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ADMINISTRATIVE REFORMS**

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(1) Re-employment of Gazetted Government Servants in Statutory/Non-Statutory Bodies Corporations, Government Companies, etc.

O.M. No. DPAR 30 SSR 79, dated 5th January 1980.

Instances have come to the notice of Government where retired Gazetted Government servants have been re-employed in Statutory/Non-Statutory Bodies, Corporations, etc., without obtaining previous approval of Government.

According to the instructions issued in Government Circular No. GAD 30 SRR 75, dated the 29th November 1975, re-employment of Gazetted Government servants in Statutory/Non-Statutory bodies, Corporations and Government Companies owned or controlled by Government or where Government has a major financial interest shall be made only with the previous approval of Government.

According to Rule 304 of the Karnataka Civil Service Rules, Gazetted Government servants are required to seek permission from Government before taking up commercial employment within two years of retirement.

The main object of imposing these restrictions is to ensure public confidence in the objectivity and integrity of public servants at the higher levels and to restrict re-employment of these officers to the minimum and to rare and exceptional cases.

The Secretaries to Government are, therefore, requested to instruct all the Statutory/Non-Statutory Bodies, Corporations, Government Companies, and other undertakings under their control to obtain previous approval of Government before making appointment of retired Gazetted Government Servants.

(2) Honoraria and allowances to the Presidents/Chairman of Boards/Corporations, etc... Amendment to the Government Order dated 16th August 1979.

*Order No. DPAR 245 MOF 79, Bangalore,
dated 7th January 1980.*

READ...

Government Order No. DPAR 101 MOF 77, dated 16th August 1979.

PREAMBLE—

By Government Order No. DPAR 101 MOF 77, dated 16th August 1977 read above, sanction was accorded to the payment of remuneration/honoraria and other allowances to the non-official Presidents/Chairman of Boards/Corporations at revised rates. Subsequently, certain anomalies have been brought to the notice of Government and clarification sought. The matter has been examined in detail and it has been considered necessary to issue amendments to the Government Order dated 16th August 1979 read above.

ORDER

In the circumstances, Government are pleased to issue the following amendments to the Government Order No. DPAR 101 MOF 77 dated 16 8 79.

(i) *T.A. & D.A.* :—In respect of Air Fare, in addition to the actual Air Fare, incidentals as admissible to the Government Officers, namely 15th of the Air Fare subject to a maximum of Rs. 30 may be allowed.

(ii) In respect of *D.A.* for halts outside the State *viz.*, Rs.75 per day. the Chairman, Presidents, Senior Officers of the Companies/Corporations, etc. including the Chief Executives, *viz.* the Managing Director, Executive Director, etc., may be allowed either the *D.A.* of Rs. 75 per day or the actual expenses provided it is

permissible under the rules of the Company/Corporation, Board subject to production of bills and subject to a ceiling of Rs. 200 per day. Further, the T.A. and D.A. payable to the Managing Director, Executive Director and other officers of Government owned and controlled Companies should also be regulated in terms of these guidelines. In other words, no officers of a Company/Corporation/Board may be allowed T.A. and D.A. in excess of that allowed to the Chairman/Presidents of statutory and non-statutory Corporations/Boards, etc.

(iii) The words "Chief Executives of Public Sector Organisation" appearing in the 'Note' under "Conveyance Allowance" in the Government Order of 16th August 1979 shall be substituted by the words, "Chairman/Presidents of Statutory and non-statutory Corporations/Boards, etc."

(iv) For the days for which road Mileage is claimed for journeys outside the headquarters, proportionate conveyance allowance shall be deducted.

2. The above amendments shall come into effect from the date of the issue of the original Government Order, that is, from 16th August 1979.

3. This order issues with the concurrence of Finance Department *vide* their U.O. Note No. FD - 849/Exp-7/79, dated 7th November 1979.

(3) Exclusion of Direct Recruitment Vacancies for being filled from Amongst Ex-Servicemen

U.O. Note No.DPAR 13 SRC 79,

Dated 17th January 1980

Ref - Letter of even number dated 15th February 1979 and subsequent reminders dated 19th March 1979, 26th April 1979, 16th May 1979 and 3/7th November 1979.

Secretaries/Deputy secretaries to Government are requested to furnish the necessary information called for in the letters mentioned above, in respect of all Departments coming under their administrative control urgently without further delay.

(4) Karnataka Civil Services (Conduct) Rules. 1966 Prohibiting Government Servants from bringing Political and other influence to bear upon Superior Authorities Instructions Regarding.

O.M. No. DPAR 19 SRC 79,

Dated 17th January 1980

Ref - O.M. No. AD 16 SRC 75, date 12th November 1975.

In O.M. No. GAD16 SRC 75, dated 12th November 1975 it has been directed that when a Government servant brings any political or other influence to bear upon any superior authority to further his interest in respect of his service matters in violation of rule 26 of the Karnataka Civil Services (Conduct) rules, 1966, for the first violation a warning should be administered and a copy of the warning kept in the Confidential Record and on the second violation disciplinary action should be taken against the Government servant and the question of placing him under suspension should also be considered if necessary. A case has come to the notice of Government wherein the instructions

have not been followed strictly but, instead, a remark has been recorded in the Confidential Report to the effect that the Government servant was in the habit of bringing political influence to bear on superior authorities. Such stray Observations in the Confidential Reports would be of no effect and cannot be taken into account while considering the suitability of the Government servant concerned for promotion, if such remarks had not been communicated as contemplated in the rules.

2. The instructions issued in the O.M. dated 12th November 1975 are therefore reiterated and Secretaries to Government and Heads of Departments are requested to ensure that they are strictly followed so that instances of violation of rule 26 of the Karnataka Civil Services (Conduct) Rules, 1966 are avoided.

(5) Reservations for Persons belonging to Scheduled Castes and Scheduled Tribes under article 16(4) of the Constitution in specified Categories of Promotional Vacancies.

*Circular No. DPAR 5 SBC 80,
Dated 19th January 1980*

Ref: (1) Government Order No. DPAR 29
SBC 77, dated 27th April 1978.

(2) Government Order No. DPAR 22
SBC 79, dated 30th August 1979.

In the orders referred to above reservation under Article 16(4) of the Constitution in promotional vacancies has been made and a roster of 33 vacancies has been prescribed for the purpose of calculating the vacancies so reserved.

A problem has arisen as to how to implement the orders referred to above and maintain the roster when promotions are to be made to a cadre from two or more lower distinct cadres. It is hereby clarified that where

according to the Cadre and recruitment Rules, posts in a cadre are to be filled up by promotion from two or more lower cadres with a specific percentage or proportion, the only way to comply with these orders is to maintain separate roster for each of the lower cadres or each group of the lower cadres and then draw the required number of candidates from each cadre or groups of cadres according to the respective rosters.

(6) Amendment of Regulation 3 of the Karnataka Public Service Commission (Consultation) Regulations 1976.

*Notification No. DPAR 28 SSC 79,
22nd January 1980.*

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) (Fourteenth amendment) Regulations, 1980.

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

2. *Amendment of Regulation 3.*— After clause (c) of Regulation 3 of the Karnataka Public Service Commission (Consultation) Regulations, 1976, the following clause shall be inserted, namely :—

“(cc) in regard to the prescription or modifications or deletion of service examinations!!.”

(7] Amendment of Regulation 7 (4) of the Karnataka Public Service Commission (Condition of Service) Regulations, 1957.

Notification No. DPAR 6 SSC 79

Dated 22nd January 1980

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) (Second Amendment) Regulations, 1980.

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

2. Amendment of regulation 7(4).—For the provision to regulation 7 (4] of the Karnataka Public Service Commission (Conditions of Service) Regulations, 1957, the following provisions shall be deemed always to have been substituted, namely,—

Provided that no member of the Commission whose total service before he ceases to be a member of the Commission is likely to be less than four years shall be entitled to such concession.

Provided further that an officer who has availed of the benefit of Leave Travel Concession for a journey to any place in India prior to his appointment a Member of the Commission, shall not be eligible for a further concession till the expiry of that particular block period of four years . . .

(8) Amendment of Rule 4 of the Karnataka Public Service Commission (Functions) Rules, 1973.

*Notification No. DPAR 19 SSC 79,
dated 22nd January 1980.*

In exercise of the powers conferred by sections 15 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 after consultation with Karnataka Public Service Commission hereby makes the following rules further to amend the Karnataka Public Service Commission (Functions) Rules, 1973, namely :—

1. *Title and commencement* :—(1) These rules may be called the Karnataka Public Service Commission (Functions) (Amendment) Rules, 1980.

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

2. *Amendment of rule 4* :—In sub-rule (3) of rule 4 of the Karnataka Public Service Commission (Functions) Rules, 1973, for the words “within thirty days from the date of publication of the results”, the words “within forty-five days from the date of publication of the results or within forty-five days from the date of despatch of the marks list by the Commission whichever is later” shall be substituted.

9) Employment to Dependants of Government Servants who die while in service.

*O.M. No. DPAR 40 SRR 78,
dated 28th January 1980.*

*Ref.—Official Memorandum No. DPAR 40 SRR 78,
dated 3rd September 1979.*

In the Official Memorandum dated 3rd September 1979, Secretaries to Government are authorised to decide

cases relating to appointment of a son/daughter or a near relative of a Government servant who dies in harness leaving the family in indigent circumstances subject to the conditions stipulated therein. Para 3 of this Official Memorandum stipulated that in the types of cases listed therein, Department of Personnel and Administrative Reforms should invariably be consulted. According to item (c) in para 3, where an applicant for appointment is not a son/daughter of the deceased Government servant but only a near relative, Department of Personnel and Administrative Reforms is required to be consulted.

2. It is considered that proposals for appointment of wife or a deceased Government servant should also be included in the same category as proposals for appointment of son/daughter and that Secretaries Government should be authorised to take decision on proposals for appointment of wife of a deceased Government servant in the same way as proposals for appointment of son/daughter.

3. Government therefore direct that item (c) in para (3) of the Official Memorandum dated 3rd September 1979 shall be substituted by the following :—

“(c) Where the applicant is not the son/daughter or wife of the deceased Government servant but only a near relative”.

(10) Declaration of Holiday on 16th February 1980 on Account of Solar Eclipse.

*Notification No. DPAR 1 HHL 80,
dated 8th February 1980*

Government of Karnataka are pleased to direct that all the Government Offices in the State be closed for the day at 1.00 p.m. on Saturday the 16th February 1980 on account of SOLAR ECLIPSE.

(11) Abolition of Octroi—Absorption of Surplus Staff in Government Departments.

*Order No. DPAR 79 SSR 79,
dated 18th February 1980*

READ—

Letter No. MUN/EST/PDP/19/79-80, dated 30th October 1979, from the Divisional Commissioner, Gulbarga.

PREAMBLE—

Octroi has been abolished in the State with effect from 1st April 1979 and consequently staff of Octroi Establishment of various local bodies in the State viz., Municipal Corporations, Municipal Councils and Town Municipal Councils have been rendered surplus. Instructions have been issued by the Government to the Divisional Commissioners to continue such of the surplus staff as have been recruited regularly till the end of December 1979 so that, in the meanwhile, the possibility of absorbing such surplus staff in vacancies which would occur subsequently in other establishments of the Municipalities concerned or in establishments of other Municipalities could be explored. It has been found that vacancies available in Municipalities would not be sufficient for absorption of all the octroi staff rendered surplus. It would not also be expedient to incur intractuous expenditure by the Municipalities on continuance of such surplus staff. Government have examined whether of the surplus staff as could not be absorbed in vacancies in the Municipalities concerned or other Municipalities could be appointed under Govt. Departments in accordance with Section 320 of the Karnataka Municipalities Act, 1964 which empowers Government to transfer any officer or servant of any Municipal Council to the service of any other Municipal Council or local authority or of any Government Department.

O R D E R

In exercise of the powers conferred under section 320 of the Karnataka Municipalities Act 1964, Government are pleased to order that 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 should be appointed purely temporarily, against posts in equivalent grades, in Government Departments, subject to the following 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, in consultation with the Heads of Departments and other appointing authorities, find out the vacancies available for appointment of these surplus staff in Government Departments.

(12) Declaration of Holiday on 24th February 1980 in the Gulbarga Parliamentary Constituency on Account of Bye—Election.

*Notification No. DPAR 2 HHL 80,
dated 19th February 1980.*

In connection with Bye-Election to Gulbarga Parliamentary Constituency, 1980, the Governor of Karnataka has been pleased to declare Sunday, the 24th February 1980 to be a Public Holiday for all Government Offices, Public Offices, Educational Institutions including Aided Schools in the areas of Chincholi, Chitapur, Afzalpur, Sedum, Jewargi, Yadgir and Gulbarga Taluks in Gulbarga District which form part of Gulbarga Parliamentary Constituency.

All Government servants whose services are required in connection with the polling will, however, remain on duty on that day.

(13) Acknowledgement of Communications Received from Members of Legislature/Parliament and the Public in Kannada—Instructions Regarding.

*Circular No. DPAR 2 AAR 80,
dated 25th February 1980*

Ref.—(1) Circular No. DPAR 8 AAR 79, dated 24th January 1979.

(2) Circular No. DPAR 45 AAR 79, dated the May 1979.

(3) Circular No. DPAR 86 AAR 79, dated 27th November 1979.

In the circulars cited above several instructions have been issued by Government from time to time about acknowledging petitions/letters addressed to Government by the Members of Legislature/Parliament and the Public.

Government further desire that the acknowledgements and endorsements to be issued to the parties concerned shall be in Kannada.

2. Accordingly suitable endorsements in kannada should be got printed on postcards and acknowledgements sent to the parties invariably.

3. The Secretaries to Government are therefore requested kindly to ensure that the above mentioned instructions are scrupulously followed by all concerned.

ವಿಷಯ :- ಬೆಂಗಳೂರು, ಬಳ್ಳಾರಿ, ಬಿಜಾಪುರ, ಬೆಳಗಾವಿ, ಧಾರವಾಡ, ಕಲ್ಬುರ್ಗಿ, ಮಂಡ್ಯ, ಮಂಗಳೂರು, ಮೈಸೂರು, ಶಿವಮೊಗ್ಗ, ರಾಯಚೂರು ಮತ್ತು ತುಮಕೂರು ಈ ಸ್ಥಳಗಳಲ್ಲಿರುವ ಜಿಲ್ಲಾ ತರಬೇತಿ ಸಂಸ್ಥೆಗಳು ಮತ್ತು ಅವುಗಳ ಸಿಬ್ಬಂದಿಯನ್ನು ಮುಂದುವರಿಸುವುದು.

ಓದಲಾಗಿದೆ:—1) ದಿನಾಂಕ 24-1-1979ರ ಆದೇಶ ಕ್ರಮಾಂಕ ಡಿಪಿಎಆರ್ 9 ಕೆಟಿ 79

2) ನಿರ್ದೇಶಕರು ಆಡಳಿತ ತರಬೇತಿ ಸಂಸ್ಥೆ, ಮೈಸೂರು ಇವರ ದಿನಾಂಕ 24-11-1979ರ ಪತ್ರಾಂತ ಜಿ.ತ.ಲಿ.: ವಿವ : 174 : 79-80.

ಪ್ರಸ್ತಾವನೆ :- ಮೇಲೆ ಕಾಣಿಸಿದ ಹನ್ನೆರಡು ಜಿಲ್ಲಾ ತರಬೇತಿ ಸಂಸ್ಥೆಗಳು ಮತ್ತು ಅವುಗಳ ಸಿಬ್ಬಂದಿ ವರ್ಗವನ್ನು ಕ್ರಮಾಂಕ (1) ರಲ್ಲಿ ಓದಲಾಗಿರುವ ಸರ್ಕಾರಿ ಆದೇಶದಲ್ಲಿ 1-4-1979 ರಿಂದ ಒಂದು ವರ್ಷದವರೆಗೆ ಮುಂದುವರಿಸಲಾಗಿತ್ತು. ಈ ಮಂಜೂರಾತಿಯು 31-3-1980ಕ್ಕೆ ಕೊನೆಗೊಳ್ಳುತ್ತದೆ. ತತ್ಪ್ರಯುಕ್ತ ಸದರಿ ಹನ್ನೆರಡು ಜಿಲ್ಲಾ ತರಬೇತಿ ಸಂಸ್ಥೆಗಳು ಮತ್ತು ಅವುಗಳ ಸಿಬ್ಬಂದಿ ವರ್ಗವನ್ನು ದಿನಾಂಕ 1-4-1980 ರಿಂದ ಆರನೇ ಯೋಜನೆ ಅಂತ್ಯದವರೆಗೆ ಮುಂದುವರಿಸುವಂತೆ ಆಡಳಿತ ತರಬೇತಿ ಸಂಸ್ಥೆಯ ನಿರ್ದೇಶಕರು ಸರ್ಕಾರದ ಆದೇಶಕ್ಕಾಗಿ ಶಿಫಾರಸು ಮಾಡಿರುತ್ತಾರೆ. ಸರ್ಕಾರದ ಸಿಬ್ಬಂದಿ ವರ್ಗಕ್ಕೆ ತರಬೇತಿ ನೀಡುವುದು ಸರ್ಕಾರದ ಅವಿಚ್ಛಿನ್ನ ಚಟುವಟಿಕೆಯಾದ ರಿಂದ ಸದರಿ ತರಬೇತಿ ಸಂಸ್ಥೆಗಳ ಮುಂದುವರಿಯಲು ಅನಿವಾರ್ಯವಾಗಿದೆ.

ಸರ್ಕಾರಿ ಆದೇಶ ಕ್ರಮಾಂಕ ಡಿಪಿಎಆರ್ 196 ಕೆಟಿ 79, ಬೆಂಗಳೂರು, ದಿನಾಂಕ 5ನೇ ಮಾರ್ಚ್ 1980

ಪ್ರಸ್ತಾವನೆಯನ್ನು ಕಾಣಿಸಿದ ಹನ್ನೆರಡು ಜಿಲ್ಲಾ ತರಬೇತಿ ಸಂಸ್ಥೆಗಳನ್ನು ಅವುಗಳ ಸಿಬ್ಬಂದಿ ವರ್ಗದೊಂದಿಗೆ ದಿನಾಂಕ 1-4-1980ರವರೆಗೆ ಮುಂದುವರಿಯಲು ಸರ್ಕಾರದ ಮಂಜೂರಾತಿ ನೀಡಲಾಗಿದೆ.

2. ಈ ಸಂಬಂಧದಲ್ಲಿ ತಗಲುವ ವಜ್ಜುವನ್ನು ..265—ಇತರೆ ಆಡಳಿತ ಸೇವೆಗಳು —ಸಿ. II ಜಿಲ್ಲಾ ತರಬೇತಿ ಸಂಸ್ಥೆಗಳು ಅಕ್ಕದ ಹಿರಿಯಾಚಾರ್ಯರಲ್ಲಿ ಭರಿಸತಕ್ಕದ್ದು.

(15) Rationalisation of Administration at District and Taluka Level-Orders Regarding Delegation of Powers.

Read.—(1) O.M. No. DPAR 51 AAR 79, dated 14th June 1979.

(2) D.O. letter No. DPAR 8 CRR 79, dated 13th September 1979 from Shri L. Ramachandra Rao, the then Under Secretaries, DPAR (AR-III)..addressed to all Secretaries/Commissioners to Government and Others concerned.

PREAMBLE..

The Government for some time past, has been re-examining ways and means to improve the administration at the district and taluk levels and divest the officers at these levels of certain functions, to enable them to concentrate more on other pressing problems.

2. Government therefore, constituted a special committee for the purpose, in O.M. read at 1 above, with the following officers :

- | | |
|--|----------|
| (1) Shri K. P. Surendranath, Joint Secretary, | Chairman |
| DPAR (Personnel). | |
| (2) Shri Adhip Choudhury, Deputy Commissioner, | Member |
| Bangalore District. | |
| (3) Shri P. S. Nagarajan, Deputy Secretary, | Member |
| Revenue Department. | |
| (4) Shri S. Swathanthra Rao, the then | Addl. |
| Deputy Commissioners, Chitradurga. | Member |

3. The committee's report, received in September 1979, has been examined in detail and the recommendations as well as the views of the departments thereon were discussed at a meeting under the chairmanship of the Chief Secretary on 12th February 1980. The meeting also was attended by the special Secretary, DPAR, Joint Secretary, DPAR and Deputy Secretary, DPAR (AR-I).

After a careful consideration of the recommendations of the Committee and also the remarks of the several departments detailed in Appendix I, Government are pleased to convey their approval in respect of each of these accepted items, as indicated in the last column of the statement appended to this order (*vide* Appendix II).

2. The Secretaries to Government are requested kindly to issue follow up or consequential instructions or amendments, as may be necessary, within a fortnight so as to give effect to these orders from the 1st April 1980.

3. No instructions/amendments contrary to the decisions taken by Government in this Government Order need be issued without the prior consent of Government in DPAR (AR-I).

