6. Signature & Name of the Registrar
7. Countersignature of the O. & M. Officer with name & Designation.

N.B.—The books may be retained for 30 days unless recalled by the Chief Librarian in the meantime. If the books borrowed is required for over 30 days the same should be got renewed.

Register of Books borrowed from the Secretariat Library

<i>Sl. No.</i>	<i>Name and Designation of the Officer (Borrower)</i>	<i>File No./ Diary No.</i>	<i>Title</i>	<i>Author</i>	<i>Accn. No.</i>	<i>Due Date</i>	<i>Signature of the Borrower</i>	<i>Date of Return</i>	<i>Remarks</i>
1	2	3	4	5	6	7	8	9	10

7. Subject.—Introduction of Overdue Charges for non-return of Library Books.

O.M. No. D.P.A.R. 32 LBM 80, dated 22nd January 1981.

In accordance with the decision taken by the Secretariat Library Committee, it has been decided to levy overdue charges at the rate of 25 paise per book per day subject to a maximum of one Rupee per week per book from those who do not return the library Books on or before the due dates. The collection of overdue charges will come into force from 2nd February 1981. All the Officers and the Officials are therefore requested to return the Library Books, including those obtained on reference on or before the due date, failing which overdue charges will be collected at the rates stipulated above.

8. Subject.—Introduction of security deposit system for membership to the Karnataka Government Secretariat Library.

Preamble :

In the Secretariat Library Committee Meeting held on 27th October 1980, it has been decided to introduce Security Deposit System for Membership in the Karnataka Government Secretariat Library at rates indicated below :

For issue of the first borrower card Rs. 10 and for subsequent cards at the rate of Rs. 5 per card subject to maximum of 4 cards for member.

It has also been decided by the Committee to credit the amount of Security Deposit collected from the members in the Karnataka State Co-operative Apex Bank (Vidhana Houdha Branch) or in the State Bank of Mysore (Vidhana Houdha, Branch) by opening an S.B. Account by the Under Secretary to Government, DPAR (Accounts) and arrange to refund the amount, as and when the members withdraw their membership and surrender their borrower tickets.

Order No. DPAR 4 LBM 79; Bangalore
dated 22nd January 1981.

In the circumstances explained above and after careful Security deposit, (refundable) for membership of the consideration of the proposal sanction is accorded to collect Karnataka Government Secretariat Library at the rates indicate below, for providing book borrowing facilities to its members.

For issue of the first borrower card Rs. 10 and for subsequent card at the rate of Rs. 5 per card subject to a maximum of 4 cards per member.

Sanction is also accorded to authorise the Under Secretary to Government, DPAR (Accounts to collect the Security Deposit at the above rates and credit the amount so collected in the Karnataka State Co-operative Apex Bank (Vidhana Soudha Branch) or in the State Bank of Mysore (Vidhana Soudha Branch) by opening a S. B. Account and arrange to refund the deposit amount as and when the members withdraw their members and surrender their borrowers tickets. The system of collection of Security Deposit shall come into force with effect from 2nd February 1981.

This order issues with the concurrence of the Finance Department vide their U.O. Note No. FD 382, dated 5th December 1980.

Subject.—Exemption of Cl. III Officials from passing Kannada Language Exam. Under Rule 3(1) of the K.C.S. (S and KLE) Exam. Rules 1974.

CORRIGENDUM

No. DPAR 2 SSR 81, Bangalore, dated 22nd January 1981

Read.—

(1) G.O. No. DPAR 9 SSR 78 dated 21st June 1978 :

(2) G.O. No. DPAR 64 SSR 78 dated 6th August 1979.

(3) G.O. No. DPAR 64 SSR 78 dated 26th December 1979.

(4) G.O. No. DPAR 30 SSR 80 dated 15th September 1980.

(5) G.O. No. DPAR 52 SSR 80 dated 7th October 1980.

The word “confirmation” appearing in the preamble portion of the above cited Government Orders shall and shall always be deemed to have been deleted.

- 10. Subject.**—Grant of State political pension also in Addition to Central Political Pension Waiving the Recovery of excess amount paid from 1976 and refund of the amount already recovered.

Order Number DPAR 36 PFC 80, Bangalore, dated 28th January 1981

Read.—

- (i) G.O. No. GAD 294 PFS 68 dated 21st February 1969,
- (ii) G.O. No. GAD 1018 PFS 70 dated 21st August 1970,
- (iii) G.O. No. GAD 1116 PFS 71 dated 27th July 1971
- (iv) G.O. No. GAD 1036 PFS 73 dated 18th July 1973
- (v) Letter No. 8/27/76-FF(P) dated 10th December 1976 from the Government of India,
- (vi) Letter No. PAI-Genl-FF 44-State/76-77/1186-87 dated 16th March 1977 from the A.G. of Karnataka State Bangalore.
- (vii) Letter No. DPAR 57 PFC 77 (Part) dated 11th April 1977 to the Accountant General of Karnataka State Bangalore,
- (viii) G.O. No. DPAR 246 PFS 77 dated 26th July 1978 and
- (ix) G.O. No. DPAR 57 PFC 77 dated 8th November 1977.

Preamble.—

Under the Karnataka State Freedom Fighters' Welfare Rules 1969 as approved under Government Order No. GAD 294 PFS 68 dated the 21st February 1969 and as amended from time to time, the State Government were sanctioning a pension not exceeding Rs. 75 per month to a Freedom Fighter or the widow of a Freedom Fighter; the amount was enhanced to Rs. 90 per month with effect from the 1st June 1978.

Under the Freedom Fighters' Pension Scheme 1972, the Government of India were sanctioning pension effective from the 15th August 1972 to Freedom Fighters normally not exceeding Rs. 200 per month. Widows of Freedom Fighters were however granted pension normally at Rs. 100 per month. While sanctioning such pension the Government of India were taking into consideration the pension sanctioned by the State Government to Freedom Fighters and widows of Freedom Fighters, the intention being that the total amount granted by the State Government and by the Central Government together did not exceed Rs. 200 per month in the case of a Freedom Fighter and Rs. 100 per month in the case of the widow of a Freedom Fighter.

The Government of India however, decided in their letter No. 8/27/76-FF(P), dated the 10th December 1976 that the amount of pension which a Freedom Fighter was receiving from the State Government should not be deducted from the amount of pension that he was getting from the Central Government with effect from the 1st October 1976. Then the Government after taking into consideration all aspects of the case, issued orders as per Government Order dated the 8th November 1977 [read (ix) above] that the pension sanctioned by the State Government to a Freedom Fighter or to the widow of a Freedom Fighter be discontinued in case the pension sanctioned by the Central Government was increased from Rs. 125 to Rs. 200 per month in the case of a Freedom Fighter and from Rs. 25 to Rs. 100 per month in the case of the widow of a Freedom Fighter with effect from the 1st October 1976.

Several representations were received from Freedom Fighters to allow State Political Pension also in addition to the Central Political Pension of Rs. 200 per month to the Freedom Fighters with effect from the 1st October 1976 and onwards and to refund the excess amount recovered from some of the Freedom Fighters after 1976.

ORDER

After taking all aspects of the case into consideration, Government are pleased to order that the recovery of the excess amount of State Pension drawn in addition to Central Pension of Rs. 200 by some of the Freedom Fighters with effect from the 1st October 1976 and onwards may be stopped with immediate effect and the amount already recovered on this account may be refunded to the concerned Freedom Fighters.

2. This Order issues with the concurrence of the Finance Department vide their U.O. Note No. FD (Spl) 4016/80 dated the 26th December 1980.

**11. Notification No. DPAR 71 SSR 80 Bangalore, dated
29th January 1981**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, namely:—

1. Title and Commencement.—(1) These rules may be called the Karnataka Civil Services (Service and Kannada Language Examinations) (First Amendment) Rules, 1981.

2. They shall come into force on the date of their publication in the official Gazette.

2. Amendment of Schedule II.—In the table below Schedule II to the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, in the entries relating to the Karnataka General Services (Endowment Branch) at Sl. No. 6, after the entries relating to the

posts of Inspectors I Grade, the following entries shall be inserted in Columns 2 and 3, namely :—

“ Stenographers—

- (1) Accounts Higher
- (2) Revenue Higher
- (3) General Law Parts I and II”

12. Subject.—Extension of Service to the Government Servants who are notified as “ Census Officers ” and who Retire before 31st March 1981.

Govt. Order No. DPAR 8 SDE 81 Bangalore, dated the 30th January 1981

Read.—O.M. No. DPAR 14 SSR 80 dated the 10th April 1980.

Preamble.—

In the Official Memorandum-read above the policy of Government regarding re-employment of and grant of extension of service to Government servants who retire on superannuation is laid down.

The Director of Census Operations, Karnataka has recommended continuance till the end of March 1981, either by grant of extension of service or re-employment of officers who are due to retire at the end of the months of January and February 1981 and who are engaged in census operations for the reasons that they have already been trained in regard to census operations and their retirement at this juncture when the individual enumeration operation is about to be taken up would hamper the smooth and successful census operation.

ORDER

After due consideration of the proposal of the Director of Census Operations, Karnataka and in relaxation of the policy laid down in the O.M. read above Government are pleased to direct that the officers who are notified as "Census Officers" for the Census of India 1981 and who are due to retire on or before 1st March 1981 be granted extension of service till 31st March 1981.

**13. Notification No. DPAR 41 SSC 80 Bangalore,
30th January 1981**

In exercise of the powers conferred by article 318 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Public Service Commission (Condition of Service) Regulations, 1957, namely :—

1. Title and commencement.—(1) These Regulations may be called the Karnataka Public Service Commission (Conditions of Service) (.... First Amendment) Regulations, 1981.

(2) They shall come into force at once.

2. Amendment of regulations 4.—In the Karnataka Public Service Commission (Conditions of Service) Regulations, 1957, (hereinafter referred to as "the Regulations") in sub-regulation (1) of regulation 4, for the words "two thousand and five hundred", the words "three thousand" and, for the words "two thousand", the words "two thousand five hundred" shall respectively be substituted.

3. Amendment of regulation 8.—In regulation 8 of the said regulations for the words "two hundred and fifty rupees per mensem" the words "two hundred rupees per mensem and an allowance of one hundred and fifty rupees a per mensem in lieu of a driver" shall be substituted.

4. Insertion of new regulation 9A.—In part IV of the said regulations, after regulation 9, the following regulation shall be inserted namely.

“ 9A—Sumptuary allowance ”—The Chairman shall be paid a sumptuary allowance of Rupees two thousand four hundred per annum.

5. Amendment of regulation 11.—In sum-regulation (3) of regulation 11 of the said regulations.—

(a) in clause (i), for the figures, brackets and words shown in column 1 below the figures, brackets and words shown in the corresponding column 2 below shall be substituted, namely :—

<u>COLUMN 1</u>	<u>COLUMN 2</u>
Rs. 2,400 (Rupees two thousand and four hundred)	Rs. 4,200 (Rupees four thousand and two huddred)
Rs. 800 (Rupees eight hundred)	Rs. 1,400 (Rupees one thousand and four hundred)
Rs. 4,800 (Rupees four thousand and eight hundred)	Rs. 8,400 (Rupees eight thousand and four hundred)

(b) in clause (ii), for the figures, brackets and words shown in column 1 below the figures brackets and words shown in the corresponding column 2 below shall be substituted, namely :—

<u>COLUMN 1</u>	<u>COLUMN 2</u>
Rs. 2,100 (Rupees to thousand and one hundred)	Rs. 3,600 (Rupees three thousand and Six hundred)
Rs. 700 (Rupees seven hundred)	Rs. 1,200 (Rupees ond thousand and two hundred)
Rs. 4,200 (Rupees four thousand and two hundred)	Rs. 7,200 (Rupees seven thousaad and two hundred)

14. Subject.—Purchase of a Standard 20 Mini Bus in Replacement of the Vehicle No. MEQ 3836 (Std. 20 Mini Bus) for the use at Rajbhavan, Bangalore—Sanction of—

Read.—

(1) Government Order No. DPAR 29 PRB 80 dated 26th September 1980,

(2) Letter No. GH 13 MVS 80 dated 8/12/80 from the Secretary to Governor of Karnataka, Raj Bhavan, Bangalore.

Preamble.—

In the Government Order dated 26th September 1980 sanction was accorded to the release of a sum of Rs. 40,000 to the Governor's Secretariat for the purchase of a Standard Mini Bus at a total cost not exceeding Rs. 65,000 in replacement of the old Mini Bus No. MEQ 3836.

The Secretary to Governor has sought permission to purchase the vehicle at the open market price of Rs. 65,778-02 as the rate contract of the firm Messrs. Standard Motar Products of India, with whom orders were placed, expired on 31st March 1980, and its renewal is under correspondence.

**Order No. DPAR 49 PRB 80 Bangalore, dated the
31st January 1981**

In the circumstances, sanction is accorded to the purchase of a Standard Mini Bus (in replacement of old vehicle No. MEQ 3836) at the open market price of Rs. 65,778-02 (Rupees sixty five thousand seven hundred and seventy eight and paise two only) during the current financial year under the head "212-Governor-9-Other Expenditure". The additional allotment of Rs. 40,000 sanctioned in the Government Order dated 26th September 1980 may be regularised by reappropriation of savings, before 31st March 1981.

The old vehicle should be disposed to the best advantage to Government according to rules.

This issues with the concurrence of Finance Department vide their U.O. Note No. 107/Exp-7/81 dated 29th January 1981.

15. Subject.—Recruitment to Class III Posts—Revised Policy Regarding.

Govt. Order No. DPAR 12 SCR 79 Bangalore, dated 31st January 1981

Preamble.—

Recruitment to a few Class III posts is at present being done by the Karnataka Public Service Commission. Selection of Candidates for most of the Class III posts is done on the basis of the percentage of marks obtained in the qualifying examination plus the marks awarded in the interview by the selecting agency in accordance with the provisions of the Karnataka State Civil Services (Direct Recruitment by Selection) Rules, 1973. Government considered the question of removing from the consultative purview of the Karnataka Public Service Commission recruitment to all the Class III posts. Government also considered the question of making recruitment to Class III posts through written competitive examination particularly with a view to recruitment with a view to removing the subjective element involved in the process of recruitment by interview. The decisions arrived at by Government on these two issues are incorporated in this order.

ORDER

Government have approved in principle that—

(i) recruitment to all Class III posts should be taken outside the consultative purview of the Karnataka Public Service Commission and

(ii) recruitment to Class III posts should be through a written competitive examination except in the case of posts of Sub-Inspectors of Police, Forest Rangers and any other similar posts the incumbents of which are required to discharge their duties in prescribed uniforms.

2. The appropriate recruiting agency for Class III posts will be notified later. Meanwhile, Government have approved the following guiding principles which should be adopted in making recruitment to Class III posts :

(i) To the maximum extent possible, the unit of recruitment should be a district in order to ensure that candidates get recruited in one unit only. In order to ensure that selected candidates do not bring pressure to bear on the concerned authorities for purposes of transfers from one unit of recruitment to another after appointment and also to ensure that the administration in the different districts of the State is made efficient and effective, it is considered desirable that in the case of Class III posts wherever the Unit of recruitment is a district, transfer of persons from one district to another district should be barred.

(ii) Where selections are done by Recruitment Committees set up by Government by holding interviews it has come to the notice of Government that such Committees are not functioning properly and complaints are being made. It is, therefore, considered necessary to adopt a procedure which will, as far as possible, eliminate the subjective element in selection and provide equal opportunity to all the competing candidates. The best way of doing this is to make recruitment through competitive examination. There are, however, certain categories of posts wherein the personality/bearing of the candidates are as important as their Intelligence Quotient and in such cases the existing system has to continue. These are posts of Sub-Inspectors of Police, Forest Rangers and other similar posts the incumbents of which are required to discharge their duties in prescribed uniforms. Such posts should be identified and excluded from the proposed system of recruitment by competitive examination.

(iii) It should be ensured that the reservation prescribed by Government in favour of Scheduled Caste/Scheduled Tribes and other Backward Class candidates is not disturbed. The examination system should be evolved in such a way that the interests of such candidates as well as people coming from rural areas are adequately safeguarded.

(iv) With regard to the arrangements for the conduct of examinations, wherever there are common categories of posts in several Departments of Government, Government may prescribe a common test and the examinations may be organised by a central agency.

(v) In the case of the exempted categories of posts referred to at paras 1 (ii) and 2 (ii) above (i.e. Sub-Inspectors of Police, Forest Rangers and other posts the incumbents of which are required to discharge their duties in prescribed Uniforms) the existing arrangement with regard to recruitment may continue. In respect of other Class III posts, the various Recruitment Committees entrusted with selection of candidates shall stop transaction of business with immediate effect. All steps taken by various selecting agencies including preparation and publication of select lists shall stand cancelled with immediate effect, except in the case of selections done under the Karnataka Civil Services (Recruitment to Ministerial Posts) Rules, 1978, in respect of which separate orders would be issued. However, where the select lists have been partly operated, the operation of such lists may be continued.

(vi) However, in order to avoid delay, as and when necessary, decisions could be taken with regard to the new system of recruitment for any particular category of post in any Department, Government will issue necessary orders, so that giving effect to the general policy need not be delayed, in cases where it should not be difficult to formulate detailed strategy.

3. Secretaries to Government are required to take immediate steps to make provision in the Cadre and Recruitment Rules relating to Class III posts which are to

be filled up by direct recruitment providing for holding of competitive examination. Prescribing syllabus for the examination, the number of papers to be taken by the candidates, the maximum marks for each of the papers etc.

16. Subject.—Classification of Backward Classes for purposes of Reservation of Appointments and Posts under article 16(4) of the Constitution of India—Procedure for calculation of Family Income.

Govt. Order No. DPAR 30 SBC 80, Bangalore, dated 3rd February 1981

Read.—

1. G.O. No. DPAR 1 SBC 77, dated 4th March 1977.
2. G.O. No. SWL 52 BET 80, dated 30th December 1980.

Preamble.—

In Appendix I of the Government Order read at 1 above it is stipulated that a candidate who belongs to the Backward Communities or Backward Castes listed therein and whose family income from all sources is Rs. 10,000 or less per annum shall be eligible to be considered for vacancies reserved for backward Communities and Backward Castes. The said Appendix I also stipulates that a candidate shall be considered as belonging to the Special Group if his family income is Rs. 4,800 or less per annum and if he and/or his parents or guardian (if the parents are not alive) belong to any of the six profession groups indicated therein. In the Government order read at 2 above sanction has been accorded to exclude the income of the candidate from his salary as local candidate on temporary basis and the amount of stipend under Stipendiary Employment Scheme for purpose of determining whether he belongs to

Backward Classes for concessions under Article 16(4) of the Constitution of India. It is, therefore, necessary to make consequential amendments to the G.O. dated 4th March 1977 read at 1 above.

ORDER

Government are pleased to direct that for the purpose of determining whether a candidate belongs to Backward Communities or Backward Caste or Special Group, the family income stipulated in Appendix I to the G.O. dated 4th March 1977 shall exclude the income of the candidate from his salary as local candidate on temporary basis and the amount of stipend received by him under Stipendiary Employment Scheme.

This Order shall come into force with immediate effect and shall apply to cases of recruitments where the vacancies are advertised on or after the date of this Order.

Subject.—Amendment to Karnataka State Civil Services (Direct Recruitment to class III posts) (Special) Rules, 1970.

17. Notification No. DPAR 10 SLC 80 (A) Bangalore, dated 3rd February 1981

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka State Civil Services (Direct Recruitment to Class III Posts) (Special) Rules, 1970, namely:—

1. Title and commencement.—(1) These rules may be called the Karnataka State Civil Services (Direct Recruitment to Class III Posts) (Special Amendment) Rules, 1981,

(2) They shall come into force on the date of their publication in the official Gazette.

2. Amendment of Rule 5.—In sub-rule (2) of rule 5 of the Karnataka State Civil Services (Direct Recruitment to Class III posts) (Special) Rules, 1970 for the words “Leave, increment and pension” the words “leave, and increment” shall be and shall always be deemed to have been substituted.

Subject.—Amendment to Karnataka State Civil Services (Direct Recruitment to class III posts) (Special) Rules, 1973.

18. Notification No. DPAR 10 SLC 80 (B) Bangalore, dated the 3rd February 1981

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka State Civil Services (Direct Recruitment to Class III Posts) (Special) Rules, 1973 namely :—

1. Title and commencement.—(1) These rules may be called the Karnataka State Civil Services (Direct Recruitment to Class III Post (Special) (Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Amendment of Rule 5.—In sub-rule (2) of rule 5 of the Karnataka State Civil Services (Direct Recruitment to Class III Posts) (Special) Rules, 1973 for the words “leave, increment and pension” the words “leave and increment” shall be and shall always be deemed to have been substituted.

Subject.—Amendment to the Karnataka State Civil Services Direct Recruitment of SCs/STs and B.Ts to class III posts) (Special) Rules, 1977.

19. Notification No. DPAR 10 SLC 80 (C) Bangalore, dated 3rd February 1981

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka State Civil Services (Direct Recruitment of Scheduled Castes, Scheduled Tribes and Backward Tribes to Class III Posts) (Special) Rules, 1977.

1. Title and commencement.—(1) These rules may be called the Karnataka State Civil Services (Direct Recruitment of Scheduled Castes, Scheduled Tribes and Backward Tribes to Class III Posts) (Special) (Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Amendment of Rule 5.—In sub-rule (2) of rule 5 of the Karnataka State Civil Services (Direct Recruitment of Scheduled Castes, Scheduled Tribes and Backward Tribes to Class III Posts) (Special) Rules 1977 for the words "leave, increment and pension" the words "leave and increment" shall be and shall always be deemed to have been substituted.

ವಿಷಯ.—೧೯೮೦ನೇ ಸವೆಂಬರ್ ಒಂದರಿಂದ "ಸಂಯುಕ್ತ ಕರ್ನಾಟಕ ರಾಜ್ಯೋದಯ ಬೆಳ್ಳಿಹಬ್ಬ" ಆಚರಿಸಲು ಸಮನ್ವಯಾಧಿಕಾರಿಯನ್ನು ನೇಮಿಸುವುದು.
 ಸ್ವಯಂ:—ಡಿ. ಸಿ. ವಿ. ಆರ್. ಸಿ. ಪಿ. ಎಲ್. ಎಕ್ಸ್. ಲೆಂ ದಿನಾಂಕ ೪ನೇ ಫೆಬ್ರವರಿ ೧೯೮೦.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಸಲಹೆ ಮೇರೆಗೆ ೧೯೮೦ನೇ ಸವೆಂಬರ್ ೧ ರಿಂದ "ಸಂಯುಕ್ತ ಕರ್ನಾಟಕ ರಾಜ್ಯೋದಯ ಬೆಳ್ಳಿಹಬ್ಬ" ಆಚರಿಸುವುದನ್ನು ಅತ್ಯಂತ ಅರ್ಥವತ್ತಾಗಿ ಆಚರಿಸಲು ತೀರ್ಮಾನಿಸಲಾಗಿದೆ, ಈ ಉತ್ಸವದ ಸಲುವಾಗಿ ದಿನಾಂಕ ೪ನೇ ಫೆಬ್ರವರಿ ೮೦ ರಂದು ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳವರ ಅಧ್ಯಕ್ಷತೆಯಲ್ಲಿ ಸಮಾವೇಶಗೊಂಡಿದ್ದ ಸರ್ಕಾರದ ವಿವಿಧ ಇಲಾಖೆಗಳ ಕಾರ್ಯದರ್ಶಿಗಳವರ ಸಭೆಯಲ್ಲಿ ಹಲವಾರು ಅಭಿಪ್ರಾಯಗಳನ್ನು ಕೈಕೊಳ್ಳಲು ತೀರ್ಮಾನಿಸಲಾಯಿತು.

ಈ "ಸಂಯುಕ್ತ ಕರ್ನಾಟಕ ರಾಜ್ಯೋದಯ ಬೆಳ್ಳಿಹಬ್ಬ" ಆಚರಿಸುವುದನ್ನು ಯಶಸ್ವಿ ಹಾಗೂ ಯೋಗ್ಯತಾ ರೀತಿಯಲ್ಲಿ ಕಾರ್ಯಗೊಳಿಸುವುದಕ್ಕಾಗಿ ಕನ್ನಡ ಮತ್ತು ಸಂಸ್ಕೃತಿ ಇಲಾಖೆಯ ನಿರ್ದೇಶಕರನ್ನು ಸಮನ್ವಯಾಧಿಕಾರಿ (ಕೋಆರ್ಡಿನೇಟಿಂಗ್ ಅಫಿಸರ್) ಯನ್ನಾಗಿ ಸರ್ಕಾರವು ನೇಮಕ ಮಾಡಿದೆ. ಈ ದಿವಸದಲ್ಲಿ ಕೈಕೊಳ್ಳಬೇಕಾದ ಕಾರ್ಯಕ್ರಮಗಳ ಬಗ್ಗೆ ತಕ್ಷಣದಿಂದಲೇ ಕ್ರಮ ತೆಗೆದುಕೊಳ್ಳುವಂತಹೂ ಸಹ ಆದೇಶಿಸಲಾಗಿದೆ.

21. Notification No. DPAR 31 SRR 78 Bangalore, dated 4th February 1981

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (General Recruitment) Rules, 1977, namely :—

1. Title and commencement.—(1) These rules may be called the Karnataka Civil Services (General Recruitment) (Eleventh Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Amendment of Rule 4.—In rule 4 of the Karnataka State Civil Services (General Recruitment Rules, 1977, in clause (1), the word “and” at the end shall be omitted and after the clause (1), as so amended the following proviso shall be inserted, namely :—

“Provided that if two or more candidates have secured equal number of total marks in the competitive examination or in the process of selection, as the case may be, the order of merit in respect of such candidates shall be fixed on the basis of their age, the person or persons older in age being placed higher in the order of merit”.

Official Memorandum No. DPAR 8 SCR 81, Bangalore dated 5th February 1981

22. Subject.—Cadre and Recruitment Rules—Framing/Updating of.

It has been observed that in a number of Departments Cadre and Recruitment Rules are either yet to be framed or they are not upto date. In certain Departments the rules framed several years ago have not been reviewed at

all. While a number of new cadres have been created, the Departments have left the Cadre and Recruitment Rules as they were without updating them or providing for the method of recruitment in respect of newly created cadres. Instructions have been repeatedly issued for framing Cadre and Recruitment Rules in respect of Departments where they have not been framed and to review the rules once in three years where they are already in existence keeping in view the requirement of the Department and availability of candidates with suitable qualification etc. The instructions so far issued in this regard have not been properly observed and the position has not improved as revealed by a review undertaken recently by the additional Chief Secretary.

2. In order to ensure prompt action in this regard Government direct that the following measures should be taken with immediate effect :—

(i) Whenever proposals for creation of new cadres are sent to Government, they should be accompanied by a draft amendment to the Cadre and Recruitment Rules providing for the method of recruitment to the proposed new cadres. The administrative departments of the Secretariat should not entertain proposals for creation of new cadres unless they are accompanied by draft amendment to the Cadre and Recruitment Rules.

(ii) In the month of April every year each Head of Department should furnish to the administrative Secretary a Certificate indicating that the Cadre and Recruitment Rules have been framed in respect of all posts in the department and if there is any post in respect of which Cadre and Recruitment Rules have not been issued, the reasons therefore.

**Official Memorandum No. DPAR 3 SRR 81 Bangalore,
dated 6th February 1981**

23. Subject.—Confirmation in Substantive Vacancies .

Reference.—

(1) O.M. No. GAD 188 INS 65, dated 4th January 1966.

(2) O.M. No. GAD 127 INS 79, dated 14th October 1970.

In the Official Memorandum dated 4th January 1966 instruction were issued, inter-alia, that no confirmation should be made on the basis of the final Inter-State Seniority list pending decision of the Supreme Court on an appeal filed by the State Government. Subsequently, in the Official Memorandum dated 14th October 1970, the ban on confirmation was relaxed in respect of cases where the Inter-State Seniority lists had been finally published. In accordance with these instructions and also in view of the provisions in Karnataka Government Servants (Seniority) Rules, 1957, confirmation of officials in substantive vacancies is not possible unless the seniority list is finalised.

2. It has been brought to the notice of the Government that delay is being caused in issue of confirmation orders against substantive vacancies mainly due to delay in determination of seniority. Such delays in issue of confirmation orders is affecting the service prospects of Government servants in various ways. It is felt that when promotions to higher cadres are made pending finalisation of gradation lists, the basis relied upon for promotion could also be relied upon for purpose of confirmation of officials.

3. Government therefore direct in modification of the earlier instructions on the subject, that such number of senior most persons in the latest seniority list as are equi-

to the number of permanent posts in a cadre may be confirmed with effect from the date of the order, if they are otherwise eligible for confirmation. In the order of confirmation it should be made clear that the confirmation is subject to review if there is any modification of seniority in future and that it shall not confer any additional right for refixation of seniority.

24. Subject.—Creation of the Posts of Additional Chief Conservators of Forests in the State Scale of Pay of Rs. 2,000—100—2,500.

Preamble.—

At present there are 64 senior posts of the Indian Forest Service under the State Government comprising:

(i) Chief Conservator of Forests	..	2
(ii) Conservator of Forests	..	12
(iii) Deputy Conservator of Forests	..	50

The strength of the senior posts under the State Government is sanctioned by the Central Government in accordance with the provisions of the Indian Forest Service (Cadre) Rules, 1966. The strength and composition of each cadre is reviewed by the Government of India in consultation with the State Government once every three years. For the purpose of such review the State Government have forwarded its proposals to the Government of India.

The question of creating senior posts pending review by the State Government has been examined by the Government. The Chief Conservator of Forests (General) who was consulted in the matter has recommended creation of the cadre of Deputy Chief Conservator of Forests and the Assistant Chief Conservator of Forests in the interest of better organisation and providing reasonable promotional opportunities to officers of the Indian Forest Service.

working in the State Forest Department. The proposal has been examined in all its aspects and it is considered necessary to create a cadre of Additional Chief Conservator of Forests with the scale of pay of Rs. 2,250--125/2--2,500 (A.I.S. Scale). It is proposed to do this by upgrading certain posts of conservator of Forests. Recommendations on these lines have already been made by the Government of India in the context of the triennial review of the composition of the Indian Forest Service. Pending decision of the Government of India on the State Government's proposal, it is proposed to create the posts of Additional Chief Conservators of Forests in the State Scale of pay of Rs. 2,000--100--2,500.

Order No. DPAR 36 SEP 80,
Bangalore, dated the 9th February 1981.

Sanction is accorded to upgrade the posts of :

(a) Conservator of Forests for Working Plan/Forest Research and Utilisation/Wild Life Preservation/ (Head-quarters) to those of Additional Chief Conservators of Forests.

(b) Special Officer and Ex-Officio Additional Secretary to Government in the Food and Forest Department presently in the cadre of Conservator of Forests that of Additional Chief Conservator of Forests with the designation 'Additional Secretary to Government, Food and Forest Department'.

The posts of Additional Chief Conservators of Forests/ Additional Secretary to Government, Food and Forest Department shall be in the State's scale of pay of Rs. 2,000--100--2,500 effective from the date of filling up of the posts. The posts shall be filled up by appointment of the officers of the Indian Forest Service.