In respect of items on which the remarks/views of the departments are not in full agreement with the Committees recommendations, or which are vague, those should be re-examined and orders issued according to the recommendations of the Committee, so that such orders also can be brought into effect from the 1st April 1980, positively.

APPENDIX—I

<i>Department</i>	<i>Communication Number</i>
1. Department of Law and Parliamentary Affairs.	U.O. No. LAW 212 LAW 79, dated 26th September 1979.
2. Agriculture and Animal Husbandry.	D.O. letter No. AAH 1902 SD (Agri.) 79, dated 27th September 1979, from Shri S. V. Ranganath, Deputy Secretary.
3. Food and Forest ..	D.O. No. FFD 329 EFT 79, dated 5/6th October 1979 from Shri A. Venkatesh Deputy Secretary.
4. Housing and Urban Development.	D.O. No. HUD 75 LRB 79, dated 6th October 1979, from Shri K. Mylarappa, Deputy Secretary.
5. Social Welfare and Labour.	U.O. No. SWL 344 SET 79, dated 28th October 1979.
6. Health and Family Welfare.	U.O. No. HFW 201 CGS 79, dated 15th October 1979.
7. Commerce and Industries.	D.O. No. CI 128 ICS 79, dated 2nd/3rd November 1979, from Shri A. Ramamurthy Under Secretary.
8. Rural Development and Co-operation.	D.O. No. RDC 10005/Comr./I/79, dated 26th December 1979 from Shri M. Maninarayana Swamy, Commissioner and Secretary to Government.
9. Finance ..	D.O. No. FD 8 SRS (i) 79, dated 3rd January 1979, from Shri SMH Desai, Deputy Secretary, I/c.
10. Revenue ..	U.O. No. RD 4 R & I 80, dated 8th January 1980.
11. Education and Youth Services.	U.O. No. ED 5 RCN 80, dated 16th January 1980.
12. Home Department ..	U.O. No. HD 150 PCN 79, dated February 1980.

APPENDIX-II

G.O. No. DPAR 13 AAR 80, dated 4th March 1980.

Sub ; Delegation of powers to the Deputy Commissioners

Sl. No.	Relevant Rules/G.O.	Existing powers to the Deputy Commissioner	Decision of Government
1	2	3	4
1.	G.O. No. RDF 60 TFL 74, dated 30th October 1974.	To sanction cash relief of Rs. 6,00 and building materials Rs. 400 total Rs. 1,000 only to each family.	If orders issued in G.O. No. RD 27/ TSR/78, dated 29th December 1979 to enhance the limits to Rs. 1,000, Rs. 600 totalling Rs. 1,600 to each family no fresh orders need be issued, otherwise orders as above may be issued by Revenue Department.
2.	G.O. No. RDF 127/TFA 74, dated 16th May 1975.	To sanction total cash relief including building materials up to a maximum limit of Rs. 25,000 in a single fire accident case.	In respect of maximum limit for each family, it should be Rs. 1,00,000 instead of Rs. 25,00 Revenue department to issue orders, if not done already.
3.	O.M. No. DPAR 4/STR/79, dated 26th April 1979.	Premature transfers of Second Division Clerks, Drivers and Class IV Govt. Servants.	O.M. dated 26th April 1979 should be notified to include FDCs and R.Is. of both categories and others already covered DPAR (Service Rules) to issue revised orders.

1	2	3	4
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|---|--|--|
| 4. As per land Grant Rules 1969 Rule 12(a). | Waive of upset price in respect and SCs. and STs. and other weaker section who are unable to pay the upset price on account of poverty. The granting authority may waive the entire price payable if the amount does not exceed Rs. 500. | Revenue Department may expedite the issue of orders in respect of wet lands also as done in case of dry lands. |
| 5. Karnataka Land Revenue Rules 1966. | As per rule 97(4) of K.L.R. Rules prior permission of the Divisional Commissioners is necessary for reducing the extent required for free past-urges which falls below the prescribed limit. | The powers now vesting with the Divisional Commissioners under Rule 97(4) of K.L.R. are to be vested with the D.Cs. Revenue Dept. to issue orders accordingly. |
| 6. Item No. 10-A of Schedule II issued under rule 4 of Arms Rules 1962. | Grant/Renewal of licence in form XI of Arms Rules, 1962 for storage of potassium Chlorate and Sulphur required for use in match industry and sugar industry. This power is vested with the State Government at present. | Home Dept. to give its specific views on this issue before 15th March 1980 or issue appropriate orders before the same date under advice to DPAR (AR-I). |

Bills (Payable at treasury and D.C. bills (not payable at treasury) of office of Tahsildars under 253 Dist. Administration and 215 Election and 304 OGES.

bills and N.I. Bills is vested with Deputy Commissioners under 253 District Administration and 215 Election and 304 OGES.

views on this issue before 15th March 1980 or issue appropriate orders before the same date under advice to DPAR (AR-I).

8. C.O. No. FD 3 PEF 74, dated 27th November 1974 power No. 23 sanctioning the hiring of private buildings and land for departmental use.

Rs. 600 each p.m. for 5 years or Rs. 1,000 each p.m. for two years.

Rs. 1,000 each p.m. for 5 years or Rs. 1,500 each p.m. for 2 years Full powers within the approved budget provision and the certificate being obtained by the P.W.D. authorities. The power is extended to other heads of departments also.

9. G.O. No. FD 3 RFP 74, dated 27th November 1974. Power No. 29 sanctioning local purchase of stationery articles for offices.

Rs. 100 each time and Rs. 5,000 per annum.

Power is enhanced to sanction Rs. 200 each time and Rs. 10,000 p.a. This power is also extended to the other heads of departments.

10. G.O. No. FD 3 RFP 74, dated 27th November 1974, power No. 32 sanctioning repairs to Govt. Typewriters Duplicators and Calculating Machines of Offices.

Rs. 200 to 400 each machine per annum.

Power is enhanced to Rs. 400 each machine per annum. This power is also extended to the other heads of departments.

1	2	3	4
11.	G.O. No. FD 3 RFP 74, dated 37th November 1974, Power No. 1 null repairs to Intercom system installed in the offices.	Repairs to intercoms are also covered in G.O. No. ED 3 RFP 74, dated 29th November 1974 even upto Rs. 1,000 p.a. Hence no separate orders are necessary.
12.	G.O. No. FD 3 REF 74, dated 27th November 1974, power No. 53 sanctioning Temporary Advances from General Provident Fund for other than special reasons.	Rs. 2,500 each case	Powers enhanced to Rs. 5,000 in each case in the Revenue depart- ment and extended to the other heads of departments also.
13.	G.O. No. FD 3 REP 74, dated 27th November 1974, power No. 59 for special reasons.	Rs. 2,500	

Additional powers to the Deputy Commissioners and other Heads of Departments.

1. Existing Powers to be Enhanced.

Sl. No. with reference to M.F. power	Nature of Power	Existing limit of power		Decision of Government	
		Director	Jt. Director & Deputy Com- missioner		
1	2	3	4	5	6
1. To appoint temporary labour as measurers bag stichers loading Gangs etc. on Daily Wages/Monthly wages.		Rs. 3 p.h.d/Min. pay of Class IV servants.	Rs. 3 p.h.p.d./ Min. pay of Class IV servants.	Director and also Dy. Commrs. of Districts.	Joint Director
				Rs. 5 p.h.p.d. Min. pay of Cl. IV servants.	Rs. 5 p.h.p.d. Min. pay of Cl. IV servants.
		4 months and Rs. 5,000/p.a.	1 month and Rs. 1,000/p.a.	6 months and Rs. 10,000/p.a.	4 months and Rs. 5,000/p.a.
2. To sanction rents for Godowns, Hire for storing Foodgrains with reference to the Storage capacity of Godowns.		15 paise per Qtl./per month.	10 paise per Qtl. per month.	40 paise per Qtl. per month.	45 paise per qt.l per month as in vogue in Ware Housing Corpo-ration.

1	2	3	4	5	6
3.	To effect emergent repairs to private buildings, rented by the Department for Locating Godowns to suit the Storage requirements.	Rs. 250/e. c. Rs. 2,500/p. a.	Rs. 100/e. c., Rs. 1,000/p. a.	Rs. 1,000 each case Rs. 10,000/p. a.	Rs. 500 each case Rs. 5,000/p. a.
4.	To effect repairs like Weighing Machines.	Rs. 250/e. c. Rs. 2,500/p. a.	Rs. 100/e. c. Rs. 1,000/p. a.	Rs. 500/e. c. Rs. 5,000/p. a.	Rs. 200/e. c. Rs. 2,000/p. a.
5.	To authorise the printing of Forms locally.	Rs. 100/e. t. Rs. 1,000/p. a.	Rs. 50/e. t. Rs. 500/p. a.	Rs. 500/e. t. Rs. 5,000/p. a.	Rs. 100/e. t. Rs. 1,000/p. a.
6.	To pass all reasonable shortages in transit due to measurement, transport, drifage, bandling, etc.	..	Paddy 2% other food grains 1%.	Paddy 5% other foodgrains 3%.	Paddy 3% other foodgrains 2%.
7.	To order destruction of foodgrains unfit for human consumption.	Rs. 100/e. c. Rs. 1,000/p. a.	..	Rs. 500/e. c. Rs. 5,000/p. a.	Rs. 250/e. c. Rs. 2,500/p. a.
8.	Sanctioning of local purchase of Stationery.	Rs. 100/e. c. Rs. 1,000/p. a.	Rs. 50/e. c. Rs. 500/p. a.	Rs. 500/e. c. Rs. 5,000/p. a.	Rs. 50/e. c. Rs. 1,000/p. a.

9. To Write off :—

(a) Losses of dead stock ..	Rs. 200/e. c.	Rs. 100/e. c.	Rs. 400/e. c.	Rs. 200/e. c.
	Rs. 2,000/p. a.	Rs. 2,000/p. a.	Rs. 4,000/p. a.	Rs. 2,000/p. a.
(b) Losses of foodgrains under	Rs. 100/e. c.	Rs. 50/e. c.	Rs. 200/e. c.	Rs. 100/e. c.
Stock due to drilage and other factors.	Rs. 1,000/p. a.	Rs. 500/p. a.	Rs. 2,000/p. a.	Rs. 1,000/p. a.
(c) Value of shortages due to	Rs. 500/e. c.	Rs. 250/e. c.	Rs. 1,000/e. c.	Rs. 5,000/e. c.
cleaning of foodgrains.	Rs. 10,000/p. a.	Rs. 5,000/p. a.	Rs. 20,000/p. a.	Rs. 10,000/p. a.
(d) Short recoveries and excess payment found irrecoverable.	Rs. 250/e. c.	Rs. 50/e. c.	Rs. 500/e. c.	Rs. 100/e. c.

NOTE :— p.h. stands for per head ; p.d. stands for per day ; p.a. stands for per annum ;
p.m. stands for per mensem ; a.t. stands for at a time ; e.c. stands for each case.

Additional administrative and Financial powers to be delegated to the Deputy Commissioners, Assistant Commissioners and others.

Sl. No.	Nature of powers	Decision of Government
Administrative powers		
1.	To sanction all kinds of leave except special disability leave to non-gazetted Government servants and to fill up leave vacancies in accordance with rules 194 and 196 of K.C.S.Rs.	Full powers to D.C. till a Class, I post of D.S.W. is created.
2.	To sanction extension of joining time with a Maximum period of 15 days subject to conditions laid down in Rule 82 of K.C.S.Rs.	Do
Financial powers		
3.	Sanctioning investigation by the Accountant General of arrear claims of subordinate non-gazetted Government servants (<i>vide</i> Article 20(a) K.F.C.).	Upto 6 years by the D.C. till a Class I post of D.S.W. is created.
4.	To fix the strength of hostels Ashram Schools/Residential schools, Tailoring production Units and Grant-in-Aid Hostels.	Full powers to the D.C. subject to the allotment of funds in the Districts. to be made by Director of Social Welfare in early part of the Financial year.
5.	Declaring stores as obsolete surplus or unserviceable and disposing them, in Social Welfare Institutions.	Powers enhanced to D.Cs. upto Rs. 1,000 each time and upto Rs. 5,000 p.a.

Sl. No.	Compilation.	Relevant Rules/Act	Existing powers to Deputy Commissioner	Decision of Government
1	2	3	4	5
6.	Disciplinary authority in respect of Block Development Officers.	...	Not delegated.	.. R.D.C. to again re-examine and advise AR-I. Why the Deputy Commissioners should not be delegated the powers of disciplinary authority over Block Development Officers in order to have effective control over them in regard to developmental activities in all the Block of the District.
7.	Transfer of Municipal Employees within the District and Chief Officers of Town Municipal Council.	Section 320 of Karnataka Municipalities Act, 1964.		Deputy Commissioners be delegated with the powers of transferring the Municipal Employees including Chief Officers of the Town Municipal Councils within the district. HUD to issue formal orders if necessary before 1st April 1980.

1	2	3	4	5
8. Sanction of Earned Leave to Chief Officers of Town Municipal Councils.	As per Rule 89 of K.M. (Conditions of Services of officers and servants) Rules, 1972.	Deputy Commissioner is competent to sanction earned leave to Municipal employees above two months and upto six months.	The existing powers of the Deputy Commissioners to sanction earned leave in respect of Municipal employees should be extended even to the case of Chief Officers of Municipalities also. Housing and Urban Development/ Department. to re-examine whether it can be done by any other method before 1st April 1980 pending regular amendment to the concerned Act and Rules under advice to AR-I.	
9. Repairs to School buildings.	Under item No. 3 (A) B of G.O. No. DPC 315 APT 71(ii) dated 11th November 1971.	Empowered to sanction estimates upto Rs. 5% of the Capital cost for repairs of school buildings.	Full powers are delegated to Deputy Commissioners in regard to repairs to school buildings without reference to capital cost.	
10. Repairs to Jeeps	As per item 5 of Rule 3 of the	Deputy Commissioner competent to accord	Ceiling limit is enanced to Rs. 5,000 per jeep. RDC	

Karnataka Taluk
Boards (Restriction
on expenditure)
Rules, 1969.

sanction for repairs and
replacement of spare
parts to the jeeps belong-
ing to Taluk Boards to
a ceiling limit of
Rs. 1,500 at a time per
jeep.

Dept. to amend the rule
accordingly.

11. Refreshment
charges.

As per Rule 55 of
M.C.E. 1958.

Provision to meet the
refreshment charges at
Rs. 1/- per head on inter-
departmental and
official and non-official
meetings and limited to
Rs. 100 per annum to
the Heads of depart-
ments.

The limit is enhanced from
Rs. 100 at Rs. 1,000 per annum
since the D.C. has to conduct
several meetings. F.D. to issue
amendments Rule 55 M.C.E.
1958, before 1st April 1980.

12. Transfer of
Extension
Officers and
Junior
Engineers.

Not delegated

The D.C. is delegated with the
powers to transfer extension
Officers in the Blocks deputed
from other departments in the
C.D. Blocks within the dis-
tricts in the interest of smooth
administration of block.

1	2	3	4	5
Powers of other Officers				
13.	Powers of Co-ordination.	Co-ordination of matters relating to Panchayats at the taluk level.		Tahsildar shall be the co-ordinating officer.
14.	Supervisory powers.	Looking after the Municipalities in sub-divisions.		The A.C. shall be the authority to look after these matters.
15.	Authorities under Municipi- palities Act.	Powers under Section 306 of the Municipalities Act.		The powers are delegated to the Assistant Commissioner. The first appellate authority would be the <i>Deputy</i> Commissioners, and the final authority would be the Divisional Commissioner Housing and Urban Development Dept. to issue suitable amendments to the Acts and Rules.
16.	Powers of Asst. Commr.	Karnataka Village Officers Act, 1961.		Powers are delegated to the Tahsildar instead of the A.C. Revenue dept. to amend the Acts and Rules accordingly.

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|----------------------------|---|--|
| 17. Powers of Asst. Commr. | Section 77 of Karnataka Land Reforms Act. | These powers are delegated to the Tahsildars instead of the A.C. Revenue dept. to issue amendments to the Acts and Rules. |
| 18. Powers of A.C. ... | Sections 80, 83 & 85 of KLR Act. | Powers vested with A.C.... These powers are delegated to Tahsildar, instead of the A.C. Revenue dept. to issue amendments. |
| 19. Power of A.C. ... | Karnataka L.R. Act, 1954. | Power of D.C. ... These are delegated to the Asst. Commrs., instead of the D.C. Revenue dept. to issue amendments. |
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(16) Rules framed under Section 3 of the Karnataka Civil Service (Regulation of Promotion, Pay and Pensions] Act, 1973.

No. DPAR 6 IFP 74, dated 11th March 1980

With reference to Smt. A. L. Ganapathy's D.O. Letter No. Gm/Genl/118C dated 27/29th January 1979, I am directed to state that the clarifications on several points regarding implementation of certain provisions of Promotion, Pay and Pension Act and PPP rules have been examined in consultation with Finance Department and clarifications are given as under. Law and Parliamentary Affairs Department and clarifications are given as under.

Point 1.

The orders of retrospective promotions which were issued during the period from 29th June 1973 (the date of promulgation of PPP ordinance] and 15th June 1978 the date of commencement of Promotion, Pay and Pension rules) will have to be reviewed in the light of the PPP rules and fresh orders will have to be issued by Government in supercession of the earlier orders granting retrospective promotions in such cases which are covered by the Karnataka State Civil Services (Regulation of Promotion, Pay and Pension) Rules, 1978.

Point 2.

Orders issued prior to 29th June 1973 Promotion of Government Servants retrospectively have to be accepted in audit, if they were in accordance with the then existing orders contained in Government Order No. GAD 93 SRR 62 dated 10th December 1962. The fact that they were subsequently reviewed does not alter the position because the principles underlying the Government order dated 10th December 1962 have been adopted in the rules issued on 5th June 1978. If these orders have been subsequently

reviewed under Section 4, the persons will be deemed to have been promoted from the date of eligibility for the purpose of fixation of pay subsequently.

Point 3.

Sections 4, 5, 6, 7 and 8 are applicable to matters which are not covered by sub-section (I] of Section 3 sub-section (I] confers power on Government to make rules providing for retrospective promotions in specified cases. Accordingly rules have been made. There are court rulings that rules made under the Act should be read as part of the Act. Consequently the rules which provide for categories of cases where retrospective promotions could be given should be deemed to be provisions made in sub-section (1) of Section 3 itself. Therefore, the provisions of Sections 4, 5, 6, 7 and 8 shall not be applicable to the matters relating to retrospective promotions and the consequences flowing therefrom. Retrospective promotion involves payment of arrears of salary wherever it is provided for under the rules, and is not debarred by such rules. Otherwise there would be no difference between an order determining the date of eligibility and no order giving retrospective promotion was to allow the object of providing for retrospective promotion was to allow arrears of salary in such cases, wherever considered appropriate.

Point 4.

Action to amend Section 4(3) of the promotion, pay and pension Act, to provide for refixation of the pay of the officers whose date of eligibility is later than the date of actual promotion is being examined. Fixation of pay in such cases will have to be deferred till the amendment is issued.

Point 5

In cases where the Officers who were actually promoted after 1st January 1961 but who secure the eligibility dates

prior to 1st January 1961, the pay has to be regulated on the basis of the eligibility date.

Point 6.

The view taken against point 4 will apply here.

Point 7.

Sub-Section (2) of Section 9 of the Act provides that a Government Servant shall be deemed to have satisfactorily completed the period of officiation in the promoted post if his record of service on the date or date on which he is found eligible is satisfactory and indicates that he is eligible for promotion to the next higher cadre etc. It is therefore not necessary that a Government Servant should complete one year officiation period in a post in respect of which the date of eligibility has been determined before he is considered for promotion to the next higher post. Rule 18 (2) of the 1957 General Recruitment Rules has no application to such cases.

Point 8.

As far as it relates to exercising of option under rule 42 (B) (2) of KCSR, necessary instructions have been issued in O.M. No. DPAR 4 IFP 73 dated 14th December 1979 (copy enclosed).

Point 9.

Where the eligibility date originally notified is changed subsequently to a later date on the basis of a review of promotions consequent to publication of rectified final Inter State Seniority List, the revision of pay has to be given effect to from the date of the later order.

Point 10.

Since payments earlier made were on the basis of orders validly issued under the rules in force it cannot in such cases may not arise.

Point 11.

The refixation of pay in the higher post will have to be made with reference to the date of eligibility for promotion to the higher post.

(17) Amendment of Rule 9 of the Karnataka Civil Services (General Recruitment) Rules, 1977.

*Notification No. DPAR 18 SRR 79,
dated 13th March 1980.*

In exercise of the powers conferred by the provision 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) (Sixth Amendment) Rules, 1980.

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

2. *Amendment of Rule 9* :—In sub-rule (3) of Rule 9 of the Karnataka Civil Services (General Recruitment) Rules, 1977, the words, brackets and figure “sub-rule (1) and” shall be omitted.

(18) Clarification regarding the Extension of the periods of Suspension of Government Servants,

*Circular No. DPAR 80 SSR 79,
dated 14th March 1980*

Under Note 1 below Rule 98 (B) of Karnataka Civil Service Rules to its deletion, sanction of Government was necessary for extension of the periods of suspension of Government servants beyond the initial 6 months period. By the amendment issued in Government Notification No. FD 78 SRS 77, dated 12th July 1978 the aforesaid note was deleted. Consequently sanction of Government for the continued suspension of Government servants beyond 6 months is not necessary even though such cases are required to be reported to Government in terms of Rule 10(5) of the Karnataka Civil Services (Classification Control and Appeal) Rules, 1957 for such orders as the Government may deem fit. The Government servants who are placed under suspension without indicating in the order suspending them any specific period(s) of suspension will continue under suspension till it is revoked by the authority which suspended them, or any higher or authority Government but sanction of Government is no more required for continuing them under suspension beyond the initial period of 6 months.

Doubts have also been raised as to whether sanction of Government is necessary for payment of subsistence allowance for periods beyond 6 months to the Government servants who continue under suspension.

It is hereby clarified that such sanction of Government is also necessary. The authority which made or is deemed to have made the order of suspension is itself competent to regulate the quantum of subsistence allowance payable to Government servants under suspension, in accordance with the provisions of Rule 98 (A) of Karnataka Civil Service Rules.

35 Date.....

D-4402
5/18/80

(19) Cabinet Notes—Inclusion of the subject to be placed before the Cabinet—timely submission of—instructions issued.

Official Memorandum No. DCA (M) 39/80
18th March 1980

At one of the recent meetings of the Cabinet, it was pointed out that in a number of cases, the proposals for inclusion of the subjects to be placed before the Cabinet as well as the Cabinet Notes are received at the last moment with the result, that it would not only be difficult to include those subjects, but it would also create a very embarrassing situation as it would not be convenient for the Ministers to study the proposals before the meeting. It has, therefore, been suggested that he should ensure that subjects to be included in the Cabinet along with the notes should reach the Cabinet Section at least *two full days* before the date of meeting of the Cabinet.

2. As the Cabinet will generally meet every *Friday*, it is necessary that the subjects to be included on Friday of a particular week should reach the Cabinet Section by the evening of Tuesday at the latest. Except in very rare exceptions, subjects received after Tuesday evening will not be included in the Cabinet meeting to be held on Friday of that Particular week ; but they will be listed for discussion in the Cabinet meeting scheduled for the subsequent week.

(20) Amendment of Schedule II of the Karnataka Civil Services (Service and Kannada Language Examination) Rules, 1974.

Notification No. DPAR 11 SSR 80,
dated 19th March 1980

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 Examination) Rules, 1974, namely:

1. *Title and commencement.*—(1) These rules may be called the Karnataka Civil Services (Service and Kannada Language Examination) (Amendment) Rules, 1980.

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

2. *Amenament of Schedule II.*—In Schedule II to the Karnataka Civil Services (Service and Kannada Language Examination) Rules, 1974 in the table :

(1) In the entries relating to the Police Department at Sl. No. 31 in column 2, the words "Reserve Sub-Inspectors" shall be omitted.

**(21) Karnataka Civil Services (Conduct) Rules, 1966—
Prohibiting Government Servants from bringing
Political and Other Influence to bear upon Superior
Authorities.**

*Official Memorandum No. DPAR 2 SRC 80,
dated 19th March 1980.*

According to Rule 26 of the K.C.S. (Conduct) Rules 1966 no Government servant shall bring or attempt to bring any political or other influence to bear upon any superior authority to further the interests of his service matters under the Government.

2. In O.M. No. GAD 16 SRC 75, dated 12th November 1975, Government directed that for the first violation of the above rules a warning should be issued and a copy thereof kept in the C.R. and for the second violation disciplinary action should be taken and the question of placing the Government servant under suspension should also be considered.

3. It appears as though some Government Servants are not aware of these instructions. The provision

indicated in para 1 and the instructions referred to in para 2 are therefore reiterated for strict compliance, failing which Government would be compelled to take drastic action. Secretaries to Government and Heads of Departments are requested to ensure strict compliance with these instructions.

(22) Diploma in Business Administration Awarded by the Board of Technical Examinations in Karnataka.

Official Memorandum No. DPAR 3 SDR 80

In G.O. No. ED 37 MPI 75, dated 27th September 1975, Government sanctioned a scheme for establishment of an institute of Middle Management at Bangalore and under this scheme the Board of Technical Education in Karnataka is awarding a Diploma in Business Administration, which is a two year course after Pre University Course. It would now be necessary to identify the various posts where this qualification is suitable and provide adequate job opportunities to the candidates who acquire this Diploma. The utility of the scheme would depend mainly on the jobs the successful candidate may secure.

2. The Heads of Departments are, therefore, requested to examine the contents of this course, identify the posts in their departments where the Diploma would be useful and then introduce the Diploma as an alternative qualification for recruitment to those posts. The Director of Technical Education may please communicate to the Heads of Departments the contents of the course of Diploma in Business Administration in order to enable them to identify the posts where this qualification is suitable and take further action to amend the Cadre and Recruitment Rules and take necessary follow up action with the Heads of Departments.

(28) Transfer of Government Servants—further Guidelines Issued -

Cir. No. DPAR 4 STR 80

Dated 24th March 1980.

Ref : -(1) Circular No. DPAR 1 STR 78, dated 19th January 1978.

(2) D.O. letter No. DPAR 1 STR 80 from the Chief Secretary to all the Secretaries to Government.

Government have already issued several instructions to regulate the transfers of officers to ensure that while making transfers, the interest of public service should be of primary consideration ; but at the same time, instructions have also been issued to see that officers transferred are not inconvenienced as far as possible.

Usually, general transfers are made in the beginning of each financial year and the following guidelines are issued in continuation of other standing instructions which have already been issued in the matter.

As the academic year is coming to a close shortly, it is considered necessary that all orders of appointments and postings that are to be issued at present and of general transfers are issued in such a way that they take effect after the end of the academic year.

In such cases, where orders are still to be issued, on such matters it is suggested that the orders should be issued some time after march and preferably during the middle of April so that education of children of officers and officials transferred does not suffer.

In such cases where transfer orders have already been issued, wherever possible, instructions should be given, so that officers transferred get themselves relieved some time during the middle of April and report themselves for duty in their new places thereafter. If, however,

some officers have been relieved or have to be relieved in view of their successors reporting for duty, it is suggested that officers relieved may be permitted to avail of leave, in cases where they have genuine difficulties regarding the education of their children and that they can be permitted to report at the new place of posting immediately after the annual examinations of their children are over.

(24) Sad demise of His Excellency the Late Ton Due Thang, President of Vietnam —

*Official Memorandum No. DPAR 5 HHL 80
Dated 31st March 1980.*

As a mark of respect to the memory of His Excellency the Late Ton Due Thang, President of Vietnam who has passed away, it has been decided that the National flags on all Government Buildings at Bangalore (State Capital only) should be flown at half-mast from sunrise to sunset on 31st March 1980.

It is therefore requested that necessary steps may be taken immediately to implement the decision.

(25) Visit of Officers to Delhi and other places outside the State on official work.

*Circular No. DPAR 6 SRC 80
Dated 1st April, 1980.*

It has come to the notice of Government that some senior officers, who visit Delhi to attend meetings or discussion, take some of their subordinate officers with them for 'support'. Except in very rare instances the senior officer concerned should be able to handle the matters themselves and it should not be necessary for them to take junior officers or other staff with them.

2. Even where such 'Support' become necessary in exceptional circumstances, they should invariably obtain the prior approval of the Chief Secretary before they take any of their subordinate officers with them.

3. It has also come to the notice of Government that some officers who visit Delhi to attend meetings and / or to hold discussions with the officers of the Government of India, Institutions and Organisations, make their own arrangements and stay outside Karnataka Bhavan. This will certainly reduce pressure on the accommodation available in Karnataka Bhavan and is therefore to be welcomed ; but it is necessary that before they leave Bangalore, they should leave the address of their stay as well as the Telephone No. where they could easily be contacted in those places. This information should be left with the personal staff of such officers as well as the other seniormost officer of the Department who will be available in Bangalore. They should, on their arrival in Delhi furnish this information to the Special Commissioner for Karnataka. If for any reason they decide about the place of stay after reaching Delhi, they may leave the information regarding their place of stay as well as Telephone No. at the Karnataka Bhavan, New Delhi. In the case of visits to other places, they should immediately send a message to their personal staff in Bangalore, so that through them it should be possible to get in touch with such officers in case of urgent necessity.

(26) Karnataka Government Secretariat Training Institute, Bangalore -Continuance of.

Read. (1) Government Order No. DPAR 6 KTI 79, dated the 12th March 1979.

(2) Letter No. STI 14 EST 80, dated the 4th March 1980, from the Director, Karnataka Government Secretariat Training Institute, Bangalore.

PREAMBLE

In the Government Order *cited* at (1) above, sanction was accorded to the continuance of the Karnataka Government Secretariat Training Institute for a further period of one year from the 4th May 1979.

2. For the reasons explained in his letter cited at (2) above, the Director of the Institute has requested for further continuance.

*Order No. DPAR 12 KTI 80,
Bangalore, dated the 2nd April 1980*

Sanction is accorded to the continuance of the Karnataka Government Secretariat Training Institute, Bangalore with the following existing staff for a further period of one year from the 4th May 1980.

<i>Sl. No.</i>	<i>Name of the Post</i>	<i>Scale of pay</i>	<i>No. of posts sanctioned</i>
1.	Director	Rs. 1,525-2,000 Sple. pay of Rs. 150 p.m.	1
2.	Deputy Directors	Rs. 900-1,750	3
3.	Section Officer	Rs. 750-1,525	1
4.	Senior Assistant	Rs. 600-1,240	1
5.	Senior Assistant (Accountant).	Rs. 600-1,240	1
6.	Stenographer	Rs. 460-1,000	1
7.	Assistant	Rs. 460-1,000	1
8.	Junior Assistant	Rs. 300-700	1
9.	Typists	Rs. 300-700	2
10.	Peons	Rs. 250-400	4

2. The expenditure in this behalf is debitable to the budget head "265. other Administrative Services-10 C III Secretariat Training Institute, Bangalore".

(27) Issue of oral instructions by Ministers*Circular No. DPAR 3 SRC 80, 8th April 1980*

An instance has come to the notice of Government wherein the head of a Department took action to incur expenditure, etc. which was beyond his powers of sanction anticipating the Government's approval and thereafter sent proposals to Government for ratification of the action taken by him. It has, however, been mentioned by him in defence of his action that he acted under instructions of the Minister concerned and that those instructions were given to him directly by the Minister.

2. In administration certain rules, regulations and procedures are laid down to regulate and control the functions of the Government machinery. Powers of sanction are delegated to heads of departments and to other levels to facilitate prompt action on various matters. The concerned officers are expected to function within the four walls of these rules, regulations and procedures and to exercise only such powers as are delegated to them. While the Heads of Departments could, and indeed they should, exercise the powers which have been delegated specifically to them, it would not be correct on their part to anticipate Government's approval in respect of transactions where Government alone are competent to pass orders and thereby Present Government with fait accompli. Even where instructions are given by Ministers, Heads of Department are competent to implement those instructions if they come within the powers delegated to them and where the instructions are covered by the existing policy of Government. In other cases where implementing the instructions of Ministers would amount to deviation from the policy of Government or where the action is beyond the power delegated to the Heads of Departments, they should bring the correct position to the notice of the Ministers who conveys the instructions directly to them and they should also bring the instructions of the Minister to the notice of the Government and wait until Government's formal sanction and/or approval is obtained.

3. Another instance of a similar nature that has come to light recently relates to proposals in respect of repairs to vehicles. A department of Government sent a very large number of proposals to Government for repairs to vehicles ostensibly in the background of the general elections for which vehicles of various departments had to be kept in good order. While the Heads of Departments are expected to keep the vehicle in a fit and proper condition it would not be correct on their part to make use of such opportunities as elections to incur expenditure beyond reasonable limits without adhering to the criteria laid down for repairs to vehicles. It would be difficult for Government to countenance such proposals for sanction especially when repairs are undertaken without following the prescribed criteria. The mere fact that a Motor Vehicle Inspector or a Regional Transport Officer has Certified that the vehicles are due for repairs by itself would not provide adequate justification to take up expensive repairs without proper sanction. The concerned departments of Secretariat should examine such proposals on merits and accord approval only in cases where there is a adequate justification.

(28) Setting apart time For meeting the Members of Public by all Officers-Circular Instructions.

Circular No. DPAR 38 AAR 80 9th April 1980

Government have issued instructions from time to time that all officers must set apart some time every day when the members of the Public could meet them and represent their grievances and also bring to their notice any difficulty which calls for their attention besides offering their views on development schemes and programmes initiated their by Government. It is precisely for this reason that all Secretaries/Joint Secretaries/Deputy Secretaries to Government have been requested to keep one hour between 3 p.m. and 4 p.m. free every working day to meet visitors.

It has come to the notice of Government that in some field offices, there is no fixed hour when officers make it a point to be available for members of the public to come and meet them. This would naturally keep officers ignorant of many problems and difficulties which people might be facing. It would be in the interest of efficient administration for officers to maintain continuous public contact, particularly by providing a fixed timing when people could be sure that they could meet the officers without any predetermined appointment.

Not only should officers fix a definite time for such purpose, but should also notify it and make it known to members of the public that the officer would be available during that particular hour in his office for people to come and meet him. The Heads of Department should ensure that this practice is fully implemental by all officers at various levels in the field and they should also check whether this is being scrupulously followed by them during their visits.

While writing the Confidential Reports of officers regarding the relationship of the officers with members of the public, this factor should be an important consideration which should receive due weight.

(29) Hearing of Complaints—Maintenance of Complaint Boxes in Government Offices

*Circular No. DPAR 37 AAR 80,
dated 9th April 1980.*

Government have been considering for quite some time several steps with a view to improving the practices followed in attending promptly to complaints and grievances of the members of the public.

Government also recognise the need for co-ordinating agencies at various levels who could look into complaints from members of the Public and for ensuring that the concerned Departmental officers not only look into the

grievances, but also take prompt action to attend to them. For this purpose, Government have decided that there should be complaint boxes in each of the following offices :

1. At the Taluk level In the office of the Tahsildar
2. At the Sub-Divisional Level. In the office of the Assistant Commissioner in-charge of the Sub-Division.
3. At the District Level In the Deputy Commissioner Office.
4. At the Divisional Level. In the Divisional Commissioners Office.
5. At the State Level (a) In the office of the Head of each of the field Department's ;
(b) In each Department of the Secretariat.

The complaint Box in each office should be kept in a prominent place which is easily accessible to people so that any person having a grievance pertaining to any Department could, in writing, put in his petition indicating his grievance.

The box should be opened once a week in the presence of the Head of the office concerned and he should go through the petitions and indicate the Department to which they relate. The receipt of these petitioner should be entered in a register maintained by the Head of the office and he should watch the action taken on the petition by the concerned Departmental officer. The petitions should then be sent to the concerned Departments and they should be required to take prompt action and send weekly reports regarding the action being taken till the final action to redress the grievance is taken. It will be necessary that all these petitions are acknowledged wherever the petition has been duly stamped and signed. (No stamps are necessary in the case of petitions is submitted to Government).

It is possible that in many cases, the petitions will be unsigned, unstamped and signed by persons with a pseudonymous name or without giving an address. This does not mean that the petition should be ignored. It is the responsibility of the Head of the office to scrutinise these petitions and come to a conclusion regarding the seriousness of the complaint and then decide whether it should be pursued or not. If the complaint is such that it really requires attention irrespective of the fact whether it is signed or unsigned, stamped or unstamped it should receive proper attention by all concerned.

The officers named above will act as the co-ordinating agencies in looking into such grievance irrespective of the Department to which the petition relates. All Departmental officers should be instructed by the Secretaries to Government and the Heads of Department concerned, to extend full co-operation to the officers who are required to maintain these petition Boxes and also to initiate action on the petitions. It should be ensured that officers are clearly told that any lapse on their part in attending to these petitions as well as extending co-operation to the officers concerned will be viewed seriously by Government and it may entail disciplinary action.

(30) Re-Employment of or Extension of Service to Retired Government Servants-Termination of.

*Official Memorandum No. DPAR 20 SRR 80,
Dated 10th April 1980*

Pursuant to the policy of Government that no retired Government servant should be given re-employment or extension of service. Government have decided that the services of all Government servants who are on re-employment or extension of service after attaining the age of superannuation shall be terminated forthwith.

2. The proviso to Rule 15(1) of the Karnataka Civil Services (General Recruitment) Rules, 1977, and Rule

95(aa) of the Karnataka Civil Service Rules issued in Notifications No. DPAR 20 SRR 80, dated 8th April 1980 and No. FD 24 SRS 80, dated 8th April 1980 provide for termination of service of Government servants re-employed or retained in service after the date of superannuation after issue of one month's notice or on payment of one month's salary in lieu of notices. (Extracts of the provisions referred to are appended).

3. All Secretaries to Government and Heads of Departments are therefore requested to make immediate arrangements to terminate *forthwith* the Services of all Government servants referred to in para 1 above in accordance with the provisions of the rules referred to in para 2 above after paying one month's salary in lieu of notice.

Notification No. DPAR 20 SRR 80, dated 8th April 1980.

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) (Seventh Amendment) Rules, 1980.

(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 after sub-rule (1) the following proviso shall be and shall be deemed always to have been inserted, namely :—

“Provided that notwithstanding anything to the contrary contained in any rule made under the proviso to article 309 of the Constitution of India or in the agreement, or the terms, conditions and the period of appointment of any person under clause (a) or clause (b), the

services of a person so appointed shall be liable for termination at any time by a notice in writing given either by such person to the Government or by the Government to such person and the period of such notice shall be one month.

Provided further that the services of any such person may be terminated forthwith and on such termination he shall be entitled to claim a sum equivalent to the amount of his pay *plus* allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his services, or, as the case may be, for the period by which such notice falls short of one month”.

Notification No. DPAR 24 SRS 80 Dated 8th April, 1980.

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 Rules, namely.

1. *Title and commencement.*—(1) These rules may be called the Karnataka Civil Services (Eight Amendment) Rules, 1980.

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

2. *Amendment of rule 95.*—In Rule 95 of the Karnataka Civil Services Rules, after clause (a), the following clause shall be and shall be deemed always to have been inserted, namely.

“ (aa) Notwithstanding anything to the contrary contained in this rule or any other rule made under the proviso to article 309 of the Constitution of India or in the contract, or the terms and conditions of retention of any Government servant in service after the date of compulsory retirement the services of a Government servant so retained shall be liable for termination at any time by a notice in writing given either by the Gover-

ment servants to the appointing authority or by the appointing authority to the Government servant and the period of such notice shall be one month.

Provided that the services of any such Government servant may be terminated forthwith and on such termination the Government servant shall be entitled to claim a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his services, or, as the case may be, for the period by which such notice falls short of one month ”.

(31) Extension of Service or Re-employment to retired Government Servants.

O.M. No. DPAR 14 SSR 80, dated 10th April 1980.

- Ref.* 1. O.M. No. GAD 87 SSR 72, dated 8th Dec. 1972.
2. Circular No. GAD 30 SRR 75, dated 29th November 1975.

In the O.M. dated 8th December 1972 Government reiterated their policy that grant of extension of service and re-employment to pensioners should be considered only in respect of technical posts in Government departments where special difficulty was experienced in obtaining the services of qualified technical personnel. In the Circular dated 29th November 1975 this policy was made applicable to re-employment of retired Govt. servants in statutory/Non-statutory bodies, Corporations and/ Government Companies, owned or controlled by Government or where Government had a major financial interest.

2. The above mentioned policy has been reviewed and Government have now decided that there be no re-employment of or extension of service to any retired Government servant. Accordingly, Government direct that thereafter no department of Government should

recommend re-employment or extension of service to any retired Government servant.

3. This decision shall also apply to proposals from statutory/non-Statutory Bodies, Corporations and Government Companies, owned or controlled by Government or where Government have a major financial interest.

**(32) Annual Confidential Reports for the year 1979-80
Submission of**

Official Memorandum No. DPAR 51 MRC 80

Dated 11th April 1980.

Attention is invited to rule 5 of the Karnataka Civil Services (Confidential Reports) rules 1976, regarding submission of Annual Confidential Reports. The Section Officers, Under Secretaries to Government and Private Secretaries to Ministers and Ministers of State are requested to initiate the Confidential Reports for the year 1979-80 in respect of the Officers/Officials working under them by 1st may 1980 and put up the reports to the higher authorities during the first week of May 1980. The Confidential Reports in respect of staff are to be put up to levels of the officer indicated below :

1. Section Officers .. The reports should be initiated by the concerned Under Secretaries and submitted through Dy. Secretary / Joint Secretary / Secretary of the Department to the Ministeres concerned.
2. Senior Assistants .. The reports shall be initiated by the Section Officers concerned and submitted through the Under Secretary/and

Deputy Secretary, Joint Secretary, if any, to the Secretarp of the Department concerned.