2. The posts of Conservator of Forests for Working plan / Forest Research and Utilisation/Wild Life Preservation/(Headquarters) shall be held in abeyance during the sanction of the upgraded posts of Additional Chief Conservators of Forests.

3. Government declare under Rule 9 of the Indian Forest Service (Pay) Rules, 1968 that the posts of Additional Chief Conservators of Forests and the Additional Secretary to Government, Food and Forest Department created in this order shall be equivalent in status and responsibilities to the post of Additional Chief Conservator of Forests specified in Schedule III—A of the said Rules.

4. This issues with concurrence of the Finance Department vide its U.O. Note No. FD 0.693/Exp-7/80, dated 17th September 1980.

**25. Letter No. DPAR 7 SCR 81, Bangalore, dated
11th February 1981**

Subject.—Promotion of Stenographers to the Posts of Superintendents/Managers—Amendment of C & R Rules—

I am directed to invite reference to the Government Orders No. GAD 37 ORR 62 dated 7th November 1962 and No. GAD 8 ORR 66 dated 30th January 1968 in which instructions have been issued, among others, to reserve a specific quota for promotion of Stenographers to the higher posts of Managers/Superintendents by amending the respective provision of the Cadre and Recruitment Rules of the departments concerned.

It has been brought to the notice of the Government that in some of the Departments no action has been taken to amend the Cadre and Recruitment Rules to incorporate

the above decision of Government, as a result of which, the Stenographers are not getting promotion in those departments.

In view of the above, I am directed to request you to intimate whether the Cadre and Recruitment Rules in respect of your Department have been amended accordingly and if not to take action immediately in this regard under intimation to Government.

**26. Notification No. DPAR 81 SSC 80 (1) Bangalore,
dated 13th February 1981**

In exercise of the powers conferred by clause (1) of Article 316 of the Constitution of India the Governor of Karnataka is pleased to appoint the following as Members of the Karnataka Public Service Commission—

(i) Sri M. C. Muniswamy, in the vacancy caused by the retirement of Sri B. P. Mallaraj Urs.

(ii) Smt. Ophelia Rebello, in the vacancy to be caused by the retirement of Sri B. T. Sasnur on the afternoon of 14th February 1981.

**27. Notification No. DPAR 81 SSC 80 (2) Bangalore,
dated 13th February 1981**

Whereas the Office of the Chairman, Karnataka Public Service Commission, is falling vacant with effect from the 15th February, 1981, and it may take some time to appoint a Chairman.

Now, therefore, in exercise of the powers conferred by clause (1-A) of Article 316 of the Constitution of India the Governor of Karnataka hereby appoints with effect from

the 15th February, 1981, Sri S. H. Ahmed, Member. Karnataka Public Service Commission, to perform the duties of the Chairman, Karnataka Public Service Commission, until a person is appointed as Chairman of the said Commission under clause (1) thereof.

28. Subject.—Report on the Administration of State of Karnataka for the year 1974-75.

Preamble.—

The Annual State Administration Reports of the State were being prepared and published every year. The practice of printing such Reports was discontinued from the year 1968-69 onwards and the Secretariat Departments were requested to prepare the 'Annual Reports' instead of Annual Administration Reports' more exhaustively so as to cover as much information as possible in respect of the working of the Field departments under their administrative control and supply copies to the Members of both the Houses of Legislature during Budget Session.

The Annual State Administration Report Serves as a historic record and a source of reference. As other State Governments in India are publishing their Annual State Administration Reports, the State Government have decided to revive the practice of publication of Annual Administration Report of the State from the year 1974-75.

The Director, Bureau of Economics and Statistics, who has been entrusted with the work of bringing out the State Report, has prepared the draft Annual State Administration Report for the year 1974-75.

**Order No. GAD 3 SAR 75,
Bangalore, dated the 17th February, 1981**

Government are pleased to approve the Report on the Administration of State of Karnataka for the year 1974-75 appended to this Order.

2. The Director, Printing, Stationery and Publications in Karnataka, Bangalore is requested to print 3,000 copies of this Report and to supply 500 copies to Department of Personnel and Administrative Reforms (AR-II) and supply 2,500 copies to the Bureau of Economics and Statistics, Multistoreyed Building, Bangalore.

**29. Official Memorandum No. DPAR 1 STR 81 Bangalore
dated 19th February 1981**

Subject.—Transfer of Government Servants.

It has been represented that the instructions of Government regulating transfer of Government servants are not being adhered to by some of the, transferring authorities. It is alleged, inter alia, that Government servants are transferred within a few months of their stay at a place. Government servants requiring medical aid are transferred to places where medical facilities are not available, those suffering from asthma/bronchitis are transferred to malnad areas etc. Officers on the verge of retirement are transferred out from the places at which they were working; general transfers are made at a time other than during the vacation for educational institutions even when such general transfers are not really called for; low paid officials are transferred out to distant places even in cases in which there are no complaints against them.

2. If the allegations are true, it is a sad reflection on the administrative capacity of the Governmental machinery. Government will be constrained to view seriously such

violation of the standing instructions issued by them. Secretaries to Government and Heads of Departments are requested to ensure that the instructions issued by Government from time to time regulating transfer of Government servants are scrupulously observed by all transferring authorities and those responsible for contravening the instructions are severely dealt with. It should also be impressed upon Government servants that if any individual officer has a problem or grievance he should approach the appropriate authorities through the proper channel for redressal and should not trouble legislators. Bringing or attempting to bring political or other influence to bear upon any superior authority by Government servants in respect of matters pertaining to their service under Government amounts to a breach of conduct and Government servants indulging in such practices should be dealt with accordingly.

3. The Karnataka State Government Employees' Association has made certain suggestions in regard to transfer of Government servants. Taking into account these suggestions, the following instructions are issued-

(i) In accordance with the existing instruction general transfers should be done when the educational institutions have their annual holidays so that education of children does not suffer. It is alleged that transfers done by certain Departments during the previous year did not conform to these instructions. Transfers during the current years are done strictly in conformity with the instructions mentioned above.

(ii) It is the responsibility of transferring authorities to take into consideration all aspects including the special problems and preference for places of Government servants before ordering their transfer. (O.M. No. DPAR 6 STR 79, dated 28th April 1980). It is alleged that these instructions are not complied with and that there have been instances of whimsical transfers etc. Transferring

authorities are hereby directed to ensure that Government's instructions are strictly complied with and no room is given for such allegations.

4. It must, however, be ensured at the same time that once an order of transfer has been issued, it should be implemented promptly.

**30. Official Memorandum No. DPAR 49 SRR 80,
Bangalore, dated the 25th February 1981.**

Subject.—Employment of Dependents of Government Servant who die while in service.

Reference.—O. M. No. DPAR 40 SRR 78, dated 3rd September 1979.

Item (h) under para 1 of the O.M. dated the 3rd September 1979 provides that in exceptional cases the benefit of compassionate appointment might be extended to the cases of son/daughter or near relative of Government servant who is retired within the age of 45 years on medical grounds and who by bodily infirmity is permanently incapacitated for Government service for any reason.

2. On a suggestion of the State Council of the Joint Consultative Machinery, Government considered the question of relaxing the age limit of 45 years stipulated in the cases of the type mentioned above.

3. Government accordingly direct that item (h) in para 1 of the O.M. dated the 3rd September 1979 shall be substituted by the following :

“(h) In exceptional cases, the benefit of compassionate appointment may be extended to the cases of son/daughter or a near relative of Government servant who is retired on medical grounds under the provisions of the Karnataka Civil Service Rules and who by bodily infirmity is permanently incapacitated for Government service for any reason.”

**31. Circular No. DPAR 5 HFD 81, Bangalore,
dated 25th February 1981.**

Subject.—Salary Deduction Scheme—LIC Policies held by Karnataka Government Servants.

Government Circular No. FD 215 KID 79, dated the 2nd July 1980 requires all Heads of Departments to ensure during their inspections of offices that the procedures laid down by Government in respect of recovery of LIC Premium under Government Salary Deduction Scheme are strictly followed.

The LIC of India has requested Government to make this as an item of inspection by the presiding officers and other inspecting officer, so that there is no lapse on the part of the drawing and disbursing officer in recovering the monthly premium.

Hence all the Heads of Departments and all inspecting officers are hereby directed to include this item as one of the items in the check list/questionnaire used by them for inspections of offices coming under their control. The Inspection team of AR Division of DPAR will be checking on this item of work during its inspection of offices especially the maintenance of Premium Deduction Book.

**32. Notification No. DPAR 12 SDE 81, Bangalore
dated 27th February 1981.**

In exercise of the powers conferred by sub-section (2) of section 1 of the Karnataka Departmental Inquiries (Enforcement of Attendance of Witnesses and Production of Documents) Ordinance, 1981, (Karnataka Ordinance 4 of 1981) the Government of Karnataka hereby appoints the First day of March 1981 as the date on which the said Ordinance shall come into force.

33. Notification No. DPAR 4 SSR 81, Bangalore, dated 5th March 1981.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, namely :—

1. **Title and commencement.**—(1) These rules may be called the Karnataka Civil Services (Service and Kannada Language Examinations) (Second Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Amendment of Schedule II.**—In the table to Schedule II of the Karnataka Civil Services (Service and Kannada Language Examination) Rules, 1974, in the entries relating to Karnataka Industries and Commerce Service at Sl.No. 32, in column 2, after the words “and Designing Centre” the following shall be added namely :—

“Printing Assistant, Mechanic and Designer in the Handloom Designing and Training Centre and Foremen in the Small Scale Industries Centre”.

34. Official Memorandum No. DPAR 17 SDE 81, Bangalore, dated the 5th March 1981.

Subject.—Commercial Employment after Retirement—
Grant of Permission for—

Rule 304 of the Karnataka Civil Services Rules provides for grant of permission to retired Gazetted Government servants for taking up commercial employment before expiry of two years from the date of their retirement. Government have examined the question whether the

system of granting permission for taking up commercial employment within two years from the date of retirement might be continued.

2. After detailed examination of the matter Government have decided to continue the existing system of granting such permission in cases where the various conditions stipulated in the said rule 304 are satisfied. Requests from retired Gazetted Government servants for taking up commercial employment within a period of two years from the date of retirement may therefore be examined in accordance with the provisions contained in the said rule 304 and forwarded to Government for final decision. It may be noted that in accordance with this rule the power to grant such permission vest with Government and no authority subordinate to Government can take a decision in this regard.

3. If in any case permission has been refused without examining the request in accordance with the provisions of rule 304, such request may be re-considered in the light of the provisions of that rule.

**35. Official Memorandum No. DPAR 4 STR 81,
Bangalore, dated 13th March 1981.**

Subject.—Transfer of Government Servants.

Instances have come to the notice of Government where higher officers ordered transfer of Government servants although the power to order such transfers had already been delegated to the officers subordinate to them. This is not proper especially in the context of the policy of Government to delegate more and more powers to the subordinate officers and to encourage them to exercise such powers freely.

2. Secretaries to Government and Heads of Departments are requested to instruct the officers under their administrative control not to effect transfers in cases where the powers are delegate to sub-ordinates and not to interfere in matters, coming within the jurisdiction of their subordinate officers.

36. Subject.—Upgrading the Village Accountants-cum-Panchayat Secretaries Training Centres located at Sirsi, Kolar, Shimoga and Gulbarga to the level of District Training Institutes and strengthening the existing twelve District Training Institutes—Orders regarding—

Read.—Letter dated the 8th July, 1980 from the Director, Administrative Training Institute, Mysore.

Preamble :

In the first meeting of the Sub-Committee of the Managing Committee of the Administrative Training Institute, Mysore held on 16th May 1980, the question of up-grading the existing four Village Accountants-cum-Panchayat Secretaries Training Centres to the level of District Training Institutes by the addition of necessary staff was discussed in depth and it was agreed to upgrade the Centres to the level of District Training Institutes at an additional cost of Rs. 2,18,196 along with the other proposal to strengthen the staff of the existing twelve District Training Institutes at an estimated cost of Rs. 2,60,256. The remaining three districts namely Bidar, Chickmagalur and Coorg are proposed to be attached to the neighbouring districts.

The Director, having examined the question in detail, has sent a proposal to Government to up-grade the four Village Accountants-cum-Panchayat Secretaries Training Institutes at an additional cost of Rs. 2,18,196 along with

the other proposal to strengthen the staff of the existing twelve District Training Institutes at an estimated cost of Rs. 2,60,256. The remaining three districts namely Bidar, Chickmagalur and Coorg are proposed to be attached to the neighbouring districts.

He has requested for orders of Government on both proposals stated above.

**Order No. DPAR 40 KTP 80, Bangalore, dated the
12th March 1981.**

The Government of Karnataka are pleased to accord sanction:—

(i) to up-grade the existing four Village Accountants-cum-Panchayat Secretaries Training Centres located at Sirsi, Kolar, Shimoga to be shifted to Hassan and Gulbarga (to be shifted to Chitradurga) to the level of the District Training Institutes;

(ii) to the creation of one post of Principal (Junior Class-I Officer), one post of Accounts Superintendent (Class-III post) and one post of Second Division Clerk for each of the four Village Accountants-cum-Panchayat Secretaries Training Centres;

(iii) to strengthen the existing twelve District Training Institutes by creation and addition of one post of Surveyor and one post of Panchayat Extension Officer to each Institutes for creation of those 2 posts in the 4 existing Village Accountants-cum-Panchayat Secretaries Training Centres which are being up-graded to District Training Institutes level; and

(iv) to the transfer of four Village Accountants-cum-Panchayat Secretaries Training Centres to the administrative control of the Director, Administrative Training Institute, Mysore.

2. The posts mentioned above and the upgradation and strengthening will take effect from 1st April, 1981.

3. After the above upgradation and strengthening, there will be 16 District Training Institutes in the State with the following uniform staff :—

(1) Common Principal (Junior Class I Officer)	.. One
(2) Common Vice-Principal (Class II Officer)	.. One
(3) Revenue Inspector	.. One
(4) Accounts Superintendent	.. One
(5) Instructor (Survey)	.. One
(6) Instructor (Panchayat Extension Officer)	.. One
(7) First Division Clerk for both the wings	.. One
(8) Second Division Clerk	.. One
(9) Typists	.. Two
(10) Peons	.. Three

The expenditure will be met out of the provision under the budget head “265—Other Administrative Services 10. Training-C-II. District Training Institutes.”

This order issues with the concurrence of the Finance Department vide their U.O. Note No. FD 0.884/Exp-7/80, dated 6th October 1980.

37. Circular No. DPAR 5 STR 81, Bangalore, dated the 19th March 1981.

Subject.—Premature Transfers of Government Servants—
issue of further instructions.

I understand that in some Departments, the Ministers concerned have been passing orders regarding premature transfers of officers and directing the Departments to

communicate such orders anticipating the approval of the Chief Minister. According to O.M. No. DPAR 11 STE 80, dated 17th June 1980 approval of the Chief Minister would have to be obtained before premature transfers are ordered and approval in the context would naturally mean prior approval.

If in any case the Minister desires that orders relating to premature transfers should be issued, it will be the responsibility of the Secretary to bring to the notice of the Ministers, the instructions contained in O.M. No. DPAR 11 STR 80, dated 17th June 1980 and to send file to the Chief Minister for prior approval.

Incidentally it might be mentioned that as a rule, the Chief Minister does not want to make any premature transfers at all and submission of such proposals might be an exercise in futility unless there are extraordinary reasons why an officer should be transferred prematurely from the station at which he was working. This aspect of the matter may please be borne in mind when dealing with cases of premature transfers.

The Secretaries may kindly note that contravention of the instructions contained in O.M. No. DPAR 11 STR 80 dated 17th June 1980 would be construed as violation of the standing orders and the Secretary would have to be held responsible for such violation.

38. Notification No. DPAR 82 SSC 80, Bangalore dated 19th March 1981

In exercise of the powers conferred by the proviso to clause (3) of Article 320 of the Constitution of India, the Governor of Karnataka hereby makes the following regulation further to amend the Karnataka Public Service Commission (Consultation) Regulations, 1976, namely :—

1. Title and commencement.—These regulations may be called the Karnataka Public Service Commission (Consultation) (First Amendment) Regulations, 1981.

They shall be deemed to have come into force with effect from 9th November 1978.

2. In Annexure II to the Karnataka Public Service Commission (Consultation) Regulations, 1976, after entry 19, the following entry shall be inserted, namely :—

“ 19-A. Technical Assistants (Librarians) of the Department of Public Libraries ”.

**39. Circular No. DPAR 15 SDE 81 Bangalore dated the
23rd March 1981**

Subject.—Notifying date of Retirement of Gazetted Government Servants.

Orders notifying the dates on which Gazetted Government servants retire are at present being issued after obtaining approval thereto of the Ministers concerned and/or the Chief Minister as the case may be.

2. In the light of the present policy of the Government not to grant extension of service or re-employment to retiring Government servants, it is considered not necessary to trouble the Ministers and/or the Chief Minister, as the case may be, before issue of Notifications notifying dates of retirements as issue of such notification has become of a matter of routine formality.

3. The Secretaries to Government are, therefore, requested to seek delegation of powers in this regard from the concerned Ministers in terms of rule 30 of the Karnataka Government (Transaction of Business) Rules, 1977 so that orders specifying the dates of retirement of Gazetted Government Servants can be issued in time by the administrative departments of the Secretariat without troubling the Ministers and the Chief Minister. Copies of such Notification should, however be sent for the information of the concerned Minister and the Chief Minister.

- 40. Sub.**—Cabinet Sub-Committee to review from time to time the Policy of Reservation of Vacancies in Favour of Persons belonging to Backward Classes and Minorities—Reconstitutions of—

**Government Order No. DPAR 12 SBC 81 (2)
Bangalore, dated the 23rd March 1981**

Read.—Government Order No. DPAR 33 SBC 80 (3) dated 4th August 1980.

Preamble—

In Government Order read above, a sub-Committee of the Cabinet was constituted to review from time to time the policy of reservation of vacancies in favour of persons belonging to backward Classes and Minorities with the following Members :

Chairman—

1. Chief Minister

Members—

2. Minister for Revenue and Agriculture
3. Minister for Finance and Planning
4. Minister for Law, Parliamentary Affairs and Animal Husbandry
5. Minister of State for Social Welfare.

ORDER

Consequent on the expansion of the Cabinet and re-allocation of portfolios of some Ministers who are Members of the Sub-Committee of the Cabinet constituted in the

Government Order dated 4th August 1980 referred to above, the said Sub-Committee is reconstituted as follows :

Chairman—

1. Chief Minister

Members—

2. Minister for Finance
3. Minister for Law, Parliamentary Affairs and Animal Husbandry
4. Minister of State for Women and Children's Welfare.

41. Official Memorandum No. DPAR 6 IFP 74, Bangalore dated 26th March 1981

Subject.—Rules Framed under Section 3 of the Karnataka Civil Services (Regulation of Promotion, Pay and Pension) Act, 1973 Clarification Regarding.

Under the provisions of Section 3 (1) (a) of the Karnataka State Civil Services (Regulation of Promotion pay and Pension) Act, 1973 as it originally stood there was no provision for retrospective promotions. The said section was amended by Act No. 40 of 76 providing that No Civil Servant shall be entitled to promotion to any post or office with effect from a retrospective date, except and to the extent specified in the rules made under this Act. The Karnataka State Civil Services (Regulation of Promotion Pay and Pension) Rules 1978 were issued specifying the types of cases in which retrospective promotions could be made. These rules came into force on 15th June 1978. The retrospective promotions made during the period from 29th June 1973 (the date of promulgation of Regulation of Promotion Pay and Pension Ordinance) and 15th June 1978 will have to be reviewed in the light to provision of the Rules

referred to above and fresh orders will have to be issued in supersession of the earlier orders granting retrospective promotions in such cases which are covered by the Karnataka State Civil Service (Regulation of Promotion, Pay and Pension) Rules, 1978. The Secretaries to Government and the Heads of Department are requested to issue revised orders in conformity with the Karnataka State Civil Services (Regulation of Promotion, Pay and Pension) Act, 1973 and Karnataka State Civil Services (Regulation of Promotion, Pay and Pension) Rules, 1978 in such cases.

**42. Circular No. DPAR 82 CDA 81 Bangalore dated the
31st March 1981**

Subject.—Disciplinary Action Against Class-IV Officials in the K.G.S.

Of late, large numbers of un-official notes are being received in the DPAR (Executive) from the Under Secretaries of various Departments surrendering/proposing to surrender Class-IV officials on the grounds of indiscipline, unauthorised absence, irregular attendance and having not been found useful.

According to Schedule III on page 191 of Karnataka Civil Services (CC & A) Rules 1957, for Class-IV officials in all Departments of the Secretariat except the DPAR, the Under Secretary concerned is the authority to impose penalties specified in sub-rules (I) to (IVA) of Rule 8 of K.C.S. (CC & A) Rules 1957. Similarly the Under Secretary concerned may also impose any of the penalties specified in sub-rules (V) to (VIII) of Rule 8 on Class-IV officials after following the procedure specified in the said Rules.

The Secretaries to Government are requested to instruct all the Deputy Secretaries and the Under Secretaries

working in their Departments to take disciplinary action against the defaulting Class-IV officials working in their Departments. It is the duty of every officer concerned not only to take proper work from their Class-IV officials but also to discipline them by taking action as provided under the K.C.S. (CC & A) Rules 1957. It may also be noted that surrender of Class IV officials to the DPAR (Executive) on the grounds of indiscipline, etc., will not be accepted in future.

43. Notification No. DPAR 39 SRR 79 Bangalore dated 7th April, 1981

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, namely:—

1. Title and commencement.—These rules may be called the Karnataka Civil Services (Service and Kannada Language Examinations) (Third Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Amendment of Schedule III.—In Schedule III to the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, in the table:—

(1) In the entries relating to the Karnataka General Service (Insurance Branch) at Sl. No. 8—

(a) in column (3) against the entries relating to Assistant Director, after item (2), the following item shall be inserted, namely:—

“(3) General Law Parts I and II”.

Department of Translations	(1) Assistant Director, Research Officer and Translator.	(1) Accounts Higher (2) Translation Test in the language concerned.
	(2) Administrative Assistant	(1) Accounts Higher (2) General Law Part-I.
	(3) I Division Clerk	(1) Accounts Higher
	(4) II Division Clerk	(1) Accounts Lower.

(4) In the entries relating to the Karnataka General Service (Ports Branch) at Sl.No. 53, in column 2, after the words "Supervisors", the words "Marine Mechanic, Tracers" shall be inserted,

(5) For the entries relating to the "Probation and After Care Services" at Sl.No. 54, the following entries shall be substituted namely,—

54. Department of Women and Childrens-Welfare.	All Gazetted officers in the Dept.	(1) Accounts Higher (2) General Law Part I. (3) Law and Rules relating to Probation and After Care Services.
	Probation Officers Gr. II, Superintendent Grade II.	(1) Accounts Higher (2) General Law Part I. (3) Law and Rules relating to Probation and After Care Service
	Head Clerks, Head Masters, Head Mistresses, Chief Instructors. Accountants, Deputy Superintendents, I Division Clerks and Stenographers.	(1) Accounts Higher (2) Law and Rules relating to Probation and After Care Services.
	ii Division Clerks, II Division Clerks-cum-Typists, House Fathers, House Mothers, Matrons and Assistant Matrons.	(1) Accounts Lower (2) Law and Rules Relating to Probation and After Care Services".

(6) In the entries relating to the Directorate of Prosecutions at Sl.No. 55,

(a) In the entries relating to "Senior Assistant Public Prosecutors, Assistant Public Prosecutors", in Column 3, for the figures and words "General Law Part I and Part II", the figures and words "Paper II of General Law Part I" shall be substituted.

(b) In column 2, after the words "Superintendents" the words "Accountants" shall be inserted.

(7) In the entries relating to the Directorate of Town Planning at Sl.No. 65,—

(a) In column 2;—

(i) For the words "Assistant Directors of Town Planning, Headquarters Assistant to the Director of Town Planning, Statisticians and Geographer", the words "Deputy Director of Town Planning, Headquarters Assistant to the Director of Town Planning, Statisticians, Head Draftsman and Geographer" shall be substituted;

(ii) After the words "Supervisors", the words "Draftsman" shall be inserted;

(ii) After the words "Second Division Clerks", the words "Tracer" shall be inserted".

**44. Official Memorandum No. DPAR 2 SRC 81,
Bangalore, dated the 13th April 1981.**

Subject.—Association of Government Servants with the activities of Anand Marg, Rashtriya Swayam Sewak Sangh and Jamaat-e-Islami etc.

- Ref.**—1. O.M. No. GAD 38 SSR 67. dated 18th October 1967.
2. O.M. No. GAD 2 SRC 69. dated 9th June 1969.
3. O.M. No. GAD 15 SRC 75. dated 2nd January 1976.
4. O.M. No. DPAR 4 SRC 77, dated 23rd May 1977.

According to sub-rule (1) of rule 5 of the Karnataka Civil Services (Conduct) Rules, 1966, “No Government servant shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.”

2. In the Official Memoranda cited first and second, clarifications were issued that the activities of the Rashtriya Swayam Sewak Sangh, Jamaat-e-Islami and Anand Marg or any of its Organisations indicated therein were of such a nature that participation in their activities by Government servants would attract the provisions of sub-rule (1) of rule 5 of the Karnataka Civil Services (Conduct) Rules, 1966 and that any Government servant found to be a member of or otherwise associated with these organisations or with their activities was liable to disciplinary action.

3. In the context of the current situation in the country there is need to eradicate communal feelings and ensure secular outlook on the part of the Government servants. Hence, while reiterating the instructions issued

in the official memoranda dated 18th October 1967 and dated 9th June 1969, Government hereby direct that a Government Servant who takes part in activities of the Anand Marg, Jammāt-e-Islami, Rashtriya Swayam Sewak Sangh and such other organisations mentioned in the list enclosed, should be deemed to have contravened the provisions of sub-rule (1) of rule 5 of the Karnataka Civil Services (Conduct) Rules, 1966 and would consequently, be liable to disciplinary action.

4. Government further direct that Government Department and officers, local bodies and State aided Institutions should not take notice of representations received on communal basis and no patronage whatsoever should be extended to any communal organisation.

LIST

1. VSS (Volunteer Social Service).
2. Amra Bengali.
3. The Progressive Federation of India.
4. The Proutist Forum of India.
5. Angika Samaj.
6. Pragatisheel Magahi Samaj.
7. Nagpuri Samaj.
8. Maithili Samaj.
9. Pragatisheel Bhojpuri Samaj.
10. Awadhi Samaj.
11. Bundeli Samaj.
12. Braj Samaj.
13. Garhwali Samaj.
14. Kumaoni Samaj.
15. Pragatisheel Haryana Samaj.
16. Asi Punjabi.
17. Proutist League.

**45. Official Memorandum No. DPAR 21 SBC 81,
Bangalore, dated the 21st April 1981**

Subject.---Recommendations of the High Level Committee constituted for watching the implementation of Government Orders regarding Reservation of Vacancies in favour of persons belonging to Scheduled Castes and Scheduled Tribes—creation of a cell in the Department of Personnel and Administrative Reforms for reviewing the action taken by the Departments.

The High Level Committee had recommended in its meeting held on 6th January 1981 that there should be a Cell in the Department of Personnel and Administrative Reforms to review the implementation of reservation orders in favour of persons belonging to Scheduled Caste and Scheduled Tribes and that the Director of Social Welfare should be empowered to inspect all Departments for verifying whether reservation orders of Government were implemented properly or not.

2. Government have examined this recommendation. In G.O. No. GAD 129 SRR 64, dated 27th October 1964, the Director of Social Welfare has already been empowered to take up inspection of several Government Departments for the purpose of verifying whether the Government Orders regarding reservations have been complied with or not; there is no need for further delegation of powers.

3. As regards creation of a Cell in the Department of Personnel and Administrative Reforms, it is considered necessary to have a machinery at the Secretariat level to monitor information in this regard and review the action taken. This machinery has to supervise implementation of Government policy and for this purpose it is considered necessary to obtain a monthly return from the concerned authorities. At a later stage, when the representation of Scheduled Caste/Scheduled Tribe candidates in Government

service improves, the returns could be obtained at longer intervals. Government, therefore, prescribe the following arrangement to be brought into force from 1st June 1981: -

(i) Heads of Departments should furnish to the Director of Social Welfare monthly returns in Proformae A and B appended to this Official Memorandum before the 10th of the following month in respect of non-Gazetted posts in their departments.

(ii) The Director of Social Welfare should, with the help of the Employment Cell in his Office, consolidate the information in Proformae A and B and send the two consolidated sheets to the Deputy Secretary, Department of Personnel and Administrative Reforms (Service Rules) before the 20th. It is the responsibility of the Director of Social Welfare to ensure that the returns are received from the Heads of Departments and to send the consolidated statements in time.

(iii) All Secretariat Departments should similarly furnish monthly returns in Proformae A and B in respect of all Gazetted posts before the 10th of the following month to the Deputy Secretary, Department of Personnel and Administrative Reforms (Linguistic and Religious Minorities). In respect of posts in the Karnataka Government Secretariat, the concerned Deputy Secretaries in the Department of Personnel and Administrative Reforms (i.e. Services, Administration and Protocol) should furnish information in Proformae A and B to the Deputy Secretary, Department of Personnel and Administrative Reforms (L & RM).

(iv) The Deputy Secretary, Department of Personnel and Administrative Reforms (L & R.M.) should consolidate the information received from all Secretariat Departments in respect of Proformae A and B—One set containing consolidated information in respect of all Gazetted posts including those in the Secretariat and another set containing information in respect of all non-Gazetted posts in the Karnataka Government Secretariat and forward them to the Deputy Secretary, Department of Personnel and

Administrative Reforms (Service Rules) before the 20th of the following month. It is the responsibility of the Deputy Secretary, Department of Personnel and Administrative Reforms (L. & R.M.) to ensure that returns are received from Secretariat Departments in time.

(v) The Deputy Secretary, Department of Personnel and Administrative Reforms (Service Rules) shall examine the returns received from the two sources referred to above and submit them with a review.

4. If any Department has not done any direct recruitment of promotion in a particular month, a simple letter stating that the information is nil may be sent.

PROFORMA—A

Return regarding direct recruitment of Scheduled Castes/Scheduled Tribes candidates

<i>Name of Department</i>	<i>No. of vacancies filled up by direct recruitment</i>	<i>No. of Vacancies earmarked for</i>		<i>No. of vacancies actually filled up by</i>		<i>Shortfall if any</i>		<i>Reasons for shortfall</i>
		<i>SC</i>	<i>ST</i>	<i>SC</i>	<i>ST</i>	<i>SC</i>	<i>ST</i>	
		3	4	5	6	7	8	
1	2	3	4	5	6	7	8	9

**46. Official Memorandum No. DPAR 12 SRR 81
Bangalore, dated 21st April 1981**

Subject.—Compassionate Appointment of son/daughter/or near relative of Government Servants who die while in Service—Applicability of instructions in Cases of Local Candidates.