3. Assistants/Junior Assistants and Typists.

The reports shall be initiated by the Section Officers concerned and put up through the Under Secretary upto the level of the Deputy Secretary or Joint Secretary concerned.

4. Stenographers

.. The report shall be written by the Officer under whom the Stenographer is working and it shall be submitted to the level of the Deputy Secretary concerned.

5. Non-Gazetted Staff working in the Personal Establishment of Secretaries and Deputy Secretaries.

The report shall be written by the officer in whose Personal Establishment the officials are working and it need not be put up to any higher officers.

6. Staff Working in the Personal Establishment of Minister/Ministers of State.

The Private Secretary/the Secretary to the Chief Minister has to initiate the/reports in respect of non-Gazetted Officer is lower in rank than the Private Secretary. The report should be submitted to the Minister.

The Confidential Reports which are complete in all respects may be sent to the Under Secretary, DPAR (Personnel) by the end of May 1980 positively, for safe custody.

(33) Transfer of Government Servants involved in Census work—Instructions Regarding.

*Official Memorandum No. DPAR 5 STR 80,
dated 14th April 1980.*

The next Census of India is being taken in February 1981. The house listing operations have already commenced and the tempo of Census work will increase enormously culminating in the enumeration in February, 1981. The work is being conducted through the State administrative hierarchy, including Deputy Commissioner, Tahsildars, Sub-divisional Officers and Teachers and these officers are being trained in the work. The Government of India have requested that there should be no large scale transfers as that would affect the quality and the coverage of the Census work.

2. The State Government agree in principle regarding the importance of the Census operations and appreciate the request of the Government of India. Government therefore, direct that no large scale transfer of Officers and other, Particularly Teachers, who are involved in Census work should be made after 31st May 1980 till March-April 1981.

(34) Karnataka Government Secretariat Training Institute, Bangalore—Continuance of.

*Read. Government Order No. DPAR 12 KTI 80,
dated the 2nd April, 1980.*

*Order No. DPAR 12 KTI 80, Bangalore,
dated the 15th April, 1980.*

The words and figures “+Special pay of Rs. 150 p.m.” appearing against the post of Director may be treated as deleted as payment of special pay is Government by general orders on the subject.

(35) Amendment of Rule 10 of the Karnataka Civil Services (Probation) Rules 1977.

*Notification No. DPAR 65 SSR 78 18 dated
18th April 1980*

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 rule further to amend the Karnataka Civil Services (Probation) Rules, 1977, namely.

1. *Title and commencement.* (1) These rules may be called the Karnataka Civil Services (Probation) (Amendment) Rules, 1980.

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

2. *Amendment of rule 10.* In sub-rule (1) of rule 10 of the Karnataka Civil Services (Probation) Rules, 1977 the words "or extended" shall be omitted.

(36) Reservation in Promotional Vacancies stay of Government order No. DPAR 22 SBC 79 dated 30th August 1979.

Circular No. DPAR 15 SBC 80 19th April 1980

The High Court of Karnataka has stayed operation of orders issued in Government Order No. DPAR 22 SBC 79 dated 30th August 1979.

It is, therefore, directed that further promotions in accordance with Government Order No. DPAR 22 SBC 79 dated 20th August 1979 should be stopped until further orders.

The Heads of Departments are requested to bring these instructions to the notice of all appointing authorities.

**(37) Annual Confidential Reports for the year 1979-80
Submission of**

*Official Memorandum No. DPAR 51 MRC 80
Dated 22nd April 1980.*

Please substitute the following instructions in place of the existing instructions issued against "1 Section Officers" in O.M. No. DPAR 51 MRC 80 dated 11th April 1980 :-

1. SECTION OFFICERS The reports should be initiated by the concerned Under Secretaries and submitted through Deputy Secretary/Joint Secretary to the Secretary of the Department concerned,

(38) Re-employment till the end of academic year of teaching staff who attain Superannuation during the middle of the academic year.

*Official Memorandum No. DPAR 14 SRR 80 (I)
Dated 22nd April 1980.*

Ref : O.M. DPAR 14 SRR 80 dated 10th April, 1980.

In the Official Memorandum dated 10th April 1980 referred to above Government directed that no department of Government should recommend re-employment of or grant of extension of service to any retired Government servant and that this decision should apply to proposals from statutory/non-statutory bodies, Corporations Government Companies owned or controlled by Government or where Government have a major financial interest.

2. It is hereby clarified that the policy of Government as laid down in the Official Memorandum dated 10th April 1980 shall not apply to the teaching staff such as teachers, lecturers and professors retiring on superannuation any time after the commencement of the academic year, in all educational Institutions, Whether

under the control of the Educational and Youth Services Department or any other Department of Government. In such cases, the existing orders permitting their re-employment till the end of the academic year after obtaining orders of the competent authority in each case well in time shall be applicable.

**(39) Deputation of officers Board on tour or for Training -
Issues guidelines regarding the.**

Official Memorandum No. DPAR 225 SME 80

Dated 23rd April 1980.

Often, the State Government depute senior officers abroad for attending to Government work such as representing the State Government in negotiations with foreign Government and World bodies like the World Bank. On some of such occasions proposals are made to send a large team while only one officer directly connected with the subject need be sent. Even the officers finally selected for deputation come with proposals, to sanction visits to other countries for one reason or the other such as to study matters which they may be handling for the time being under the State Government. Requests of the kind mentioned above are made even by officers sent abroad for participating in specific Training Courses under the Colombo Plan and other various training Schemes as also to attend seminars, conferences of very short durations.

2. Government always attempt, as far as possible to utilise the services of officers on return from abroad in the functional posts related to the subjects of their training or the knowledge which they would have gained abroad. It has, however, not always been possible particularly in respect of officers belonging to the generalist services to continue them in or to repost them to the posts which are related to the subjects of training or experience abroad. Instances are also not wanting where officers eager to go abroad for training or on study tour make oral requests even before they proceed abroad that

they might be posted elsewhere on their return. In these circumstances to what extent officers belonging to the generalist services should be allowed to go abroad for work or training on subjects relating to the department where they might be working at the relevant time has been considered by Government for Continuance of such officers in the same Department for unduly long periods on return from abroad has not generally been possible either in the public interest or on the requests of the officers. Moreover, the officers of the generalist services as the name of the service itself indicates are required to be available for service in any department according to the exigencies of administration and therefore it is also not desirable to create in them an expertise on matters which could purely be the preserve of the Departmental officers; and the mobility of the officers of the generalist service has always to be ensured.

3. Taking all aspects of the matter into consideration the following guidelines are hereby issued in the matter of deputation of officers abroad.

(a) The total period of deputation abroad of an officer in a year shall not exceed 45 days in a calendar year.

(b) The limit referred to in (a) above shall apply to deputations abroad to participate in training courses and seminars under the approved schemes of training such as Colombo Plan.

(c) An officer who has already been abroad for 45 days or more on any account in a Calendar year shall not be considered for further deputation in that particular year even under approved schemes of training referred to at (b) above.

(d) Whenever occasions arise for deputing officers abroad for tour such as to represent the State Government in negotiations etc., a Committee consisting of the following shall decide the composition of the State Government team.

- (i) Chief Secretary to Government.
- (ii) Revenue Commissioner.
- (iii) Secretary to Government, Finance Department, and
- (iv) Secretary to Government in the Administrative Department concerned.

(e) The Administrative Departments shall take action to convene meetings of the Committee for the purpose of deciding the composition of the State Government team as soon as occasions for sending such a team arises. The Committee constituted as in (d) above shall, while deciding the composition of the State Government team, give reasons for the inclusion of each officer in the team is considered necessary. The recommendations of the Committee will be placed before the Chief Minister for orders.

(f) The officers deputed abroad for a course of training are required to submit a report to Government in a prescribed form. It is hereby directed that whenever officers are deputed for any purpose other than training, such officers should submit detailed report to Government immediately on their return from abroad indicating in particular the extent of a success of their negotiations and the role played by them.

(g) The Officers sent abroad will attend to the items of work entrusted to them and return direct without going to other countries not included in the schedule originally given.

(h) In no case shall any officer be sent abroad without following the procedure indicated above irrespective of whether such officer is working directly under Government or is on deputation to an outside body under the direct or indirect control of Government.

4. The Secretaries to Government shall bring to the notice of the Chief Secretary any deviations from the guidelines mentioned above in any individual.

(4) Extension of Service or Re-Employment to Retired Government Servants

O.M. No. DPAR 14 SRR 80 (II),

Dated the 23rd April 1980

Ref O.M. No. DPAR 14 SRR 80, dated 10th April 1980.

In the Official Memorandum dated 10th April 1980 referred to above Government directed that no department of Government should recommend re-employment or or grant of extension of service to any retired Government servant and that this decision should apply to proposals from statutory/non-statutory bodies, Corporations, Government Companies owned or controlled by Government or where Government have a major financial interest.

2. It is hereby clarified that the policy of Government as laid down in the Official memorandum, dated 10th April 1980 shall not apply to the nomination of retired Government servants as Directors on Boards of Directors of statutory/non-statutory bodies. Corporations and Government Companies owned or controlled by Government or where Government have a major financial interest, provided, that the persons so nominate do not have executive responsibilities and are not paid salary/honorarium. :

(41) Re-employment of Government Servants Retired under Rule 285 of Karnataka Civil Services Rules Implementation of Court Orders relating to.

U.O. Note. No. DPAR 53 SSR 79,

date 24th April 1980

In certain cases Government servants who were retired under rule 285 of Karnataka Civil Services Rules and subsequently re-employed, approached the High

Court requesting the Court to direct the state Government to reinstate them in service. In some of these cases the High Court quashed the order passed by the Government retiring the Government servants and allowed the petitioners all consequential benefits flowing from the quashing of the order.

2. In one such case of Sri M. Mohamad Nabi who filed Writ Petition No. 7307/77, the High Court quashed the order of retirement passed by the state Government and the Writ Appeal No. 547 of 1977 (S) filed by the Government was dismissed by the High Court for the reason that there were no grounds to interfere with the order passed by the learned Single Judge. The law Department opined that it was not a fit case for an appeal to the Supreme Court.

3. In view of the legal position indicated above, there is no alternative except to implement the decision of the High Court in such cases. Hence in all similar cases where the High Court has passed orders quashing the retirement order issued by Government, action may please be taken to implement the decision of the High Court in consultation with Finance Department and submit the cases to the Cabinet for *ex-post-facto* approval.

(43) Amendment of Schedule I to the Karnataka Recruitment of Gazetted Probationers (Appointment by Competitive Examinations) Rules, 1966 for Inclusion of Class II Posts in Marketing Department in the Schedule.

*Order No. DPAR 15 SSR 77,
Bangalore, dated 26th April 1980.*

In exercise of the powers conferred by clause (b) of sub-rule (1) of rule 3 of the Karnataka Recruitment of Gazetted Probationers (Appointment by Competitive Examinations) Rules, 1966 Government are pleased to amend the entries under Category II in Schedule I to the said rules as follows, namely ;

(1) The entry against Sl. No. 5 relating to the Karnataka Marketing Service shall be substituted by the following :

“ 5. The Karnataka Weight and Measures Service.	Assistant Controllers of Weights and Measures. 2 years
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(2) After Sl. No. 17, the following entries shall be inserted :

“ Sl.No. 18. The Karnataka Marketing Service.	District Marketing Officers. 2 years ”
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(44) Special Casual Leave to the Office Bearers of the Karnataka State Government Lower Grade Employees Central Association and the District Committees of the Association Sanction of.

*Order No. DPAR 16 SBM 79,
Bangalore, dated 26th April 1980.*

Read The list of 25 demands of the Karnataka State Government Lower Grade Employees Central Association.

PREAMBLE :

In its list of demands, the Association has asked for all facilities extended to the Karnataka State Government Employees Association in the matter of grant of Special Casual Leave to the office bearers of the Association. The request has been examined by Government in detail.

O R D E R

After considering all aspects of the request of the Karnataka Government Lower Grade Employees Association, Government are pleased to sanction a Special Casual Leave of fifteen days in a calendar year to the following office bearers of the Central Association and of the District Committee of the Association for attending to work connected with the Association :

*Central Association**District Committees of
the Association*

(1) President

(1) President

(2) Vice-President

(2) Secretary

(3) General Secretary

(4) Organaising Secretary

2. The sanction of Special Casual Leave is subject to the following conditions :

(a) This special casual leave not exceeding fifteen days will include and not be in addition to any special casual leave admissible for any other purposes in any Calendar year.

(b) This special casual leave will be sanctioned by the authority competent to sanction casual leave only on the strength of a certificate issued by the president or General Secretary of the Central Association to the effect that the person applying for it holds one of the above-mentioned offices after satisfying himself that the nature and amount of the work of the association for which leave is intended, warrant the required leave

(c) The competent authority shall have the discretion to refuse sanction of special casual leave if it considers that in the interests of Government work. Such special casual leave cannot be granted.

(d) The incumbents of the posts mentioned above will be eligible for this special casual leave only in proportion to their term as office bearers of the association in any one calendar year.

3. This order issues with the concurrence of the Finance Department, *vide* its U.O. Note No. FC. 515, dated 5th February 1980.

(45) Combining the District Training Institute and the Village Accountants - cum - Panchayat Secretaries Training Centre at Shimoga.

G.O. No. DPAR 31 KTP 80, dated 26th April 1981.

READ

D.O. letter No. DTA-CR-193/76-77, dated 24th Nov. 1979 and letter of even No. dated 3rd April 1980 from the Director, Administrative Training Institute, Mysore.

PREAMBLE

The District Training Institute and the Village Accountants-cum-Panchayat Secretaries Training Centre at Shimoga are located in the same building. By combining both these institutions, there can be common mess, library, reading room, phone etc. which enables savings and effective co-ordination.

Therefore, the Director has suggested to,

- (i) combine both these institutions,
- (ii) declare the Principal, District Training Institute as the common Principal,

(iii) declare the Principal, Village Accountants-cum-Panchayat Secretaries Training Centre-as-the Vice-Principal of the Village Accountants-cum-Panchayat Secretaries Training Centre wing of the combined institute,

(iv) declare the Principal, District Training Institute as the common drawing and disbursing officer,

(v) to approve the staffing pattern of the combined institution as indicated below.

<i>Designation</i>	<i>No. of posts</i>
1. Common Principal of both the District Training Institute and the Village Accountants - <i>cum</i> - Panchayat Secretaries Training Centre (Junior Class I Officer) ..	1
2. Vice-Principal of the VAPSTC Wing (Class II Officer) (Hitherto Principal of VAPSTC) ..	1
3. Vice-Principal of the D.T.I., Wing, (Class II Officer)	1
4. Revenue Instructor (for the D.T.I. & the VAPSTC wings) ..	2
5. Accountant Superintendent (for the D.T.I. wing)	1
6. Instructor (Survey) (for VAPSTC wing) ..	1
7. Progress Assistant (for VAPSTC wing) ..	1
8. Instructor (Panchayat extension officer) (for VAPSTC wing)	1
9. Ist Dn. Clerks (for the D.T.I. & the VAPSTC wings) ..	2
10. IIInd Division Clerk (for D.T.I. wing) ..	1
11. Typists (for the D.T.I. & VAPSTC wings) ..	2
12. Peons (for the D.T.I. & VAPSTC wings) (Two each)	4

*Order No. DPAR 31 KTP 80,
Bangalore, dated the 26th April 1980.*

Santion is accorded to the proposal referred to above.

2. This combined institute is deemed to have come into existence with effect from 1st April 1980.

3. The expenditure on this account is debitable to the budget head "265 Other Administrative Service-C-II. District Training Institutes.

**(46) Departmental Enquiries against Government Servant
Avoidance of un-necessary references to Govern-
ment by Heads of Departments—Instruction
Issued.**

*Circular No. DPAR 17 SSR 80,
Dated 28th April 1980*

The number of cases relating to departmental enquiries against Government servants being handled at the Government level in the Secretariat has been on the increase. Government are, no doubt, the appointing authority reation to Class I and Class II Posts and they alone are competent under the existing provisions of the rules to impose major penalties : but that does not imply that complaint or allegation against Class II Officers should come to Government. One of the reasons for the increase in work in the Secretariat is that even in cases where the Heads of Departments are themselves competent under the rules to take certain action, reference are being made to Government. It is, therefore, considered necessary to being to the notice of the Heads of Departments and others the relevant provisions contained in the Karnataka Civil Services (Classification, Control and Appeal) Rules 1957 according to which power is vested in them to initiate departmental enquiries even against Government Servants in Class II service and others although Government are the appointing authority in their respect.

2. Under clause (bb) of sub-rule (2) of rule Rule 9 of the rules referred to above the Heads of Departments are vested with the power of imposing on Class II officers certain minor penalties specified therein. Under the the other clauses of this rule the Inspector General of Police, the Divisional Commissioners, the Joint Development Commissioners and others specified therein are competent to impose the specified minor penalties under different clauses of the rule. Even though they have the power to impose only certain minor penalties it is permissible for them to institute under sub-rule (2) of rule of 10A disciplinary proceedings against Class II officers for the purpose of imposing any of the maror penalty specified in clauses (v) to (viii) of rule 8. They could accordingly initiate disciplinary proceedings against Class II officers also. If after the Heads of Departments or any other authority who is competent to impose any of the minor penalties, institutes accordingly an enquiry under rule 11 and after the completion of the enquiry comes to the conclusion that, having regard to the gravity of the mis-conduct established against a Class II officers, imposition of any of the major penalties is justified and warranted he can forward the records of enquiry to Government. This is specifically provided for in sub-rule (21) of rule 11 of the rules. Thus it could be seen that it is not always necessary that every complaint or an allegation against a Class II officer should be referred to Government for initiating disciplinary proceedings ; the Heads of Department could initiate proceedings not only under rule 12 but also under rule 11 of the Rules.

3. The Heads of Departments and other authorities who are competent to impose any of the minor penalties on Class II officers or other gazetted officers may kindly note for guidance the position explained in the foregoing paragraphs and avoid un-necessary references to Government even in cases where they are competent to initiate disciplinary proceedings and send a report to Government only at the stage of imposing a major penalty, where such a punishment is called for.

(47) Exempting Persons Working in certain Class III Posts from Passing Kannada Language Examination.

*Order No. DPAR 24 SSR 80,
Bangalore, dated 28th April 1980*

READ :

Letter No. EST/V.CR/4/78-79, dated 25th May 1978 from the Director of Treasuries, Bangalore.

PREAMBLE :

In his letter read above, the Director of Treasuries has reported that the foreman will be in-charge of the Counter Embossing Machine and will be assisted by the counter and a Pressman by the Government Press. The standard of Kannada prescribed in the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974 is not essential in the performance of the duty attached to the post of Foreman. He has proposed that the holder of the post of Foreman be exempted from passing the Kannada Language Examination prescribed under the aforesaid rules.

ORDER

In exercise of the powers conferred by the proviso to sub-rule (1) of rule 3 of the Karnataka Civil Services (Services and Kannada Language Examinations) Rules, 1974, Government are pleased to direct that the holder of post of Foreman in the Department of Treasuries shall be and shall be deemed to have been exempted from passing the Kannada Language Examination for the purpose of earning normal increment and or confirmation.

(48) Transfers of Government Servants from one unit of seniority to another or from one cadre to another in the same Department.

*O. M. No. DPAR 86 SSR 79
Bangalore, dated 28th April 1980*

Ref : U.O. Note No. GAD 18 SSR 75 dated 27th May 75.

In accordance with the instructions issued in U.O. Note No. GAD 18 SSR 75 dated 27th May 1975, requests from Government servants for transfer from one unit to another within the same department should be examined by the respective departments of the Secretariat subject to the conditions stipulated therein and referred to the Department of Personnel and Administrative Reforms before final orders were issued. In order to facilitate quick disposal, it is considered appropriate that secretariat department should be authorised to examine and take final decision themselves on such cases without referring them to the Department of Personnel and Administrative Reforms. Accordingly, in partial modification of the instruction issued in U.O. Note No. GAD 18 SSR 75, dated 27th May 1975, it is hereby directed that Secretariat departments should examine requests from Government servants for transfer from one unit of seniority to another within the same department subject to the following conditions and take final decision where all the conditions are fulfilled :

(i) Such requests for transfers should be considered only in respect of officials who hold posts of Second Division Clerks/Typists, First Division Clerks/Stenographers or other posts of equivalent grades.

(ii) The official should have been regularly largely recruited and should have satisfactorily completed the period of probation or officiation and should have passed the Departmental Examinations and Kannada Language Examinations prescribed under the rules.

(iii) The transfer being at the request of the official, he should take seniority below the last person in the cadre in the transferred unit on the date of the transfer.

(iv) No transfer T. A. will be admissible in such cases.

(v) Such a transfer will be permitted only once in the service of an official.

2. Similarly, requests received from Government servants for transfer from one cadre to another within the same department on medical grounds for reasons of permanent incapacitation for the work of the post caused by bodily infirmity should also be examined by the respective departments of the Secretariat subject to the following conditions and take final decisions where all the conditions are fulfilled :

(i) The Officer should have been regularly recruited and should have satisfactorily completed the period of probation or officiation.

(ii) Appointment shall not be to a post lower than that held by the officer save with his consent.

(iii) Appointment shall not be to a post higher than the post held by such officer except when the Government are of the opinion that there is no other equivalent posts to which such official can be appointed.

(iv) The transfer being at the request of the official, he should take seniority below the last person in the cadre in the transferred unit on the date of his transfer.

3. In regard to the transfers of Government servants from one department to another, the Departments of Secretariat should continue to consult the Department of Personnel and Administrative Reforms (Service Rules) as hitherto before order of Government are issued in the matter.

(49) Delegation of powers to the officers of the Administrative Training Institute, Mysore and the Principals of the District Training Institutes and the Village Accountants-cum-Panchayat Secretaries Training Centres.

G.O. No. DPAR 4 KTP 80

dated 29th April 1980

LEAD

1. Government letter No. DPAR 7 KTP 77, dated the 15th February 1977.

2. Communication, dated the 11th August, 1978 from the Joint Director, Administrative Training Institute, Mysore.

3. Letter No. DTA/306/76-79, dated the 15th December, 1979 from the Director, Administrative Training Institute, Mysore.

Order No. DPAR 4 KTP 80

Bangalore, dated the 29th April 1980

Government have already delegated many financial powers common to all the heads of departments and their subordinates in the Karnataka Manual of Financial powers. However, while some of these powers are found to be inadequate, some special powers are considered desirable in view of the special nature of work of the training institutions. It is therefore felt necessary to enhance some of the existing powers, delegate powers to other officers and to empower with some special powers. Accordingly, the powers referred to in the Annexure are delegated to the officers of the Administrative Training Institute, Mysore and the Principals of the District Training Institutes and the Village Accountants-cum-Panchayat Secretaries Training Centres. As regards other powers, they will exercise the existing powers delegated in the Karnataka Manual of Financial Powers.

2. This order issues with the concurrence of the Finance Department *via* its U.O. Note D.O. 127/Exp-7 80, dated the 3th April, 1980.

Annexure to G.O. No. DPAR 4 KTP 80, dated the 29th April 1980

Power No. in the Karnataka Manual of Financial powers	Nature of power	Director ATI, Mysore		Joint Director		Principals of DTI/VAPSTCs	
		Existing	Proposed	Existing	Proposed	Existing	Proposed
		1	2	3	4	5	6
General Powers							
1	Sanctioning bicycle purchase advance to non-Gazetted Government servants.	Full powers.	No change	Nil	Nil	Nil	Full powers.
16	Sanctioning purchase of books and periodicals required for the departments.	Full powers	No change	Nil	Ns. 1,000 per institute per annum.	Nil	Nil
28	Sanctioning hiring of private buildings and lands for departmental use.	Rs. 600 each p.m. for 5 years or Ns. 1,000 p.m. for 2 years.	Rs. 1,000 each p.m. for 5 years or Ns. 1,500 p.m. for 2 years.	Nil	Nil	Nil	Nil

Special Powers

Sanctioning purchase of sports materials.	Nil	Not exceeding Rs. 500 p.a.	Nil	Nil	Nil	Not exceeding Rs. 100 p.a.
Sanctioning purchase of hos tel equipments, repairs etc.	Nil	Not exceeding Rs. 1,000	Nil	Nil	Nil	Nil
Sanctioning writing off of the cost of the books on account of thefts, loss, damage etc.	Nil	Not exceeding Rs. 150 p.a.	Nil	Nil	Nil	Nil
Sanctioning of minor works of urgent nature.	Nil	Not exceeding Rs. 500 p.a.	Nil	Nil	Nil	Not exceeding Rs. 50p.a.

Note.—The write off should be sanctioned only after ensuring that the loss was not to due any negligence or intention.

**(50) Declaration of Local Holiday for "Theerthodbhava"
Festival in Respect of Coorg District.**

*Notification No. DPAR 3 HHL 80,
Bangalore Dated 1st May 1980*

Under explanation to Section 25 of the Negotiable Instruments Act, 1881 (Central Act XXVI of 1881) read with Notification No. 20/25/56-Pub-I dated 15th June 1957 of the Government of India, Ministry of Home Affairs, 'Theerthodbhava (Thula Sankramana)' festival on Friday, the 17th October 1980, which is now included in the list of Restricted Holidays in the Annexure to Notification No. DPAR 5 HHL 79 dated 3rd November 1979, shall be observed as Local Holiday in respect of Coorg District.

**Declaration of Local Holiday for "Theerthodbhava"
Festival in Respect of Coorg District**

Notification No. PAR 3 HHL 80

Dated, 1st May 1980.

"Theerthodbhava" (Thula Sankramana) festival on Friday, the 17th October 1980 which is now included in the list of Restricted Holiday in the Annexure to Notification No. DPAR 5 HHL 79 dated 3rd November 1979, shall be observed as a 'Local Holiday' in respect of Coorg District.

(51) Reservation in promotional vacancies-stay of Government Order No. DPAR 22 SBC 79 dated 30th August 1979.

Ref: Circular No. DPAR 15 SBC 80, dated 19th April 1980.

In the Circular referred to above directions have been issued that further promotions in accordance with the G.O. No. DPAR 22 SBC 79 dated 30th August 1979 should be stopped until further orders.

On the application filed by the State, the High Court has vacated to-day its stay order. Consequently the directions issued in Circular dated 19th April 1980 referred to above are hereby withdrawn with immediate effect.

(52) Re-Employment of retired Government servants in Statutory/Non-Statutory Bodies, Corporations, Boards, Government Companies Etc.

*O.M. No. DPAR 20 SRR 80,
dated, 2nd May 1980*

- Ref:* (1) O.M. No. DPAR 14 SSR 80, dated 10th April 1980.
(2) O.M. No. DPAR 20 SRR 80, dated 10th April 1980.

The Official Memorandum referred to at Sl. No. 1 above lays down the policy of Government in respect of grant of extension of service to or re-employment of retired Government servants. According to this Official Memorandum, there should be no re-employment or extension of service to any retired Government servant and no department of Government should make any recommendation to Government in this regard. This decision has also been made applicable to proposals in respect of re-employment of retired Government servants in Statutory/non-statutory Bodies, Corporations, Boards, Government Companies, owned or controlled by Government or where Government have a major financial interest.

2. The Official Memorandum cited at Sl. No. 2 above directs that the services of all Government servants who are on extension of service or on re-employment after attaining the age of superannuation should be terminated forthwith.

3. Government have decided that similar action should be taken to terminate forthwith the services of the retired Government servants who have been re-employed in Statutory/non-Statutory Bodies, Corporations, Boards, Government Companies owned or controlled by Government or where Government have a major financial interest.

4. Secretaries to Government are therefore requested to cause to terminate forthwith or dispense with the services of retired Government servants on re-employment in such Institutions where the terms and conditions of re-employment or the rules/regulations/bye-laws of such Institutions provide for such termination of services. If there is no such provision, they are requested to see that suitable provision is made in this behalf by the authorities who are concerned with the managements of such Institutions in their rules/regulations/bye-laws and thereafter to take action to terminate forthwith or dispense with as no longer required the services of retired Government servants on re-employment in such Statutory/non-Statutory Bodies, Corporations, Boards, Government Companies, owned or controlled by Government or where Government have a major financial interest.

5. Paras 3 and 4 above will not apply to a retired Government servant functioning as a Director on the Board of Director of any such Institution if he does not have executive responsibility and is not paid regular salary.

(53) Mourning for three days from 5th May 1980 to 7th May 1980 an account of the Death of His Excellency Marshal Josep Borz Tito President of Yuygosllvia.

*Notification No. DPAR 7 HHL 80,
dated, 5th May 1980*

The undersigned is directed to announce with deep regret the death of His Excellency Marshal Josep Borz Tito, President of the Socialist Federal Republic of Yugo-

slavia. It is decided that as a mark of respect to the memory of late President Tito, State mourning will be observed throughout the State for three days from the 5th May 1980 to the 7th May 1980 (both days inclusive). During the period of State Mourning National flag will be flown at Half-Mast throughout the State on all buildings where it is flown regularly and there will be no official entertainment.

Funeral of late President Tito will take place on the 8th May 1980. National Flags will also be flown at half-mast on that day throughout the State on all buildings where it is flown regularly but there will not be any State mourning on the 8th May 1980.

(54) Employment Cell in the office of the Director of Social Welfare-Continuance of.

*G.O. No. DPAR 10 SBC 80,
Bangalore, dated 7th May 1980*

READ

1. G.O. No. GAD 129 SRR 64, dated 27/10 1964
2. G.O. No. DPAR 25 SBC 79, dated 23rd September 1979.

PREAMBLE

The Employment Cell in the Directorate of Social Welfare created in Government Order referred to at Sl. No. 1 was last continued till the end of 31st March 1980 in Government order dated 23rd August 1979 read above. The Director of Social Welfare in his letter No. DSW/Emp. 1/ PR-42/79-80, dated 24th January 1980 has recommended for continuance of the Cell up to the end of VI Five Year Plan Period.

ORDER

Sanction is accorded to the continuance of the Employment Cell in the Office of the Director of Social Welfare along with the staff for a further period of three years from 1st April 1980 upto March 1983. The work has to be systematised as per instructions given in Circular No. DPAR 11 BWS 79, dated 24th May 1979.

The expenditure on this scheme is debitabie to Budget Head "288 Social Security and Welfare-C-1. Director and Administration-III. Research and Statistical Unit, (Plan)".

This order issue with the concurrence of Finance Department *vide* U.O. No. FD 1295/Exp. 7/80, dated 1st May 1980.

(55) Amendment of Schedule II to the Karnataka Civil Services (Service and Kannada Language Examinations), Rules, 1974.

*Notification No. DPAR 71 SSR 79,
dated 8th May 1980*

In exercise of the powers conferred by the Provision 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) (Secound Amendment Rules 1980.

(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.

(a) in the entire relating to the Department of Employment and Training at Sl. No. 37, in column 2,

after the words "Librarians" the words "Superintendent (Training)" shall be inserted.

(b) in the entries relating to Animal Husbandry Department, at Sl. No. 40, in column 2,

(1) after the words "Veterinary Assistant Surgeons" the words "Junior Engineer" shall be inserted.

(2) after the words "Veterinary and Live Stock inspectors" the words, "Mechanical Assistants (General Electrical and Boilder), Diary Machanic (Senior), Liquid Nitrogen Plant Mechanic, Supervisor and Electrician-cum-Mechanic" shall be inserted.

(c) in the entries relating to Agricultural Department, at Sl. No. 41, in column 2 after the words "II Division Clerks" the words "Stenographers, Draughtsman Tracers and Assistant Draughtsman" shall be inserted.

(56) Classification of Backward Classes for purpose of Reservation of Appointments and Posts under article 16(4) of the Constitution Revision of Roster Effect of on pending cases.

O. M. No. DPAR 48 SBC 79 dated 9 May 1980.

The roster appended to Government Order No. DPAR 28 SBC 79, dated the 25th September 1979, has replaced the Roster annexed as Appendix II to Government Order No. DPAR 1 SBC 77 dated the 4th March 1977, regarding reservations in direct recruitment vacancies with effect from the 25th September 1979.

2. In Official Memorandum No. DPAR 28 SBC 79, dated the 26th October 1979 clarifications have been issued with regard to application of the revised roster to the classification of vacancies to the fresh direct recruitments. In spite of this clarification certain doubts have been further raised. It is, therefore, considered necessary to issue further clarifications in this behalf.

3. Under para 3 of Government Order No. DPAR 1 SBC 77, dated the 4th March, 1977 the authority competent to classify the vacancies required to be filled by direct recruitment is the concerned appointing authority. the

action for classification of Vacancies arises when it sends proposals to the appropriate recruiting agencies for selection of candidates. Once the recruiting agencies advertise the Vacancies in accordance with the classification indicated by the appointing authorities the action in that behalf is completed. In view of this position the revised roster issued under the Government Order dated the 25th September 1979 would not be applicable to the cases where the vacancies had already been classified and advertised by the appropriate recruiting agency before the 25th September 1979 since the order dated the 25th September 1979 had no retrospective effect.

4. All the appointing authorities and recruiting authorities are requested to note this clarification for guidance.

(57) Conducting of Taluka Level Courses by the District Training Institutes

G.O. No. DPAR 132 KTP 79

Bangalore Dated 13th May 1980.

READ :

(1) G.O.No. DPAR 146 KTP 78 dated 5th May 1979.

(2) Letter No. DTA.CR:79-80 dated the 25th April 1980 from the Administrative Training Institute, Mysore.

PREAMBLE :

The Director, Administrative Training Institute, Mysore in his letter referred to above has solicited orders of Government on the following :

(1) to conduct these courses in different talukas in the district

(2) invite three guest lecturers for each courses and

(3) approval for training calendar of the District Training Institutes and the Village Accountants cum-Panchayat Secretaries Training Centres for the year 1980-81.

Order No. DPAR 132 KTP 79
Bangalore, dated the 13th May, 1980

The Administrative Training Institute may conduct two such courses in each of the districts where there are no District Training Institutes. One course may be conducted at the district headquarters and the other in one of the sub divisions in the district. As regards other districts, one course may be conducted in a sub-divisional head quarters where there are large number of Government servants to be trained.

2. Not more than 3 guest speakers may be invited for a course. The same guest speaker should not be invited for more than 4 courses in a year.

3. The Administrative Training Institute may draw up the calendar of courses to be conducted in the District Training Institutes and the Village Accountants cum-Panchayat Secretaries Training Centres in the year or revise or alter it as is considered necessary.

(58) Annual Confidential Reports — Submission to Ministers.

O.M. No. DPAR 4 SRC 80
Bangalore, dated 14th May 1980

Clause (iv) under sub-rule (4) of rule 5 of the Karnataka Civil Services (Confidential Reports) Rules, 1976 provides, Inter-alia,

“after the Secretary to Government concerned and the Minister in charge have seen the reports and added their remarks, if any, one copy shall be retained by the Secretary to Government for record and the duplicate transmitted to the Head of the Department”.

In certain cases where the number of Confidential Reports which are required to be submitted to the Minister is large, it may not be possible for the minister to record

his remarks on individual Confidential Reports. A point has therefore been raised whether it would not be adequate if the Minister records his initial on the Note with which the Confidential Reports are submitted to him.

The mere initial of the Minister on the Accompanying Note would not be proof of having seen the Confidential Reports, unless it is further endorsed before the initial/signature on the Note that "the Confidential Reports have been seen" or "seen the Confidential Reports."

Therefore, in cases where in is not possible to obtain the Minister's initial or remarks on individual Confidential Reports, the Confidential Reports may be submitted to the Minister with a covering Note and it should be ensured that when the Minister initials the Note, he also records thereon the observations "the Confidential Reports have been seen" or "seen the Confidential Reports" before his initial/signature. Thereafter, the fact of the Minister having seen the Confidential Reports could be recorded on individual Confidential Reports under the signature of an officer not below the rank of an Under Secretary to Government giving reference to the note on which the Minister has recorded his initials or signature.

(59) Allotment of 15 Acres of Land in Karnataka Government Guest Houses at Ooty under the control of Horticulture Department to the Sericulture Dept.

Dated, 15th May, 1980.

READ: G.O.No. DPAR 1 HGN73 dated 25th Oct. 1976

PREAMBLE :

In Government Order dated 25th October 1976 referred to above, some cultivable lands as indicated below which were situated in the Karnataka Government Guest Houses at Ooty higher-to under the control of DPAR

were transferred to the Horticulture Department for purposes of cultivation and development activities

<i>Total extent of land</i>	<i>Survey Number.</i>	<i>Area already under the control of Horticulture Department</i>	<i>Area trans- ferred to Horti- culture Department</i>
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KARNATAKA HOUSE AREA

1.85/6/16	95	..	1.85/4/16
1.70	3/C	0.30	1.40
4.65/5/15	3/D	0.50	3.90/5/16
		0.80	7.15/11/16

SUDARSHANA GUEST HOUSE AREA

3.97	47	..	3.97
11.96/7/8	55	..	8.06/7/8
0.15/3/8	64	0.15/3/8	..
	65	6.22	12.89/11/16
24.48/11/16		6.37/3/8	24.92/18/16

For purposes of development of a Sericulture farm and a P4 Grainage, the Sericulture Department has requested Government to allot at least 10 acres of land out of the land given to the Horticulture Department at Karnataka Government Guest Houses, Ooty.

After joint inspection of the spot by the Commissioner and Secretary to Government, Agriculture and Animal Husbandry Department, Joint Secretary to Government DPAR, Director of Sericulture and Director of Horticulture, they have recommended to Government that about 15 acres of land in survey No. 55, 47 and part of 65 which is now under the control of Horticulture Department might be allotted to the Department of Sericulture for its developmental activities.

Order No. DPAR 27 HMS 74
Bangalore, dated 15th May 1980.

After careful consideration and having regard to the recommendations of the Joint Inspection Committee, Government are pleased to allot 15 acres of land under (in the Sudarshana Guest House Area) Survey Nos. 55, 47 and 65 which is now under the control of Horticulture Department to the Department of Sericulture with immediate effect on the following terms and conditions.

1. The Sericulture Department shall maintain the lawns and gardens appertaining to the Guest House buildings in a manner consistent with the beauty and scenic grandeur of their location, vis a vis the Guest House in consultation with the Manager, Karnataka Government Guest Houses at Ooty.

2. The Sericulture Department shall pay land tax etc., to the concerned authorities for these lands.

3. The Sericulture Department shall not put up any structure on these lands without the prior approval of Government in DPAR (General)

The balance of the cultivable land will remain with the Horticulture Department.

This Order issues with the concurrence of Finance Department vide their U.O. No. FD.0.58/Exp-7/80 dated 20th February 1980.

(60) Home Orderlies—Sanction of

G.O. No. DPAR 73 CDA 78,
 dated, 16th May, 1980

READ

1. FD 17 SRP (1), dated 27th February 61
2. G.O. No. GAD 90 OOM 62, dated 23rd September 1965.

3. O.M. No. GAD 90 OOM 62, dated 6th November 1965.
4. G.O. No. GAD 255 SGO 65, dated 30th December 1965.
5. G.O. No. GAD 3 OMA 66, dated 5th March 66
6. G.O. No. GAD 24 GAD 66, dated 12th July 66

PREAMBE

In G.O. No. FD 77 SRP (1), dated 27th February 1961, sanction was accorded among other things to provide Home Orderly posts to certain class of Government Officers of the rank of Secretaries to Government and Heads of Departments, including Deputy Commissioner. Subsequently, it was ordered that gradual reduction in the number of class IV employees in the Government should be achieved and the compensatory allowance of Rs. 30 p.m. each may be paid to the officers who were then entitled to Home orderlies and who had given option to draw the cash the allowance, surrendering the posts of Home orderlies.

Certain Secretaries to Government and Heads of Department have now represented that he should be sanctioned Home Orderlies instead of compensatory allowance of Rs. 30 p.m. which is too meagre to engage a helper now-a-days. The requests of those Officers have been examined in detail, ascertaining the practices in vogue in the neighbouring States and the Government of India.

Order No. DPAR 73 CDA 77

Bangalore, dated 15th May 1980

In modification of orders issued in the matter in the past, sanction is accorded to allow the officers of the Status and rank of Secretaries to Government for whom there are no posts of Home orderlies included in the cadre Class IV of the Secretaries, but who are entitled for Home

Orderlies, to engage a person of his/her choice on daily wages as Home orderly and draw an amount not exceeding Rs. 150 per mensem towards wages on a contingent bill recording a certificate in the bill to the effect that a Home orderly has been appointed by him/her.

If, however, a post of Home Orderly is sanctioned to a particular officer, he may either utilise the services of a regular class IV official against the post or engage a person of his choice on Daily Wages as indicated above, subject to the condition that the post of Home Orderly is kept vacant.

In case of Officers like Deputy Commissioners and other Heads of Departments who are entitled for Home Orderlies and for which necessary provision have been made in the Cadre and Recruitment Rules of that particular Department/office, they may utilise out of the sanctioned strength the services of one of the Class IV servants who is willing to work as Home Orderly or in the alternate he/she may engage a person of his/her choice on daily wages to work as Home Orderly, keeping one of the sanctioned posts vacant in his/her Department/office and the incumbent, if any, in turn may be given a posting somewhere else within his/her Department or in any other Unit and draw an amount not exceeding Rs. 150 per mensem towards wages on contingent bill recording certificate in the bill to the effect that one of the sanctioned posts of Class IV servants has been kept vacant against whom a Home Orderly has been appointed by him/her on daily wages.

The expenditure on this behalf is debitable to contingent grant of the Department/Office.