Reference.—O.M. No. DPAR 40 SRR 78 dated 3rd September 1979.

In the Official Memorandum dated 3rd September 1979 referred to above, instructions have been issued in the matter of providing appointment to son/daughter/or near relative of a Government Servant who dies while in service leaving the family in indigent circumstances. A question has arisen as to whether the said instructions are applicable to cases of local candidates who die while in service.

2. It is hereby clarified that the instructions issued in the Official Memorandum dated 3rd September 1979 are not applicable to cases of local candidates who die while in service and a son/daughter/or near relative of a Government servant who dies during the period of his appointment as a local candidate is not entitled to appointment as per the said Official Memorandum.

47. Sub.—Reconstitution of Joint Consultative Machinery—Departmental Council for Karnataka Government Secretariat.

Read.—(1) Government Order No. DPAR 89 LMY 80 dated 16th January 1981.

(2) Letter No. 12/80-81 dated 19th March 1981 from the President, Karnataka Government Secretariat, Class IV Employees Association, Bangalore.

Preamble:-

In Government Order dated 16th January 1981 cited above, sanction was accorded to reconstitute the Departmental Council for the Karnataka Government Secretariat. The President, Karnataka Government Secretariat, Class-IV Employers Association has requested in his letter dated 14th March 1981 referred to above to give representation for Karnataka Government Class-IV Government Employees Association and also suggested to nominate the President of the Association as one of the members of the Departmental Council.

Order No. DPAR 89 DMK 86, Bangalore, dated 22nd April 1981

After considering the representation of Karnataka Government Secretariat Class-IV Employers Association, Government is pleased to further nominate the Secretary, Home Department, Karnataka Government Secretariat representing Government, and the President, Karnataka Government Secretariat Class-IV Employers Association, Bangalore representing the staff, as members of the Departmental Council for Karnataka Government Secretariat reconstituted in Government Order of even number dated 16th January 1981.

48. Notification No. DPAR 72 SSR 80 Bangalore, dated the 25th April 1981

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (General Recruitment) Rules, 1977, namely:—

1. Title and commencement.—(1) These rules may be called the Karnataka Civil Services (General Recruitment) (Twelfth Amendment) Rules, 1981.

(2) They shall come into force on the date of the Publication in the Official Gazette.

2. Amendment of rule 9.—In sub-rule (A) of rule 9 of the Karnataka Civil Services (General Recruitment) Rules, 1977, for the words “Two per cent” in the two places where they occur the words “four per cent” shall be substituted

49. Commission of Inquiry to Inquire into the affairs of the Karnataka State Khadi and Village Industries Board—Appointment of Shri K. Sanjeeva, District Judge as Inquiry.

Read.—

1. Notification No. DPAR 93 LMX 80, dated the 6th March 1981.
2. U.O. Note No. C and I 68 SLV 80 (P) dated 23rd April 1981 from the Under Secretary to Government, Commerce and Industries Department.

Preamble—

In Notification dated the 6th March 1981, referred to above, Government has constituted a Commission of Inquiry for the purpose of making an Inquiry into definite matters of public importance, namely, charges of corruption, nepotism, favouritism or misuse of power by the Officers and servants of Karnataka State Khadi and Village Industries Board and others in relation to the affairs of the Board. Shri K. Sanjeeva, District Judge, Labour Court, Bangalore was appointed as single member for the said Commission of Inquiry.

It is since reported that Shri K. Sanjeeva, District Judge, on other duty, single-member of the said Inquiry Commission, has assumed the charge of the Commission

on 2nd April 1981 and he has requested Government to intimate the Accountant General, Karnataka, Bangalore regarding the Head of Account to which his salary and allowances shall be debited.

**Order No. DPAR 93 LHX 81, Bangalore dated the
29th April 1981.**

In the circumstance, sanction is accorded for the expenditure to be incurred towards the Salary and Allowances, etc., in respect of the said Inquiry Commission shall be debitable to the Head of Account "265 other Administrative Service-2, Other Commissions of Enquiry-1, Salaries (Non-plan)".

This order issues with the concurrence of the Finance Department, vide their U.O. Note No. FD 1250/Sup-7/81, dated 22nd April 1981.

**50. Notification No. DCA 5 ARB 81, Bangalore
dated 30th April 1981.**

In exercise of the powers conferred by sub-rule (1) of rule 19 of the Karnataka Government (Transaction of Business) Rules, 1977 the Governor of Karnataka hereby specially empowers the Officer on Special Duty, Rural Development and Cooperation Department, Karnataka Government Secretariat, to authenticate by his signature, in the manner specified in the said sub-rule, Orders and instruments made and executed in the name of the Governor of Karnataka.

- 51. Subject.—Cabinet Sub-Committee to review from time to time the policy of reservation of vacancies in favour of persons belonging to Backward Classes and Minorities—Reconstruction of—**
Government Order No. DPAR 29 SBC 81,
dated, Bangalore the 2nd May 1981.

Read—

- (1) G.O. No. DPAR 33 SBC 80(3), dated 4th August 1980.
- (2) G.O. No. DPAR 12 SBC 81(2), dated 23rd March 1981.
- (3) U.O. Note No. DCA(M) 137/81, dated 20th April 1981.

Under Secretary, Department of Cabinet Affairs (Cabinet)

O R D E R

The Minister for Public Works is nominated as a member of the sub-committee of the Cabinet constituted in the Government Order dated 4th August 1980 and reconstituted in Government Order dated 23rd March 1981 cited above.

- 52. Notification No. DPAR 7 SSR 81, Bangalore,**
dated 12th May 1981.

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, namely:—

1. Title and commencement.—(1) These rules may be called the Karnataka Civil Services (Service and Kannada Language Examinations) (Fourth Amendment) Rules, 1981

(2) They shall come into force on the date of their Publication in the Official Gazette.

2. **Amendment of Schedule II.**—In Schedule II to the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, '974, in the table, in the entries relating to the Prisons Department, at Sl. No. 24, in column 2,—

(i) the words “ and Head Warders, Deft Instructor ” shall be omitted,

(ii) for the words and figures “ Warders, Instructors Grade I and II ” the words and figure “ Instructor Grade I ” shall be substituted.

53. **Subject.**—Levy of concessional rates of Boarding and Lodging in Kumara Krupa Guest Houses to Karnataka Government Officers in Foreign Services—Approves.

Read.—

(1) G.O. No. DPAR 14 HMS 76, dated the 17th November 1976.

(2) Letter No. DHO 3.81, dated 4th February 1981 from the Director, Hospitality Organisation-cum-Special Protocol Officer, Bangalore.

Preamble—

The Director of Hospitality Organisation, while forwarding a copy of the letter dated 23rd January 1981 of the Registrar of Mangalore University has stated that the Karnataka Government Officers on deputation to the Mangalore University on Foreign Service conditions are being charged the same tariff as are charged in the case of others as per the Government Order dated 17th November 1976; for their stay in **Kumara Krupa Guest House,**

Bangalore. Since the Karnataka Government Officers on deputation to the Mangalore University are drawing T.A. and D.A. at the same rates that are admissible to State Government Employees in accordance with the Karnataka Civil Service Rules, the Director has suggested that it would be proper to levy the same tariff that is levied on State Government Officers staying in Kumara Krupa Guest House, Bangalore on duty (i.e. Single room Rs. 5 double room Rs. 10 etc.).

**Order No. DPAR 28 HMS 81,
Bangalore, dated the 20th May 1981.**

Since tariff rates should go hand-in-hand with T.A. rules, the proposal of the Director, Hospitality Organisation to levy the same tariff specified in Government Order dated 17th November 1976 as are levied by the State Government Officers staying in Kumara Krupa Guest House, Bangalore or any of the University Employees who are on deputation from the State Government is approved.

This order was issued in pursuance of the order of the Department vide their O.O. Note No. FD 820/Exp-7/81, dated 23rd April 1981.

54. Subject--Incentives to the Indian Forest Service Probationers Borne on Karnataka Cadre to Learn Kannada Language--Orders issued.

Read—

Letter No. A2/IFS/3/80-81, dated the 22nd October, 1980 from the Chief Conservator of Forests (General), Bangalore.

Preamble—

The manual of training prescribed for the Indian Administrative Service Probationers provides among other things for reimbursement of expenditure incurred by the

Probationers for learning Kannada language by engaging Kannada tutor upto a maximum of Rs. 50 per month in each case for the period not exceeding six months. The Deputy Commissioner under whom the probationers who have been trained, have been authorised to reimburse the same.

The question of extending these facilities to the probationers of the Indian Forest Service allotted to the Karnataka State in similar circumstances has been examined on the request of the Chief Conservator of Forests (General), Bangalore, and the following orders are issued.

**Order No. DPAR 185 SEP 80,
Bangalore, dated the 23rd May, 1981.**

Government are pleased to direct that :

(a) Probationers of the Indian Forest Service allotted to the Karnataka State may engage tutors for teaching Kannada language ;

(b) the expenditure incurred by the probationers in engaging such tutors shall be reimbursed to them subject to a maximum of Rs. 50 (Rupees fifty) only per month in each case and for a period only per month in each case and for a period not exceeding six months.

(c) the Chief Conservator of Forests (General), Bangalore is authorised to sanction the reimbursement of the said expenditure ;

(d) the reimbursement shall be available to those probationers who have not studied Kannada language upto the level of S.S.L.C. or its equivalent examination.

2. This issues with concurrence of the Finance Department vide their U.O. Note No. FD 906/EXP-7/81, dated the 28th April, 1981.

**55. Notification No. DPAR 4 IFP 80, Bangalore,
dated 27th May 1981.**

In exercise of the powers conferred by section 9A read with clause (a) of sub-section (1) of section 3 of the Karnataka State Civil Services (Regulation of Promotion, Pay and Pension) Act, 1973 (Karnataka Act 11 of 1974). The Governor of Karnataka hereby makes the following rules to amend the Karnataka State Civil Services (Regulation of Promotion, Pay and Pension) Rules, 1978 namely :—

1. Title and commencement.—(1) These rules may be called the Karnataka State Civil Services (Regulation of Promotion, Pay and Pension) (Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Amendment of rule 2.—In rule 2 of Karnataka State Civil Services (Regulation of Promotion, Pay and Pension) Rules 1978.

(1) for clause (a) of sub-rule (1) the following clause shall be and shall be deemed always to have been substituted, namely :—

“ (a) was withheld on account of disciplinary proceedings or criminal prosecution or both pending against him and he is exonerated or acquitted subsequently ; or ”

(2) in sub-rule (2) the following shall be and shall be deemed always to have been deleted, namely :—

“ and his junior in such list was promoted ”.

56. **Sub.**—Extension of State Hospitality to Visiting Dignitaries—Exemption to State Government Officers staying in the Kumara Krupa Guest House on Official duty from paying local Telephone Calls.

Read.—

(1) G.O. No. DPAR 116 HGG 79 dated 6th September 1979.

(2) Letter No. DHO/36/TARRIF/MISC/80-81 dated 17th September 1980 from the Director, Hospitality Organisation-cum-Special Protocol Officer, Bangalore.

Preamble—

In the G.O. dated 6th September 1979 read above rules governing the extension of State Hospitality to the visiting dignitaries were issued. As per para 12 of the said rules, State Guests and non-paying guest are not charged for making local Telephone calls.

The Director, Hospitality Organisation has, for the reasons explained in his letter dated 17th September 1980, requested orders of Government providing for free local Telephone call facility to the State Government employees who stay in Kumara Krupa Guest House as paying guests.

**Order No. DPAR 81 HMS 80,
Bangalore, dated the 30th May 1981.**

Government are pleased to partially modify para 12 of the rules, under "Telephone Charges", appended to the G.O. No. DPAR 116 HGG 79, dated 6th September 1979, and reword the same as below:—

"No charges will be payable for local telephone calls made by a State Guest and a Non-paying Guests. The State Government Employees who

stay in the Kuniara Krupa Guest House on official duty as paying guests are also exempted from paying for local Telephone calls. However trunk call charges must be collected from them immediately after the call is completed or bills may be sent to them in case the charges are not clearly known. In the case of paying guests, telephone call charges, should be collected from them in advance.”

This order issues with the concurrence of Finance Department vide their U.O. Note No. FD 985 Exp-7/81, dated 14th May 1981.

**57. Circular No. DPAR 80 HMS 80, Bangalore,
dated 1st June 1981.**

Sub :—Accommodation facilities for recruiting staff of Armed Forces, Government of India, Ministry of Defence, New Delhi.

At the times of necessity, additional man power will have to be recruited to the Armed forces and the recruitment has to be done on immediate basis. Army authorities are often finding it difficult when the State Government authorities are unable to arrange for their accommodation at places of their visit for recruitment in the State. It causes not only embarrassment to the recruiting staff but also much inconvenience in their recruitment drive, completing the parties to return back, without recruitment.

In the circumstances, it is requested to provide accommodation to the recruiting staff of Armed forces in travellers Bungalows/Guest Houses/IBs etc., to the extent possible and subject to the requirements of the State Government Officers, whenever they visit the State.

As regards accommodation for conducting interviews, since usually large crowds are involved, Schools, Town Hall's, Taluk Office compounds etc., should be provided for the recruiting staff of Armed forces.

These instructions should be kept in view not to cause inconvenience to the visiting Recruiting staff of Armed forces in the National interest.

58. Sub:—Merger of the services of the staff of the Special Commissioner, Karnataka, New Delhi and the Karnataka Bhavan into the equivalent cadres of the Karnataka Government Secretariat and the Hospitality Organisation.

Preamble—

The two establishments of the State Government in New Delhi namely the Office of the Special Commissioner, Karnataka and the Karnataka Bhavan are treated as separate establishments. Excepting for the posts of (i) Special Commissioner, (ii) Liaison Officer, (iii) Assistant Special Commissioner-cum-Manager and (iv) Junior Engineer-cum-Assistant Manager, the rest of the posts are in the Central Scales of pay. Although the persons who are holding the posts (excepting for the 4 posts mentioned above) are State Government employees they are drawing their salary in the Central Scales of pay with allowances at the rates admissible to the Central Government employees. The pay scales have not been revised so as to be on par with the State pattern when there was general revision with effect from 1st January 1977.

2. The question of having a separate set of Cadre and Recruitment Rules for each of the two establishments was discussed with the Special Commissioner during March 1980. It was felt that there was no particular advantage in continuing the two establishments as units,

separate from other Government Departments. The size of these establishments being very small, promotional avenues, even if provided for in the rules, would be extremely limited. Moreover there should be scope for mobility of staff.

3. The nature of work, duties and responsibilities of the officials in the Special Commissioner's office and the duties of a few employees in the Karnataka Bhavan correspond broadly to the nature of the work done in the Karnataka Government Secretariat. The functions of the Karnataka Bhavan are analogous to the work in the Hospitality Organisation. It was therefore accepted broadly that the office of the Special Commissioner could be treated as part of the Karnataka Government Secretariat establishment and most of the posts in the Karnataka Bhavan could be merged with the corresponding posts in the Hospitality Organisation while the others could be merged with the corresponding posts of the Karnataka Government Secretariat.

4. The following posts in the office of the Special Commissioner, Karnataka, New Delhi and the Karnataka Bhavan could be considered to be equivalent to the posts mentioned against them in the Karnataka Government Secretariat/Hospitality Organisation.

<i>Special Commissioner's Office, Karnataka</i>	<i>Karnataka Government Secretariat</i>
1	2
1. Office Superintendent	Senior Assistant Rs. 600—1,240
2. Liaison Assistant Stenographer Grade—1 Accountant Rs. 425—800	} Assistant } Rs. 460—1,000 }
3. Librarian—Rs. 330—560 Telex—Typist—Rs. 260—400 LDC—Typist—Rs. 260—400	} Junior Assistant } Rs. 300—700 }

- | | |
|---|-------------------------------|
| 4. Scooter Messenger
Rs. 260—300 | Despatch Rider
Rs. 280—500 |
| 5. Peon, Telex-Messenger
Home Orderly
Rs. 196—232 | Peon—Rs. 250—400 |

*Karnataka Bhavan**Hospitality Organisation*

- | | |
|--|------------------------------------|
| 1. Assistant Manager
Rs. 660—1,300 | Manager, Grade-I
Rs. 600—1,200 |
| 2. House-keeper/Establishment
Assistant
Rs. 425—700 | Manager, Grade-II
Rs. 500—1,125 |
| 3. Stenographer Grade-I
Rs. 425—800 | Stenographer
Rs. 460—1,000 |
| 4. UDC/Steward
Rs. 330—560 | F.D.C.
Rs. 400—900 |
| 5. Cashier/Store-Keeper/
Receptionist/Telephone
Operator—Rs. 260—400 | S.D.C.
Rs. 300—700 |
| 6. Head Driver/Cook—I
Rs. 350—480 | Senior Driver
Rs. 300—700 |
| 7. Electrician/Plumber/Driver
Rs. 260—400 | Fitter/Driver
Rs. 280—500 |
| 8. Cooks—Rs. 260—350 | Cook-II—Rs. 280—500 |
| 9. Attender/Lift Attender,
Sweeper/Gardener/Beerer/Room
Boy/Kitchen Mate/Gardener-II.
Rs. 200—250 | Peons—Rs. 250—400 |

5. Since the pay scales attached to the posts in the Office of the Special Commissioner and in the Karnataka Bhavan do not correspond to the pay scales of the posts either in the Karnataka Government Secretariat or in the Hospitality Organisation it is necessary to issue special

rules merging the posts in the Special Commissioner's Office as well as Karnataka Bhavan in the establishment of the Karnataka Government Secretariat or Hospitality Organisation as the case may be. Recruitment to these categories of posts will have to be in accordance with the Cadre and Recruitment Rules applicable to the concerned posts in the Karnataka Government Secretariat or Hospitality Organisation.

6. In accordance with the conclusions arrived at in the discussions, the approximate extra expenditure that may have to be incurred by the State in the matter of bringing the existing employees of the office of the Special Commissioner, New Delhi and Karnataka Bhavan on the State's scales of pay and allowing them the special Pay was worked out on the basis of the information furnished by the Office of the Special Commissioner. The approximate extra cost per month worked out on the basis of the pay and rates of D.A., H.R.A., and C.C.A. etc., as on 1st November 1979 would be about Rs. 2,500.

**Order No. DPAR 47 HMB 80, Bangalore, dated the
1st June 1981**

In the circumstances explained in the preamble above, Government are pleased to approve the proposal of integrating the services of the staff of the Special Commissioner, New Delhi and the Karnataka Bhavan into the equivalent cadres of the Secretariat and the Hospitality Organisation respectively and give them the State Scales of pay. The corresponding post in the Karnataka Government Secretariat and the Hospitality Organisation and the scales of pay applicable are shown below :

<i>Special Commissioner's Office</i>	<i>Karnataka Government Secretariat</i>
Office Superintendent Rs. 600—1,240	Senior Assistant Rs. 600—1,240
2. Liaison Assistant Stenographer Grade-I Accountant Rs. 425—800	Assistant Rs. 460—1,000

- | | |
|--------------------------|----------------------|
| 3. Librarian—Rs. 220—500 | Junior Assistant |
| Telex-Typist—Rs. 250—400 | |
| LDC Typist—Rs. 250—400 | |
| 4. Scooter Messenger | Deputy S. R. Officer |
| Rs. 250—400 | Rs. 200—500 |
| 5. Peon/Telex Messenger | Peon—Rs. 250—400 |
| Home Orderly—Rs. 40—100 | |

Karnataka Bhasan

1. Assistant Manager
Rs. 650—1,300
2. House Keeper/Estimate Clerk
Assistant—Rs. 420—500
3. Stenographer Grade-I
Rs. 420—500
4. UDC/Sever (C) —Rs. 370—400
5. Cashier/Store Keeper
Receptionist/Telephone
Operator—Rs. 350—400
6. Head Driver/Conductor
Rs. 330—400
7. Electrician/Plumber/Driver
Rs. 260—300
8. Cooks—Rs. 260—350
9. Attender/Lift Attender
Rs. 200—250
0. Sweeper/Gardenr/Beeror
Room Boy/Kitchen Mate/
Gardener Grade-II/Watchman
Rs. 200—250

U.S. Oilfield Organization

- | | |
|---------------------------------|---------------|
| Manager, Control | Rs. 700—1,200 |
| Manager Grade-II | Rs. 500—1,200 |
| Stenographer | Rs. 400—1,000 |
| F.D.C.—(C) | 400—500 |
| S.D.C.—(C) | 50—700 |
| Junior Driver/Conductor Grade-I | Rs. 300—400 |
| Electrician | Rs. 280—300 |
| Cook-II—R. | 280—500 |
| Attender/Lift Attender | |
| Janitor—Rs. | 280—500 |

- | | |
|---|-------------|
| Daylats/Peons/Kitchen Mate/
Room Boys/Watchman | Rs. 250—400 |
|---|-------------|

2. In regard to fixation of pay in the State scales, the Central D.A. sanctioned to these officials upto 296 index points shall be merged in their basic pay and then their pay be fixed in the State scales. If the pay arrived at after merger of existing pay and Central D.A. at 296 index points is not a stage in the State scales, the pay shall be fixed at the next stage. Their pay in the State scales shall

tionally be fixed from 1st January 1977 but the actual monetary benefit shall be allowed from the date of this order.

3. On the basis of this order, Special rules having overriding effect on the provisions of the Karnataka Civil Service (Revision of Pay) Rules, 1976 and the Karnataka Civil Service Rules, will be issued separately.

4. The Special Rules would provide for revision of the pay scales of the several posts in the Karnataka Bhavan and the office of the Special Commissioner, New Delhi and fixation of pay and allowances as indicated in para (2) above.

5. Also, on the basis of this executive order, action will be simultaneously taken ;

(i) to issue an amendment to the cadre notification of the Karnataka Government Secretariat treating such posts in the Office of the Special Commissioner, New Delhi and Karnataka Bhavan, New Delhi as are to be treated as part of certain cadres of the Karnataka Government Secretariat and similarly ;

(ii) to amend the cadre Notification in respect of the Hospitality Organisation treating such posts in the Karnataka Bhavan as are to be treated as part of the corresponding cadres in the Hospitality Organisation

This order issues with the concurrence of the Finance Department vide their U.O. Note No. 529/FS dated 7th February 1981.

59. Sub.—Reconstitution of Joint Consultative Machinery
—Departmental Council for the Karnataka
Government Secretariat.

Reference.—Government order No. DPAR 89 LMX 80
dated 16th January 1981.

Preamble.—

In Government Order dated 16th January 1981 referred to above sanction was accorded to the reconstitution of Departmental Council for the Karnataka Government Secretariat. Among others, Deputy Secretary, DPAR (I & RM) was nominated as one of the members as Government representative. In the re-constituted Council the representation to Class-IV employees had been given for the first time and during the first meeting of the said Council certain suggestions/problems relating to them were put forth and these suggestions/problems are required to be examined and suitable follow up-action has to be taken. Government consider necessary to nominate the Deputy Secretary concerned as one of the members as Government representative in the Departmental Council for Karnataka Government Secretariat.

**Order No. DPAR 89 LMX 80 Bangalore, dated the
5th June 1981**

In partial modification of the Government Order of even number dated 16th January 1981 Government are pleased to nominate the Deputy Secretary, DPAR (Protocol) representing Government as member of the Departmental Council for Karnataka Government Secretariat in place of the Deputy Secretary, D.P.A.R. (L. & RM.)

60. **Sub.**—Exempting from passing the Kannada Language Examination Sainiks and Carpenters in the Home Guards Organisation.

Order No. DPAR 8 SSR 81, Bangalore dated 6th June 1981

Rev. I.—Government Notification No. DPAR 7 SSR 78 dated 27th May 1978.

Preamble.—

According to the Karnataka Civil Service (Service and Kannada Language Examination) Rules 1974, which have come into effect from 10th January 1974, all Government servants except Class IV officials and local candidates, are required to pass the prescribed service examinations in addition to the Kannada Language Examination.

A proposal has been received that Carpenters and Sainiks in the Home Guards Organisation may be exempted from passing the Kannada Language Examination. So far as Carpenters are concerned no academic qualification is prescribed for this post and it being a technical post and as the incumbents do not come into contact with the public, pass in Kannada Language Examination is not necessary for these posts. As regards the Sainiks, however, no academic qualification for this post is prescribed and as Sainiks have to work as Attenders when training courses are conducted, the incumbents of these posts cannot be totally exempted from passing Kannada Language Examination. It is considered that they may be exempted from passing only the written examination of the Kannada Language Examination but will have to pass the Viva-Voce examination.

In exercise of the powers conferred by the proviso to sub-rule (1) of Rule 3 of the Karnataka Civil Services (Service and Kannada Language Examination) Rules, 1974, Government, having been satisfied that the knowledge of the Kannada Language of the standard of the Kannada Language Examination is not necessary for the posts of Carpenters and Sainiks, is pleased to direct that:—

(1) the Carpenters in the Home Guards Organisation shall be exempted from passing the Kannada Language Examination for the purposes of earning normal increments and confirmation, and

(2) The Sainiks in the Home Guards Organisation shall pass the Kannada Language (Viva Voce) Examination only for which 50 marks have been prescribed, in lieu of the full Kannada Language Examination for purposes of earning normal increments and confirmation.

**61. Notification No. DPAR 9 SRR 80, Bangalore dated
8th June 1981**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (General Recruitment) Rules, 1977, namely:—

1. Title and commencement.—(1) These rules may be called the Karnataka Civil Services (General Recruitment) (Thirteenth Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Amendment of rule 15.—In rule 15 of the Karnataka Civil Services (General Recruitment) Rules, 1977 (herein after referred to as the said rules), in sub-rule (1) in clause (b), in sub-clause (ii), the words “and carrying a minimum pay of not less than rupees one thousand and five-hundred per month” shall be omitted.

3. Amendment of rule 16.—In clause (a) of rule 16 of the said rules :—

(1) after the proviso to sub-clause (ii), the following further provisions shall be inserted, namely :—

“ Provided further that, where it is necessary in public interest to appoint an officer belonging to a service which has no equivalent grade, an officer holding a post in the next lower grade in such service may be appointed by deputation for a period not exceeding two years.

Provided also that no such appointment shall be to a post which is equivalent to or higher than the next promotional post to such officer in such other service ”

(2) after sub-clause (iii), the following sub-clause and the proviso thereunder shall be inserted, namely :—

“(iiia) an officer who by bodily infirmity is temporarily incapacitated for the post which he holds :

Provided that the duration of appointment under this sub-clause shall not be for a period longer than the duration of the bodily infirmity on account of which he is held to be incapacitated to hold the post in the service to which he belongs ”.

4. Insertion of new rule 16A.—After rule 16 of the said rules, the following rule shall be inserted, namely :—

“ **16A. Appointment by transfer within the Service.**— Notwithstanding anything contained in these rules or the rules of recruitment specially made in respect of any service or post, a Head of the Department in respect of a service

may, in public interest and for reasons to be recorded in writing and subject to any general instructions that may be issued by Government in this behalf, appoint by transfer a member of a Class IV or Class III service of that service from a post in one unit of seniority to a post in identical scale of pay in another unit of seniority within the same service provided he possesses the qualifications prescribed for the latter post”.

Explanation.—‘Unit of Seniority’ means each of the jurisdictions of the authorities competent to make appointment to a post from which and to the post to which the member of Class IV or Class III service who is proposed to be appointed under this rule belongs.

62. Sub.—Tariff Rates for the occupation of Government Guest Houses in the State as well as Karnataka Bhavan, New Delhi—Applicable to the Officers of the Office of the Accountant General, Visiting the Places on duty in connection with the State Government—Issues the revised rates—

Reference.—

(1) G.O. No. GAD 35 HMS 73 dated 18th November 1974.

(2) G.O. No. DPAR 14 HMS 76 dated 17th November 1976.

(3) Circular No. GAD 25 HMB 74, dated 16th June 1976.

(4) D.O. Letter No. AG/8/497 dated 19th December 1980 from the Accountant General, Karnataka, Bangalore addressed to the Chief Secretary, Bangalore.

Preamble.—

The Accountant General, Karnataka, Bangalore in his letter dated 19th December 1980 has, for the reasons mentioned therein, requested to levy the same lodging

charges as are applicable to State Government employees, to the employees of the Office of the Accountant General, also.

**Order No. DPAR 40 HMS 81 Bangalore, dated the
9th June 1981**

Government agree to the proposal of the Accountant General, Karnataka, Bangalore to extend the benefit of concessional rates of tariff (lodging charges) in all the Government Guest Houses in the State applicable to State Government Officers on duty, to the Officers/Officials of the Office of the Accountant General, whenever they perform the duties in connection with the State Government.

In regard to the Karnataka Bhavan, New Delhi, the concessional rates payable by State Government Officers on duty shall be extended to the Senior I.A. and A.S. Officers of Accountant General's Office who visit Delhi on duty.

These concessions are subject to availability of accommodation.

This issues with the concurrence of Finance Department vide their No. FD 908/Exp-7 81, dated 20th May 1981

**63. Official Memorandum No. DPAR 2 SRC 81,
Bangalore dated 9th June 1981**

Subject.—Association of Government Servants with the activities of Anand Marg, Rashtriya Swyam Sevak Sangh and Jamat-e-Islami, etc.

Reference.—O.M. No. DPAR 2 SRC 81, dated 13th April 1981.

In the O.M. No. DPAR 2 SRC 81, dated 13th April 1981 instructions were issued regarding association of Government servants with the activities of Anand Marg, Rashtriya Swayam Sewak Sangh, etc. It is hereby clarified that the words 'Jamaat-e-Islami' mentioned in the said Official Memorandum cover both the "Jamaat-e-Islami Jammu and Kashmir".

664. Notification No. DPAR 70 SSR 79, Bangalore dated 15th June 1981

In exercise of the powers conferred by the proviso to article 309 of the constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957, namely:—

1. Title and commencement.—(1) These rules may be called the Karnataka Civil Services (Classification, Control and Appeal) (Twenty first amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Substitution of new rules for rules 5, 6 and 7.—For rules 5, 6 and 7 of the Karnataka Civil Service (Classification, Control and Appeal) Rules, 1957 the following shall be substituted, namely:—

5. Classification of services.—(1) The Civil Services of the State of Karnataka shall be classified as follows:—

- (i) State Civil Services, Group A
- (ii) State Civil Services, Group B
- (iii) State Civil Services, Group C
- (iv) State Civil Services, Group D

(2) If a service consists of more than one grade, different grade may be included in different groups.

(3) (a) State Civil Service Group shall consist of posts carrying the scales of pay of Rs. 900—1,750 and above;

(b) State Civil Services Group B shall consist of posts carrying the scales of pay of Rs. 660—1300 and above but below the scale of pay of Rs. 900—1750.

(c) State Civil Services Group C shall consist of posts carrying the scales of pay above the scale of pay of Rs. 250—400 and the posts for the appointment to which any academic, technical or professional qualifications have been prescribed but other than the posts specified in Schedule IV ; and

(d) State Civil Services Group D shall consist of posts specified in Schedule IV and the posts carrying the scale of pay of Rs. 250—400.