The order issues with the concurrence of the Finance Department vide their U.O. No. FC 190, dated 16th January 1980.

**(61) Syllabus for the Common Foundation Courses for
Gazetted Probationers at the Administrative Training
Institute, Mysore.**

G.O. No. DPAR 202 KTP 79
dated 16th May 1980

PREAMBLE

The question of restructuring of the common Foundation Course for the gazetted probationers has been examined in detail and it has been decided to reduce the duration from the existing four months to two months.

Order No. DPAR 202 KTP 79,
Bangalore, dated the 16th May 1980

In supersession of all the previous orders in this regard, Government are pleased to reduce the duration of the Common Foundation Course for probationary officers to 2 months and to revise the syllabus as indicated in the appendix to this order.

2. In view of this change, the Heads of Departments are required to effect the following modifications in their training calendars in respect of the training at the Administrative Training Institute, Mysore :

- | | |
|--|-------------|
| (i) Common Foundation Course | .. 2 months |
| (ii) Job Course followed by the
Common Foundation Course. | 2 weeks |

3. These changes are effective from the 1st April, 1980.

*Appendix to G.O. No. DNAR 202 KTP 79,
dated 16th May 1980.*

**Syllabus for
Two Months, Common Foundation Course**

<i>Sl. No.</i>	<i>Topic.</i>	<i>Sessions of one hour duration</i>
1	2	3
(A) Knowledge :		
1.	Theories of Organisation	1
2.	Management functions	2
3.	Basic concepts in Administration	1
4.	Departmentation	1
5.	Delegation of Authority	1
6.	Job Rotation. Placement	1
7.	Office Management	1
8.	Performance appraisal	01
9.	Corordination (through Management Game : Coin as much as you can).	2
10.	Village visits and contacts with Villagers ..	01
11.	Government Administration in the State ..	1
12.	Government Administration in the District and down below.	1
13.	Administrative Ethics	1
14.	Management of time	1
15.	Organisation and Methods (O & M)	1
16.	Operations Research (OR)	1
17.	Management Information System (MIS) ..	1
18.	Planning, Programming and Budgeting System CPPBS.	1
19.	PERT/CPMJ	2
20.	ANC Analysis	1
21.	Economic Order Quantity (EOQ)	1
22.	Panchayati Raj Administration	1
23.	Municipal Administration	1
24.	Elections, Procedures, Role of Government Servants.	01

1	2	3
25.	State Public Enterprises, Public Corporations	1
26.	Understanding human behaviour	2
27.	Motivating staff	2
28.	Administrative laboratory (Psychological concepts).	2
29.	Management of Human Resources—Leadership in Administration.	1
30.	Public Relations (PR)	2
31.	Concept of Ombudaman.	
	• Handling of Public Grievance at District and Taluka levels.	1
32.	Functions of Lokpal, Lokayukta, Vigilance Commission.	1
33.	Principles of Planning —Planning Process ..	1
34.	India's Five Year Plan	2
35.	Strategy of Planning in Karnataka and Karnataka Plans.	2
36.	Economic Conditions of People of India Karnataka an Analysis	1
37.	Salient features of Indian Constitution ..	2
38.	Relationship between Executive, Legislature, Judiciary.	2
39.	Centre State Financial Relations ..	1
40.	Law Spirit, applications and implications	2
41.	Removal of Untouchability and Protection of Civil Rights Act, 1965.	1
42.	Concepts in Sociology and Fundamentals of Social Institutions.	2
43.	Fundamentals in Agriculture ..	2
44.	About Nutrition ..	1
45.	Rocks and Minerals in Karnataka ..	2
46.	Physical features of Karnataka ..	2
47.	Crops of Karnataka	2
48.	Historical development in karnataka ..	2
	(a) Prior to Independence	
	(b) After Independence	

1	2	3
49.	Powers Projects in Karnataka its position	2
50.	Agricultural Development in Karnataka	2
51.	Irrigation Projects in Karnataka both Minor and Major	2
52.	Land Reforms in Karnataka	1
53.	Reforms in education and Progress made in Education.	1
54.	Forest Wealth of Karnataka ..	2
55.	Industrial Development in Karnataka	2
56.	Welfare of Scheduled Castes and Scheduled Tribes.	2
57.	Development of Transport and Communica- tion in Karnataka.	2
58.	Health and Family Welfare Measures	2
59.	Rural Water Supply	1
60.	Special Economic Programmes in Karnataka	2
61.	Management Accounting in Government	1
62.	Management Audit	1
63.	Maintenance of Accounts by the Accountant General.	1
64.	Accountant General and the State	1
65.	Government Servants Conduct Rules ..	1
66.	RCSRs CCA Rules ..	2
67.	Regulation of Emoluments	2
68.	Joining Time	1
69.	leave, leave benefits	2
70.	TA Rules, Transfer TA Rules ..	2
71.	Maintenance of Service Records Correct Procedure, its importance.	1
72.	Retirement Benefits regulation ..	2
73.	Rules regarding Government receipts and expenditure.	1
74.	Cash and Stores	1
75.	Karnataka G.P.F. Rules	1
76.	Responsibilities of Drawing and Disbursing Officers.	1
77.	Performance budgeting	1

78.	Statistics Aollection, Presentation, Analysis and Interpretation of Data.	1
79.	Classification and Tabulation of Data in Government Offices.	1
80.	Diagramatic representation of Data in Government Offices.	1
81.	Measures of Central Tendency. Mean, Median, mode.	2
82.	Measures of Dispersion, ange, Standard Deviation, etc.	2

116

B) Skills

83.	Communication Administration	2
84.	How to improve listening and reading ?	1
85.	How to develop erbal communication ? ..	1
86.	How to develop writing ability ..	1
87.	Communication Games ..	2
88.	Effective Groups Discussions (through structured problem.	2
89	Various assignments on communication briefing.	1
90.	Film Analysis ..	8
91.	Presentation papers (individual Assign- ments).	10
92.	Presentation of Book Reviews ..	8
93.	Syndicate Sessions (for working on Group Reports..	12
94.	Presentation of Syndicate Reports	4
95.	Debates ..	8

Total	60
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1	2	3
(C) Attitudes		
96.	Briefing about a village stay	1
97.	Village study	20
98.	Presentation of village study reports ..	4
	Total	25
(D) Visits		
99.	Field visits to places of importance on Art, Architecture, Forest Wealth, Historical places etc.	15
100.	Short tour to places of development projects Harbour Industries, Hydro Electric Projects, Dams etc.	20
	Total	35
(E) House Keeping		
(i)	Registration	1
(ii)	Inaugural/Introduction to the Course ..	1
(iii)	Panchayat Meeting	1
(iv)	Mid Course Review	1
(v)	Test	2
(vi)	Valediction and Relief	2
	Total	8

ABSTRACT

*Sessions of one
hour duration*

(A) Knowledge ..	116
(B) Skill ..	60
(C) Attitudes ..	25
(D) Visits ..	35
(E) House Keeping ..	8

Total	244
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There will be about 49 working days in 2 months time which provide 245 sessions.

Note: Physical Training/Civilian Rifle Training/Horse Riding activities will be performed in the Mornings and games will be played in the evenings they will form part of the course but will be held outside the academic sessions.

(62) Compassionate Appointment of son/daughter/near Relative of Government Servants who Die while in service.

O.M. No. DPAR 29 SRR 79

dated, 17th May 1980

REF.

1. Official Memorandum No. DPAR 40 SRR 78, dated 3rd September 1979.

2. Official Memorandum No. DPAR 40 SRR 78, dated 12th November 1979.

In the Official Memorandum dated 3rd September 1979, referred to above, instructions have been issued in the matter of appointment of a son/daughter/or near relative of a Government servant who dies while in service. A question has arisen as to whether the said instructions are applicable to cases of appointment of a son/daughter/or near relative of a Government servants who dies during his re-employment after retirement on superannuation.

2. It is hereby clarified that the instructions issued in the above Official Memorandum, dated 3rd September 1979 are not applicable to cases of appointment of a son/daughter/or near relative of a Government servant who dies during his re-employment, if any, after superannuation.

(63) Premature Transfer of First Division Clerks and Revenue Inspectors in Revenue Department Delegation of Powers to Deputy Commissioners.

O.M. No. DPAR 2 STR 80,

dated, 19th May, 1980

REF.

1. O.M. No. GAD 2 STR 72, dated 8th April 1972

2. Circular No. GAD 2 STR 72, dated 8th May 1972

3. O.M. No. DPAR 4 STR 79, dated 26th April 1979-

In accordance with the O.M. and the Circular referred to at (1) and (2) above, transfer of non-gazetted officials of Revenue Department who have not completed a minimum period of two years at a place should not be made without prior approval of the Divisional Commissioner concerned, unless such transfers are necessitated by promotion of the officials. However, in the O.M. referred to at (3) above, the earlier instructions have been modified and the Deputy Commissioners of Districts have been authorised to order premature transfer of Second Division Clerks, Drivers and Class IV officials of Revenue Department dispensing with the requirement of obtaining prior approval of the Divisional Commissioners concerned.

2. In partial modification of the instructions issued in the O.M. and Circular referred to at (1) and (2) above, Government hereby authorise the Deputy Commissioners to order premature transfers of officials at the level of First Division Clerks and Revenue Inspectors and below within the District without obtaining the prior approval of the Divisional Commissioners concerned.

(64) Re-Employment under Government of Persons who Retired from Non-Government Institutions.

*O.M. No. DPAR 14 SRR 80,
dated, 19th May, 1980*

REF.

1. O.M. No. DPAR 14 SRR 80, dated 10th April 1980.
2. O.M. No. DPAR 20 SRR 80, dated 10th April 1980.

The Policy of Government not to re-employ or grant extension of service to retired Government servants has been laid down in the O.M. cited (1) above. In the O.M. (2) cited above Government have also directed that the services of Government servants re-employed or retained

in service after the date of their superannuation should be terminated in accordance with the rules referred to therein.

2. Government consider that the above policy should be made applicable even in the case of appointment of persons retired on superannuation from non-Government institutions or establishments to any post under the Government, or in any statutory/non-statutory bodies, Corporations, Boards and Companies wholly owned or controlled by the State Government or in which the State Government has a major financial interest.

3. Accordingly, Government hereby direct that no person who has retired from service on superannuation from any non-Government institution or establishment should be re-employed and if re-employed, should not be continued in service in any post under the State Government or in any statutory/non-statutory body, Corporation, Boards or Government Company wholly owned or controlled by the State Government or in which the State Government has a major financial interest.

6. Action should be taken to terminate the service of all such persons who are under re-employment under the Government or any of the bodies referred to above, in accordance with the relevant provisions of the rules, regulations, orders, etc., under which they have been appointed. Where the conditions of service of such persons do not provide for termination of their services, immediate action should be taken to take power to terminate their services by amending the relevant rules, if necessary.

(65) Review of Promotions with Reference to date of eligibility Assigned to certain officers and Regulation of Pay under the provisions of K.C.S. (Regulation of Promotion, Pay and Pension), Act, 1973.

*Order No. DPAR 5 IFP 76,
Bangalore, dated 19th May, 1980*

PREAMBLE

In O.M. No. GAD 4 IFP 73, dated 13th July 1973 certain guidelines were issued regarding the review promotions under the Karnataka Civil Service (Regulation of Promotion, pay and pension) Act, 1973. in para VII it was provided that when prospective promotion is given to a Government Servant on the basis of review of promotion, the initial pay in the promoted post should be fixed on the basis that the Government Servant is deemed to have been promoted though notional, on the relevant deemed date of promotion (date of eligibility).¹

The Accountant General in his letter, dated 16th September 1975, has pointed out as under :

I would like to mention the following types of cases, wherein certain Class II Officers in the Agriculture Department (now absorbed in the University of Agricultural Sciences, Hebbal), have been assigned the eligibility dates of promotion to both the Junior Class I and Senior Class II officers on the same dates and request you to clarify whether it will not be necessary to do two separate fixation simultaneously i.e. first fixation in the post of Junior Class I Officers, with reference to the pay drawn by them in the class II post on the date of eligibility and the Second fixation in respect of the post of Senior Class I Officer, with reference to the pay notionally arrived at in the post of Junior Class Officer on the said deemed date of eligibility. On the other hand if the intention of Government is that only one fixation in the post of senior Class I Officer, with reference to the pay drawn by them in the Class II post on the deemed date of eligibility has to be done, the same may also be clarified.

Incidentally it may be stated here that there are no provisions in KCSRs for fixing the pay of an officer who is promoted to two higher posts, on the same dates, simultaneously except under the circumstances, detailed at Note below Rule 42-B(2) of KCSRs.

The requestion has been examined in detail. It is noted that consequent on review of promotion, re-fixation of pay under section 4(3) of the KCS (Regulation of promotion, Pay and Pension Act, 1973 involves only notional fixation of pay and there would be no actual drawal of pay etc., in the form of arrears. Once the review is completed on finalisation of ISS list such cases may not arise. Hence the question of making a permanent provision in the KCSRs in this regard does not arise.

ORDER

Consequent on review of promotions under section 4(1) of the KCS (Reg. Promotion, Pay and Pension) Act, 1973, if a Govt. Servant is assigned eligibility dates in more than one post simultaneously on the same dates, the pay of such officers may first be determined notionally on the first higher post of which he has been assigned eligibility date. On the basis of the notional fixation of pay determined in the said post, his pay may be notionally fixed in the second higher post to which also he has been assigned the eligibility date, on the basis of the notional pay already determined in the first higher post. The pay and allowances may be drawn in the second higher post from the date of his actual promotion.

This order issues with the concurrence of Finance Department file No. Note No. FD 1273 Exp. 71-80, dated 29th May 1980.

**(66) Karnataka Civil Services (Conduct) Rules, 1966
Prohibiting Government Servants from bringing
Political and other Influence to bear upon superior
Authorities Instructions regarding.**

*O.M. No. DPAR 11 SRC 80,
dated, 21st May 1980*

REF :

1. Official Memorandum No. GAD 8 SRC 72, dated 4th August 1972.
2. Official Memorandum No. GAD 16 SRC 75, dated 12th November 1975.
3. Official Memorandum No. DPAR 19 SRC 79, dated 17th January 1980

The provision of Karnataka Civil Services (Conduct) Rules, 1966 prohibit Government servants from using the services of political leaders and other non-official persons in representing their cases on various service matters.

Government have also issued instructions from time to time that officers should not bring political or other pressure to bear on the Government to further their own prospects, to get themselves transferred to places of their choice or to get transfers to places which they do not like, cancelled.

In spite of these Rules and instructions, it is found that some officers (though the number is not very large), are still trying to use their influence through Important persons and Very Important Persons to further their own interests.

Since the mere act of indicating displeasure of Government and the prospect of disciplinary action in due course does not appear to have had any impact on them, Government have decided that in future, such officers should be kept under suspension forthwith and that disciplinary action should be initiated against them immediately.

It is hoped that the officers of Government will not give room for such drastic action being taken against them and that they would avoid using their influence to pressurise Government for obtaining orders to suit their personal conveniences.

- (67) **Creation of 20 posts of First Division Clerks in the office of the Deputy Commissioners of Districts to work as Personal Assistant to the Ministers in charge of the Districts for purposes of Review and Implementation of 20 Point Economic Programme.**

G.O. No. DPAR 213 ASR 80,

Bangalore, dated 23rd May 1980

PREAMBLE..

In G.O. No. PD 214 PMM 80, dated 1st March 1980 Government have allocated Districts among the Cabinet Ministers and the Ministers of State as indicated in the Annexure to that Government Order, for the purpose of effective implementations of the 20- Point Economic Programme in all the Districts.

In G.O. No. PD 209 PMM 80, dated 23rd April 1980 Government are pleased to constitute District level and Taluk Level Committees for this purpose. The District Level Committees, as per the said Government orders, shall function under the Chairmanship of the Minister in charge of the District.

Deputy Commissioners of the Districts have been required to provide all necessary support to the District Level Committees and Taluk Level Committees in their work.

With a view to attend to the work relating to the review and implementation of the 20-Point Economic Programme and to give necessary assistance to the Ministers in charge of the District Level Committees it is considered necessary to provide some ministerial staff, exclusively for the purpose, Planning Department have made

proposal for creation of 20 posts of First Division Clerks in the grade of Rs. 400-20-500-25-600-30-750-50-900 and for positioning the staff sanctioned against these posts, in the office of each Deputy Commissioner of the concerned District, so that they be available at telephone etc., whenever required.

Order No. DPAR 213 ASR 80

Bangalore, dated the 23rd May 1980

After careful consideration of the proposal as detailed in the preamble to this Government Order, Government are pleased to accord sanction or creation of twenty posts of First Division Clerks for a period of one year in the first instance, in grade Rs. 400-25-500-30-750-50-900 to attend exclusively to the work relating to the review and implementation of the 20-Point Economic Programme and to give all necessary assistance to the Ministers in charge at the District Level Committees constituted for the purpose. These twenty First Divisional Clerks will be positioned one in each district with two at Bangalore (Bangalore Rural and Bangalore Urban). They shall work under the control and supervision of the respective Deputy Commissioners.

2. Orders regarding the Head of Account to which the salary and other allowances to be paid to the said staff is debitable, will issue separately.

3. This issues with the concurrence of Finance Department *vide* U.O. Note No. FS 1583 dated 20th May 1980.

(68) Amendment of Annexure II to the Karnataka Public Service Commission (Consultation), Regulations, 1976.

Notification No. DPAR 11 SSC 80,

dated 26th May 1980

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) (Fifteenth Amendment) Regulations 1980.

(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, 1974, in the entry at serial No. 14 for the words "Band Master", the following words shall be and shall be deemed to have been substituted with effect from the 19th day of January, 1978, namely :

"Sub-Inspectors of Police, Band Masters"

(69) Furnishing of Caste Certificate/Income Certificate by the Candidates for Purposes of Recruitment Clarification regarding.

*Circular No. DPAR 19 SBC 80,
dated 24th May 1980*

According to appendix I to the Government Order No. DPAR 1 SBC 77, dated 6th March 1977 as amended in Government Order No. DPAR 35 SBC 78, dated 6th October 1978 persons belonging to Backward Tribes are not required to furnish the income certificate for claiming the benefit under the said Government Order. It is represented to Government that despite this position, Recruiting authorities like Karnataka Public Service Commission, Departmental Recruitment Committees and Employment Exchange Officers are insisting on the candidates belonging to Backward Tribes to produce

both caste and income certificates for purposes of claiming the benefit under Government Order dated 4th March 1977.

All recruiting authorities are therefore requested to follow the orders/instruction issued by Government in the matter from time to time and avoid unnecessary hardships to the candidates.

(70) Transfer of Government Servants

*O.M. No. DPAR 4 STR 79,
dated 30th May, 1980*

REF :

1. O.M. No. GAD 2 STR 72, dated 8th April 1972
2. O.M. No. DPAR 4 STR 79, dated 28th April 1980

In the O.M. dated 8th April 1972 instructions were issued to the effect that transfer of Gazetted officers who had not completed a minimum period of 2 years' service at a place should be made only after obtaining the prior approval of the Chief Minister through the concerned administrative department of the Secretariat and the Department of Personnel and Administrative Reforms except in cases of transfer necessitated by promotion of an officer. It was found that in many cases proposals for transfer of officers were initiated immediately after the completed 2 years service at a place. Since it was not the intention of Government to transfer officers immediately after the completion of 2 years, further instructions were issued in the O.M. dated 28th April 1980 stating that it would be desirable to retain officers in the place of posting normally for a period of 3 years unless exigencies of service demanded their transfer earlier or where such transfers were necessitated by promotion of the officers concerned. In order to give effect to these instructions, it was stipulated in the O.M. dated 28th April 1980 that where transfers were to be effected before a Government servant completed 3 years

at a place, prior approval of Government should be obtained in the case of Gazetted Officers.

2. An impression appears to have been created that by the O.M. dated 28th April 1980, the earlier instructions to obtain prior approval of the Chief Minister for transfer of Gazetted Officer within a period of 2 years stands modified. This is not correct. The instructions issued in the O.M. dated 8th April 1972 still survive. The cumulative position of the two Official Memoranda dated 8th April 1972 and 28th April 1980 referred to above in so far as they apply to transfer of Gazetted Officers is that :

(i) transfer of Gazetted Officers within 2 years should be done with the prior approval of the Minister and the Chief Minister obtained through the administrative department of the Secretariat and the Department of Personnel and Administrative Reforms :

(ii) transfer of Gazetted officers after 2 years but within 3 years should be done with the approval of the Government (as per the delegation given in the Secretariat) and

(iii) transfer of Gazetted Officers after 3 years could be ordered by any authority competent to issue transfer orders.

(71) Staying Promotion in Vacancies Reserved for Scheduled Castes and Scheduled Tribes—withdrawal of.

No. DPAR 27 SBC 80, dated 3rd June 1980.

Ref:

1. Circular No. DPAR 15 SBC 80, dated 19th April 80
2. Circular No. DPAR 15 SBC 80, dated 2nd May 1980

I am directed to state that in the Circular No. DPAR 15 SBC 80 dated 19th April 1980, it had been directed that further promotions in accordance with the G.O. No. DPAR 22 SBC 79 dated 30th August 1979 should be stopped until further orders. This direction was issued in pursuance of the stay order of the High Court of Karnataka. Consequent on vacation of the stay by the High Court, further Circular dated 2nd May 1980 was issued withdrawing the earlier direction contained in the Circular dated 19th April 1980 pending disposal of the writ petition and subsequent review, if it becomes necessary after the writ petition is disposed off. There is therefore no difficulty now in giving effect to the Government Orders regarding reservation of promotional vacancies in favour of persons belonging to Scheduled Castes and Scheduled Tribes. These facts may be brought to the notice of all the concerned officers immediately since it has come to the notice of Government that the latest position in this behalf is not made known to all the concerned officers. The action taken in this behalf may be intimated to this Department.

(72) Re-allocation of work in Department of Cabinet Affairs and Department of Personnel and Administrative Reforms—Delegation of Powers.

O.M. No. DPAR 49 AAR 80 dated 26th June 1980

In modification of earlier orders, the following re-allocation of work and delegation of powers are made in the Department of Personnel and Administrative Reforms and Department of Cabinet Affairs among the several officers as indicated in column No. 2.

<i>Subjects</i>	<i>Officers empowered</i>
1	2

DEPARTMENT OF CABINET AFFAIRS

A. Council of Ministers

- | | |
|--|--|
| 1. Council of Ministers and matters connected therewith. | The Deputy Secretary (Protocol) shall attend to matters relating to those items getting the final orders of the Special Secretary Cabinet Affairs. |
| 2. Salaries, allowances, residences, tours and all other matters relating to Ministers, Ministers of State, Deputy Ministers, Parliamentary Secretaries. | |
| 3. Allocation of Business among Ministers and Ministers of State. | The Special Secretary, DCA may deal with such cases and get the orders of the Chief Minister wherever required. |

B. Business Rules

1. Karnataka Government (Allocation of Business) Rules, 1977. The Deputy Secretary/Under Secretary (Service Rules) shall attend to the papers and if necessary
2. Karnataka Government (Transaction of Business) Rules 1977. Submit the papers to the Addl. Secretary, DPAR. The paper should be put up by the Additional Secretary to the Chief Minister if the orders of the Chief Minister are necessary.

C. Advocate General

Advocate General and his staff, including the selection and appointment of Law Officers in the High Court. The Deputy Secretary (Services and Cabinet) shall put up papers to Special Secretary, DCA. He shall normally deal with them finally only in exceptional cases in which he considers that orders of the Chief Minister are necessary he will obtain them.

D. Raj Bhavan

Governor and Raj Bhavan

- .. All matters relating to these should be disposed of at the level of the Special Secretary excepting in cases of policy matters which should go to the Chief Secretary.

E. Political

- | | |
|--|---|
| 1. Questions pertaining to the Constitution of India. | Deputy Secretary Protocol shall put up paper directly to the Special Secretary DCA. If |
| 2. Zonal Councils | orders of the Chief Minister are necessary they should be obtained by the Spl. Secretary, DCA |
| 3. Rulers of former princely States and Ex-Rulers. | All papers pertaining to these should be disposed of at the level of the Deputy Secretary excepting |
| 4. Agreements between the Government of India and the Rulers of Indian States. | for policy matters. Policy matters should be put up to Special Secretary, DCA. |

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS.

A. Public Services

- | | |
|---|---|
| 1. Civil lists, History of services of officers, etc. | The Under Secretaries, Services I and II, shall process the papers and send them to the Dy. Secretary and get his final orders in the matter. |
| 2. Indian Administrative Service .. | The papers shall be processed by the Sections |
| 3. Indian Police Service .. | and put up through the Deputy Secretary |

4. Indian Forest Service

(Services and Cabinet) to the Chief Secretary and the Chief Minister.

5. Karnataka Administrative Service (Class I)

All matters relating to KAS Class I, except postings and promotions should be disposed of by the Additional Secretary, (Personnel) to whom the Deputy Secretary, Service and Cabinet will put up papers. However, in case of transfers and promotions the papers should be put up by the Deputy Secretary (Services and Cabinet) through the Additional Secretary to the Chief Secretary, Revenue Minister and the Chief Minister.

6. Appointments, postings, transfers, leave and control of officers and other staff under the administrative control of the Department of Personnel and Administrative Reforms, Deputy Commissioners, District Superintendents of Police and all officers of the rank of Head of a Department.

All matters of officers and their staff under the administrative control of DPAR except postings of and promotions to the level of Heads of Departments, should be submitted by the Deputy Secretary to the Addl. Secretary (Per.) and the Addl. Secretary (Per.) should take final decision normally. In cases where in the paper have to be submitted to the Chief Minister the Addl. Secy. (Per.) will directly submit the papers to the Chief Minister and get his orders. In case of postings and promotions to the level of Heads of Departments, the papers shall be routed by the Addl. Secy.

(Per.) through the Chief Secretary and submitted to the Chief Minister. In respect of Secretariat services, the Addl. Secy (Per) should take final decision in all matters including postings and transfers of the officers of all Secretariat services upto the level of Deputy Secretary the papers will be put up through the Chief Secretary to the Chief Minister in respect of Addl. Secretaries.

7. States Re-organisation and all connected matters such as Inter-State seniority lists, assets and liabilities, etc.

The papers should be disposed of at the level of the Addl. Secy. Normally cases involving policy matters only need be sent to the Chief Secretary.

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B. Service Rules

1. Recruitment Rules generally applicable to services and posts in connection with the affairs of the State including (i) Civil Services (General Recruitment Rules, (ii) Gazetted Probationers

In respect of all these matters relating to service Rules all papers can be disposed of by the Deputy Secretary or the Additional Secretary depending on the nature of the cases, only matters relating to amendments or changes in policy need be sent to the Chief Secretary.

Rules, (iii) Ministerial and non-Ministerial and Servants Recruitment Rules and (iv) Recruitment Rules relating to the services and posts under the Administrative control of the Department of Personnel and Administrative Reforms.

2. Rules relating to the conditions of services of persons appointed to service and posts in connection with the affairs of the State excluding salaries, allowance, leave, pension, but including (i) Civil Services (Conduct) Rules, (ii) Civil Services (Classification) Control and Appeal Rules (iii) Government Servants (Probation) Rules, (iv) Government Servants Seniority Rules, (v) Government Servants (Medical Attendance) Rules and (iv) Civil Services (Confidential Reports) Rules.

3. Departmental Examinations and Tests.
4. Reservations for Scheduled Castes, Scheduled Tribes and Backward Classes in Public Service.
5. Foreign Service Deputation of Officers.
6. Foreign and Government Scholarships, Study leave concessions etc.
7. Foreign Exchange
8. Safeguarding of the rights and legitimate interests of all establishments.
9. All matters relating to service questions and their interpretation other than the Karnataka Civil Service Rules.
10. Government Servants Association.

11. All cases of relaxation of Rules of recruitment or of conditions of service of Government Servants.

C. Political Suferers

1. Political Pensions, Pallegar Pensions, etc.

All papers should be disposed of by the Deputy Secretary without the papers being marked to the Additional Secretary. In cases of policy matters the Deputy Secretary can put up papers through the Additional Secretary to the Chief Secretary for Orders.

D. Confidential Reports

Confidential Reports on Law and Order received from other State Governments.

The papers shall be disposed at the Deputy Secretary's level.

E. Official Language

State Official Language

F. Emblems and Flag

All matters relating to the National and State Emblems and the National Flag except those coming under item (12) under the Heading A. Large and Medium and Industries Department.

The Deputy Secretary may get the orders of the Additional Secretary.

G. High Court

High Court and its administration, service matters relating to High Court Judges and District Judges.

The Deputy Secretary (Services and Cabinet) should submit papers to the Additional Secretary (Personnel) whenever necessary and all matters should be disposed of at the level of the Additional Secretary, except in cases of policy matters which should be routed through the Chief Secretary. In case of postings and transfers of District Judges the Additional Secretary can put up the papers directly to the Minister concerned and the Chief Minister. In the case of High Court Judges the papers may be sent to Chief Secretary/Minister/Chief Minister.

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H. Public Service Commission

All matters pertaining to the Karnataka Public Service Commission.

All matters should be disposed of at the level of the Additional Secretary and when the orders of the Chief Minister are necessary, the Additional Secretary should put up papers directly to Chief Minister.

I. Vigilance Commission

The State Vigilance Commission

All matters relating to the Vigilance Commission which are now being dealt with by the Administrative Reforms Wing of the D.P.A.R. should be transferred to the Personnel wing. All matters can be disposed of at the level of the Additional Secretary. However, if the orders of the Chief Minister are necessary the papers should be submitted by the Additional Secretary directly to the Chief Minister.

J. Secretariat

1. Secretariat—All matters pertaining to staff and their requirements, maintenance of Vidhana Soudha and attached buildings like Residential Quarters in the Cubbon Park, etc.

2. Cyphers

3. Government Buildings, staff Quarters, etc.

All matters pertaining to these should be disposed of at the level of Additional Secretary.

4. Karnataka Legislative Assembly, Karnataka Legislative Council, Rajya Sabha and Lok Sabha Questions Resolutions, Assurances, etc.
5. Telegraphic address Registration of
6. Telephones
7. Release of Air Priority Seats
8. State Administration Reports
9. Gazetteers
10. Executive Instruction to Government
11. Staff Welfare Measures
12. Secretariat Library

K. Protocol, Hospitality and Ceremonials

1. Distinguished and other State Guests, Guest Houses, Government Hotels, State Dinners, etc. All matters relating to Protocol, Hospitality and Ceremonials may be disposed of at the level of the Deputy Secretary, Protocol. But,

3. Warrants of Precedence
4. Awards for Public Service
(Exclusive of Dasara Awards)
5. Death of High Dignitaries action
to be taken on the occasion of—
6. Public Holidays including Holi-
days on special occasions.

That the orders of the Additional Secretary are necessary, the papers may be sent to the Additional Secretary who should pass final orders in the case.

L. Administrative Reforms

1. Administrative Reforms
2. Organisation and Methods and
Management Consultancy.
3. Office Procedure
4. Re-organisation of Departments
simplification of forms and
procedures.
5. Modern Management techniques
and Mechanisation in admini-
stration
6. Inspections
7. Public Relations
8. All matters relating to training
9. All matters relating to admini-
strative Training Institutes,
District Training Institutes and
Secretariat Training Institute.

All matters relating to Administrative Reforms may be disposed of at the level of the Additional Secretary, D.P.A.R., excepting in cases relating to the changes of policy. In such cases, the matters may be sent to the Chief Secretary. However, all the Deputy Secretaries concerned whether of the Personnel Wing or of the Administrative Reforms should prepare a daily Statement of all the orders issued by them/by the Under Secretaries working under their control and all the letters that have been despatched either by the Special Secretary, D.C.A., or the Additional Secretary during the day. Such a statement should be sent to the Chief Secretary every day.

M. Linguistic and Religious Minorities

- | | |
|--|--|
| 1. Problems relating to Linguistic Minorities. | All papers, excepting for papers on policy matters should be attended to at the level of Deputy |
| 2. Problems relating to Religious Minorities. | Secretary. Policy matters must be put up to the Additional Secretary and wherever the Chief Minister's approval is required, the Additional Secretary will put up the papers directly to the Chief Minister. |

N. Elections

- | | |
|---|---|
| 1. Elections to the State Legislature and the Parliament. | All work will be looked after by Special Secretary* D.P.A.R. If there are any matters of policy |
| 2. Elections to Municipal Corporations and Municipalities (City as well as Town) and all matters connected therewith. | such papers may be put up to the Chief Minister directly by the Special Secretary. |

O. Miscellaneous

Subjects not provided elsewhere in the Schedules.	May be disposed of finally at the level of the Additional Secretary.
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Notes :

(a) The concerned officers should exercise the powers delegated to them wherever a change in the existing policy is however contemplated, the papers may be put to the Chief Secretary and if he considers it so necessary, to the Chief Minister.

(b) In those cases, where the papers are being put up to the Chief Secretary, but according to the delegation of powers it would have sufficed if the Additional Secretary or the Special Secretary had seen them, there should be a paragraph in the file indicating the reason for the papers being put up to the Chief Secretary.

(c) An abstract of all the Government Orders which have issued from the D.P.A.R. during the course of the day or the letters including reminders which have been issued from the D.P.A.R., at any level, should be put up to the Chief Secretary for his perusal. Such an abstract should not however, include matters which have been approved by the Chief Secretary himself.

(d) In all cases in which orders of the Chief Minister are to be obtained, a summary typed final note should be put up indicating briefly the facts of the case, the rules on the subject, the precedents, if any, and the points for orders.

(e) The Secretary to Chief Minister may kindly send to the Chief Secretary all the files submitted by the D.P.A.R. and the D.C.A. to the Chief Minister, after his orders are obtained otheron to enable the Chief Secretary to know the orders passed by the Chief Minister and to follow up the orders of the Chief Minister wherever necessary.

(73) Karnataka Government Secretariat Training Institute—Training of Secretariat Staff—Relief of Officers: Selected for Training Course—Instructions Issued.

D.O. No. DPAR 3 XTI 80, da.ed 13th June 1980

The Karnataka Government Secretariat Training Institute was specially created and set up for the purpose of raining the Secretariat staff as one of the measures for toning up the administration and for increasing efficiency in the Secretariat. Various short-term and long-term courses as well as Orientation/Refresher for in service officers are conducted by the Institute, regularly, for the benefit of the Secretariat staff in matters like Office Procedure, Service Rules and Financial matters, vigilance and disciplinary matters and records management.

I understand that on occasions, persons selected for such courses are not relieved by their secretaries so as to enable them to attend the courses. The training organised would refresh the minds of the officers and give them a break from the daily routine office work. Such a respite will be beneficial, especially to the Secretariat staff more than others. It is very necessary to depute officers for such orientation courses as well as the refresher, short-term and long-term courses, which are organised specically for the benefit of the Secretariat staff by the Institute.

May I request you kindly to ensure that officers selected for such training courses are relieved in time to attend the courses? If you feel that the training course needs improvement, or if you experience difficulty in getting an alternate hand to fill up the vacancy caused by deputing an officer for training, you may kindly bring this to my notice.

74. Constitution of High level committee to watch implementation of Government Orders regarding Reservation of vacancies for scheduled Castes and Scheduled Tribes.

G.O. No. DPAR 31 SBC 80, Bangalore,

Dated 16th June 1980

PREAMBLE :

There have been several complaints inside and outside the State Legislature that the Government Orders regarding reservation of vacancies both in recruitment as well as in promotions in favour of persons belonging to Scheduled Castes and Scheduled Tribes have not been implemented faithfully and sincerely by several appointing authorities. It is, therefore, considered necessary that there should be a committee, for the purpose of review of the implementation of these orders from time to time.

GOVERNMENT ORDER No. DPAR 31 SBC 80,

BANGALORE DATED 16TH JUNE 1980

Government are pleased to constitute a Committee with the Chief Minister as the Chairman and with the following as Members :

- | | | |
|---|-------|----------|
| 1. Chief Minister | | Chairman |
| 2. Minister for Law and Parliamentary Affairs and Animal Husbandry. | | Member |
| 3. Minister of State for Social Welfare. | | Member |
| 4. Minister for Youth Services and Sericulture. | | Member |
| 5. Sri B. Basavalingappa, M.L.A. | .. | Member |
| 6. Sri C. M. Armugham, M.L.A. | .. | Member |
| 7. Sri S. S. Arakeri, M.L.A. | ... | Member |

- | | | | |
|-----|-------------------------------------|----|--------|
| 8. | Sri H. D. Devegowda, M.L.A. | .. | Member |
| 9. | Sri L. G. Havanur, M.L.C. | .. | Member |
| 10. | Sri B. B. Kakkilaya, M.L.A. | .. | Member |
| 11. | Sri Bheemanna Khandre, M.L.A. | | Member |
| 12. | Sri Prabhakar Telkar, M.L.A. | .. | Member |
| 13. | Sri Blassius D'souza, M.L.A. | .. | Member |
| 14. | Sri Hajee Abdul Sattar Sait, M.L.A. | | Member |


The Committee will meet once in four months and review the implementation of the Government Orders regarding reservation of vacancies in favour of Scheduled Castes and Scheduled Tribes and advise the Government with regard to the steps to be taken in the direction of the effective implementation of the orders.

**(75) Premature Transfers of Government Servants—
Issue of further Instructions**

No. O.M. No. DPAR 11 STR 80

Bangalore, dated 17th June 1980

- Ref:* 1. O.M.No. GAD 3 STR 71, dated 30th July 1971.
2. O.M. No. GAD 2 STR 72, dated 8th April 1972.
3. Circular No. GAD 2 STR 72, dated 8th May 1972.
4. O.M. No. DPAR 3 STR 79, dated 26th April 1979.
5. O.M. No. DPAR 2 STR 80, dated 19th May 1980
6. O.M. No. DPAR 6 STR 80, dated 28th April 1980.
7. O.M. No. DPAR 6 STR 79. dated 30th May 1980.

 In the Official Memorandum, dated the 8th April 1972 referred to at (2) above, Government issued instruc

tion that the transfers of Gazetted Officers who had not completed the minimum period of two years of service at a place should be made only after obtaining the prior approval of the Chief Minister, through the concerned Administrative Department of the Secretariat and General Administrative Department except in cases of transfers necessitated by promotion of the officer; and in respect of similar transfers of non-gazetted officers, the prior approval of the Head of the Department or the Divisional Commissioner as the case might be, should be obtained except in cases of transfers necessitated by promotion of the officer.-

Though these instructions have been, by and large followed; some instances of violation of these guidelines have come to the notice of Government.

In supersession of all the previous instructions issued in Official Memoranda referred to above, Government hereby direct that all transfers of officials (Both Gazetted as well as non-Gazetted), who have not completed the minimum period of two years' service at a place should be made only after obtaining the prior approval of Government.

On receipt of proposals from the Heads of the Departments, the Secretaries to Government of the Administrative Departments, should submit the proposals to the Chief Minister through the concerned Ministers and obtain their prior approval.

Government desire that the transferring authorities should adhere to these instructions scrupulously before effecting premature transfers of Government servants.

(76) Appointment of Persons after their Retirement on Superannuation—clarifications on certain issues regarding.

O.M. No. DPAR 20 SRR 80,

Dated 18th June 1980

- Ref : 1. O.M. No. DPAR 14 SSR 80, dated 10th April 1980.*
- 2. O.M. No. DPAR 20 SRR 80, dated 10th April 1980.*
- 3. O.M. No. DPAR 20 SRR 80, 2nd May 1980.*

According to the general policy laid down in the Official Memorandum cited at (1) above, no department of Government should recommend re-employment or extension of service to any retired Government servant either under Government or any statutory/non-statutory bodies, corporations and Government Companies owned or controlled by Government or where Government have a major financial interest. In the Official Memoranda cited at (2) and (3) above, instructions have been issued for making arrangements to terminate forthwith the services of retired Government servants who are under re-employment or an extension of service either under Government or any statutory/non-statutory bodies etc after following the procedure prescribed therein. The essence of the policy of the Government in this matter is that no individual who has retired from service on attaining the age of superannuation prescribed in the organisation in which he was working should be appointed again in any capacity. In the context of this policy, clarifications have been sought by certain departments on certain general issues. The issues raised and the clarifications regarding these issues are indicated below :

(1) Contract appointment of a Government servant retired on superannuation which is terminable by either

party by giving notice—whether the notice cause should be adhered to or service should be terminated on idischarge simpliciter' basis.

'Discharge simpliciter' is resorted to only in grave and emergent circumstances where interests of the organisation are critically at stake. Therefore, such appointments, either under Government or in Statutory/non-statutory Bodies, Corporations, Boards, Government Companies owned or controlled by Government or where Government have a major financial interest should be terminated after giving notice in accordance with the terms of the contract.

There the terms of contract do not provide for termination of appointment, immediate action should be taken to take power to terminate such appointments by amending the relevant rules if necessary.

(2) Persons who retired prematurely from Central Government and joined service under State Government or Statutory/non Statutory Bodies, etc.

In such cases, the persons may be permitted to continue till they attain the age of superannuation under the Central Government. Where abridgement of contract period is involved, action may be taken in accordance with item (1) above. }

(3) Ex-Defence Personnel appointed under State Government or Statutory/non-Statutory Bodies, etc. :

They may be allowed to continue till they attain the age of 55 years.

(4) Grant of specific assignments such as revision of Codes, etc., to retired Government servants on lumpsum remuneration :

The age limit applies in such cases also and it is not permissible to entrust any assignment on payment of lumpsum remuneration to a retired Government servant. Where such an assignment is already entrusted to a retired Government servant, his services should be terminated.

if necessary after giving notice, and the work should be entrusted to some in-service officer.