Explanation.—For purposes of this sub-rule “ scale of pay ” means the scale of pay fixed in respect of various posts in the Karnataka Civil Services (Revised Pay) Rules, 1976.”

Note.—All reference to State Civil Services Class I, Class II, Class III and Class IV in these rules and in all other rules, orders, schedules, notifications, regulations, or instructions in force, immediately before the commencement of these Rules, shall be construed as reference to the State Civil Services Group A, Group B, Group C and Group D, respectively and any reference to “ Class or Classes ” therein in this context shall be construed as reference to “ Group or Groups ”, as the case may be ”.

6. Constitution of State Civil Services.—The State Civil Services Groups A, B, C and D shall consist of the services and posts specified in schedules I, II and III.

7. Appointments to State Civil Services.—(1) Save as otherwise provided, all first appointments to the State Civil Services Group A and Group B shall be made by the Government.

Provided that, where, in respect of any posts under State Civil Services Group B, any other appointing Authority is specified, first appointments to such posts shall be made by the authority so specified.

(2) All first appointments to the State Civil Services Groups C and D shall be made by the authorities mentioned in column 2 of schedules II and III.

**65. Official Memorandum No. DPAR 40 AAR 80
Bangalore, dated 16th June, 1981**

Subject.—Supply of Uncertified copies of evidences etc., pertaining to Departmental Enquiry Proceedings
—Rate of Fees for Copying Charges Enhanced—

Reference.—O.M. No. GAD 8 OSR 59 dated 15th May 1950.

In the O.M. cited above, it was directed that the Enquiry Officer in the Departmental enquiries may furnish uncertified copies of such evidence as are required by the AGO, if he feels that he should arrange to supply the copies himself in any particular case for special reasons and levy a charge of 14 paise per 100 words considering the labour involved.

2. The rate of levy prescribed by the Government in M. cited above, has not undergone any change and the rate of levy prescribed therein is too low taking into consideration the present cost of typing and stationery.

3. In modification of the O.M. cited above, it is heretofore directed that the Inquiring Officer in the Departmental enquiry proceedings may furnish uncertified copies pertaining to enquiry records to the AGO, if he feels that he should arrange to supply the copies himself for special reasons in any particular case, levying enhanced charge of Rs. 2 (Rupees two only) per page or part thereof.

4. The receipts/Charges may be credited to the treasury under the sub-head 'Other receipts' of the concerned Departmental receipt heads. Where there are no

receipt heads applicable to a Department, they may be credited to the Head of Account '065, Other Administrative Services-C-Other Service-7-Other Receipts-XIII Other Departments-6 other items".

**66. Official Memorandum No. DPAR 17 SRR 81,
Bangalore, dated 18th June 1981**

Subject.—Recruitment of Ex-Servicemen and Physically handicapped persons under—Rule 9 of the K.G.S. (General Recruitment) Rules 1977.

Reference.—

- (1) O.M. No. DPAR 11 SBC 77 dated 13th June 1977
- (2) O.M. No. DPAR 18 SRR 79 dated 31st July 1980.
- (3) Notification No. DPAR 72 SRR 80 dated 25th April 1981.

In sub-para (1) of para 2 of the Official Memorandum referred to at 2 above the manner in which the identification of two percent vacancies ear-marked for the physically handicapped persons is to be made, has been specified.

2. In the Notification referred to at 3 above, the percentage of vacancies ear-marked for the physically handicapped persons has been enhanced from two to four, by amending rule 9(1A) of the Karnataka Civil Service (General Recruitment) Rules 1977. In view of this, the following revised instructions are issued to implement rule 9(1A) of the Karnataka Civil Service (General Recruitment) Rules 1977. In view of this, the following revised instructions are issued to implement rule 9(1A) of the Karnataka Civil Services (General Recruitment) Rules 1977, in the place of the existing instructions at para 2 (1) of the O.M. dated 31st July 1980 :—

(1) After identifying the posts meant for ex-servicemen in accordance with para 2 (1) of the O.M. No. DPAR 11 SBC 77 dated 13th June 1977, in the direct recruitment

vacancies in any service or category of posts, every twenty-fifth, forty-ninth, seventy-fifth and ninety-ninth vacancy out of every hundred direct recruitment vacancies shall be excluded for being filled by direct recruitment from among the candidates who are physically handicapped.

3. Official Memorandum No. DPAR 18 SRR 79 dated 31st July 1980 shall stand modified accordingly.

**67. U.O. Note No. DPAR 29 SDE 81 Bangalore, dated
20th June 1981**

Subject.—Provision for Reservation of four percent direct Recruitment Vacancies for Physically Handicapped persons in Local Bodies, Corporations etc.

Reference.—U.O. Note No. DPAR 51 SSR 79 dated 16th August 1979.

In U.O. Note dated 16th August 1979 referred to above, all the Secretaries to Government were requested to take suitable action for making provision for setting apart two percent of direct recruitment vacancies for physically handicapped persons in local bodies, such as Municipalities, T.D.Bs. Statutory/non-Statutory Corporations with which they were concerned on the basis of the provision made by the Government in rule 9 (1-A) of the Karnataka Civil Services (General Recruitment) Rules, 1977.

In Notification No. DPAR 72 SSR 80 dated 25th April 1981 the aforesaid rule is further amended and the percentage of direct recruitment vacancies in Class III and class IV posts in State Civil Services set apart for the physically handicapped persons has been increased to four percent.

All Secretaries to Government are requested to take suitable action on the lines of the amendment referred to above in respect of institutions/organisations of the kind referred to above, with which they are concerned.

68. Notification No. DPAR 39 SSR 79, Bangalore, dated 20th June 1981

In exercise of the powers conferred by the proviso the article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, namely :—

1. Title and Commencement.—(1) These rules may be called the Karnataka Civil Services (Service and Kannada Language Examinations) (Fifth Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Amendment of Schedule II.—In Schedule II to the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, in the entries at Sl. No. 29 relating to the Department of Information and Publicity, in column 2, the Posts “Cine Operator” and “Projectionist” shall be omitted.

69. Sub.—Revision of Roster for Reservation of Vacancies in Direct Recruitment.

G.O. No. DPAR 32 SBC 81, Bangalore, dated the 27th June 1981

Read—

1. G.O. No. DPAR 1 SBC 77, dated 4th March 1977.
2. G.O. No. DPAR 28 SBC 79, dated September 1979.
3. O.M. No. DPAR 28 SBC 79, dated 26th October 1979.
4. O.M. No. DPAR 48 SBC 79, dated 9th May 1980.
5. O.M. No. DPAR 39 SBC 80, 29th October 1980.
6. G.O. No. DPAR 12 SCR 79, dated 31st January 1981.

Preamble—

In the Government Order dated 4th March 1977 a roster of 100 points was prescribed to regulate classification of direct recruitment vacancies in accordance with the percentage of posts reserved for Scheduled Caste/Scheduled Tribe and other Backward Classes. In the Government Order dated 25th September 1979 this roster was revised with immediate effect. In the Official Memorandum referred to at 3, 4 and 5 above, certain clarifications were issued in regard to application of the revised roster. Since certain difficulties arose in regard to the application of the roster, Government re-examined the entire issue.

O R D E R

According to the clarifications issued by Government in the Official Memorandum, referred to at 3, 4 and 5 above, the revised roster would not be applicable to cases where vacancies had already been classified and advertised before 25th September 1979 and in such cases reservation

of vacancies should be regulated in accordance with the earlier roster. But it has been found that a uniform procedure has not been followed by the recruitment agencies and in certain cases where the vacancies were classified and advertised prior to 25th September 1979, the select lists had been finalised in accordance with the revised roster. Since recruitment has come to a stand still on account of this issue Government work is affected thereby, it has become necessary to revise the earlier decisions to facilitate appointment of candidates already selected by the recruitment agencies. Government, therefore, direct, in partial modification of the clarifications issued in the Official Memorandums and the Government Order referred to above, that the following steps may be taken by the appointing authorities immediately :—

(i) In respect of selections finalised after 25th May 1979. If the selections have been either notified or communicated to the selected persons before 23rd May 1981, the selected persons shall be appointed irrespective of the roster adopted for classification of vacancies, subject however to the Rules relating to medical examination and verification of antecedents.

(ii) Selections to be finalised after 23rd May 1981 may be done in accordance with the revised roster prescribed in the Government Order dated 25th September 1979.

(iii) Wherever the new roster prescribed in the Government Order dated 25th September 1979 has already been followed in any case prior to 23rd May 1981, the classification of vacancies for future recruitment shall start from the Point at which it had stopped in the earlier recruitment. In other cases where the new roster had not been followed prior to 23rd May 1981, in all recruitments to be done after that date classification of vacancies may be done starting from the first point in the new roster.

Nothing in this order shall apply to recruitment of Gazetted Probationers under the 1966 rules. In respect of them separate orders will be issued.

70. Sub.—Karnataka State Freedom Fighter's Welfare Rules 1969—removal of the Annual Income Limit and Grant of certain other concessions to Freedom Fighters.

Read.—

- (i) Government Order No. GAD 294 PES 68, dated 21st February 1969.
- (ii) Government Order No. DPAR 246 PFS 77, dated 26th July 1978.
- (iii) Government Order No. DPAR 99 PFS 78, 9th July 1979 and
- (iv) Government Order No. DPAR 546 PFS 79, dated 4th September 1980.

Preamble.—

Orders have been issued under Government Order No. DPAR 546 PFS 70, dated 4th September 1980 reducing the period imprisonment of three required to become eligible for State Political Pension provided their annual income does not exceed Rs. 2,400. Several representations have been received from the Freedom Fighters requesting for removal of the annual income limit, extending the benefit of the scheme to those Freedom Fighters who participated in the "Mysore Chalo Movement" which took place in the Old Mysore Area after 15th August 1947 and the "Hyderabad Liberation Movement" in the Erstwhile Hyderabad Karnataka Area during 1947-48 etc, Chief Minister had also given an assurance at the Freedom Fighters conference held recently at Bangalore that the annual income limit for grant of State Political Pension would be removed as also extension of certain other concessions to the Freedom Fighters.

Order No. DPAR 546 PFS 79, Bangalore dated the
1st July 1981.

After careful consideration of the matter, Government are pleased to modify the Karnataka State Freedom Fighters' Welfare Rules, 1969 (as amended from time to time) as indicated below:—

(1) The name of the existing Freedom Fighters' Pension Scheme namely "The Karnataka State Freedom Fighters' Welfare Rules 1969" is changed as "The Karnataka State Swathantra Sainik Samman Honorarium Scheme" and to treat the Freedom Fighters' Pension as "Honorarium".

(2) The existing annual income limit of 2,400 fixed in order to be eligible for grant of State Political Pension has been removed with effect from 22nd November 1980.

(3) The grant of State Political Pension is also extended to those Freedom Fighters and widows of Freedom Fighters who participated in the "Mysore Chalo Movement" which continued upto October 1947 in the Ex-Mysore Area and the "Hyderabad Freedom Struggle" which continued upto 18th September 1948 in the Ex-Hyderabad Area.

(4) After 22nd November 1980, the State Political Pension of Rs. 100 per month may be granted to Freedom Fighters and Widows of Freedom Fighters effective from the 15th of the concerned month or the 1st of the succeeding month depending on whether the application was sent before or after the 15th of the month.

(5) The co-prisoners' certificates issued by the Members of Parliament/State Legislatures (present or past) may be accepted for grant of State Political Pension in the absence of Jail Certificates.

2. This order issues with the concurrence of the Finance Department Vide their U.O. Note No. FD(Spl). 5275/81, dated 30th June 1981.

**71. Circular No. DPAR 49 AAR 81, Bangalore,
dated 7th July 1981.**

Sub.—Acknowledgement and Expeditious Disposal of Petitions, Representations etc.

Ref.—

1. G.O. No. GAD 74 OOM 59, dated 25th November 1959.
2. O.M. No. GAD 73(i) OOM 67, dated 12th July 1967.
3. Circular No. GAD 9 TSM 72, dated 5th May 1972.
4. O.M. No. GAD 27 TSM 74, dated 5th July 1974.
5. Circular No. DPAR 8 AAR 79, dated 29th January 1979.
6. Circular No. DPAR 45 AAR 79, dated 24th May 1979.
7. Circular No. DPAR 86 AAR 79, dated 27th November 1979.
8. Circular No. DPAR 116 AAR 80, dated 18th November 1980.

A series of instructions were issued by Government regulating the procedure to be adopted in the matter of acknowledging and expeditious disposal of petitions/representations etc. The last in the series was the one issued in the Circular dated 18th November 1980, referred to above.

2. The instructions of the Government in this regard are being generally followed. However, it appears that there is failure in some quarters as is evident from the complaints that are being received by Government in certain cases. Complaints from the public about failure to implement the instructions of Government places Government in a very embarrassing situation. Such failures on the part of even a few officers of Government

create an impression among the affected people that Government do not care to redress their grievances. It is the primary duty of all Government officials to listen to the grievances of the people and take appropriate action and it is also their responsibility to implement the instructions of Government faithfully without giving room for any lapse on their part. All heads of offices are, therefore, requested to ensure that the series of instructions of Government in regard to acknowledging and expeditious disposal of petitions, representations etc: random personal inspection, ascertain whether all the concerned officials are following these instructions and take appropriate action against anyone who has failed to follow them.

3. To facilitate ready reference, the instructions, issued in the Circular dated 18th November 1980 are reiterated below :—

(i) All letters/petitions should be acknowledged within 24 hours of their receipt. This excludes letters/petitions which are not required to be acknowledged as per previous instructions, such as application for appointments, etc ;

(ii) While acknowledging, the action proposed to be taken should be indicated in broad terms ;

(iii) Letters/Petitions received from the public should be dealt with promptly and a final reply should be given within a month. Where delay is anticipated in arriving at a final decision, an interim reply should be given within fifteen days :

(iv) Where the request contained in a representation is within the competence of another authority, the representation should be forwarded to the concerned authority for necessary action and the applicant should be informed accordingly so that he could pursue the matter with the concerned authority. The concerned authority should also be requested to inform the petitioner/applicant accordingly.

**72. Notification No. DPAR 12 SCR 79 Bangalore, dated
8th July 1981**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules, namely :—

1. Title commencement and application.—(1) These rules may be called the Karnataka Civil Services (Selections to Class III Posts, Rules, 1981).

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definition.—(1) In these rules “Selecting Authority” in relation to a cadre of post means the appointing authority :

Provided that if the territorial jurisdiction of the appointing authority in relation to a cadre or post is less than or does not correspond to a revenue district or revenue division, then the selecting authority shall be the District or Divisional Officer of the Department concerned.

Provided further that if the number of vacancies in relation to a category of Class III posts within the jurisdiction of the appointing authority who is a District Officer is less than ten on any occasion of recruitment then the selecting authority in relation to those vacancies shall be the Divisional Officer.

Explanation.—‘The District Officer’ or ‘the Divisional Officer, in relation to a category of posts for the purpose of this rule means the officer of the highest rank belonging to the service to which the posts to which recruitment is to be made belong in the District or the Division, as the case may be.

(2) Appointing authority in relation to a category of posts means the appointing authority as specified in Schedule II to the Karnataka Civil Service (Classification Control and Appeal) Rules, 1957.

(3) Words and expressions used but not defined in these rules shall have the meanings assigned to them in the Karnataka Civil Services (General Recruitment) Rules, 1977.

3. Application.—Notwithstanding anything contained in the Karnataka State Civil Services (Direct Recruitment by Selection) Rules, 1973, or the rules of recruitment specially made in respect of any service or posts, these rules shall apply to all cadres or post in Class III Service except the following cadres, namely :—

- (i) Sub-Inspectors of Police,
- (ii) Forest Rangers Grade II,
- (iii) Drivers,
- (iv) Primary School Teachers and Secondary School Assistants, and
- (v) Such other Class III posts as may be notified by the Government.

4. Qualification.—(a) No person shall be eligible for recruitment to the cadre of,—

(i) Assistants or First Division Clerks unless he has passed a degree examination or possesses an equivalent qualification ;

(ii) Junior Assistants or Second Division Clerks unless he has passed the S.S.L.C. examination or possesses an equivalent qualification.

(b) In respect of any other cadre or post in Class III Service to which these rules are applicable the academic qualifications shall be those as specified in the rules of recruitment specifically made in respect of such cadre or post ;

(c) No person selected to a post under these rules shall be appointed to the post unless he passes such Kannada Language Test as may be prescribed by Government by a special or general order. The Kannada Language Test shall be conducted by the appointing authority before the selected candidate is appointed.

5. Method of recruitment.—(1) Recruitment under these rules shall be made on the basis of the percentage of total marks secured by the candidate in the qualifying examination.

(2) For the purpose of this rule.

(a) 'qualifying examination' means the examination or examinations prescribed as the minimum qualification required for appointment in the rules of recruitment to the cadre or post concerned.

(b) where the qualifying examination consists of more than one examination the percentage of total marks secured in the qualifying examination shall be the average of the percentage of total marks secured in those examinations.

(c) Where different qualifying examinations have been prescribed alternatively in the rules of recruitment applicable to a post or category of posts and candidate has passed more than one such qualifying examination, the percentage of total marks obtained in the qualifying examination shall be the percentage of total marks obtained in such qualifying examination in which he has obtained the highest percentage of total marks.

6. Inviting applications.—(1) The selecting authority shall advertise the vacancies in the Karnataka Gazette specifying the conditions of eligibility the nature of competition the number of vacancies to be filled wherever possible, the number of vacancies to be filled by candidates belonging to the scheduled castes, scheduled tribes, backward tribes and other backward classes and Ex-Serviceman and physically handicapped persons. Abstracts of such advertisements shall be published in English newspapers and also in the regional language newspapers.

(2) Applications shall be in form 1 annexed to these rules which may be obtained on payment of a fee of twenty-five paise from such offices or recognised book-sellers as may be notified by selecting authority.

(3) Every applicant shall remit along with his application a fee of rupees five by a crossed Indian Postal order payable to the selecting authority concerned :

Provided that the fee payable by a candidate belonging to a scheduled caste, a scheduled tribe or a backward tribe shall be one rupee.

7. List of a selected candidates.—(1) The selecting authority shall on the basis of the percentage of total marks secured in the qualifying Examination as determined under rule 5 and after taking into account the Government Orders in force relating to reservation of vacancies for Scheduled Castes, Scheduled Tribes, Backward Tribes and the other categories of Backward Classes and the provisions of rule 9 of the Karnataka Civil Services (General Recruitment) Rules, 1977, prepare, in the order of merit, a list of candidates eligible for appointment in respect of each cadre of posts. The number of candidates to be included in such list shall be equal to the number of vacancies in respect of each cadre or posts notified. The selecting authority, if it is not the appointing authority shall assign the selected candidates after ascertaining their preferences to the different appointing authorities within the district or division as the case may be.

(2) The appointing authorities receiving lists of candidates suitable for appointment shall appoint candidates to the posts in the order which their names are arranged in the list sent by selecting authority.

(3) A candidate selected and appointed to a cadre of posts in accordance with these rules shall not be transferred out of the district or the division, as the case may be in which he was initially appointed for a period of five years from the date of his appointment.

8. Operation of the previous selected lists.—(1) All action taken by any selecting authority or any other authority for recruitment of candidates to a cadre of Class III posts which has not been completed on or before 23rd May

1981 is hereby cancelled. Action shall be initiated a fresh for selection of candidates to such cadre of class III posts in accordance with these rules.

(2) Notwithstanding anything to the contrary contained in any rules or orders or instructions, Selection of candidates to a cadre of posts in a Class III service complied on or after 25th September 1979 and published or communicated to the selected candidates before 23rd May 1981 shall be appointed irrespective of whether the revised roster prescribed in the Government Order dated 28th September 1979 has or has not been followed provided the selections are otherwise valid and or in accordance with the relevant rules of recruitment applicable to the posts.

9. Application of other rules.—The Karnataka Civil Services (General Recruitment) Rules, 1977, and the rules of recruitment specially made in respect of any post or categories of post any service shall apply in respect of matters for which no provision is made in these rules.

10. Repeal.—(1) The Karnataka State Civil Services (Recruitment Committees) (Constitution and Functions) Rules, 1971, are hereby repealed :

Provided that the said repeal shall not affect the previous operation of the said rules or anything done or suffered thereunder or affect any right, liability or obligation acquired or incurred under the said rules :

Provided further that notwithstanding anything contained in rule 3 of these rules the said repeal shall not also affect the power of the Government under rule 12-A of the said rules in respect of the proceedings of any Committee referred to therein or of any other committee or authority to which the said rule 12-A was made applicable.

(2) Any reference to the Karnataka State Civil Services (Direct Recruitment by Selection) Rules 1973, in the rules of recruitment specially made in respect of any category of posts to which these rules are applicable shall be deemed to be a reference to these rules.

FORM—I

GOVERNMENT OF KARNATAKA

APPLICATION FORM

For Recruitment to Non-Gazetted post of
in Department of Government of
Karnataka.

Serial Number (in the case of post
advertised in the Karnataka Gazette.

To

The
Dept of
Government of Karnataka,
.....

Sir,

In response to the advertisement No. in the
Karnataka Gazette, dated inviting appli-
cations of appointment, to the posts
of I beg to submit this application in
Duplicate. I declare that the particulars contained here-
under are true and correct.

Yours faithfully,

Place

Date

Applicant.

-
1. Name in full (in block letters)

 2. (a) Sex-whether male or female (a)

(b) Whether married or not (b)

(c) If married, state whether you (c)
have more than one wife
living/you are married to a
person having already a wife
living.
-
3. Postal address (Change of address
should be immediately communi-
cated to the Secretary of the
selecting authority concerned).
-
4. (a) Date of birth and (b) age on the (a)
last (or material) date fixed
in the advertisement. (b)
-
5. Place of birth (name of village or
town and taluk, district and State
to which it belongs should be
stated).
-
6. Whether you are an Indian
Citizen.
-
7. Name of father or guardian ..
-
8. Occupation of father or guardian
-

-
9. (a) Religion .. (a)
 (b) Community .. (b)
 (c) Are you a member of the Scheduled Castes or the Scheduled Tribes? If so, mention the caste or the tribe. (c)
 (b) Are you a member of the 'backward class' according to the classification made by the Government of Karnataka, (If the answer is 'YES' to (c) or (d), give particulars and attach a certificate prescribed in G.O. No. DPAR 7 SBC 77 dated 4th March 1977). (d)
 (e) Are you a person discharged from military service. If so, attach a certificate in proof of it. (e)
-

10. Educational Institutions attended

- (a) Secondary or high Schools

Name of the Institution (s)	Date (s) of entering	Date (s) leaving

- (b) University or universities or other places of higher education attended.

Name of University	College if any	Date of entering	Date of leaving
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11. S.S.L.C. or its equivalent :

- (a) Date of passing, class & rank obtained. (a)
- (b) Number of year(s) of attempts made to pass the examination. (b)
- (c) A copy of certificate of marks obtained in such subject and total. (c)

12. Qualifying examination(s)

**13. Character and antecedents-
copies of certificates as per
Attestation form II attached,
from :**

- (1) the head of the School/ college/Institution ; and (1)
- (2) two leading responsible persons of the locality in which you are residing. (2)

-
14. Whether you are in service, and if so, whether you have been appointed in accordance with rules of recruitment or as a local candidate on a temporary basis. Full particulars regarding the date of present appointment, the designation of the appointment, salary and the department in which you are at present employed should be clearly furnished.
15. Whether you have made an application to any other selecting authority for selection to the same cadre or post.
16. Whether your name has already been enlisted in the approved list(s) of any dept. for appointment. If so, full particulars regarding nature of vacancy, number in the list, year of selection kind and class of appointment and the name of the department should be given.
-
17. Details of your previous service, if any, under the Government and the reasons for termination of your service.
-

18. The Office or offices of the selecting authority in WHICH appointment is sought (where vacancies relate to a class or category of posts belonging to different offices, the offices in which appointment is desired may be mentioned in order of preference. The preference will be taken into account as far as possible but it cannot be guaranteed).

19. Whether the prescribed fee has been paid. State the number of the Postal Order.

20. List of documents attached .. (1)
(2)
(3)
(4)
(5)
(6)

(For the use of Government Servants only)

CERTIFICATE BY OFFICIAL SUPERIOR

Certified that Sri/Smt. holds substantively a permanent, a temporary post under the State Government as having been appointed thereto regularly under the rules of recruitment/as a local candidate. His/her work and character so far as known to me have been/are good. He/She is also permitted to apply for the post sought for.

Place	Signature
Date	Designation
	Department

ATTESTATION FORM—I

-
1. Name in full (in block letters) with aliases, if any, Please indicate if you have added or dropped at any stage any part of your name or surname.
-
2. Home address in full (i.e., village, police station and district, or house number, lane/street/road and town.
-
3. Particulars of places (with periods of residence) where you have resided for more than six months at a time during the preceeding three years.
-

From To

Residential address in full i.e. village, police station and district or house number, lane/street/road and town.

4. Father's name in full with alias, (a)
if any.
- (b) Present postal address (if dead, (b)
give last address).
- (c) Permanent home address .. (c)
- (d) Profession .. (d)
- (e) If in service, give designation (e)
and other address.
-
5. (a) Place of birth, district and
state in which situated.
-
6. (a) Your religion .. (a)
- (b) Are you a member of sche-
duled Caste / Scheduled
Tribe/Backward Class if so,
state the name of the caste,
community or tribe.
-
7. Educational qualifications show-
ing places of education with
years in schools and colleges
since 15th years of age.
-

Name of School/ College with full address	Date of entering	Date of leaving	Examination passed
---	---------------------	--------------------	-----------------------

8. If you have, at any time been employed, give details.

Designation of post held or description of work	Period From To	Full address of the office firm or institution	Reasons for leaving the employment
---	-------------------	---	--

9. (a) Have you ever been prosecuted, kept under detention, or bound down/fined, convicted by a court of law of any offence? Is any case pending against you in any court of law at the time of filling up this attestation form? (a)

(b) If the answer is "YES" full particulars of the case, detention, fine conviction, sentence, etc. should be given. (a)

10. (a) Have you ever been debarred from appearing for any public examination by the University Education Department. (a)

(b) If the answer is 'Yes' full particulars of the case should be given. (b)

12. (a) Have you ever been dismissed/ (a)
 removed from service or
 debarred from entry into
 Government Service.

(b) If the answer is 'Yes' full (b)
 particulars of the case
 should be given.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which might impair my fitness for employment under Government.

Place.....
 Date..... Signature of the Candidate.

ATTESTATION FORM - II
 (Certificate of Character)

Certified that I have known Shri/Smt.....
son/daughter of Shri.....for the
 last..... year..... months and to the
 best of my knowledge and belief he/she bears a reputable
 character and has no antecedents which render him/her
 unsuitable for Government employment.

2. Shri/Smt. is not related
 to me.

Place..... Signature.....
 Date..... Designation.....

**73. Official Memorandum No. DPAR 5 SSR 79
Bangalore, dated 8th July, 1981.**

Subject.—Departmental Inquiry-Appointing Deputy Commissioners of Inquiries or Assistant Commissioners of Inquiries of the Karnataka State Vigilance Commission as the Inquiry Officers.

The Public Accounts Committee while considering the Appropriation and Finance Accounts and Audit Reports relating to one of the Secretariat Departments suggested appointment of whole time Inquiry Officers in Government Departments to deal with disciplinary cases exclusively to ensure speedy disposal of cases since regular officers could not bestow much attention on these cases. Similar suggestion to appoint Inquiry Officers in each Division/District to deal with disciplinary cases pertaining to various departments to the Division/District was also made by some of the Divisional Commissioner.

2. This suggestion was examined by Government in consultation with the State Vigilance Commission. The Commission after considering the matter opined that there was no need for creation of posts of Inquiry Officers in Government Departments at State Level or Divisional/District Level for Inquiring into allegations of serious nature against Government servants and suggested that such cases would very well be referred to the Vigilance Commission for Inquiry.

3. There are certain advantages in entrusting the complicated cases relating to departmental action against Government servants to the Commission. The Commission has Inquiry Officers with Judicial out-look and experience and is, therefore, better equipped to handle and finalise Inquiry cases not only expeditiously but also in accordance with law. It has also other staff who are conversant with the rules of natural justice and other laws relating to quasi-judicial functions.

4. Government have, therefore, decided to accept the suggestion of the Commission. In respect of cases investigated by it, the Commission acquired jurisdiction to hold Inquiries if such cases are referred to the Commission by Government for holding Inquiry in terms of rule 11 of Karnataka Civil Services (Classification Control and Appeal) Rules, 1957. In respect of the other cases, it has been decided that officers who should submit their reports to the Disciplinary Authorities concerned. As a first step, it has been decided that this procedure should be adopted in respect of cases pending or to be initiated at the level of Government (i.e., Secretariat Departments) and at the level of Heads of Departments.

5. Secretaries to Government and Heads of Departments are, therefore, requested to make a list of Inquiry cases pending with them indicating therein the names and designations of the Accused Government Officers and send the list to the Secretary, Karnataka State Vigilance Commission, with a request to suggest the names of the Commissioners or Deputy Commissioners. Soon after the Commission suggests the names of the Officers to be so appointed, necessary orders appointing them as Inquiry Officers should be issued immediately. Articles of charges issued to the Accused Government Officers and written statement of defence submitted by them should be sent to the Inquiry Officers and, in cases where Presenting Officers are appointed, their names should also be communicated. Similar procedure should be adopted in respect of Inquiries to be initiated hereafter.

6. The list of pending cases as referred to above should please be forwarded to the Secretary, Karnataka, State Vigilance Commission, before end of July and a copy thereof should be endorsed to the Department of Personnel and Administrative Reforms (Service Rules).

**74. Notification No. DPAR 23 SSC 8t, Bangalore, dated
6th July 1981**

In exercise of the powers conferred by the proviso to clause (3) of Article 320 of the Constitution of India, the Governor of Karnataka hereby makes the following regulations, further to amend the Karnataka Public Service Commission (Consultation) Regulations, 1976, namely: -

1. Title and commencement.—(1) These regulations may be called the Karnataka Public Service Commission (Consultation) (Third Amendment) Regulations, 1981.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Amendment of Annexure II.—In Annexure II to the Karnataka Public Service Commission (consultation) Regulations, 1976,—

(1) for the entries at serial numbers 14 and 15 the following entries shall be substituted namely, —

“ 15. Secondary School Assistants.

15. All Non-gazetted posts in all departments of Government ”.

(2) for the entries at serial number 18, the following entries shall be substituted, namely,—

“ 18. All Class I, Class II and Class III posts in the Directorate of Translation ”.

75. **Sub.**—Introduction of Security Deposit system for Membership to the Karnataka Government Secretariat Library—Reduction of- -

Read.—G.O. No. DPAR 4 LBM 79, dated 22nd January 1981.

Preamble.—

In Government Order dated 22nd January 1981 read above sanction was accorded to collect security deposit at the rates indicated below for library membership:

For issue of the first borrower card Rs. 10 and for subsequent cards at of 5 and subject to a maximum of 4 cards per member.

2. In the Secretariat Library Committee Meeting held on 30th June 1981, the request of the Secretariat Association to withdraw the Security Deposit System for Library membership was examined in detail and finally the committee felt that it is absolutely necessary to continue the security deposit system as it safeguards the interest of the readers. However, the committee decided to collect security deposit at the rate of Rs. 5 per card subject to a maximum of Rs. 20 for 4 cards as against Rs. 25.

**Order No. DPAR 4 LBM 79, Bangalore, dated
10th July 1981**

In the circumstances explained above, and in partial modification of Government Order dated 22nd January 1981 read above, sanction is accorded to collect security deposit (refundable) for membership of Karnataka Government Secretariat Library at the rate of Rs. 5 per card subject to a maximum of Rs. 20 for 4 cards per member for providing book borrowing facilities to the members.

**76. Official Memorandum No. DPAR 14 LBM 81,
Bangalore, dated 10th July 1981**

Subject.—Restoration of Working Hours of the Secretariat Library to normal office hours.

In O.M. No. DPAR 173 RLB 78, dated 15th April 1978 the working hours of the Secretariat Library was changed to 10 A.M. to 5.30 P.M. instead of usual office hours on experimental basis. The question of further continuance to this working hours was examined by the Library Committee and the Committee felt that there is no need to open the Library half an hour earlier and suggested to restore it to normal office hours.

Accordingly, the working hours of the Karnataka Government Secretariat Library will be restored to the normal office hours i.e., from 10-30 A.M. 5.30 P.M. with immediate effect.

The Issue hours' for borrowing/returning library books for home reading and the hours for reading room will be only from 1.30 P.M. to 2.15 P.M. in the afternoons.

All the Officers and Officials of the Secretariat are requested to note this change and cooperate.

77. Sub.—Secretariat Manual—Revision and updating of payment of remuneration to Shri B. Subba Rao Retired Director Karnataka Government Secretariat Training Institute, Bangalore—Issues Order—

**Order No. DPAR 1 ASM 81, Bangalore, dated
14th July 1981**

Read.—

1. O.M. No. GAD 23 TSM 74 dated 10th June 1975
2. G.O. No. DPAR 9 ASM 79 dated 29th June 1979.

Preamble.—

In Official Memorandum dated 10th June 1975 read at (1) above, a Committee consisting of three officers was constituted to revise and update the Secretariat Manual of Office procedure. In Government Order dated 29th June 1979 read at (2) above, Government were pleased to entrust the work of revising and updating the Secretariat Manual to Shri B. Subba Rao, Retired Director, Karnataka Government Secretariat Training Institute, Bangalore on a lumpsum remuneration of Rs. 3,000.

Shri B. Subba Rao has submitted the revised and updated Secretariat Manual as per Government Order dated 29th June 1979. The same has been scrutinised clause by clause by the Administrative Reforms-I Division and finally approved incorporating latest amendments.

ORDER

Government are pleased to order disbursement of a sum of Rs. 3,000 (Rupees three Thousand only) to Shri B. Subba Rao, Retired Director, Karnataka Government Secretariat Training Institute, Bangalore for having completed the updating and revision of the Secretariat Manual to the satisfaction of Government.

The expenditure is debitable to the Head of Account " 252. Secretariat General Services 1 Secretariat 1 K.G.S. 4 Payment for Professional and Special Services ".

This order issues with the concurrence of Finance Department, vide their U.O. Note No. FDO 382/Exp-7/79 dated 18th June 1979.

78. Sub.—Visits—State Hospitality to Visiting Dignitaries
—Extends to few others.

Read.—G.O. No. DPAR 116 HGG 79 dated 6th September 1979.

**Order No. DPAR 207 HGG 81 Bangalore, dated the
17th July 1981**

In the Government Order read above, instructions regard to the extension of Hospitality to visiting dignitaries were issued in supersession of all the previous Government orders.

Government consider it necessary to extend the State Hospitality to the following also and accordingly, include them under para 3 of the Rules appended to the said Government Order dated 6th September 1979 (Copy enclosed):—

1. The Ex-Governors of the State.
2. The Governor of the Reserve Bank of India.
3. The Chairman, Central Social Welfare Board, New Delhi.
4. The Vice-President, Council of Scientific and Industrial Research, New Delhi.

This order issues with the concurrence of Finance Department vide their U.O. No. AS/5147/FD date 27th June 1981.

RULES GOVERNING THE EXTENSION OF STATE HOSPITALITY TO THE VISITING DIGNITARIES

(1) The dignitaries visiting the State are grouped under three categories viz (1) State Guests (2) Non-Residing Guests and (3) Paying Guests.

STATE GUESTS

(2) The following dignitaries whenever they visit the State irrespective of the fact whether their visit is official or un-official, will be treated as State Guests :—

1. The President of India
2. The Vice-President of India
3. The Prime Minister of India
4. The Chief Justice of India
5. The Governors of other States including Lt. Governors of Union Territories.

The members of the family, the personal staff and officials when accompanying the above mentioned dignitaries, will also be treated as State Guests.

1. The Speaker and Deputy Speaker of Lok Sabha.
2. The Cabinet Ministers, Minister of State and Deputy Ministers of the Government of India.
3. Leaders of Opposition in the Lok Sabha and Rajya Sabha.
4. Deputy Chairman and Members of the Planning Commission.
5. Chief Ministers, Ministers, Ministers of State and Deputy Ministers of other States.
6. Deputy Chairman, Rajya Sabha.
7. Comptroller and Auditor General of India.
8. Chief of Staff (Army, Air Force and Navy) holding the rank of full general or equivalent rank.
9. Chairman and Deputy Chairman of the Legislative Councils of other States.
10. Speaker and Deputy Speaker of the Legislative Assemblies of other States.
11. Chairman, Union Public Service Commission.
12. Chairman and Members of Finance Commission.

13. Chairman, Law Commission.
14. Chief Election Commissioner.
15. Commissioner of Linguistic Minorities.
16. Commissioner for Scheduled Castes and Scheduled Tribes.
17. Chairman, Tungabhadra Board.
18. Chairman and Members of Scheduled Castes Commission.
19. Chairman and Members of Minorities Commission.
20. Chairman, Khadi & Village Industries Commission.
21. Parliamentary Secretaries of Union and of other States.
22. Government Deputy Chief Whips at the Centre.
23. Leaders of Opposition in the Legislature of other States.
24. Ministers and Deputy Ministers of Union Territories.
25. Judges of Supreme Court.
26. Chief Justices and Judges of High Courts of other States.
27. Secretaries to the Government of India.
28. Chief Secretaries of other State Governments.
29. Members of the Union Public Service Commission and President and Members of the All India Interview Board constituted by the Union Public Service Commission.
30. Former Governors of the State.
31. The Governor of the Reserve Bank of India.
32. The Chairman, Central Social Welfare Board, New Delhi.
33. The Vice-President, Council of Scientific and Industrial Research, New Delhi.

34. Any other eminent personage on special orders of the Chief Ministers for that particular visit.

(4) (a) Members of the families of the State Guests will also be treated as State Guests when accompanying them "Family" includes Wife/Husband, Children including an adopted son, step-children residing with and wholly dependent on the State Guest.

(b) When the members of the families of these dignitaries visit the State unaccompanied by the State Guests, they will not be entitled to Hospitality and the expenditure on their boarding, lodging and transport etc. will be payable them.

(5) The following facilities will be provided to the State Guests :

(a) The Dignitaries who are created as State Guests will be provided with free accommodation and free board in the Government Guest Houses. Such facilities will also be provided in the Circuit Houses/Inspection Bungalows under the Public Works Department where there are no Government Houses.

(b) The expenditure on the following items in respect of State Guests will be borne by the Government in addition, board and transport free of charges :—

- (i) Entertainment by State Guests during a Press Conference or interview.
- (ii) Supply of News papers.
- (iii) Presentation of garlands and bouquets
- (iv) Medical attendance
- (v) Labour charges for loading and unloading luggage etc.

(6) The period for which a State Guest is entertained at Government cost shall not ordinarily exceed Five days.

TRANSPORT

(7) (i) Persons treated as State Guests will be provided with transport free of charges for their local use within the Municipal limits of the City/Town in the State, if their visit happens to be on official duty. They will also be provided with transport free of charges for travelling to the places within the State, if they any business connected with the State at these places care shall be provided free of cost in the case of Ministers even if the visit is not strictly official.

(ii) If the visit of the persons treated as Statue Guests to various places in the State are in connection with private business, they are in connection with private business, they are required to pay the charges at the prescribed rates. This, however, will not be applicable in cases of the President, Vice-President, Prime Minister of India, Chief Justice of India, Governors of other states including Lt. Governors of Union Territories.

NON-PAYING GUESTS

(8) The dignitaries such as cultural delegation Press Parties, official Study Teams, and such other official teams will be treated as Guests of the State for that occasion only. They have to be treated as guests on the ground that their visit will be beneficial to a particular department or departments of Government or to the Government in general. Such category of visitors will be treated as "Non-Paying Guests". The question whether a particular guest should be treated as State Guest or Non-paying Guest will be decided by Government with the approval of the Chief Minister in individual cases and on the recommendation of the Secretary to Government concerned.

(9) No security arrangements will be made for the Non-Paying Guests.

(10) The following facilities will be provided to the dignitaries who are treated as Non-paying Guests.

- (i) Free accommodation and free board.
- (ii) Free transport in accordance with the provision contained in rule 7 to be provided by the Department concerned.
- (iii) Supply of Newspapers.
- (iv) Labour charges for loading unloading luggage etc.
- (v) Any other items with the specific orders of Government.

Paying Guests

(11) Visitors not coming under the categories of State Guests and Non-paying guests and persons of known status will be treated as paying guests. Subject to availability, accommodation and transport will be provided for them on payment of prescribed charges.

Telephone Charges

(12) No charges will be payable for local telephone calls made by a State Guest and a Non-paying Guest. However, trunk call charges must be collected from them immediately after the call is completed or bills may be sent to them in case the charges are not clearly known. In the case of paying guests, telephone call charges, should be collected from them in advance.

79. Notification No. DPAR 38 SRR 79, Bangalore, dated 21st July 1981.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to

amend the Karnataka Civil Services (General Recruitment) Rules, 1977, namely :—

2....Title and commencement.—(1) These rules may be called the Karnataka Civil Service (General Recruitment (Fourteenth Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the Official Gazette.

Amendment of rule 11.—For the proviso to rule 11 of the Karnataka Civil Services (General Recruitment) Rules, 1977 the following provision shall be substituted, namely :—

“ Provided that, where a Government servant, who has executed an agreement in favour of Government agreeing to serve the Government for a specified period in consideration of his having been deputed for training, applies for a higher post or higher service in any Government Department or in any company or Corporation owned or controlled by the State Government or by the Central Government or in any Statutory or Local Authority within the State of Karnataka, and the training for which he was deputed is related to the duties attached to the post or service to which he has made the application, then notwithstanding anything in the agreement, the said authority shall grant the permission and forward the application subject to the condition that the Government Servant executes a fresh bond agreeing to serve the new employer for the balance period for which he was bound to serve the Government under the terms of the original agreement :

Provided further that this rule shall not be applicable to a Government Servant employed in any department of the Government as a local candidates as long as he is treated as such ”.

80. Sub.—Kannada Language Test for Appointment to Class III Posts under Karnataka Civil Services (Selections to Class III Posts) Rules, 1981—prescription of—

Govt. Order No. DPAR 35 SCR 81, Bangalore, dated 25th July, 1981

According to Clause (c) of Rule 4 of the Karnataka Civil Services (Selections to Class III Posts) Rules, 1981, no person selected to a post under the said rules shall be appointed to the post unless he passes such Kannada language test as may be prescribed by the Government by special or general order.

2. In accordance with the above mentioned provision, Government prescribe the following test to assess the working knowledge of Kannada of the candidate, to be conducted by the appointing authority before appointing him to a Class III post under the said rules :—

The test shall consist of two parts—

(i) Translation from English to Kannada and vice-versa of a simple passage consisting of about 200 words.

Time : 1 Hour.

Marks—90

Marks—10

(ii) Viva-voce in Kannada--

Minimum marks required for a pass would be 40.

**81. Official Memorandum No. DPAR 12 SCR 79,
Bangalore, dated 25th July, 1981**

Subject:— Recruitment to Class III Posts

The Karnataka Civil Services (Selections to Class III Posts) Rules, 1981 have been issued in Notification No. DPAR 12 SCR 79 dated 8th July 1981. These rules regulate recruitment of candidates to Class III posts in the State Civil Services. The selecting authorities under the Rules have to select candidates to Class III posts in accordance with these rules. The following further instructions are issued in this connection for guidance of the selecting authorities:—

(1) While issuing advertisement inviting applications, a copy of the advertisement should also be sent to the Employment Exchange clearly specifying the number of vacancies for which applications are invited.

(2) Maximum age limit for the post in question should be specified in the advertisement. For this purpose it should be verified if any age limit is prescribed in the recruitment rules specially framed for the posts in question or if the age limit laid down in rule 6 of the Karnataka Civil Services (General Recruitment) Rules, 1977 applies. If the age limit is required to be computed as on a particular date, this date should be mentioned in the advertisement and in the absence of any such date mentioned in the advertisement, the age limit will have to be computed as on the last date fixed for the receipt of applications.

(3) In the advertisement it should be clearly indicated that working knowledge of Kannada is essential and that no person selected shall be appointed unless he passes the test prescribed to assess his working knowledge of Kannada.

(4) All application received in response to an advertisement should be stamped with the date of their receipt and initialled by the selecting authority or any officer authorised in this behalf by the selecting authority and

given serial numbers. All applications received after the last date fixed for receipt of applications should be similarly stamped and initialled with date and given serial numbers but excluded from consideration.

(5) After expiry of the last date fixed for receipt of applications, all applications received up to or before that date should be individually scrutinised and it should be verified in each case whether the applicant possesses the qualifications prescribed compulsorily specified for recruitment to the post and the provisions of the Karnataka Civil Services (General Recruitment) Rules, 1977. Applications of persons who do not possess the qualifications or who do not satisfy the other requirements for recruitment to the post and those received after the last date, should be rejected and the applicants informed accordingly.

(6) A list of the applicants who satisfy the qualifications and other requirements should be prepared in the order of merit, the merit being assessed on the basis of the percentage of total marks secured in the qualifying examination prescribed for the post. Where the qualifying examination consists of more than one examination, the percentage of total marks secured in the qualifying examination shall be the average of the percentage of total marks secured in all those examinations. For example, where M.A. degree in the minimum qualification prescribed is a two year course in which the students have to pass two university examinations—One at the end of the first academic year and another at the end of the second academic year—and thus the qualifying examination consists of two university examinations the selecting authority must take into account the average of the percentage of marks in the two examinations.

In the case of a Stenographer where the qualifying examination is pass in S.S.L.C., Senior Typewriting and Senior Shorthand, the marks secured in all the three examinations should be taken into account for the purpose of

arriving at the percentage of marks in the qualifying examination. In preparing lists of applicants the procedure laid down in Appendix III to the G.O. No. DPAR 1 SBC 77 dated 4th March 1977 should be followed.

(7) The final list of selected candidates prepared as above should be published in the following manner :—

- (i) The selecting authority shall display on the Notice Board of its office duly authenticated copies of the list and, simultaneously, intimate to each selected candidate included in the list, the fact of his selection and his serial number in the order of merit : and
- (ii) The selecting authority shall publish an advertisement in the newspaper to the effect that the lists of selected candidates for a category of posts have been displayed on the Notice Board of its office and that individual intimations have been sent to all candidates who have been selected.

(8) Copies of lists prepared under para 6 indicating the marks of the candidates against their names and the lists of candidates finally appointed shall be forwarded to Government in the Department of Personnel and Administrative Reforms immediately after publication of the final list of selected candidates.

(9) The candidates selected shall be subjected to a test for determining their standard in respect of their working knowledge of Kannada Language as separately prescribed and they shall not be appointed unless they pass the test. The answer paper of the candidates shall be kept along with their original application.

(10) In respect of District-wide posts, as far as possible, the vacancies in respect of posts common to several departments (like First Division Clerks, Second Division Clerks, etc.) in all Government offices in the district may be intimated to the Deputy Commissioner before the date to

be fixed by him (which should not be later than 15th August 1981) so that one single advertisement could be issued by the Deputy Commissioner. The advertisement will clearly indicate the number of vacancies in each office and the applicant will be free to apply to any and as many offices as he chooses and should be asked to address his application/s to the respective Selecting Authority. Classification of vacancies will also be done separately for each category of post under each appointing authority and appointments will also be made independently by each authority. A common advertisement may be issued by the Deputy Commissioner of the District so as to avoid several separate advertisements being issued by various appointing authorities in the District for similar posts.

82. Sub.—Settlement of Bills relating to “4 Maintenance and Running of Vehicles, 3 Light and Water charges, 5 Rent Rates and Taxes” under the Major Head of Account” 213 Council of Ministers.

Read.—

1. Government Circular No. DPAR 11 GAC 79 dated 29th January 1979.
2. Government Circular No. DPAR 32 GMR 79 Dated 8th May 1979.
3. G.O. No. DPAR 84 GMR 81 Dated 17th July 1981.

Preamble.—

In the Government Circular dated 29th January 1979 cited at 1 above, the Private Secretaries to the Ministers are authorised to order for repairs and replacements to the cars and send the bills to the DPAR (General) with the required certificates for passing the bills and arranging payment to the concerned parties.

As per Government Circular dated 8th February 1979 cited at 2 above, the Ministers are required to bear the water and electricity charges of their official residences to the extent of first Rs. 200. Over and above Rs. 200 the DPAR (General) has been preferring the bills relating to water and Electricity consumption charges and arranging payment to the concerned parties after getting the required certificates from the Private Secretaries to the Ministers.

In G.O. dated 17th July 1981 cited at 3 above, the Private Secretaries to the Ministers/Ministers of State are authorised to settle all the bills towards the water and electricity charges in respect of the residences of their Minister directly with the parties concerned i.e. Karnataka Electricity Board and Bangalore Water Supply & Sewerage Board. The payment made, if any, in excess of Rs. 200 for both water and electricity charges put together to be got reimbursed from the Government.

Bills towards rent of the premises of the Ministers/Ministers of State are being hitherto passed in the DPAR (General) after getting acceptance certificates by the Private Secretaries concerned and payment arranged to the owners.

By adopting this procedure, undue delay is being caused in settlement of bills. To avoid this situation the following order is made.

Order No. DPAR 11 GAC 79, Bangalore,
dated 27th July 1981

In the Circumstances explained and in supersession of the three G.Os. read above, the Private Secretaries to the Ministers/Ministers of State are authorised to prepare the D.C. Bills with the prescribed Certificates and invoices under the following sub-heads of the major head "213 Council of Ministers.

1. 3 Light and Water charges.
2. 4 Maintenance and running of vehicles.
3. 5 Rent, Rates and Taxes.

and to send the bills directly to DPAR (Accounts) for getting them encashed after signature by the Under Secretary, DPAR (Accounts), who is the drawing officer.

This order issues with the concurrence of Finance Department vide their U.O. Note No. FD 587 TA, dated 15th July 1981.

This order comes into force with effect from dated 1st August 1981.

83. **Subject** :—Karnataka Public Service Commission Examination for group a gazetted probationers prescription of Kannada as an additional subject for category I services.

Order No. DPAR 57 SSR 80, Bangalore,
dated 1st August 1981.

Read :—

- (i) Letter No. E, 5305/80-81/PSC, dated 16th August 1980 of the Secretary, Karnataka Public Service Commission.
- (ii) Letter No. D6-298/79-80, dated 20th November 1980 of the Registrar, University of Mysore.
- (iii) Letter No. K-10(c) DPAR(T)/7192, dated 9th December 1980 of the Registrar, Karnataka University.
- (iv) Letter No. EST CCB. Misc 217/80, dated 17th December 1980 of the Registrar, Bangalore University.
- (v) Letter No. AC 4116/80-81/PSC, dated 17th February 1981 of the Secretary, Karnataka Public Service Commission.

Preamble :

In the letter read at (1) above, the Secretary, Karnataka Public Service Commission intimated that the commission after detailed deliberation came to the view that it would be desirable to prescribe "Kannada" also as one of the optional subjects in the list of 'Additional Subjects' for Group A Services in the combined competitive Examinations for Recruitment of Group A and Group B Gazetted Probationers. He also suggested prescription of syllabus for the said subject in consultation with a "Expert Committee".

Government, after examining the proposals of the Commission, decided (i) to include Kannada as an additional subject for the Group A Services, since Kannada as an Optional subject has already been included in the syllabus, and (ii) to constitute an Expert Committee comprising of a Professor of Kannada from each of the Universities of Mysore, Bangalore and Karnataka and with the Director of Kannada and Culture as the Co-ordinator. In the letters read at (ii), (iii) and (iv) above, the Universities of Mysore, Karnataka and Bangalore have recommended the names of Professors to serve on the "Expert Committee".

In the letter read at (v) above, the Karnataka Public Service Commission has communicated its approval to meet the expenditure in this connection under the budget head "251—PSC etc".

ORDER

Under the circumstances, Government are pleased to constitute an "Expert Committee" to draw up the Syllabus for the subject KANNADA to be included as one of the additional subjects for category I Services in Part II.

of Annexure I in Schedule II of the Karnataka Recruitment of Gazetted Probationers (Appointment by Competitive Examinations) Rules, 1966, with the following members :

- (1) Dr. Prabhu Shankara,
Director of Prasaranga,
Manasa Gangotri,
Mysore. Member
- (2) Dr. S. M. Vrushabhendra Swamy, M.A., Ph.D.,
Professor of Kannada,
Institute of Kannada Studies,
Karnataka University,
Dharwar. Member.
- (3) Dr. G. S. Shivarudrappa,
Professor and Head of the Department of
Kannada,
(Director, Centre of Kannada Studies),
Bangalore University,
Bangalore.
- (4) Director of Kannada & Culture, Bangalore.

2. The Committee shall draw up syllabus and submit its report within three months.

3. The T.A. and Daily Allowance to the members of the Committee shall be regulated according to the rules applicable to them in their respective Universities. The expenditure on Travelling Allowance and Daily Allowance may be debited to the budget head "251—PSC, 1—State PSC, II Secretariat, 2—Travel Expenses".

This order issues with the concurrence of the Finance Department vide its U.O. Note No. FD 1524/Exp-7/81 dated 26th June 1981.

**84. Official Memorandum No. DPAR 70 SSR 79,
Bangalore, dated the 13th August 1981**

Subject. - Reclassification of Services/Posts on the basis of Pay groups and abolition of the classification of Posts as Gazetted and Non-Gazetted.

Government have examined the question of abolition of the classification of Services/posts as Class I, II, III and IV existing hitherto and also of their division as Gazetted and non-Gazetted.

2. In Government Notification No. DPAR 70 SSR 79, dated 15th June 1981, orders have been issued amending the relevant provisions of the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957, replacing the existing classification of the basis of pay groups as Groups A, B, C and D.

3. Government have also decided to abolish the division of the services/posts as Gazetted/non-Gazetted. The necessary consequential amendments to be made in the various Act, rules etc., are being examined and will be issued in due course. Till then the existing practice will continue.

4. The abovementioned changes may please be noted by all Government Departments and references to the classification which has been abolished may please be avoided, and the services/posts may be referred to as per classification in the amended rule, wherever necessary.

5. Any difficulty in implementing this O.M. may be referred to the Government (in the Department of Personnel and Administrative Reforms).

85. Sub.—Staff for Government Guest House at No. 5, St. Marks Road, Bangalore—Sanctions.

Read.—Correspondence ending with the letter No. DHO 27 EST 80, dated 30th May 1981 from the Special Officer, Guest Houses, Bangalore.

Preamble.—

Building No. 5, St. Marks Road, Bangalore consisting of three rooms is being used as Government Guest House manned by one Butler Grade-II, Two Waiters and one Sweeper posted from Kumara Krupa Guest House temporarily.

The Special Officer, Guest Houses has, in his letter read above, sent proposal to sanction separate staff to the Guest House. Bangalore, as indicated below :—

1. II Division Clerk Two in the Grade of Rs. 300—700
2. Room Boys.—Three in the Grade of Rs. 250—400
3. Waiters.—Three in the Grade of Rs. 250—400
4. Sweepers.—Two in the Grade of Rs. 250—400
5. Watchman.—Two in the Grade of Rs. 250—400.

**Order No. DPAR 2 HET 79, Bangalore, dated the
14th August 1981**

Sanction is accorded to the creation of the following posts for the Government Guest House at No. 5, St. Marks Road, Bangalore under the Hospitality Organisation as detailed below :—

1. II Division Clerk one in the Grade of Rs. 300—700
2. Room Boys.—one in the Grade of Rs. 250—400
3. Waiters.—Two in the Grade of Rs. 250—400
4. Sweeper.—one in the Grade of Rs. 250—400
5. Watchman.—two in the Grade of Rs. 250—400

The posts are sanctioned for a period of two years in the first instance, relaxation of economy orders.

This orders issues with the concurrence of Finance Department vide their U.O. Note No. FS 3004/81 dated 24th July 1981.

86. Subject.—Medical Facilities for Staff of Special Commissioner and Guests in Karnataka Bhavan, New Delhi—Reimbursement of Pathological Tests conducted at M/s. Kedarnath Charitable Clinic and Laboratory, New Delhi—Approves.

Read.—

1. Letter No. KB/ACT/MED/80-81 dated 13th January 1981 from the Special Commissioner, Karnataka Bhavan, New Delhi.

2. G.O. No. DPAR 35 HMB 81 dated 27th May 1981.

Preamble.—

In the order read at Sl. No. 2, sanction was accorded to the continuance of the services of Dr. J. K. Thanawala and Dr. (Mrs) P. H. Kittur, as consulting physician and Authorised Medical Attendants, respectively for the Staff of the Office of Special Commissioner, Karnataka, Staff of the Karnataka Bhavan, Officers/Officials of the State Government on tour staying at Karnataka Bhavan, New Delhi and staff of Karnataka Information Centre and the female patients in the Karnataka Bhavan, New Delhi for a further period of one year with effect from 1st April 1981.

The Special Commissioner, Karnataka Bhavan, New Delhi in his letter read above has stated that the Doctor J. K. Thanawala is a consulting physician and he prescribes medicines after examining the patients. Whenever

necessary he also advises patients to get their urine, blood, sputum, etc. tested. As a result, members of staff have to go to the private clinics by paying exorbitant charges for getting the tests conducted since the Government hospitals in Delhi are over crowded. The Special Commissioner has, therefore, requested approval of Government to get the pathological tests conducted from a laboratory viz., M/s. Kedarnath Charitable Clinic and Laboratory, New Delhi which is situated nearby Karnataka Bhavan and where tests are conducted at nominal rates. He has also requested that the clinical charges be allowed for reimbursement to the Officials of the two offices.

**Order No. DPAR 12 HMB 81, Bangalore dated the
14th August 1981**

Government are pleased to accord approval, in consultation with the Director of Health and Family Welfare Services to the proposal of the Special Commissioner to accept for reimbursement of the Medical claims for Pathological Analysis as charged by M/s. Kedarnath Charitable Clinic and Laboratory, New Delhi.

This order issues with the concurrence with the Finance Department, Vide their U.O. Note No. FS 2839/81 dated 13th July 1981.

**87. Circular No. DPAR 71 AAR 81 Bangalore dated the
17th August 1981**

The Cabinet decided that the Vidhana Soudha should be open to the members of the Public only between 3.30 P.M. and 5.30 P.M. I have sent a note separately in this regard. The Chief Minister has already mentioned to the Ministers that when they given appointments to the members of the public, they should do so only between these two specified hours.

The Secretaries to Government and other senior officers in the Secretariat are also requested to do likewise and give appointments to the members of the public only between 3.30 and 5.30 p.m. This, however, casts the responsibility on them to be available in their rooms during this period, when they are in headquarters.

Inter-departmental meetings and intra-departmental meetings could be fixed between 10.30 a.m. and 3.30 p.m. but meeting to which the non-officials are required to be invited will have to be held only between 3.30 p.m. and 5.30 p.m. The Secretaries to Government may kindly note these instructions of the Cabinet and pass on like instructions to the Senior officers in their Secretariat Departments who have been authorised to meet the members of the public as also the Heads of Field Departments under the administrative control of their respective Secretariat Departments.

**88. Official Memorandum No. DPAR 5 SSR 79,
Bangalore, dated the 17th August 1981**

Subject.—Departmental Inquiry-Appointing Deputy Commissioners of Inquiries or Assistant Commissioners of Inquiries of the Karnataka State Vigilance Commission as the Inquiry Officers.

Reference.—O.M. No. DPAR 5 SSR 79, dated 8th July 1981.

In the O.M. dated 8th July 1981 it was ordered that in disciplinary inquiry cases pending or to be initiated at the level of Government (i.e., Secretariat Department) and at the level of Heads of Departments, the Officers of the Karnataka State Vigilance Commission should be appointed as Inquiry Officers and that they should submit their reports to the disciplinary authorities concerned.

(2) Disciplinary inquiry cases could be instituted under Rule 11 and Rule 12 of the Karnataka Civil Services (Classification, Control and Appeal) Rules. A question has arisen

whether in respect of cases instituted under Rule 12 also the officers of the Vigilance Commissioner should be appointed as Inquiry Officers.

(3) Cases coming under Rule 12 are generally of simple nature and except in cases coming within the purview of clause (b) of sub-rule (1) of the said Rule 12, no inquiry is involved and, therefore, the question of referring such cases to the Vigilance Commission for appointing Inquiry Officers does not arise. Even in cases coming under Clause (b) of sub-rule (1) of Rule 12 where an inquiry has to be held in the manner laid down in sub-rule (3) to (23) of rule 11, the inquiry would be for award of minor penalty and it is considered not necessary to entrust such inquiries of simple nature to the officers of the Vigilance Commission.

(4) Government have, therefore, decided in partial modification of the instructions issued in O.M. No. DPAR 5 SSR 79, dated 8th July 1981, that inquiry cases instituted under Rule 12 of the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957, need not be referred to the Karnataka State Vigilance Commission and only the cases instituted under Rule 11 may be referred to the Commission in the manner prescribed in the O.M. dated 8th July 1981.

(5) Inquiries are being made by several departments whether pending cases should be referred to the Karnataka State Vigilance Commission in accordance with the instructions contained in the O.M. dated 8th July 1981. It is clarified that pending cases instituted under Rule 11 may be referred to the Karnataka State Vigilance Commission only if the recording evidence has not commenced. Pending cases where one or more witnesses have been examined either partly or fully need not be referred to the Vigilance Commission and the existing Inquiry Officers may be asked to continue the inquiry.

89. Sub.—Reservation of Posts for Candidates Belonging to Scheduled Caste/Scheduled Tribe—Verification of Unit Offices—

Read.—

(1) Government Order No. GAD 129 SRR 64, dated 27th October 1964.

(2) Letter No. DSW/BMP/JA/JN/79-80, dated 25th April 1981 of the Director of Social Welfare, Bangalore.

Preamble.—

In the Government Order cited above, a cell, was created in the Directorate of Social Welfare for inspection of Unit Offices to verify whether orders of Government regarding reservation of vacancies for candidates belonging to Scheduled Caste/Scheduled Tribe were being implemented or not. In his letter of 25th April 1981 cited above, the Director of Social Welfare sought clarification as to whether the offices of Board, Corporations and Companies, should be treated as unit offices and inspections conducted.

Since orders of Government issued in the matter of reservation of vacancies belonging to Scheduled Caste/Scheduled Tribe in direct recruitment posts as well as posts to be filled by promotion, are equally applicable to companies, statutory board, corporations, etc., it is necessary that Orders of Government are implemented even in the Boards, etc.

**Order No. DPAR 53 SBC 80 Bangalore, dated the
20th August 1981**

Government, therefore, direct that the Employment Cell created in the Office of the Director of Social Welfare in the Government Order of 27th October 1964 shall also inspect all the unit offices of statutory boards, corporations

and companies, etc., whether fully or partly owned by Government to ascertain whether those officers adhere to the instruction issued by Government and send quarterly reports in regard to reservation of vacancies for candidates belonging to Scheduled Caste/Scheduled Tribe in direct recruitment and promotional posts.

90. Sub.—Report on the Administration of State of Karnataka for the year 1975-76.

Preamble.—

The Director, Bureau of Economics and Statistics, who has been entrusted with the work of bringing out the State Report, has prepared the draft Annual State Administration Report for the year 1975-76.

**Order No. DPAR 1 JAR 81, Bangalore, dated the
20th August 1981**

Government are pleased to approve the Report on the Administration of State of Karnataka for the year 1975-76 appended to this Order.

2. The Director, Printing, Stationery and Publications in Karnataka, Bangalore is requested to print 2,000 copies of this Report and to supply 500 copies to Department of Personnel and Administrative Reforms (AR-II) and supply 1,500 copies to the Bureau of Economic and Statistics, Multistoreyed Building, Bangalore.

91. Sub.—Joint Consultative Machinery—Reconstitution of State Council.

Read.—

1. Government Order No. GAD 7 DSW 60, dated 19th October 1972.

2. Government Order No. GAD 9 DSW 75 (1) dated 3rd November 1975.

3. G.O. No. GAD 9 DSW 75 (2) dated 3rd November 1975.

4. G.O. No. DPAR 32 MMG 78, dated 23rd December 1978 and 8th February 1980.

5. Letter No. GEA/20-JCM-81, dated 18th July 1981 and 14th August 1981 from the General Secretary, Karnataka State Government Employees, Association, Bangalore.

Preamble.—

In Government Order dated 23rd December 1978 referred to at 4 above, the State Council was reconstituted with representatives of Government and the representatives of staff of the various associations. The term of the State Council expired on 23rd December 1980. The proposal of re-constituting the State Council was discussed by the Chief Secretary with the office bearers of the Association on 7th January 1981. In pursuance of the discussions the General Secretary, Karnataka State Government Employees Association, Bangalore has in his letters dated 18th July 1981 and 14th August 1981 read at Sl. No. (5) above, suggested a panel of eight names of members of the said Association representing different departments and different cadres for being considered for nomination in the J.C.M. State Council and also requested orders of Government reconstituting the J.C.M. State Council.

**G.O. No. DPAR 22 LMX 81, Bangalore, dated
21st August 1981**

After due consideration of the proposal of the Secretary, Karnataka State Government Employees' Association sanction is accorded to the reconstitution of the State Council with the representatives of Government and the representatives of the Staff as indicated below :—

Representatives of Government

Chairman—

1. Chief Secretary.

Members.—

2. Additional Chief Secretary.
3. Secretary, Public Works and Electricity Department.
4. Secretary, Agriculture and Animal Husbandry Department.
5. Secretary, Education Department.
6. Secretary, Finance Department.
7. Registrar, High Court of Karnataka.

II. Representative to Staff

Members—

1. Shri K. A. Keshava Murthy, President, Karnataka State Government Employees Association.
2. Shri T. V. Raghavan, General Secretary, Karnataka State Government Employees Association.
3. Shri Munisiddegowda, Vice President, Karnataka State Government Employees Association, Mandya District.

4. Shri Syed Basheer Ahmed, Treasurer, Karnataka State Government Employees Association, Bangalore.
5. Shri M. Madhav, President, Karnataka State Government Employees Association District Branch, Dakshina Kannada District.
6. Shri B. Muniyappa, Organising Secretary, Karnataka State Employees Association.
7. Shri R. T. Kulkarni, Secretary, Karnataka State Government Employees' Association, District Dharwad.
8. Smt. S. Kamamma, President, Karnataka State Government Employees Association, District Branch, Shimoga.

The Chairman shall, in consultation with the representatives of the staff, nominate one of members as Secretary of the Council.

The term of Office of the representatives of the staff shall be two years as laid down under rule 7 (b) of the rules issued in Government Order No. GAD 7 DSW 69 dated 19th October 1972.

92. Official Memorandum No. DPAR 13 STR 81 Bangalore dated 25th August, 1981

Sub.—Implementation of Decisions/Orders of Government.

It has been brought to the notice of Government that in some cases even after orders are passed by the Minister after examining the legal and other aspects of the matter, delay is being caused in communicating/implementing such orders.

2. The duties and responsibilities of the Secretaries to Government in the matter of implementation of Government policies are clearly laid-down in the Karnataka Government (Transaction of Business) Rules, 1977, as well as in the provisions contained in the Secretariat Manual. According to rule 76 of the Karnataka Government (Transaction of Business) Rules, 1977, it is the duty of a Secretary to Government to ensure that the policy of the Government in the Department with which he is concerned is carried out. He has to place before the Minister all relevant facts relating to a case accurately and tender necessary advice either in written note or orally at any time before the Minister passes final orders on a case. He has also to ensure that decisions taken, or orders passed by the Ministers are promptly implemented. While doing so he has to draw the attention of the Minister where necessary to the fact that any proposed course of action is contrary to the provision of any rule of law or is at variance with the policy hitherto adopted by Government. It is the responsibility of the Secretary to Government, where the Orders are illegal, unlawful or otherwise irregular, to go back to the Minister and point out the defects to him and to ensure that wrong orders are not issued by Government.

3. All Secretaries to Government are requested to ensure full compliance with the above mentioned provisions of the Rules.

4. All Private Secretaries to Ministers and Ministers of State are also requested to bring these instructions issued to Secretaries to Government to the notice of their Ministers.

**93. Official Memorandum No. DPAR 11 SRC 81
Bangalore, dated 26th August, 1981**

Subject.—Annual Confidential Reports—Communication of adverse remarks.

In accordance with the provisions of Rule 8 of the Karnataka Civil Services (Confidential Reports) Rules, 1976, all adverse remarks in an ordinary or special report have to be communicated immediately in writing to the officer concerned. It has been held that if adverse remarks are not communicated, any action taken or proposed to be taken to the prejudice of the officer concerned on the basis of such remarks would be against the principles of natural justice. Even promotional claims cannot be overlooked solely on the basis of uncommunicated adverse remarks. Communication of adverse remarks should be prior to taking action against them. Thus, adverse remarks in the Annual Confidential Reports of a Government servant will be of no effect unless they have been communicated.

2. The authorities competent to communicate adverse remarks are specified in sub-rule (4) of the said rule 8. These are—

(a) In respect of Heads of Departments, Deputy Commissioners/Superintendents of Police of Districts—Chief Secretary ;

(b) In respect of Group A officers other than those referred to at (a) and (c)—Secretary to Government in the department concerned ;

(c) In respect of Group A Junior Scale officers and Group B Officers—the Head of Department ;

(d) In respect of others—Heads of the office.

3. Secretaries to Government are requested to ensure that they themselves as well as all the Heads of Departments working under them have communicated adverse remarks in respect of cases for which they are responsible for such

communication. Similarly, Heads of Departments should ensure that all the Heads of offices working under them have also communicated the adverse remarks.

4. Government have decided that wherever such remarks have not been communicated, a time bound schedule should be drawn up to ensure that such adverse remarks are communicated by the end of October, 1981.

5. Secretaries to Government, Heads of Departments and Heads of Offices are requested to take immediate action as indicated above. Secretaries may also obtain a compliance report from the Heads of Department under their control by 15th November 1981.

**94. Official Memorandum No. DPAR 59 AAR 81
Bangalore, dated 27th August 1981**

Subject.—Delivery of Files/Communications to the Sections by Dalaysts—

In Official Memorandum No. DPAR 5 AAR 79, dated 16th January 1979 instructions were issued to all Section Officers of Karnataka Government Secretariat that whenever a communication is brought to a section for delivery, it should be promptly received by any of the members of the staff present in the section, including the section officer himself.

The above instructions of the Government in this behalf are not being generally followed. Therefore, in the proceedings of the first meeting of the Departmental Council held on 25th May 1981, a decision has again be taken to the effect that whenever Dalayats taken files to any sections the concerned section should receive the files without asking them to wait indefinitely and that the existing instructions should be reiterated.

In the light of the above, the earlier instructions issued in this regard are reiterated and all the Section Officers and staff of the sections of Karnataka Government Secretariat are once again impressed upon that they should receive the files/communications brought by the Dalayats for the sections for delivery should be received immediately without unnecessarily making them to wait by any member of the staff present in the section. The section staff including the Section Officers should not refuse to receive files/communications on the ground that the concerned official is not in the seat or for any other reason. These instructions should be strictly followed by all the Section Officers, staff of the sections and P.A.s to the Secretaries/Special Secretaries/Additional Secretaries /Deputy Secretaries and other Officers in the Karnataka Secretariat.

**95. Notification No. DPAR 64 SSR 79,
Bangalore, dated the 27th August 1981.**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (General Recruitment) Rules, 1977, namely :—

1. **Title and commencement.**—(1) These rules may be called the Karnataka Civil Services (General Recruitment) (Fifteenth Amendment) Rules, 1981.

(2) They shall come into force from the date of their publication in the official Gazette.

2. **Amendment of rule 9.**—In sub-rule (1A) of rule 9 of the Karnataka Civil Services (General Recruitment) Rules, 1977, after the proviso the following further proviso shall be inserted, namely :—

“ Provided further that this sub-rule shall also not be applicable for direct recruitment of persons suffering from a physical handicap of such nature and in respect of such posts as may be specified by Notification, by Government from time to time.

96. Subject.—Furnishing income and caste certificates by candidates belonging to Scheduled Castes/ Scheduled Tribes and other Backward Classes for appointment to posts under the State Government — simplification of procedure regarding.

Read—

Government Order No. DPAR 1 SBC 77, dated 4th March 1977.

Preamble.—

Hitherto persons belonging—(i) Scheduled Castes/ Scheduled Tribes, (ii) Backward Community/Backward Castes/Backward Tribes, and (iii) the Special Group were required to furnish along with their applications for appointments, certificates regarding their caste/income/ profession in Form 1, 2 and 3 respectively prescribed in Appendix-IV to Government Order dated 4th March 1977 read above for claiming the benefit of reservation of appointments and posts under Article 16(4) of the Constitution of India. In view of the hardships caused to the candidates in obtaining such certificates and the dislocation of work caused in the Office insuing such certificates due to seasonal rush, it is considered necessary to simplify the procedure.

**Government Order No. DPAR 33 SBC 81,
Bangalore, dated 1st September 1981.**

In order to reduce the volume of work involved in the verification of facts and issue of such certificates, it has been decided that candidates applying for posts under Government should be required to submit with their applications only a declaration on oath in the prescribed form. Later, when selections are finalised the declaration

given in respect of successful candidates should be got verified before appointment orders are issued by the appointing authorities through the following agencies—

(i) Declaration produced by Scheduled Caste and Scheduled Tribe Candidates.—The appointing authority shall refer the declaration to the Revenue Officer not below the rank of the Tahsildar under whose jurisdiction the applicant ordinarily resides. The Revenue Officer shall verify the declaration and, if on such verification the claim is found to be correct, furnish a certificate in the prescribed form to the appointing authority. If the claim is found to be not correct, he shall report accordingly to the appointing authority.

(ii) Declarations produced by candidates belonging to Backward Communities, Backward Castes, Backward tribes and the Special Group.—The appointing authority shall refer the declarations for verification of caste/income/profession of candidates and his parents/guardian to the concerned Tahsildar in respect of rural areas and the concerned Commissioner/Chief Officer of City/Town Municipalities in respect of urban shall verify the declaration and if on such verification the claim is found to be correct, furnish the necessary certificate in the prescribed form to the appointing authority. If the claim is found to be not correct, he shall report accordingly to the appointing authority.

If on verification, the information furnished in the declaration is found to be false, the persons who made such false declarations should be prosecuted under the relevant provisions of the Indian Penal Code. The appointing authorities concerned should initiate necessary action in this regard. Such candidates will also forfeit their claims for such appointments.

2. Henceforth, candidates applying for posts under Government and who claim to belong to Scheduled Castes/Scheduled Tribes and other Backward Classes shall furnish along with their applications a declaration on Oath on the

appended form 1, 2 or 3 as the case may be. The candidates and their parents/guardian, as the case may be shall fill in First part of the Form containing Declaration and such Declaration shall be duly sworn to before the Officers as specified in the form. They shall leave the second part containing the certificate of verification blank.

2. The forms 1, 2 and 3 appended to this order shall replace the forms 1, 2 and 3 given in Appendix-IV of Government Order No. DPAR 1 SBC 77, dated 4th March 1977.

FORM - I

Form of Declaration/Certificate to be produced by a candidate belonging to Scheduled Castes/Scheduled Tribes in support of his claim.

(Note.—Candidates are required to produce only the declaration with their application. Certificate will be obtained by the Appointing Authority)

DECLARATION ON OATH

I, Son,
daughter of..... ordinarily
residing at (full address).....
.....do hereby solemnly affirm and
state on as follows :

The candidate, Shri/Smt.....
is my son/daughter/dependent ward. I and the candidate
belong to.....Caste/Tribe which is
recognised as a Scheduled Caste/Tribe.

This declaration is true to the best of my knowledge
Should it, however, be proved to be untrue, I render myself
liable to criminal prosecution and to forfeiture of my
son/daughter/dependent/wards claim for public service
under the State Government.

Signature of the
Candidate :

Signature of Parent/Guardian
(if the parents are not alive)

Place :

Dated :

Two Witnesses from the Locality :

We identify the parent/Guardian and the Candidate and their signature above :

Signature with
full address

(1)

(2)

SWORN TO BEFORE ME

Place :

Dated :

Signature of the authorised Officer
of Government of Karnataka
with name and designation :

The following officers are empowered to administer
the Oath :

- (a) Assistant Commissioner in charge of Revenue Sub-Divisions.
- (b) Tahsildars/Special Tahsildars/Deputy Tahsildars.
- (c) District Officers of the Department of Backward Classes and Minorities.
- (d) District Social Welfare Officers.
- (e) District Health Officer.
- (f) Block Development Officers.
- (g) Sub-Registrars
- (h) Assistant Educational Officers.
- (i) Revenue Officers of City Corporations and Municipal Corporation.
- (j) Chief Officers of Town Municipalities.

CERTIFICATE OF VERIFICATION

This is to certify that Sri/Srimati*/Kumar*.....
son/daughter of
Ordinarily residing at
 Village/Town*.....
 in District/Division.....of the State/Union
 Territory*..... belongs to the.....
 Caste/Tribe* which is recognised as a Scheduled Caste/
 Scheduled Tribe* under :—

*The Constitution (Scheduled Castes) Order, 1950.

*The Constitution (Scheduled Tribes) Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories)
 Order, 1951.

*The Constitution (Scheduled Tribes) (Union Territories)
 Order, 1951.

(As amended by the Scheduled Castes and Scheduled Tribes
 Lists (Modification) Order, 1956, the Bombay Re-
 organisation Act, 1960, the Punjab Re-organisation
 Act, 1966 the State of Himachal Pradesh Act, 1970 the
 North Eastern Areas (Re-organisation) Act, 1971 and
 the Scheduled Castes and Scheduled Tribes Orders
 (Amendment) Act, 1976) :—

*The Constitution (Jammu and Kashmir) Scheduled Castes
 order, 1956.

*The Constitution (Andaman and Nicobar Islands)
 Scheduled Tribes Order 1950 as amended by the
 Scheduled Castes and Scheduled Tribes Orders
 (Amendment) Act, 1976.

*The Constitution (Dadra and Nagar Haveli) Scheduled
 Castes Orders 1962.

*The Constitution (Dadra and Nagar Haveli) Scheduled
 Tribes Order 1962.

*The Constitution (Pondicherry) Scheduled Castes Order,
 1964 ;

*The Constitution (Scheduled Tribes) (Uttar Pradesh) 1967 ;

*The Constitution (Goa, Daman and Diu) Scheduled Castes, Order 1968 ;

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order 1968 ;

*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

2. Shri/Shrimati*/Kumari*
and/or*his/Her* family ordinarily reside(s) in village/town*
. of District/Division*
of the State/Union Territory* of

Signature

Designation

(With seal of Office).

(To be signed by a Revenue
Officer not below the rank
of a Tahsildar)

Place : State

Date : Union Territory*

*Please delete the words which are not applicable.

Note.—The term “ordinarily resides” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Form of Declaration/certificate to be produced by a candidate belonging to Backward Community, Backward Castes and Backward Tribe in Support of his claim.

Note.—

(i) Candidates are required to produce only the declaration with their application. The Certificate will be obtained by the Appointing Authority.

(ii) Column 6 does not apply to candidates belonging to *Backward Tribe and their income need not be certified in the certificate.

DECLARATION

1. Name of the applicant	..
2. Name of the parents/guardian (If parents are not alive) in the case of guardian, state nature of relationship to the candidate.	..
3. Permanent address	..
4. Postal address	..
5. Community/Castes/Tribes of the Candidate, parents or guardian.	..
6. Total annual income of candidate and parents/guardian (If parents are not alive from sources):—	..
(i) Salary	..
(ii) Land and Buildings	..
(iii) Other sources	..

DECLARATION ON OATH

We, (1) Son/Daughter of ordinarily residing at (full address) parent/Guardian (if Parents are not alive)

(2) Son/Daughter of residing at (full address) (Candidate).

do hereby solemnly affirm and state on oath that the statement made and the information furnished above are true and correct.

Should it however, be found that any information furnished herein is untrue or false in material particulars we realise that we are liable for Criminal prosecution and that the candidate shall be liable to forego the claim for public services under the State Government.

Signature of the Candidate ;

Signature of the parents/ Guardian (if the parents are not alive).

Station :

Dated :

Two witness from the locality :—

We identify the parent/Guardian and the candidates and their signature above :

Signature with full address

- (1)
(2)

SWORN TO BEFORE ME

Station :

Dated :

Signature of the authorised
Officer of Government of
Karnataka with name and
designation.

The following officer are empowered to administer
the Oath :

- (a) Assistant Commissioner in charge of Revenue Sub-Divisions.
- (b) Tahsildars/Special Tahsildars/Deputy Tahsildars.
- (c) District Officers of the Department of Backward Classes and Minorities.
- (d) District Social Welfare Officers.
- (e) District Health Officers.
- (f) Block Development Officers.
- (g) Sub-Registrars.
- (h) Assistant Educational Officers.
- (i) Revenue Officers of City Corporations and Municipal Corporations.
- (j) Chief Officers of Town Municipalities.

CERTIFICATE OF VERIFICATION

This is to certify that Shri/Smt.....
son/daughter/wife of Shri..... Ordinarily residing
at..... Village, Town/City.....
..... District/Division in the
Karnataka State belongs to the.....
Community which is enumerated as a **Backward
Community**.

****Caste**
Tribe

****Backward Caste**
Backward Tribe

in Appendix I to the Government Order DPAR 1 SBC 77, dated 4th March 1977 as amended from time to time.

Shri/Smt..... and/or his/her family ordinarily* reside(s) in the..... Village/Town/City..... of..... District/Division of the Karnataka State.

Certified that the annual ***income of the said Shri/Smt.....and his parents/guardian from all sources is Rs.....(in words and figures).....

Place :

Date :

Signature.....
Tahsildar.....Taluk
Commissioner/Chief Officer,
.....Municipality.
.....

Seal of Office :

*The term 'ordinarily reside used here has the same meaning as in Section 20 of the Representation of Peoples' Act, 1950.

**Strike out which is unnecessary.

***This should indicate the total income from all sources of the candidate and the income of his parents and if the parents are dead, the income of his guardian.

Note.—The income of the candidate from his salary as local candidate on temporary basis and the amount of stipend received by him under stipendary employment scheme shall be excluded from computing the "family income" in terms of Government Order No. DPAR 30 SBC 80, dated 3rd February 1981.

FORM--3

Form of Declaration/certificate to be produced by a candidate belonging to the special Group in support of his claim.

(Note.—Candidates are required to produce only the Declaration with their application. Certificate will be obtained by the Appointing Authority).

DECLARATION

-
1. Name of the applicant ..

 2. Name of the parents/guardian (if parents are not alive) in the case of guardian, State nature of relationship to the candidate .

 3. Parmanent address ..

 4. Postal Address ..

 5. Occupation of parents/Guardian (if parents are not alive) Indicate whether :
 - (i) Actual Cultivator .
 - (ii) Artisan ..

 - (iii) Petty businessman .

 - (iv) Employment of the candidate, parents or guardian in Government services or service in private employment including casual labour
-

(v) Any other occupation involving manual labour or self employment (the occupation to be specified) ..

(vi) Pensioner after retirement from appointment mentioned in category (vi) above ..

6. Total annual income of candidate and parents/Guardian (if parents are not alive) from all sources ..

(i) Salary ..

(ii) Land and Buildings ..

(iii) Other Sources ..

(iv) Pensioner after retirement from Government Service or services in Private employment. ..

DECLARATION ON OATH

We, (1) Son/Daughter ofordinarily residing at (full address) Parent/Guardian) (if parents are not alive).

(2) Son/Daughter of residing at (full address) (candidate).

Do hereby solemnly affirm and state on Oath that the Statement made and the information furnished above are true and correct.

Should it however, be found that any information furnished herein is untrue or false in material particulars we realise that we are liable for Criminal prosecution and

that the candidate shall be liable to forego the claim for Public Services under that State Government.

Signature of Candidate.

Signature of Parents/
Guardian (if the parents
are not alive).

Station

Station

Dated

Dated

Two Witnesses from the locality

We identify the parent/guardian and the candidate and their signature above :

Signature with (1)

full address (2)

SWORN TO BEFORE ME

Station :

Dated :

Signature of the authorised Officer*
of Government of Karnataka
with name and designation.

*The following Officers are empowered to administer the Oath.

1. (a) Assistant Commissioner in charge of Revenue Sub-Divisions.
- (b) Tahsildars/Special Tahsildars/Deputy Tahsildars.
- (c) District Officers of the Department of Backward Classes and Minorities.
- (d) District Social Welfare Officers.
- (e) District Health Officers.

- (f) Block Development Officers.
- (g) Sub-Registrars.
- (h) Assistant Educational Officers.
- (i) Revenue Officers of City Corporations and
Municipal Corporation.
- (j) Chief Officers of Town Municipalities.

CERTIFICATE OF VERIFICATION

I do hereby certify that I have on enquiry satisfied myself that the annual income of the candidate and his parents/guardian (if parents are not alive) from all sources is Rs. (in words and figures)**

I am also satisfied that the candidate/parents/guardian (if the parents are not alive) of the candidate are/*

-
1. An actual cultivator ..

 2. An artisan ..

 3. A petty businessman ..

 4. Holding an appointment in Government service or service in private employment including casual labour.

 5. Is engaged in
 (here specify the occupation which involves manual labour or self-employment.

 6. Pensioner after retirement from appointments mentioned at Sl. No. (4) above.

*Strike out whichever is not relevant :

Place :

Dated :

(Seal of Office)

Signature.....
 Tahsildar..... Taluk
 Commissioner/Chief Officer,
 Municipality.

****Note :** The income of the—

****Note :** The income of the candidate from his salary as local candidate on temporary basis and the amount of stipend received by him under stipendary employment scheme shall be excluded from computing the “family income” in terms of Government Order No. DPAR 30 SBC 80, dated 3rd February 1981.

**97. Notification No. DPAR 29 SSC 76,
Bangalore, dated 1st September 1981.**

In exercise of the powers conferred by Article 318 of the Constitution of India, the Governor of Karnataka hereby makes the following regulations, further to amend the Karnataka Public Service Commission (Conditions of Service) Regulations, 1957, namely :—

1. Title and commencement.—(1) These regulations may be called the Karnataka Public Service Commission (Conditions of Service) First Amendment) Regulations, 1981.

(2) They shall come into force on the date of their publication in the Official Gazette.

(3) **Amendment of regulation 16.**—Regulation 16 of the Karnataka Public Service Commission (Conditions of Service) Regulations, 1957 shall be renumbered as sub-regulation (1) thereof and after the sub-regulation (1) as so renumbered, the following sub-regulation shall be inserted, namely :—

(4) The staff of the Commission shall be subject to the jurisdiction of the State Vigilance Commission constituted under the provisions of Karnataka State Vigilance Commission Rules, 1980 and the provisions of the said rules including Rule 14 of the Karnataka Civil Services (Classification, Control and Appeal) Rules 1957 shall, so far as may be, be applicable to them with the modification that references to “Government” and ‘Government servant’ therein shall be construed as references to ‘Karnataka Public Service Commission’ and ‘member of the staff of the Commission’ respectively.

**98. Circular No. DPAR 11 SSR 81,
Bangalore, dated 1st September 1981.**

Subject.—Setting apart vacancies for Ex-servicemen and Physically Handicapped.

It has been represented to Government by the Department of Sainik Welfare and Resettlement that the recruiting agencies have not been able to understand the implications of a series of orders issued in the matter of setting apart posts for Ex-Servicemen and that as a result the orders are not being followed rigidly. In order to make the position clear to all concerned, a gist of the provisions/ instructions in the matter is given below.

2. According to Rule 9 of the Karnataka Civil Services (General Recruitment) Rules, 1977, in all direct recruitment vacancies 10% of the posts shall be set apart for being filled up by direct recruitment from among ex-servicemen. The vacancies to be set apart for this purpose have been identified as 10th, 20th, 30th, 40th, 50th, 60th, 70th, 80th, 90th and 100th vacancies. Similarly, in certain categories of Group 'C' and Group 'D' posts, 4% of direct recruitment vacancies are to be set apart for being filled by physically handicapped persons and these vacancies have been identified as 25th, 49th, 75th and 99th vacancies.

3. There will be reservation for Scheduled Caste, Scheduled Tribes and Other Backward Classes in the 10% of posts set apart for Ex-Servicemen. But there is no such reservation in the posts set apart for the physically handicapped.

4. Following is an illustration of how two points are to be implemented :

If 65 direct recruitment vacancies are to be filled up, 6 posts (i.e., 10th, 20th, 30th, 40th, 50th and 60th vacancies) are to be set apart for ex-servicemen and two posts

(i.e., 25th and 49th vacancies) are to be set apart for physically handicapped persons. The number of posts available to the general category would be 57 (i.e., 65-8). The appointing authority should notify to the recruiting agency :—

(i) 57 posts to be filled up by direct recruitment from the general category duly classified according to the roster point Nos. 1 to 57.

(ii) 6 posts to be filled up by direct recruitment from among ex-servicemen duly classified according to roster point Nos. 1 to 6.

(iii) 2 posts to be filled up from among physically handicapped without any classification.

If required number of suitable candidates belonging to category (ii) and (iii) are not available, such vacancies shall be added to category (i).

5. On the next occasion if 20 direct recruitment vacancies are to be filled up those would constitute vacancy Nos. 66 to 85 and the categorywise breakup will be :—

(i) 17 vacancies to be filled up by general category duly classified according to the roster point Nos. 58 to 74.

(ii) 2 vacancies (i.e., 70th and 80th) to be filled up by ex-servicemen duly classified according to the roster point Nos. 7 and 8.

(iii) 1 vacancy (i.e. 75th) to be filled up by physically handicapped.

6. All appointing authorities and Recruiting Agencies are requested to regulate setting apart vacancies for ex-servicemen and physically handicapped candidates in accordance with the above example. In respect of post for which there is no provision for setting apart 4 per cent of vacancies for physically handicapped persons, the above example holds good except that the posts ear-marked for the physically handicapped would be added on to the general category.

**99. Notification No. DCA 10 ARB 81 Bangalore dated
3rd September 1981**

In exercise of the powers conferred by sub-rule (1) of rule 19 of the Karnataka Government (Transaction of Business) Rules, 1977 the Governor of Karnataka, hereby specially empowers the Section Officer, Litigation III Section and the Section Officer, Litigation IV Section in the Department of Law and Parliamentary Affairs, to authenticate by their signatures in the manner specified in the said sub-rule, orders and instruments made and executed in the name of the Governor of Karnataka.

**100. Sub.—Joint Consultative Machinery—Reconstitution:
—Nomination of Secretary—**

Read.—

(1) G.O. No. GAD 7 DSW 69 dated 19th October 1972.

(2) G.O. No. GAD 9 DSW 75 (1) dated 3rd November 1975.

(3) G.O. No. GAD 9 DSW 75 (2) dated 3rd November 1975.

(4) G.O. No. DPAR 32 MMG 78 dated 28th December 1978.

(5) G.O. No. DPAR 22 LMX 81 dated 21st August 1981.

Preamble.—

In Government Order dated 21st August 1981 read at (5) above, sanction was accorded for the reconstitution of the state Council of the Joint Consultative Machinery with representatives of Government and the representatives of the staff. The proposal of the nomination of the Secretary for the said Council was under consideration for some time past.

**Order No. DPAR 507 LMX 81,
Bangalore, dated the 4th September 1981.**

The Chief Secretary to Government and the Chairman of the State Council of the Joint Consultative Machinery is pleased to nominate Shri K. A. Keshava Murthy, President Karnataka State Government Employees Association, Bangalore one of the representative of the staff as Secretary of the said state Council of the Joint Consultative Machinery.

**101. Official Memorandum No. DPAR 14 STR 81, dated
7th September 1981**

Subject.—Premature Transfer of Government Servants.

Reference.—O.M. No. DPAR 15 STR 80, dated 16th October 1980.

In the Official Memorandum dated 16th October 1980 referred to above it was clarified that transfer of officials from one post to another in the same station within two years also constituted premature transfer which required prior approval of the Chief Minister. According to the earlier instructions a Government servant should normally be transferred if he was at a place for four years.

2. A question has been raised whether a person who is transferred from one post to another in the same station but has put in a total service of 4 years in such station could be transferred to another station even though he has not completed two years in the second post.

3. It is clarified that the total limit of four years' stay refers to a place or station. When persons are shifted from one post to another in the same station, their transfer from one place to another would be regulated according to the

total period of stay in a place. For this purpose it is immaterial whether they have completed two years of service in the second post in the same station or not.

4. It may, however, be ensured that transfers from one post to another in the same station are avoided to the extent possible since otherwise there will be unnecessary dislocation of work in any given post when the two parameters referred to above are applied.

102. Notification No. DPAR 31 SCR 81, Bangalore dated 9th September 1981

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules to amend the Karnataka Civil Services (Selections to Class III Posts) Rules, 1981, namely :—

1. Title and commencement.—(1) These rules may be called Karnataka Civil Services (Selections to Class III Posts) (Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Amendment of Karnataka Civil Services (Selections to Class III Posts) Rules, 1981.—In the Karnataka Civil Services (Selections to Class III Posts) Rules, 1981, for the words “Class III Posts” or “Posts in Class III Services”, wherever they occur, the words “non-Gazetted posts under State Civil Services Group B and Group C” shall be and shall be deemed always to have been substituted.

103. Notification No. DPAR 93 LMX 80, Bangalore, dated 10th September 1981

Whereas the State Government in Notification of even number dated 6th March 1981 have appointed a commission of Inquiry consisting of a single member namely Shri K. Sanjeeva, District Judge, for making enquiry into the affairs of the Karnataka State Khadi and Village Industries Board with a direction to complete its Inquiry and report to the State Government on or before 31st August 1981 ;

2. And whereas the State Government is of the opinion to extend the term of the said Commission by another six months, due to certain administrative difficulties.

3. Therefore, in exercise of the powers conferred by section 3 of the Commissions of Inquiry Act, 1952 (Central Act No. 60 of 1952), the State Government hereby extends the term of the said Commission for a further period of six months with effect from 1st September 1981.

104. Notification No. DPAR 68 SSR 76, Bangalore dated 11th September, 1981

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Karnataka hereby makes the service and Kannada Language Examinations (Eighth Amendment) Rules, 1980, namely :—

1. Title and Commencement.—(1) These rules may be called the Karnataka Civil Services (Service and Kannada Language Examinations) (Eighth Amendment) Rules, 1981.

(2) They shall be deemed to have come into force on the 11th day of December, 1980—

2. Amendment of rule 2.—In rule 2 of the Karnataka Civil Services (Service and Kannada Language Examinations) (Eighth Amendment) Rules, 1980 for the words and

figures “ the following sub-rule shall be deemed to have been substituted with effect from 8th May 1979 ”, the words ‘ the following sub-rule shall be and shall be deemed always to have been substituted, namely ” shall be substituted.

105. Notification No. DPAR 6 SSC 79, Bangalore, dated 11th September 1981

In exercise of the powers conferred by article 318 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Public Service Commission (Conditions of Service) Regulations, 1957, namely :—

1. Title and commencement.—(1) These regulations may be called the Karnataka Public Service Commission (Conditions of Service) (Third Amendment) Regulations, 1981.

(2) They shall come into force on the date of their publication in the officials Gazette.

2. Amendment of regulation 6.—After sub-regulation (2) of regulation 6 of the Karnataka Public Service Commission (Conditions of Service) Regulations, 1957, (hereinafter referred to as the said regulations) the following sub-regulation shall be inserted, namely :—

(3) A member shall be entitled to cash payment in lieu of unutilised earned leave as follows.

(a) He shall be paid cash equivalent of leave salary in respect of the period of earned leave at his credit at the time of ceasing to hold office.

(b) The payment of cash equivalent of leave salary under clause (a) shall be limited to a maximum of 120 days of earned leave.

(c) The cash equivalent of leave salary thus admissible shall become payable to a member at the time of ceasing to hold office and shall be paid in one lumpsum as a one time settlement”.

3. Omission of regulations 6A and 6B.—Regulations 6A and 6B of the said regulations shall be omitted.

106. Notification No. DPAR 10 SSC 80, Bangalore dated 15th September 1981

In exercise of the powers conferred by Sections 16 and 18 of the Karnataka Public Service Commission (Conduct of Business and Additional Functions) Act, 1959 (Karnataka Act 20 of 1959), the Government of Karnataka hereby makes the following rules further to amend the Karnataka Public Service Commission (Conduct of Service Examination) Rules, 1965, namely :—

1. Title and Commencement.—(1) These rules may be called the Karnataka Public Service Commission (Conduct of Service Examination) (Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Amendment of Rule 13.—In rule 13 of the Karnataka, Public Service Commission (Conduct of Service Examination) Rules, 1965, for sub-rule (2), the following sub-rule shall be substituted, namely :—

“(2) The Supervisors, Invigilators, Assistants/Clerks/Typists Attenders/Peons/Water Boys, shall be paid remuneration at the following rates, namely :—

1. Supervisors.—20 Rs. for a day of two Sessions.
2. Invigilators.—16 Rs. for a day of two Sessions.
3. Assistants/Clerks/Typists.—12 Rs. for a day of two Sessions.
4. Attenders/Peons/Water Boys.—5 Rs. for a day of two Sessions.

Provided that for one Session fifty per cent of the remuneration shall be paid”.

107. Sub.—Introduction of Security Deposit System for Membership to the Karnataka Government Secretariat Library—

Read.—

- (1) Government Orders No. DPAR 4 LBM 79, dated 22nd January 1981 and 10th July 1981.
- (2) Letters dated 28th January 1981 and 17th February 1981 of the Secretary, Karnataka Government Secretariat Association.

Preamble.—

In Government Order dated 10th July 1981 read above, sanction was accorded to collect security deposit for membership at the rate of Rs. 5 per card subject to a maximum of Rs. 20 for 4 cards per member for providing book borrowing facilities to the members. But the Secretariat Association has been repeatedly requesting the Government to withdraw the deposit system and allow the Secretariat staff to enroll themselves as members of the Library, without insisting on library deposit. The Association in their letter dated 28th January 1981 cited at Sl.No. (2) above have suggested to obtain a consent letter from the members for recovery of the cost of the book and the overdue charges if any from their salary. At the same time the Association in their letters dated 28th January 1981 and 17th February 1981 have expressed that the Association is in favour of collection of overdue charges and have requested to continue the system of overdue charges. Besides on the request of the Association, the Departmental Council for the Karnataka Government Secretariat as Members of the Library without insisting on security deposit but to continue the overdue charges.

Order No. DPAR 4 LBM 81, Bangalore,
dated 15th September 1981.

After taking into account all aspects of the matter, it is decided to give an option to the officers/officials of the Karnataka Government Secretariat either to pay the security deposit as specified in the Government Order read above, or to give an undertaking in the form appended to this Order for recovery of the cost of the book and the overdue charges if any, from their salary in case books are not returned on or before the due date, for enrolling them as members of the Karnataka Government Secretariat Library.

108. AUTHORISATION FOR RECOVERY

I,
..... (Name and Designation with complete official address) hereby authorised the Secretariat Library to recover the cost of the Library book/s borrowed by me and overdue charges if any from my salary in case I fail to return the Library book/s to the Library on or before the due date without giving any notice of recovery to me.

Bangalore,

Signature

Dated :

with Name and Designation.

**109. Corrigendum No. DPAR 40 KTP 80, Bangalore,
dated 19th September 1981.**

Subject.—Upgrading the Village Accountants-cum-Panchayat Secretaries Training Centres located at Sirsi, Kolar, Shimoga and Gulbarga to the level of District Training Institutes and strengthening the existing twelve District Training Institutes — Orders Regarding —

The words “Survey Supervisor for the words Instructor (Survey)” appearing at item No. (5) of para 3 at page 2 of the Government Order No. DPAR 40 KTP, dated 12th March 1981, may be substituted.

**110. Circular No. DPAR 14 SRC 81, Bangalore,
dated 24th September 1981.**

Subject.—Addressing Communications to Ministers by Government Officers — Instructions regarding.

An instance has come to the notice of Government wherein a Head of Department addressed a letter to the Chief Minister personally communicating some information. Government consider this to be improper.

2. According to the administrative set-up prevailing in the State, a Secretary of a Secretariat Department is the official head of that Department. He is responsible for the observance of rules relating to the transaction of Business in Government. It is his duty to see that the policy of Government in the Department to which he is concerned is carried out. He is required to place before the Minister all relevant facts relating to a case and tender advice before a minister passed final orders. He has the responsibility to bring to the notice of the Minister when a course of action proposed is contrary to any rule or law or is at variance with the policy of Government. Thus, all communications from Government to the field officers and

vice-verse are required to be routed through the Secretariat Department concerned. Even if Ministers call for information directly from field officers, the latter should transmit the same through the concerned Secretary. It will not be possible for a Secretary to Government or his Department to discharge the responsibility vested in him unless the procedure of routing all correspondence from Government to Heads of Departments, and other subordinate level and vice versa are routed through the Secretariat Department is strictly adhered to.

3. Government, therefore, direct that Heads of Departments and others should refrain from sending communications directly to Ministers. They should invariably send all communications meant for Government through the concerned Secretary for being processed and placed before the Minister concerned in the prescribed manner.

**111. Circular No. DPAR 265 CDA 81, Bangalore,
dated 24th September 1981.**

Subject.—Deputation of drivers from other departments to Karnataka Government Secretariat — preference to K.G.S. drivers—instructions regarding

Under Karnataka Secretariat Services (Recruitment) (Amendment) Rules 1979, 50 per cent of the posts of Drivers may be filled up either by direct recruitment or by deputation from any other Civil Services from the Cadre of Drivers and the other 50 per cent by promotion from the Cadres of Class-IV officials of the Karnataka Government Secretariat.

2. Under the above provision, the Secretaries to Government/Additional Secretaries/Special Secretaries and other Officers of Karnataka Government Secretariat, are

preferring deputationist drivers, choosing persons according to their suitability and convenience and sending back Karnataka Government Secretariat Drivers who will be without any posts.

3. A situation has arisen, in which deputationist drivers have outnumbered the drivers borne on Karnataka Government Secretariat cadre and on account of surrender of cars by some officers consequent to abolition of the temporary posts etc., some of the drivers of K.G.S. have been surrendered to DPAR (Executive) to whom postings could not be given for want of posts. It is extremely difficult to transfer them to other Establishments.

4. In the circumstances, Secretaries to Government/ Additional Secretaries/Special Secretaries and other Officers of KGS are requested to utilise the services of K.G.S. drivers only, in future, Discretion to draft deputationists shall be exercised only by the DPAR in exceptional circumstances, subject to availability of vacancies. These instructions are issued with a view to avoid KGS drivers being rendered surplus due to drafting of deputationists by user Departments. All concerned are requested to contact Deputy Secretary, Department of Cabinet Affairs & DPAR (Protocol) in future in case they desire to have deputationist driver for their vehicles.

**112. No. DPAR 46 SDE 81, Bangalore,
dated the 24th September 1981.**

Subject.—Abolition of Octroi—absorption of surplus staff in Government Departments.

Reference.—G.O. No. DPAR 79 SSR 79, dated 18th February 1980.

In the Government order dated 18th February 1980 orders were issued to the effect that such of the regularly recruited surplus staff of the octroi establishment of local

bodies coming within the purview of the Karnataka Municipalities Act, 1964, as could not be absorbed in available vacancies in the concerned XX or other local bodies should be appointed purely temporarily against posts in equivalent grades in Government Departments subject to the conditions stipulated therein.

2. Recently Government issued the Karnataka Civil Services (Selections to Class III Posts) Rules, 1981, which permitted the appointing authorities to select candidates for Class III posts. Pursuant to these rules, appointing authorities might initiate action to invite applications and select candidates for filling up of vacancies in Class III Posts.

3. While advertising vacancies in Class III Posts under the above mentioned rules, the selecting authorities must not include the posts under them which are temporarily held by the surplus octroi staff in accordance with the G.O. dated 18th February 1980. The posts held by these surplus octroi staff shall not be deemed to be vacant posts till the octroi staff are taken back and appointed against vacancies under the Municipalities. No appointing authority should dispense with the services of surplus octroi staff for the purpose of appointing candidates selected under the Karnataka Civil Service (Selection to Class III Post) Rules, 1981.

**113. Official Memorandum No. DPAR 46 SCR 81,
Bangalore, dated 29th September 1981**

Subject.—Percentage of Posts to be Reserved for Promotion and the Percentage to be Reserved for Direct Recruitment at Different Levels.

A Cabinet Sub-Committee was constituted to examine the question relating to the percentage of posts to be reserved for promotion and the percentage of posts to be

reserved for direct recruitment for difference posts under Government. The Sub-Committee after examining this matter felt that it would be difficult to take any decision in the abstract and lay down a desirable uniform percentage or ratio for direct recruitment and promotion for various cadres as the needs and composition of various cadres were quite different from each other. The Sub-Committee, therefore, felt that it would be appropriate to lay down general guidelines with reference to which individual departments could suggest the ratio for various levels posts in the various cadres.

2. On the basis of the recommendations of the Sub-Committee, the following general guidelines are laid down for the guidance of various departments in this behalf ;

(i) With a view to toning up the morale of the Government personnel at various levels adequate promotional opportunities should be provided at all levels ;

(ii) Direct recruitment is desirable in all cadres and at all levels though the ratios of direct recruitment and promotion may vary from cadre to cadre and level to level ;

(iii) In respect of posts where technical knowledge is essential, it is desirable to have infusion of fresh blood even at higher levels by recruiting candidates who have acquired knowledge of latest direct recruitment percentage is desirable to enable recruitment of candidates with higher qualifications and better talent at appropriate levels.

3. The Secretaries to Government are requested to examine the existing ratio between direct recruitment and promotion for various posts and formulate suitable proposals on the basis of the above guidelines for modifying existing ratio in the various cadres under their administrative control. They may kindly send consolidated proposals for the consideration of the Sub-Committee. While suggesting modification in the existing ratio,

information regarding the strength of the cadre, the strength of the feeder cadres, the existing ratio between direct recruitment and promotion should please be indicated.

4. This exercise should please be completed and consolidated proposals should please be forwarded by Secretaries to Government in respect of all the field departments under their administrative control within a period of two months i.e. before the end of November 1981, without fail.

114. Sub :—Reservation of vacancies for SCs./STs. and other categories of backward classes under article 16(4) of the Constitution of India—mode of selection to teaching posts in the Departments of Collegiate Education and Medical Education.

Read.—

Government Order No. DPAR 1 SBC 77, dated 4th March 1977.

Preamble.—

Selections to posts under the State Civil Services were being made by the Selecting Authorities following the mode of Selection prescribed in Appendix III to the Government Order dated 4th March 1977 read above. It has come to the notice of Government that there is difficulty in selecting candidates to posts like, Lecturers in the departments of Collegiate Education and Medical Education following the Mode of Selection prescribed in Appendix III to Government Order dated 4th March 1977 as while making recruitment to such posts classification of vacancies for reservation of Posts in favour of Scheduled Castes/ Scheduled Tribes and Backward Classes is made on the basis of total number of posts, but Selection is required to be made subject-wise.

The High Court of Karnataka while disposing the case in Writ Petition No. 810 of 1979 has suggested a procedure to be followed in making selection to posts like Lecturers, where Selection in more than one subject is required to be made and posts are reserved in favour of Scheduled Castes/ Scheduled Tribes etc., on the basis of total number of posts.

**Order No. DPAR 42 SBC 81,
Bangalore, dated 6th October 1981.**

Considering the difficulties and suggestion made by the High Court as indicated above, Government are pleased to direct that in partial modification of the Orders issued in para 4 of the Government Order No. DPAR 1 SBC 77, dated 4th March 1977, the Mode of Selection to teaching posts in the Departments of Collegiate Education and Medical Education shall be as indicated below :

Mode of selection to teaching posts in Departments of Collegiate Education and Medical Education.

(a) The appropriate Selecting Authority shall first prepare consolidated list of all eligible applicants irrespective of classes to which they belong, arranging them in the order of merit (hereinafter called the First List).

(b) The Selecting Authority will then prepare from out of the First List, a Second List (hereinafter called the Second List) selecting the best among the candidates eligible for selection against the posts reserved for each category, namely, Scheduled Caste, Scheduled Tribe, Backward Communities, Backward Castes, Backward Tribes and the Special Group.

(c) Thereafter the Selecting Authority will prepare from out of the First List excluding the names forming the Second List, a Third List (hereinafter called the Third List)

selecting candidates strictly according to merit, but having regard to the subject in which vacancy exists, upto the extent of posts reserved for the General Merit category.

(d) The Selecting Authority will then prepare the Final List of selected candidates for appointment to the category of posts for which selection is made by arranging the names of candidates included in the Second Lists and the Third Lists in the Order of merit.

**115. Official Memorandum No. DCA 11 ARB 81,
Bangalore, dated 13th October 1981.**

Subject.—Allocation of Planning Department to the Development Commissioner-cum- Agricultural Production Commissioner.

Under the proviso (a) to Rule 7 of the Karnataka Government (Transaction of Business) Rules, 1977, Government direct that the Planning Department shall be placed under the Charge of the Development Commissioner-cum Agricultural production Commissioner until further orders.

2. This supersedes the instructions issued in O.M. No DCA 11 ARB 81, dated 14th July, 1981.

116. Sub.—Enhancement of the Ceiling Limit on Investment on Construction/Purchase of Houses for Residential purposes by Government Servants who avail house building advance/house Purchase Advance—Regarding.

Read.—Government Order No. DPAR 402 SME 77, dated the 28th July, 1979.

Preamble.—

In the Government Order read above it was directed that Government servants who construct houses by obtaining the House Building Advance from the Government shall limit the investment on their houses excluding the cost of the site to one hundred months' pay or to Rs. 1,50,000 (Rupees One Lakh and Fifty Thousand) only whichever is less and that in the case of Government servants whose seventy-five-months' pay falls short of Rs. 75,000 (Rupees Seventy-five thousand) only, the corresponding ceiling limit would be Rs. 75,000 (Rupees Seventy-five thousand) only. The question of enhancing this limit in view of the escalation of the cost of building materials has been examined and the following orders are issued.

Order No. DPAR 15 SME 81, Bangalore, dated the 14th October 1981

In partial modification of the Government Order No. DPAR 4002 SME 77: dated the 28th July, 1979 Government are pleased to direct that Government servants who construct houses/purchase houses by obtaining House Building Advance/House Purchase Advance from Government shall limit the investment on their houses excluding the cost of the site to one hundred and twenty-five months' pay or Rs. 2,00,000 (Rupees two lakhs) only whichever is less. In the case of employees whose one hundred and twenty-five months' pay falls short of Rs. 90,000 (Rupees ninety thousand), the corresponding limit shall be Rs. 90,000 (Rupees ninety thousand) only.

2. The orders contained in paras two and three of the Government Order read above will continue to apply.

**117. U.O. No. DPAR 92 AAR 81 Bangalore, dated
17th October 1981.**

Subject.—Affixing of signatures and indicating designations of officers etc.,

It is observed that some officers are not following the instructions contained in paras 49 and 58(v) of the Secretariat Manual of Office Procedure. Para 49 required that all U.O. references have to be marked by name to an officer in the Department and they are required to be received by that officer/section directly. Para 58(v) of the Manual requires an officer recording a note append his signature with date below the note and the rubber stamp indicating the name and designation has to be affixed below the signature. If, however, the name of the officer is typed below his signature, it will not be necessary to affix the rubber stamp.

All Under Secretaries and Section Officers in D.P.A.R. are requested to follow the above instructions.

**118. Circular No. DPAR 17 SRC 81, Bangalore,
dated 20th October 1981.**

Subject.— Annual Confidential Reports—Writing of—

In the Circular No. DPAR 3 SRC 79 dated 12th March 1979, it has been impressed on all officers writing the Confidential Reports that they should avoid expressing their views on the performance of the Officers reported upon unless they had occasion to closely see the work of such Officers and also to ensure that they write the Confidential Reports in very clear terms without giving scope for ambiguity.

2. It has come to the notice of Government that some reporting officers and the officers through whom or to whom reports are submitted, sometimes do not apply their mind while writing Confidential Reports of their subordinate officers or adding their remarks. For instance, an Officer agreeing with the adverse remarks recorded in the Confidential Report of an official at one time, mechanically agreed to expunging the same when the representation of the official against the adverse remarks was referred to him for his comments not realising that it amounts to contradicting his own views.

3. It is, therefore, impressed upon all the Officers writing Confidential Reports that they should write the reports or add their remarks only after making a full assessment of the work and conduct of officers in all the dimensions and follow these, instructions scrupulously.

119. **Subject.**—Abolition of octroi staff in various Municipal corporations—Absorption of surplus staff in Government Department.

**Government Order No. DPAR 41 SDE 81, Bangalore
dated 20th October 1981**

Read.—(1) Government Order No. DPAR 79 SSR 79 dated 18th February 1980.

(ii) Letter No. HDC 117 GAC 80 dated 18th/21st March 1981 from the Commissioner, Hubli-Dharwar Municipal Corporation Hubli.

Preamble.—

In the Government order dated 18th February 1980 referred to above orders were issued under section 329 of the Karnataka Municipal Act 1964 for the absorption of such of the regularly recruited surplus staff of Octroi

establishment of local bodies as could not be absorbed in available vacancies in the concerned or other local bodies in Government department subject to the conditions stipulated therein. A proposal has now been made to Government for absorption of such surplus staff of Municipal corporations also in Government departments having regard to the Karnataka Municipal Corporations Act 1976, as amended by the Karnataka Municipal Corporations (Second Amendment) Act, 1981.

ORDER

In exercise of the powers conferred under section 91-A of the Karnataka Municipal Corporations Act 1976 Government are pleased to order that such of the regularly recruited surplus staff of Octroi establishment of the below noted FIVE Municipal Corporations, as could not be absorbed in available vacancies in the concerned Corporation or other Corporations or in any local authority constituted or deemed to have been constituted under any law made by the State Legislature, should appointed purely temporarily against post in equivalent grades in Government Departments, subject to the same terms and conditions as referred to in the Government Order cited above which are reproduced below :

- (1) The Corporation of the City of Bangalore ;
- (2) The Hubli Dharwad Municipal Corporation ;
- (3) The Mysore City Corporation ;
- (4) The Belgaum City Corporation ; and
- (5) Mangalore City Corporation.

Terms and Conditions :

(1) Such appointments should be only as a stop gap arrangement and persons so appointed will be treated as on deputation.

(2) As soon as vacancies in equivalent cadre occur in local bodies they should be taken back and posted against such vacancies.

(3) Since these temporary appointments under Government will be made as compensatory measure, Government will not bear any expenditure towards leave salary contributions for the period for which the staff work in Government departments on deputation basis, and expenditure on leave salary, if any, will have to be met by the concerned local bodies. However, the local bodies are exempted from paying pension contribution under rule 106 of the Mysore Municipalities (Conditions of service of officers and servants) Rules, 1972 for the period of deputation of such employees under Government.

(4) The Divisional Commissioners should request Municipal Commissioners to furnish lists of surplus staff and in consultation with the Heads of Departments and other appointing authorities, find out the vacancies available for appointment of these surplus staff in Government Department.

2. Transfer T.A. may be debited to the funds of Government Departments or the local authority to which the official are posted and when they are posted back to their respective Corporation, the T.A. may be debited to the respective Corporation.

3. This order issues with the concurrence of the Finance Department vide their No. FD 1871/Exp. III/81 dated 26th September 1981.

120. Official memorandum No. DPAR 79 SRR 79 Bangalore, dated 20th October 1981

Subject.—Reclassification of services on the basis of pay groups and abolition of the classification of posts as gazetted and non-gazetted.

- Ref.—1.** Government Notification No. DPAR 70 SSR 79
15th June 1981.
2. O.M. No. DPAR 70 SSR 79 dated 13th August
1981.

In Government Notification dated 15th June 1981 orders were issued amending the relevant provisions of the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957, replacing the existing classification of services/posts viz. Class I, II, III and IV by a new classification on the basis of pay groups i.e. Groups A, B, C and D.

2. In O.M. dated 18th August 1981, the decision of Government to abolish the division of State Services and posts into Gazetted and Non-Gazetted was communicated and further it was stated that the question of issuing necessary consequential amendments to be made in the various Acts etc. in this regard was being examined and that amendments would be issued in due course.

3. The Departments of Secretariat are requested to take immediate action to amend the rules of recruitment and other service Rules with which they are concerned, in order to specify in those rules the revised classification based on pay groups. Amendments to be issued in the matter may be given effect from 25th June 1981 on which date amendments issued to the Karnataka Civil Services (Classification, Control and Appeal) Rules come into force.

**121. Notification No. DPAR 43 SCR 81 Bangalore dated
24th October 1981.**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to

amend the Karnataka Civil Services (Selections to non-gazetted posts under the State Civil Services Group B and Group C) Rules, 1981, namely :—

1. **Title and commencement.**—(1) These rules may be called Karnataka Civil Services (Selection to non-gazetted posts under the State Civil Services Group B and C) (Second Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the official Gazette.

2. **Amendment of rule 3.**—In rule 3 of the Karnataka Civil Services (Selections to non-gazetted Posts under the State Civil Services Group B and Group C) Rules, 1981, in item (iv), the words “Primary School Teachers, and” shall be omitted.

122. **Subject.**—State council of joint consultative machinery—nomination of the secretary, health and family welfare department as the member of the council.

Ref.—(1) G.O. No. GAD 7 DSW 69, dated 19th October 1972.

(2) G.O. No. GAD 9 DSW 75 (1), dated 3rd November 1975.

(3) G.O. No. GAD 9 DSW 75 (2)

(4) G.O. No. DPAR 32 MMG 78, dated 28th December 1978.

(5) G.O. No. DPAR 22 LMX 81 dated 21st August 1981.

(6) G.O. No. DPAR 507 LMX 81, dated 4th September 1981.

Preamble.—

In Government Order dated 21st August referred to Sl. No. 5 above, the Joint Consultative Machinery State Council was reconstituted with representatives of Government and the representatives of Staff representing different departments and different cadres.

Among other things the State Council, at its 1st meeting held on 30th September 1981, has agreed to nominate the Secretary to Government, Health and Family Welfare Department as one of the members representing Government on the State Council of the Joint Consultative Machinery.

**Order No. DPAR 647 LMX 81, Bangalore,
dated 27th October 1981.**

After considering the above decision of the State Council of Joint Consultative Machinery, the Secretary to Government, Health and Family Welfare Department is nominated as the member, representing Government on the State Council of the Joint Consultative Machinery with immediate effect.

123. Filling of annual property returns by Government Servants.**Preamble.—**

According to rule 23 of Karnataka Civil Service (Conduct) Rules, 1966 and the instructions issued from time to time every Government servant is required to submit to the prescribed authority a statement of his assets liabilities and of all members of his family in the form prescribed by Government on his first appointment to any service or post and thereafter at interval of twelve months. Despite this provision in some cases statements for several

years are being filed at a time. In some other cases there is no change in the property owned by the officers over a period of years and the returns filed by them in a previous year are repeated during the succeeding years. The procedure to be followed in such cases has been examined by the Government.

Order No. DPAR 15 SRC 81 Bangalore dated 29th October 1981.

Government have considered the matter carefully and are pleased to issue the following instructions in this regard :

(1) If a Government servant has not filed the statement of assets and liabilities for a number of years, he should file one single statement of assets liabilities showing the latest position therein subject to the condition that if the return so filed is for more than year the officer should furnish the details regarding acquisition of the property year-wise.

(2) In respect of the subsequent returns, if there is no variation by way of fresh acquisition of assets or contracting of liabilities, the prescribed form need not be used, but the Government servant should intimate in writing to the competent authority that the returns furnished for the previous year/s hold good for the subsequent year also.

124. Notification No. DCA 14 ARB 81 Bangalore, dated 31st October 1981.

In exercise of the powers conferred by sub-rule (1) or Rule 19 of the Karnataka Government (Transaction of Business) Rules, 1977, the Governor of Karnataka hereby specially empowers the Special Officer (Budget) in the manner specified in the said sub-rule, order, instruments made and executed in the name of the Governor of Karnataka.

125. Sub.—Constitution of the High Level Committee to Watch Implementation of Government Orders Regarding Reservation of Vacancies for other Backward Classes.

Government Order No. DPAR 43 SBC 81, Bangalore dated 31st October 1981.

Read.—Government Order No. DPAR 33 SBC 80(2) dated 4th August 1980.

Preamble—

In Government Order read above a High Level Committee for watching the implementation of Government Orders relating to reservation of Vacancies for the categories of Backward Classes has been constituted with the Chief Minister as the Chairman and fourteen other Members.

ORDER

Government are pleased to direct that the Minister for Public Works and the Minister for Social Welfare and Backward Classes shall be the members of the Committee in places of the former Minister for Revenue and Agriculture and the former Minister of State for Social Welfare respectively.

126. Sub.—Cabinet Sub-Committee to Review from time to time the Policy of Reservation of Vacancies in Favour of Scheduled Castes and Scheduled Tribes -- Reconstitution of—

Government Order No. DPAR 34 SBC 81(1), Bangalore dated 31st October 1981.

Read—

(1) Government Order No. DPAR 31 SBC, dated 28th July 1980.

(2) Government Order No. DPAR 12 SBC 81(1) dated 23rd March 1981.

Preamble—

In Government Order, dated 28th July 1980 read at Sl. No. 1 above, a Cabinet Sub-Committee to review from time to time the Policy of reservation of Vacancies in favour of Scheduled Castes and Scheduled Tribes was constituted. In Government Order, dated 23rd March 1981, read at Sl. No. 2 above the said Sub-Committee of the Cabinet has been reconstituted with the following members:—

Chairman

- (1) Chief Minister.

Members

- (2) Minister for Law and Parliamentary Affairs and Animal Husbandry.
- (3) Minister for Urban Development and Housing.
- (4) Minister for Small Scale Industries and Sericulture.
- (5) Minister of State for Women and Children's Welfare.

ORDER

Consequent on the resignation of the former Minister for Small Scale Industries and Sericulture and the appointment of a Cabinet Minister for the portfolio of Social Welfare and Backward Classes, the above sub-Committee of the Cabinet is reconstituted as follows:—

Chairman

1. Chief Minister.

Members

2. Minister for Law and Parliamentary Affairs and Animal Husbandry.
3. Minister for Urban Development and Housing.
4. Minister for Revenue.
5. Minister for Social Welfare and Backward Classes.
6. Minister of State for Women and Children's Welfare.

127. Notification No. DPAR 47 SCR 81, Bangalore dated 3rd November 1981.

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (Selections to non-Gazetted posts under State Civil Services Group B and Group C) Rules, 1981, namely:—

1. Title and commencement.—(1) These rules may be called the Karnataka Civil Services (Selections to non-Gazetted posts under State Civil Services Group B and Group C) (Third Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Amendment of Rule 2.—(1) For sub-rules (1) and (2) of Rule 2 of the Karnataka Civil Services (Selections to non-Gazetted posts under State Civil Services Group B and Group C) Rules, 1981, (hereinafter referred to as the said rules) the following shall be substituted, namely:—

“(1) In these rules ‘Selecting authority’ in relation to a cadre or post means the Head of the Department to which such cadre or post belongs:

Provided, that in the case of the cadre of Primary School Teachers, the selecting authority shall be the Deputy Director of Public Instructions of the concerned district”.

(2) The existing sub-rule (3) shall be re-numbered as sub-rule (2).

3. Amendment of Rule 4.—To clause (a) of Rule 4 of the said rules the following proviso shall be inserted, namely:—

“Provided that this clause shall not apply to the recruitment to the cadres of First Division Clerks and Second Division Clerks in the Department of Sainik Welfare and Resettlement”.

4. Amendment of Rule 5.—After sub-rule (2) of rule 5 of the said rules, the following sub-rules shall be added namely:—

“(3) Where any preferential or desirable qualification is prescribed for a cadre or post in the rules of recruitment one tenth of the percentage of total marks secured by the candidate in the examination for such preferential or desirable qualification shall be added to the percentage of total marks secured in the qualifying examination. The provision of Sub-rule (2) shall apply *mutatis mutandis* for the purpose of arriving at the percentage of total marks secured by the candidate in the examination for such preferential or desirable qualification.

(4) Where two or more candidates have secured equal percentage of total marks the order of merit in respect of such candidates shall be fixed on the basis of their age, the person older in age being placed higher in the order of merit”.

5. Amendment of Rule 6.—In sub-rule (2) of rule 6 of the said rules, the words “a fee of 25 paise” shall be substituted by the words “prescribed fee”.

6. Amendment of Rule 7.—In sub-rule (2) of Rule 7 of the said rules for the words “shall appoint” the words “shall, subject to clause (c) of Rule 4, appoint” shall be substituted.

7. Savings.—All steps taken by the selecting Authorities under the Karnataka Civil Services (Selections to non-Gazetted posts under State Civil Services Group B and Group C) Rules, 1981, prior to the coming into force of these rules shall be deemed to be steps taken by the concerned Selecting Authorities under the said rules as amended by these and shall be continued by them from the stage where it had reached immediately prior to the coming into force of these rules.

**128. Notification No. DPAR 17 SSR 81, Bangalore dated
3rd November 1981**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, namely:—

1. Title and commencement.—(1) These rules may be called the Karnataka Civil Services (Service and Kannada Language Examinations) (Seventh Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Amendment of Schedule II.—In the Schedule II to the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, in the table in the entries relating to the Department of Printing, Stationery

**129. Circular No. DCA 18 ARB 81, Bangalore dated
10th November 1981**

Subject.—Channels of Communication between heads of Departments and Government.

An instance has come into the notice of Government wherein a Head of Department who wanted to bring to the notice of Government certain matters connected with the subjects dealt with in his department sent a report directly to the Chief Secretary without even routing it through the Secretary concerned.

2. According to the existing organisational set up of the Government, a Secretary in a department is the Secretary to Government and he is the official head of that department. He is responsible for the observance of the rules regulating transaction of business in Government, for formulation of policies in the department it is his duty to see that the policy of the Government in the Government with which he is concerned is carried out. In the departments under his administrative control. The field organisation which is headed by Head of Department has, therefore, to receive orders from and report to the concerned Secretary to Government. Normally, all reports from a field department meant for Government should be addressed to the Secretary concerned. It would be improper for any Head of Department to sidetrack the Secretary concerned and submit reports in any matter directly to the Chief Secretary without even keeping the Secretary concerned informed. There may, however, be some exceptions where the Chief Secretary calls for factual information from field departments. In such cases the information could be reported directly to the Chief Secretary keeping the administrative Secretary informed of it. But in regard to any important policy matter or matters concerning the functioning of the field departments or the administrative department at the Secretariat level, no Head of Department should submit reports directly to

Chief Secretary. Even where the Head of the Department feels very strongly that certain matters are not receiving or not likely to receive adequate or proper attention in the administrative department at the Secretariat level and that it is his duty to bring such matters to the notice of the Chief Secretary in the interest of the administrative, he must send his report through the administrative Secretary. Where necessary, he may submit an advance copy of such a report directly to the Chief Secretary but it will not be considered proper for him to write directly to the Chief Secretary without the knowledge of the Secretary of the Department.

3. These instructions may kindly be noted for future guidance.

130. Circular No. DPAR 41 BWS 81 Bangalore dated 11th November 1981

Subject.—Use of Postal Franking Machines in Government Offices, Public Undertakings, Etc.

In Circular No. DPAR 82 MAR 76 dated 28th April 1978, Government has, in consultation with the Committee on Mechanisation on Administration, requested all the Secretaries to Government and the Heads of Departments to introduce the Postal Franking Machines wherever necessary after following the norms and conditions laid down therein.

The Secretary (Communication), Government of India, Ministry of Communications, New Delhi has, in his D.O. letter No. 23-7/80-CI dated 12th October 1981 (copy enclosed) explained that owing to the shortage of public postage stamps, it is proposed to supply unperforated service stamps in full sheets and it will be advantageous to use the Postal Franking Machines in Government Offices,

public undertakings, Universities, etc.. if it is not being done so far. He has also stated that P & T Department has granted a rebate of $1\frac{1}{2}$ per cent of the total value of stamps replaced by franking to all users of Postal Franking Machines, as an incentive.

In these circumstances and in the national interest, it is necessary to introduce the Postal Franking Machines in Government offices, public undertakings, Universities, autonomous and statutory bodies to the extent possible. The Secretaries to Government and the Heads of Departments are requested to resort to the use of Franking Machines wherever necessary adhering to the instructions issued in Circular dated 28th April 1978.

D.O. No. 23-7/80-CI**GOVERNMENT OF INDIA**

Ministry of Communications, Sanchar Bhavan,
20, Ashoka Road, New Delhi-110 001.

S. K. GHOSE,

Secretary (Communications)

Dated 12th October, 1981.

My dear Rau,

Despite strenuous efforts made by the India Security Press, production of Public postage stamps is not yet able to keep pace with the demand which has been increasing enormously. To enable the Press to meet the demand of public postage stamps, it has been decided to supply **unperforated** Service postage stamps in full sheets. This measure will last till the supply position improves. I am aware that it will add to a small extent to the work-load in the offices. I am sure that you will put up with this temporary inconvenience in the national interest.

2. I am sure you will appreciate that, in the context mentioned above, resorting to use of Postal Franking Machines, as suggested in my letter of even number dated the 30th of August, 1980 (copy enclosed for ready reference), will facilitate the handling of outgoing mail from all big offices under your control. Besides the advantages mentioned in that letter, the P & T Department has meanwhile granted a rebate of $1\frac{1}{2}$ per cent of the total value of stamps replaced by franking to all users of Postal Franking Machines as an incentive. The rebate is available to all Government Offices, public undertakings, Courts, Universities, autonomous and statutory bodies using Postal Franking Machines.

3. I shall be obliged if you could kindly ask all the big offices under your control to resort to the use of franking Machines in case they have not yet done so.

4. The Postmaster General concerned will be happy to extend all possible assistance to you and your concerned offices in this matter.

Yours sincerely,

S. K. GHOSE

Shri N. Narasimha Rau,
Chief Secretary,
Government of Karnataka,
Bangalore.

COPY

D.O. No. 23-7/80-CI

GOVERNMENT OF INDIA

Ministry of Communications, Sanchar Bhavan,
20, Ashoka Road, New Delhi-110 001.

Secretary

Dated the 30th August, 1980.

My dear Rau,

As you are probably aware, for some time there has been a countrywide shortage of Public and Service Postage Stamps. The position has improved of late but some shortage still continues. This shortage has resulted in large-scale complaints from the public and criticism in the press, and Parliament. The capacity of the India Security Press, Nasik, to produce these stamps is limited. In order to increase the output of the Public postage stamps, it is necessary to reduce the output of service stamps. Before that is done, it is necessary that the large Central Government Officers (including large attached and

subordinate offices) and Central Government under-takings take to franking of their mail by Postal Franking Machines.

2. Use of these Franking Machines has distinct advantages over the use of Service stamps. It saves labour and expenditure connected with indenting, stocking and distribution of Service Postage stamps, keeps an automatic account of expenditure on postage and quickens the transit of mail as articles bearing machine impressions are not date-stamped in the post office. The die used for franking has the facility for incorporation of appropriate message or slogan which will appear on every piece of mail franked by the machine.

3. In view of the consideration mentioned above, I shall be obliged if you could kindly issue instructions in your Ministry and to the heads of large attached and subordinate offices of your Ministry as well as to public Sector Undertakings under your Ministry, to start using Postal Franking Machines without any avoidable delay.

4. I am asking the Postmasters General to give all possible assistance and necessary advice to you and your offices in the matter, as soon as asked for.

Yours

S. K. GHOSE.

**131. Circular No. DPAR 76 AAR 80, Bangalore,
dated 17th November 1981.**

Subject.—Duties of group 'D' employees under the control of the heads of department.

In pursuance to the decision taken in the meeting held in the Chambers of the Minister for Finance on 8th July 1981 to discuss the demands of Group 'D' employees, the duties and responsibilities of Group 'D' employees in the Karnataka Government Secretariat were revised under O.M. No. DPAR 44 AAR 79, dated 12th September 1980. The question of specifying the duties of the group 'D' employees working in the Offices of the Heads of Departments and subordinate offices has been under examination.

Government is pleased to prescribe the duties detailed in the Annexure for the Group 'D' employees. All the Heads of Departments and other officers are requested to circulate this to all the Government employees to ensure strict observance by Group 'D' Government employees. Any deviation or neglect of the duties by the Group 'D' employees shall be strictly dealt with and action taken in accordance with the Karnataka Civil Services (C.C. & A.) Rules 1957.

**Duty list of Group 'D' employees of the
Heads of Departments**

All Group 'D' employees, irrespective of the designation or the scale of pay attached to their posts, shall attend to the following duties:—

- I. (a) Carrying files/papers—
 - (i) within the department; and
 - (ii) to other Departments;

(b) Stitching of files ;

(c) Carrying and distributing stationery; making envelopes, whenever required ;

(d) Arranging files in the Section/Office, assisting in shifting articles of furniture and office equipments and keeping the section neat and tidy by sweeping the floor and dusting the furniture ;

(e) Attending to any official duties that may be entrusted by the Office Superintendent or any other Superior Officer ;

(f) Those entrusted with the operation of duplicating machines shall take up the work as their regular/normal duty ;

II. (a) They should attend the office in uniforms ;

(b) They shall attend the office half-an-hour before the commencement of the office and get the office rooms opened and cleaned in their presence and leave the office only after it is locked ;

(c) They shall work over-time, if required ;

(d) All Group ' D ' employees, inclusive of Watch and Ward staff / Sweepers / Scavengers shall take due care of Government property ; shall collect the articles (personal / Government) inadvertently left by officials and deposit them with the Office Superintendent/Manager ;

(e) They shall behave properly with other Government employees and the general public ;

Lift Attenders

1. They shall attend the office early and leave late, when the occasions warrant ;

2. They shall arrive at the specified timings promptly, collect the keys of their lifts from the Office Superintendent, after noting the time in the Register maintained for the purpose and in the evening, return the keys to the Office Superintendent, after noting the time ;

3. They shall handle the lifts with due care and whenever there is trouble, report it to the Lift Mechanic or the concerned officer ;

4. They shall make entries in the register whenever the lifts are repaired or serviced by technicians from the concerned firms, get the entry scrutinised by the Lift Machnic/Superintendent concerned and submit it to the Officer-in-charge ;

5. They shall be courteous and polite to officials/visitors/dignitaries and report cases of disturbance at once to the higher authorities.

Watch and Ward Staff

1. They shall open the doors two hours before the offices start working and close the doors in the evening in the presence of Group 'D' employees concerned or when the officers/officials leave the room, taking care to see that the lights, fans, etc. are switched off, the doors and windows are locked.

2. They shall keep a close watch on the sweepers/Scavengers and other persons who are duly authorised to perform their duties in the rooms/halls of the Departments office throughout, taking rounds and enquiring about unauthorised persons, if any, found during office hours in general and out of office hours, in particular, i.e., in the mornings and evenings, on Sundays and other General holidays. If anyone tries to gain entry into the Department/Office in a suspicious manner, they shall bring the fact to the notice of higher authorities. They shall be vigilant, attentive and be on their allotted duty spot throughout. If they intend to leave the duty spot, they shall do so only after keeping the other watchman on duty or the duty Officer informed and shall return soon.

3. They shall watch, guard, see and ensure that articles belonging to the Department/Office including the vehicles kept in the Department garages are safe and not tampered with or taken out without proper authority ;

4. If any Government employee wants to work on Sunday/General Holiday, the concerned Watch and Ward staff shall :—

(a) enter the name and designation of the concerned employee with date and time of entry, time of exist in the register maintained for the purpose ;

(b) open the door of the particular room, only with the knowledge of the security/Duty Officer and lock the door after taking the usual precautions.

Cycle Orderlies

1. They shall attend to the duties of delivering tappal, telegrams, wireless messages, etc. to the residences of the officers/officials in the Headquarters as per the instructions of the Office Superintendent.

SWEEPERS AND SCAVENGERS

Sweepers

1. They shall sweep or wipe wet cloth/jute cloth the rooms, veranda, steps, etc., allotted to them, well before starting of office work and also during office timings, if need be.

Scavengers

1. They shall attend to the work of washing and keeping clean, using deodarant, if necessary, the latrines, urinals, bathrooms or toilets, water closets, wash basins in the chambers of the Officers/Sections in the allotted areas without causing any damage to fittings or any articles, well before the officers start functioning.

132. Notification No. DPAR 19 SSR 81 Bangalore, dated 17th November 1981

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, namely;—

1....Title and commencement.—(1) These rules may be called the Karnataka Civil Services (Service and Kannada Language Examinations) (English Amendment) Rules, 1981.

(2) They shall come into force, on the date of their publication in the official Gazette.

2. Amendment of Schedule II.—In Schedule II to the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, in the table, in the entries relating to the "Police Department", at Sl. No. 31 in columns 2 and 3 the post "Jamadar" and entries relating thereto shall be omitted.

133. Circular No. 16 ARB 81 Bangalore dated 18th November 1981

Subject.—Appointments and Postings of Officials of one Department in another Department—Procedure of consultation—Instructions Regarding

Posts in a number of departments are filled by deputation of officers from other departments like the Revenue Department, the State Accounts Department, etc. The normal procedure followed in such cases is to place the services of suitable Officer/s at the disposal of the borrowing department leaving it to that department to issue necessary posting orders. The lending departments, however do occasionally post suitable officers of their departments directly to posts in borrowing department and also withdraw

the officers previously posted and post substitutes in their places. In this process of posting officers, or withdrawing those previously posted, the lending department is expected or withdrawal orders.

2. Instances have come to the notice of the Government wherein the lending departments have issued orders posting an officer against a post in the borrowing department without consulting the latter. This is not proper. The lending department is not in a position to know whether the post to which it was sending its officer is vacant at the given time. It is quite possible that the borrowing department would have made some posting to fill up the post previously reported vacant. Again, the borrowing departments should have the liberty to choose suitable officers for their posts. The lending department should not, therefore, arbitrarily post any officer it chooses against a post in the borrowing department. Where such postings are done without prior consultation and where the officer posted is not acceptable to the borrowing department, it creates avoidable inconvenience to both the departments and embarrassment to the officer posted. It is also not correct for the lending department to withdraw the services of lent offices without giving a reasonable notice to the borrowing departments so as to enable it to make alternative arrangements. Similarly, it is not proper on the part of borrowing departments to surrender the lent officer and replace his services at the disposal of the lending department, all of a sudden, without any notice, as is being done by some departments at present.

3. All departments are, therefore, requested to ensure that before posting an officer against a post in a borrowing department, before withdrawing an officer previously posted, and before the services of the lent officer are surrendered to the parent department, there is prior consultation and agreement in regard to officer to be posted, withdrawn or surrendered, so as to avoid dislocation in Government work as well as inconvenience to the concerned officers.

134. Subject.—Secretariat library membership-extension library facilities to retired secretariat officers and Senior Class I Officers of the State Government.

Preamble :

At present the staff of the Secretariat, IAS, IPS and IFS Officers are eligible to enrol themselves as members of the Karnataka Government Secretariat Library and avail the Library facilities provided by the library. The officers of the Heads of Departments and other subordinate officers of the State Government and the retired IAS, IPS, IFS and Secretariat Officers have been representing Government to extend the membership of the library to them. This question was under consideration of Government for some time and after careful consideration of the proposal, it was decided to extend the library facilities to the Senior Class I Officers of the State Government working in the offices located in and around Bangalore and also to the retired IAS, IPS, IFS and Class I Officers of the Secretariat.

Order No. DPAR 25 LBM 81, Bangalore,
dated 18th November 1981.

In the circumstances explained above and after careful consideration of the proposal, Government is pleased to accord sanction to permit Senior Class I Officers of the State Government, and IAS, IPS, IFS Officers working in the offices in and around Bangalore, to enrol themselves as members of the Karnataka Government Secretariat Library by paying a security deposit at the rate of Rs. 5 per card (borrowers ticket) subject to a maximum of 4 cards per member.

Retired IAS, IPS and IFS Officers and retired Class I Officers of the Karnataka Government Secretariat, residing in and around Bangalore are also permitted to enrol themselves as members provided they pay security deposit at the rates mentioned above and in addition, give a surety from an Officer in the Secretariat.

The officers and officials appointed on contract basis or as local candidates and on deputation in the Secretariat are also permitted to obtain library membership provided they pay security deposit and give a surety of a regularly appointed member of the Secretariat staff.

**135. Official Memorandum No. DPAR 55 SBC 81,
Bangalore, dated 21st November 1981.**

Subject.—Classification of vacancies for direct recruitment—clarification regarding additional list.

Subject.—Rules (1) & (2) of rule 7 of the Karnataka State Civil Service (Direct Recruitment by Selection) Rules, 1973 provide for preparation of a list of candidates eligible for appointment (hereafter referred to as main list) and an additional list of names of candidates separately.

2. In Circular No. GAD 34 SCR 76, dated 12th July 1976 it has been clarified that the vacancies lost to the Scheduled Caste and Scheduled Tribe candidates for want of candidates from those categories in the main list should be carried forward to the main list and those lost in the additional list should be carried forward to the additional list on the next occasion or occasions of recruitment to the same category of posts.

3. The implication of the clarification referred in para 2 is that the roster should be operated separately for the main list and the additional list. But this implication does not appear to have been understood by the appointing authorities/recruiting agencies. An instance has come to the notice of Government where for the main list points No. 1 to 14 were operated and for the additional list of seven names points Nos. 15 to 21 were operated. This is not correct.

4. As indicated above, roster should be operated separately for the main list and the additional list. When

a main list of 14 names and an additional list of 7 names are to be prepared, the main list should be according to point Nos. 1 to 14 in the roster (when the roster is operated for the first time) and the additional list should be according to points Nos 1 to 7. On the second occasion when a main list is prepared, reservation should be according to point Nos. 15 onwards. Similarly when an additional list prepared for a second time, reservation should be according to point Nos. 8 onwards.

5. All appointing authorities/recruiting agencies may please note this position for classification of vacancies.

136. Subject.—Report on the Administration of State of Karnataka for the Year 1974-75.

Read.—

Government Order No. GAD 3 SAR 75 Dated 17th February 1981.

Preamble.—

Government have sanctioned Printing of 3,000 copies of State Annual Administration Report and to supply 500 copies to Department of Personnel and Administrative Reforms (AR-II) and 2,500 copies to the Bureau of Economic and Statistics, Multisoreyed Building, Bangalore in Government Order No. GAD 3 SAR 75 dated the 17th February, 1981.

**Order No. DPAR 10 JAR 81, Bangalore,
dated the 26th November 1981.**

In modification of the Government Order Read above and in view of economy, Government have decided to reduce the total number of these reports from 3,000 copies to 1,000 copies. The Director, Printing Stationery and publications in Karnataka, Bangalore is therefore requested to restrict the printing of State Annual Reports to 1,000 copies only

and to supply all the 1,000 printed copies to DPAR (AR-II), III Floor, Vidhana Soudha, Bangalore—Consequently copies of the printed Reports, need not be sent to the Director, Bureau of Economics and Statistics.

137. Subject.—Report on the Administration of State of Karnataka for the Year 1976-77.

Preamble.—

The Director, Bureau of Economics and Statistics who has been entrusted the work of bringing out the State Report has prepared the draft Annual Report for the year 1976-77.

**Order No. DPAR 2 JAR 81, Bangalore,
dated the 1st December 1981.**

Government are pleased to approve the report on the Administration of State of Karnataka for the year 1976-77 appended to this order.

2. The Director, Printing, Stationery and Publications in Karnataka, Bangalore, is requested to print 1,000 copies of this report and to supply the same to the Department of Personnel and Administrative Reforms (AR-II) at a very early date.

138. Subject.—Report on the Administration of State of Karnataka for the Year 1977-78.

Preamble.—

The Director, Bureau of Economics and Statistics who has been entrusted the work of bringing out the State Report has prepared the draft Annual Report for the year 1977-78.

**Order No. DPAR 3 JAR 81, Bangalore,
dated the 1st December 1981.**

Government are pleased to approve the report on the Administration of State of Karnataka for the year 1977-78 appended to this order.

2. The Director, Printing, Stationery and Publication in Karnataka, Bangalore, is requested to print 1,000 copies of this report and to supply the same to the Department of Personnel and Administrative Reforms (AR-II) at a very early date.

139. Subject.—Reservation of Vacancies for SCs STs and other categories of Backward Classes under Article 16(4) of the Constitution of India—Mode of selection to Teaching Posts in the Departments of Collegiate Education and Medical Education.

Government Order No. DPAR 42 SBC 81, Bangalore, dated 2nd December 1981.

Read.—

(1) G.O. No. DPAR 42 SBC 81 dated 6th October 1981.

(2) Letter No. CON/584/81-82 PSC dated 7th November 1981 from the Secretary, Karnataka Public Service Commission.

Order.—

In the Government Order dated 6th October 1981 referred to above, at the end of para (b) under 'Mode of Selection to teaching posts in the Departments of Collegiate Education and Medical Education' the following word shall be added—

“but having regard to the subject in which vacancy exists, up to the extent of posts reserved for each of these categories”.

140. Official Memorandum No. 22 SRC 81, Bangalore, dated 5th December 1981.

Subject.—Annual Confidential Reports — Instruction regarding writing of.

The annual confidential reports of Government servants are expected to be prepared with great caution and no record or remark is to be made lightly on the spur of the

moment or based on prejudice. Instructions have been issued to Officers writing Confidential Reports that they should write the reports or add their remarks only after making a full assessment of the work and conduct of Officials in all the dimensions. Despite these, instances are coming to light wherein remarks are being recorded in a casual manner without sufficient care and thought. In a recent case, an Officer marked 'D' (i.e., indifferent) against several items in the report such as accuracy, power or supervision, etc., but when the representation of the official for expunging the adverse remarks was referred to him, he took the stand that it was not his intention to communicate his remarks as adverse remarks affecting the career of the official and recommended that his remarks be expunged.

Reporting Officers must understand that their intentions behind any remark they pass are to be ascertained from the language or tone of the remark itself. It is not open to an Officer after having passed any particular remark, which everyone understands to mean a particular thing, to say that he did not mean it. Nor is it permissible for an Officer to suggest that the remarks offered by him were not to be taken as adverse or that he did not want them to be communicated.

It must be understood by all Officers while passing remarks in Confidential Reports that they (the remarks) will be taken to mean what they (the remarks) say. Sufficient care should therefore be taken when the remarks are being written as the interpretation of such remarks has necessarily to be done by others without the help of the Officers offering them giving their own interpretation.

It has also been noticed that when asked for comments on the representation made by an official against the adverse remarks, the Reporting Officers very often say that since the official has shown improvement in work since then the remarks may be expunged. This is not correct. Since the remarks pertain to the specific period and are based on the

assessment of conduct or work of the official during that period, to suggest that the remarks may be expunged as the official has shown improvement since is meaningless. Such a suggestion only indicates that the Reporting Officer has no courage to stand by his words in the fact of a representation. Assessment once made carefully cannot be brushed aside or ignored lightly.

All Reporting and Countersigning Officers may kindly keep these instructions in view while writing Confidential Reports on Officers working with them.

141. Sub.—Classification of Backward Classes for purposes of Reservation of Appointments and Posts under article 16(4) of the constitution of India—Inclusion of pensioners under category of Special Group-Reg.

Govt. Order No. DPAR 49 SBC 80, Bangalore, dated the 6th December 1981

Read.—

- (1) G.O. No. DPAR 1 SBC 77 dated 4th March 1977 ;
- (2) G.O. No. SWL 244 BCA 79 dated 4th October 1980;
- (3) G.O. No. DPAR 49 SBC 80 dated 12th November 1980 ;
- (4) G.O. No. DPAR 33 SBC 81 dated 1st September 1981.

Preamble.—

In Government order dated 12th November 1980 read at (3) above the pensioners who retired from Government service or service in a private employment including casual labour and whose family income is Rs. 4,800 per annum or less have been included under the category of "Special group" for purposes of Special treatment under Article 16(4) of the Constitution of India. Since the above benefit is available only to those whose family income while they

were in Government service or service in private employment including casual labour was Rs. 4,800 per annum or less and it continues to be Rs. 4,800 or less per annum even after retirement, it is considered necessary also to ascertain the income of the pensioners prior to their retirement.

ORDER

Government are pleased to direct that, item (iv) in column 6, under 'Declaration' as also column 6 under 'Certificate of verification' in Form-3 Appended to G.O. dated 1st September 1981 read at Sl. No. (4) above shall be substituted respectively by the following with immediate effect :

“6. (vi) Pension of the pensioner after retirement from Government service or service in a private employment including casual labour. (here, also specify the designation of the post held by him/her and the total salary he/she was drawing immediately prior to retirement).”

“6. Pensioner after retirement from appointments mentioned at Sl. No. 4 above and that his/her total salary immediately prior to retirement was Rs. per month”.

42. Notification No. DPAR 18 SSR 81, Bangalore, dated 11th December 1981

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, namely :—

1. Title and commencement.—These rules may be called the Karnataka Civil Services (Service and Kannada Language Examinations) (Ninth Amendment) Rules, 1981.

2. Amendment of Schedule II.—In Schedule II to the Karnataka Civil Services (Service and Kannada Language

Examinations) Rules, 1974, in the table, in the entries relating to the Karnataka General Service (Excise Department), at Sl. No. 26, in column 2, for the words "and Senior Clerks", the words "Senior Clerks and Prosecuting Inspectors of Excise" shall be substituted.

143. Notification No. DPAR 21 SSR 81, Bangalore, dated 11th December 1981

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules further to amend the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, namely:—

1. Title and commencement.—(1) These rules may be called the Karnataka Civil Services (Service and Kannada Language Examinations) (Tenth Amendment) Rules, 1981.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Amendment of Schedule II.—In Schedule II to the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, in the entries relating to the Karnataka General Service (Excise Department), in column 3, after the words "General Law (both parts)", the words "if he has not undergone training prescribed for Sub-Inspector Trainees in the Police Training College" shall be inserted.

144. Circular No. DPAR 22 SSR 81, Bangalore, dated the 14th December 1981

Subject.—Avoidance of delay in filling up Promotional Vacancies.

The Karnataka State Government Employees Association Bangalore has brought to the notice of the Government that there is inordinate delay in ordering promotions in almost all departments. The main reasons for this appear to be lack of advance planning non-availability of upto date seniority list, non-availability of Confidential Report and non-classification of vacancies between promotees and direct recruits etc.

These are all routine administrative matters in which the appointing authorities are expected to take prompt action and keep them upto date. Holding up promotions for these reasons and keeping promotional vacancies unfilled for unduly long periods without valid reasons is not justified. Only in cases where there are court orders staying the promotion or where promotional vacancies cannot be filled up due to economy measures or where is a decision of the appropriate authority not to fill up the vacancies due to reduction in the volume of work or the like, non-filling up of the promotional vacancies is justified. In all other circumstances it is necessary to fill up the promotional vacancies within a reasonable time of the occurrence of vacancies. To ensure this, the appointing authorities may have to take prompt action in advance to forecast the promotional vacancies, to consult Karnataka Public Service Commission where such consultation is necessary, except under the circumstances mentioned in the Circular No. DPAR 35 SSC 8, dated 21st August 1978 and ensure prompt issue of promotion orders in the interest of smooth functioning of the administration and also in the interest of keeping up the morale of the staff.

All the appointing authorities are, therefore, requested to review the position in respect of various cadres administered by them and to take prompt advance action accordingly, without fail.

15. **Sub.**—Supply of News Papers and periodicals to the Ministers—Supply of Samyukta Karnataka—

Read.—Order No. DPAR 4 LBP 80 dated 9th April 80.

Preamble.—

In Government Order dated 9th April 1980 read above, certain limit has been fixed for supply of news papers and other periodicals to the Ministers at Government cost. It

is now considered necessary to subscribe Samyukta Karnataka Daily to all the Ministers over and above the limit prescribed in the said G.O.

**Order No. DPAR 36 LBP 81 Bangalore, dated the
16th December 1981**

Sanction is accorded for the supply of a copy of "Samyukta Karnataka" news paper to all the Ministers, Ministers of State over and above the limit prescribed in Government Order No. DPAR 4 LBP 80 dated 9th April 1980.

The expenditure on this account shall be met out from the Budget provision made under the head "213 Council of Ministers 6 other charges, 1 office expenses".

This order issues with the concurrence of the Finance Department vide their U.O. Note No. FD 3269/Exp. 7/81 dated 1st December 1981.

**146. Circular No. DPAR 119 AAR 81 Bangalore, dated
22nd December 1981**

Subject.—Punctual Attendance in Government Offices.

Reference.—Circular No. GAD 49 MAR 71, dated 9th September 1971.

Instructions have been issued from time to time that all Government servants should attend office punctually at the appointed hour and that senior officer should set an example in this respect by themselves attending the office punctually. The provisions of the Secretariat Manual and the Hand Book of Office Procedure also stipulate that every member of the staff shall attend office punctually and mark his attendance in the Attendance Register at 10.30 A.M.

and that the concerned officers have to check the attendance. It is also pointed out that not only is the staff expected to be in their seats at 10.30 A.M., but they should have started their work at that time and not merely made their appearance.

In partial modification of the circular instructions issued **Vide** No. GAD 49 MAR 71, dated 9th September 1971, the grace time of 15 minutes allowed hitherto has now been reduced to 10 minutes. The Attendance Register should be placed before the Branch Officer/Head of Office/Head of Section 5 minutes after the start of the office hours. Officials attending office thereafter have to see the Branch Officer/Head of Office/Head of section, as the case may be, and sign the Register in his presence marking the time of their attendance. The concerned officers will check the Registers 10 minutes after the start of the office hours and put a cross against absentees after which no one will be allowed to mark the attendance. This grace time allowed to mark the attendance is only to meet exceptional situations, wherein, on account of unforeseen difficulties, a Government servant cannot attend the office on time and it cannot be treated as routine concession.

The Secretaries to Government and Heads of Departments are requested to ensure that the above instructions are followed strictly and scrupulously.

**147. Official Memorandum No. DPAR 120 AAR 81,
Bangalore, dated 23rd December 1981**

Subject.—Introduction of Dark-Red coloured labels for
Karnataka Government Secretariat Files—

The non-plan expenditure of the State Government, which is normally unproductive, with a few exceptions is

rapidly increasing. As advised by the Planning Commission and the Ministry of Finance in the Government of India, the proposals relating to the non-plan expenditure are required to be carefully examined at all levels of Government. To make the officers/officials aware that they are dealing with cases involving non-plan expenditure, it is directed that dark-red coloured labels with the words "Non-Plan Expenditure" printed thereon should be invariably attached to all files containing proposals of non-plan expenditure. The Secretariat Departments are requested to indent for supply of the labels Government Press which is being addressed to print and supply the labels.

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