(5) Persons who retired on attaining the age of superannuation from non-Government Institutions and were appointed thereafter under Government, Statutory/non-Statutory Bodies, etc.

As instructed in Official Memorandum No. DPAR 14 SRR 80, dated 19th May 1980 persons who retired from service on superannuation from any non-Government Institution or establishment, should not be re-employed and if re-employed, should not be continued in service in posts under Government or in any Statutory/non-Statutory Body, etc. and their services should be terminated either under the existing provisions or under the provision to be made in this behalf.

However, where such persons retired prematurely from the non-Government Institutions in which they were working prior to their re-employment under Government or Statutory/non-Statutory Bodies, etc., their re-employment may be continued till they reach the age of superannuation prescribed in such non-Government Institution.

Where no superannuation age was fixed in the Non-Government Institution in which they were working prior to re-employment under Government, Statutory/non-Statutory Bodies, etc., their re-employment may be allowed to continue till they reach the age of superannuation prescribed in the Organisation in which they are re-employed or till they attain the age of 55 years, whichever is later.

(77) Revision of Syllabus for 2 Months Job Course for the Ministerial Staff conducted by the District Training Institutes.

Order No. DPAR 53 KTP 80

Bangalore dated 19th June 1980

READ :

- (i) Government Order No. DPAR 146 KTP 78 dated the 5th May 1979.
- (ii) Letter No. DTA CR 36/80-81 dated the 14th May 1980 from the Director Administrative Training Institute. Mysore.

PREAMBLE :

In para I(B) of the syllabus for 2 months Job Course for ministerial staff conducted by the District Training Institutes a provision of 5 days (4 working days plus one holiday) has been made for study tour in the State. Now the Director in his letter referred to above states that in the VIth conference of the Principals of the District Training Institutes and the Village Accountant-cum-Panchayat Secretariat Training Centres held on the 19th and 20th March 1980 it has been resolved to discontinue the study tours. He has therefore requested to issue orders to this effect.

2. The intention of study tours is to acquaint the trainees of the various developmental activities being taken at the field level. Therefore this should consist of visit to major projects like Ghataprabha and Malaprabha Projects, factories like Vishweshwarayya Iron and Steel Limited. Bhadravathi etc. which give an idea about the dimension of development in Karnataka. As they are essential this should continue as part of training.

3. From para I(A) of the syllabus it is seen that 22 sessions have been allotted to theoretical training in office procedure. It is felt that this could be easily

brought down to 18 and the balance of 4 sessions devoted to "Special Economic Programmes for Rural Development"

Order No. DPAR 53 KTP 80

Bangalore dated 19th June 1980.

For the reasons stated above, the study tour should continue as a part of training and should consists of visits to the various developmental projects.

2. The 22 theory sessions provided for office procedure should be reduced to 18 and the remaining 4 sessions shall be devoted to "Special Economic Programmes for Rural Development".

3. The rest of the syllabus remains unaltered.

(78) Declaration of General Holiday on 25th June 1980 as a mark of respect to the Memory of the former President. Dr.V. V. Giri who died at Madras on 25th June 1980.

O.M. No. DPAR 12 HHL 80,

Dated 24th June, 1980.

The funeral of late Dr. V. V. Giri, former President of India is taking place at Madras, on the afternoon of Wednesday, the 25th June, 1980. It has been decided, in continuation of O.M. of even No. dated the 24th June, 1980 that all state Government offices, and Education institutions, throughout State will remain closed on Wednesday, the 25th June, 1980, as a mark of respect to the memory of the former president. It is requested that necessary steps may be taken immediately to implement the decision.

(79) Conduct of Dasara Festivities 1980 by the State Government at Mysore

G.O. No. DPAR 23 PSR 80,

Bangalore, dated the 1st July, 1980

PREAMBLE :

In the Government Order No. CI 195 SPM 79 (2), dated 3rd December 1979 a State Level Committee was constituted to formulate ideas to guide and assist the organisers to conduct the Dasara Festivities and Exhibition. The Government for conducting Festivities and the Exhibition during the year 1980 has since been re-considered.

G.O. No. DPAR 23 PSR 80,

Bangalore, dated the 1st July 1980.

Sanction is accorded for conducting the Dasara Festivities at Mysore as a State Function in the year 1980, and

- (i) The Palace Advisory Committee and the Working Committee as reconstituted in the Government Order No. DPAR 30 PSR 78, dated 28th October 1978, shall attend to the local arrangements and co-opt such officers as they consider necessary to do so.
- (ii) The Divisional Commissioner, Mysore Division, Mysore will co-ordinate the work in the field as Chairman of the Working Committee.
- (iii) A post of Special Officer for the Dasara Festivities is created in the Scale of Rs. 900-50-1,000-60-1,300-75-1,750 with Head-quarters at Mysore for a period of 6 months with effect from 1st July 1980. This post shall be filled-up on deputation from the Cadre of K.A.S. Class-I Junior Scale. The incumbent shall work under the Divisional Commissioner, Mysore Division, Mysore.

(iv) The Department of Personnel and Administrative Reforms shall be incharge of matters to be dealt with at Secretariat level for conducting Dasara Festivities and the Commerce and Industries Department shall be incharge of matters at Secretariat level for conducting Dasara Exhibition.

This order issues with the concurrence of Finance Department, *vide* U.O. No. FD 2075/FS/80, dated 1st July 1980.

**(80) Regularisation of Temporary/Local/Emergency appointments made prior to 1st November 1956—
Instructions regarding.**

O.M. No. DPAR 16 IMC 80,

Dated 1st July 1980.

In Government Order No. GAD 67 INS 71, dated 14th December 1971 instructions were issued to treat the Officials included in the Final Inter State Seniority list under the Category Temporary/Local/ Emergency candidates as Senior to those recruited to the concerned cadre on or after 1st November 1956 and to regulate their promotions to the next higher cadre accordingly. In Government Order No. DPAR 35 IMS 76, dated 20th September 1976 it was directed that the appointments of the Officials who were included in the final Inter State Seniority List under heading Temporary/Local/Emergency candidates shall be deemed to have been regularised with effect from 2nd November 1956 and that their seniority *vis-a-vis* the persons appointed in the new State after 2nd November 1956 be determined on that basis.

In Civil Appeal No. 1143/79 (N. Chandra Mculi, Chikkalakiah and others, the Supreme Court has held that in view of the clarification issued by the Government in 1976, the Service of the said allottees for purpose of seniority should be counted with effect from 2nd November 1956.

In the light of judgement of the Supreme Court the instructions already issued in Government Order No. GAD 67 INS 71, dated 14th December 1971 and DPAR 35 INS 76, dated 20th September 1976 are legally valid.

The Secretaries to Government and Heads of Departments are requested to regulate the seniority/promotions of the Officials on the basis of the two Government orders cited above.

(81) Transfer of Government Servants—Prior approval of Chief Minister to be obtained for modifying/ Cancelling—Orders Issued.

O.M. No. DPAR 12 STR 80

Dated 7th July 1980

I. D.O. letter No. DPAR 6 STR 79 dated the 7th May 1980 from the joint Secretary to Government DPAR addressed to all Secretaries to Government it was reiterated that it was the responsibility of the officers/authorities competent to order transfer to take into consideration all aspects of the matter including the special problems and preferences for places of officers and officials concerned before ordering transfers, but that when once the orders were issued they should not be changed or cancelled in the interest of maintaining morale and sense of dedication to service of officials. The Secretaries to Government were also informed therein that those instructions were intended to be followed by the transferring authorities at all levels and they were, therefore, requested to communicate the instructions to Heads of Departments and other unit officers under their jurisdiction to ensure strict compliance.

2. Despite the above mentioned instructions several instances have come to the notice of Government in which orders of transfers once issued have been cancelled or modified.

3. Secretaries to Government/Heads of Departments are, therefore, once again requested to ensure strict compliance with the above mentioned instructions. In future transfer orders once issued should not be modified/canceled without the prior approval of the Chief Minister, which should be obtained through the administrative department of the Secretariat and the Minister concerned.

(82) Inclusion Certain Communities/Castes in the existing Lists of Backward Communities, Backward Castes and Backward Tribes Constitution of a Committee to go into the Question of—

*G.O. No. DPAR 33 SBC 80(1),
Bangalore, dated 21st July 1980*

PREAMBLE—

It has been decided that a Committee of Members of the Legislative to be constituted to go into the question of inclusion of certain Castes/Communities which have not been included in the existing lists of Backward Castes, Backward Communities and Backward Tribes and to make suitable recommendations in this behalf to Government.

*Order No. DPAR 33 SBC 80(1),
Bangalore, dated 21st July 1980*

Accordingly, Government are pleased to constitute a Committee of the following Members of the Legislative Assembly/Legislative Council :

Sriyuths—

1. Kagodu Thimmappa, M.L.C.	Chairman
2. N. Basavaiah, M.L.A.	Member
3. K. Gangadhar, M.L.A.	Member
4. Jeevaraj Alva, M.L.A.	Member
5. Smt. Motamma, M.L.A.	Member

6.	T. V. Venkataswamy, M.L.C.	Member
7.	W. S. Marle, M.L.A.	Member
8.	G. K. Takked, M.L.C.	Member
9.	K. H. Hanume Gowda, M.L.A.	Member
10.	B. R. Patil, M.L.A.	Member
11.	B. B. Sayanak, M.L.A.	Member
12.	Rajakumar Naik, M.L.A.	Member
13.	A. Lakshmisagar, M.L.A.	Member
14.	Mutalik Desai, M.L.C.	Member
15.	A. K. Subbaiah, M.L.C.	Member

2. Additional Secretary, Department of Personnel and Administrative Reforms will be the Secretary for the Committee.

3. The Committee is requested to go into the matters and make suitable recommendations to Government as early as possible.

(83) Inclusion of certain Communities/Castes in the existing lists of Backward Communities. Backward Castes and Backward Tribes Constitution of a Committee to go into the Question of Appointment of a new Chairman

G.O. No. DPAR 33 SBC 80(1),
Bangalore, dated the 21s. July 1980

READ—

Government Order No. DPAR 33 SBC 80(1), dated the 21st July 1980.

PREAMBLE—

Shri Kagodu Thimmappa, M.L.C. was appointed as Chairman of the Committee constituted to go into the question of inclusion of certain communities/Castes which have not been included in the existing lists of Backward Castes, Backward Communities and Backward Tribes

and to make suitable recommendations in this behalf to Government.

Shri Kagodu Thimmappa has since Joined the council of Ministers. It is therefore necessary to appoint another legislator as Chairman of the Committee.

*Order No. DPAR 33 SBC 80(1),
Bangalore, dated the 4th October 1980*

Accordingly, Government are pleased to appoint Shri S. Muni Raju, M.L.A. as the Chairman of the Committee referred to above in the place of Shri Kagodu Thimmappa.

(84) Amendment to Schedule II to the Karnataka Civil Services (Service and Kannada Language Examinations) Rules-1974.

*Notification No. DPAR 15 SSR 79,
Dated 24th July 1980*

In exercise of the powers conferred by 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) (Third Amendment) Rules 1980.

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

2. Amendment to Schedule II —In the Table to Schedule II to the Karnataka Civil [Services Service and Kannada Language Examinations) Rules, 1974, in the entries relating to the Department of Health and family planning service including Indian Medicine services, a Serial No. 50,

(1) in column (1) for the word

"Planning" the word "Welfare" shall be substituted ;

(2) in column (2), for the word
 "Directorate of Health and Family Planning
 Services", the words "Department of Health
 and Family Welfare Services including the
 Collegeate Branch of the Department" shall
 be substituted.

**(85) Appointment of Sri N. M. Lingaraju, District
 and Session Judge, as Member of the Karnataka
 Public Service Commission.**

Notification No. DPAR 24 SSC 80,

Dated 25th July 1980

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 Sri N. M. Lingaraju,
 District and Sessions Judge, as member of the Karnataka
 Public Service Commission.

**(86) Constitution of the Committee to go into the
 question of inclusion of certain Communities/
 Castes in the Existing lists of Backward Com-
 munities, Backward Castes and Backward Tribes.
 Corrigendum with regard to name of the
 Member.**

Corrigendum No. DPAR 33 SBC 80(1), .

Dated 26th July 1980

In the Government Order No. DPAR 33 SBC 80(1),
 dated 21st July 1980, for the name "Sri K. Ganagdhara,
 MLA" at Serial No. 3, the name "Sri H. Gangadharan,
 MLA" shall be substituted.

(87) Constitution of Cabinet Sub-Committee to review from time to time the Policy of Reservations of vacancies in favour of Scheduled Castes and Scheduled Tribes.

G.O. No. DPAR 31 SBC 80, Bangalore,

Dated 28th July 1980

PREAMBLE :

Government have issued several orders in the matter of reservation of vacancies in favour of Scheduled Castes and Scheduled Tribes. The Cabinet in its meeting held on the 10th July, 1980 informally discussed this subject and decided that it was necessary to have a High Power Committee to review this policy from time to time and advice the Government in the matter of appropriate policy to be followed.

ORDER No. DPAR 31 SBC 80, BANGALORE,

DATED 28TH JULY 1980

Government are pleased to constitute a Sub-Committee of Cabinet with the following Members for the purpose of review of policy of reservation of vacancies in favour of persons belonging to Scheduled Castes and Scheduled Tribes :

1. Chief Minister Chairman
2. Minister for Law, Parliamentary Affairs and Animal Husbandry. Member
3. Minister for Urban Development and Housing. Member
4. Minister of State for Social Welfare Member
5. Minister for Sericulture and Ycuth Services. Member

(88) Appointment of Government Servants on Foreign Service or holding ex-cadre Posts to be in Additional Charge of Regular Cadre Posts under Government.

O.M. No. DPAR 21 SSR 80,

Dated 28th July 1980

On a point raised by the Accountant General, Government considered the propriety of appointing a Government servant on foreign service or holding an ex-cadre post to be in additional charge of a regular cadre post under Government.

2. According to the definition given in rule 2(K) of the Karnataka Civil Services (General Recruitment) Rules, 1977, a Government servant deputed to foreign service continues to be a Government servant. According to rule 66 of the Karnataka Civil Services Rules, Government may appoint a Government servant to hold two or more independent posts at a time. In accordance with these rules a Government servant deputed on foreign service may, in the interest of public service, be appointed concurrently in a regular cadre post under Government. Rule 11 of the Indian Administrative Service (Cadre) Rules, 1954 also permits the State Government to direct that any two cadre posts or a cadre post and an equivalent post may be held simultaneously by the one single cadre officer and the term 'equivalent post includes a post in foreign service. This rule, however, further adds that combination of Government service with foreign service in officer is not desirable and should be resorted to only in exceptional circumstances. The Accountant General has pointed out that the Public Accounts Committee of the Parliament also adversely commented on such an arrangement in some cases and that the Government of India have issued Instructions according to which officer holding full charge of ex-cadre posts should not be appointed to hold additional charge of regular posts. He has pointed out that the Government of India are not making such arrangement.

3. After examining all aspects of the case, Government have come to the conclusion that although it is legally feasible to appoint a Government servant on foreign service to be in additional charge of a regular cadre post, such an arrangement is not desirable in the interest of Public Service. Government, therefore, direct that except in the cases of emergency and for short duration, a Government servant on foreign service should not be appointed to hold additional charge of departmental posts under Government.

89) Concession to Territorial Army personnel who have served as the Permanent Staff of the Territorial Army. Priority in the matter of employment.

O.M. No. DPAR 39 SCR 80, dated 29th July 1980

In para 2 of the O.M. No. GAD 15 SRR 72, dated 23rd February 1972, after clause (ii) and before clause (iii), the following clause shall be inserted with immediate effect.

“ clause (ii-a) : The Territorial Army personnel who served as the permanent staff of the Territorial Army for periods more than six months and on their discharge revert to a part-time employment should be given III priority by the employment exchanges in sponsoring their names !!.

(90) Exempting Persons Working in Certain Class III Posts from Passing Kannada Language Examinations.

*Order No. DPAR 46 SSR 80,
Bangalore, dated 29th July 1980*

READ—

1. Government Notification No. DPAR 9 SSR 78, dated 27th May 1978.

2. Letter No. LCA/II/63/74(LCA.I), dated 1st April 1980, from the Registrar, High Court of Karnataka,, Bangalore-1.

PREAMBLE—

In his letter read above, the Registrar of High Court of Karnataka proposed, for the reasons stated therein, that the holders of the post of Bailiffs and Process Servers be exempted from appearing for the II Paper of the Kannada Language Examination. Government have examined the matter in the context of proposal and are satisfied that knowledge of Kannada of the standard prescribed in the rules is not essential for the duties attached to the posts.

ORDER

Therefore in exercise of the power conferred by the proviso to sub-rule (1) of Rule 3 of the Karnataka Civil Services (Service and Kannada Language Examination) Rules, 1974, Government are pleased to direct that the holders of post of Bailiffs and Process Servers in Judicial Department shall be and shall be deemed to have been exempted from passing the Kannada language Examination for the purpose of earning normal increment and for confirmation.

(91) Ex-Servicemen and Physically Handicapped Recruitment of—under Rule 9 of the Karnataka Civil Services (General Recruitment) Rules. 1977

O.M. No. DPAR 18 SRR 79,

Dated 31st July 1980

Ref - 1. Official Memorandum No. DPAR 11 SBC 77 dated 13th June 1977.

2. Notification No. DPAR 18 SRR 79, dated 13th March 1980.

3. Notification No. DPAR 37 SSR 77, dated 8th February 1979.

In the Notification referred to at (2) above, it has been provided that the orders relating to reservation of vacancies for Scheduled Castes, Scheduled Tribes, Backward Tribes and other Backward Classes issued by Government under Article 16(4) of the Constitution of India shall be applicable to the recruitment to fill the vacancies earmarked for ex-servicemen and members of the families of persons who while serving in the Armed Forces of the Union were either killed or permanently disabled. In view of this the following instructions are issued :—

After identifying the vacancies, in any service or category, meant for ex-servicemen and members of the families of persons who, while serving in the Armed Forces of the Union were either killed or permanently disabled, in accordance with para 2(1) the Official Memorandum No. DPAR 11 SBC 77, dated 13th June 1977 referred to at (1) above these vacancies shall be separately classified in accordance with the rotation of vacancies prescribed in Appendix II to Government Order No. DPAR 1 SBC 77, dated 4th March 1977 as amended from time to time by adopting a separate roster for this source of direct recruitment.

2. Further, in the Notification referred to at item (3) above rule 9 of the Karnataka Civil Services (General Recruitment) Rules, 1977 was amended, where by 2% of the direct recruitment vacancies have been set apart for the physically handicapped. In view of the amendment the following instructions are issued to implement rule 9(1A) of the Karnataka Civil Services (General Recruitment) Rules, 1977 :—

(i) 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 forty-ninth and ninety-ninth vacancy out of every 100 direct

recruitment vacancies shall be excluded for being filled by direct recruitment from among the candidates who are physically handicapped.

(ii) After excluding the vacancies as at para 2(I) of O.M. No. DPAR 11 SBC 77, dated 13th June 1977 and also at (i) above, the balance of the direct recruitment vacancies in each of the services or category shall be classified in accordance with the rotation of vacancies prescribed in Appendix II to the Government Order No. DPAR 1 SBC 77, dated 4th March 1977 as amended from time to time.

(iii) If during any recruitment sufficient number of physically-handicapped persons are not available to fill the vacancies excluded under (1) above, the vacancies left so unfilled shall be added to item (ii) above and classification made from the next point in the rotation in continuation of the classification already made.

(iv) O.M. No. DPAR 11 SBC 77, dated 13th June 1977 shall stand modified accordingly.

(92) Payment of Compensatory Allowance to the Local Participants undergoing long-term and short-term Training Courses in the Training Institute.

G.O. No. DPAR 127 KTP 79, Bangalore,

Dated 1st August 1980

READ :

(1) G.O. No. DPAR 175 KTP 78, dated the 1st March, 1979.

(2) Letter No. DTA CR 63/79-80, dated the 10th July, 1979 from the Director, Administrative Training Institute, Mysore.

PREAMBLE :

The Administrative Training Institute, Mysore, The District Training Institutes and the Karnataka Government Secretariat Training Institute, Bangalore, conduct a number of long-term and short-term courses. with the stoppage of payment of stipend, the local participants

of the courses do not get any amount. As they get neither dearness allowance nor travelling allowances, they are put to much hardship. Therefore it is necessary to grant them some compensatory allowance.

ORDER NO. DPAR 127 KTP 79, BANGALORE,

DATED THE 1ST AUGUST 1980

For the reasons stated above, sanctioned is accorded to the payment of compensatory allowance at Rs. 2 per day trainee subject to a maximum of Rs. 50 per month in the case of the local participants undergoing the long-term and short-term courses and the taluk level courses conducted by--

- (1) the Administrative Training Institute, Mysore,
- (2) the District Training Institutes, and
- (3) the Karnataka Government Secretariat Training Institute, Bangalore.

2. This expenditure may be met out of the provision under the budget head to which the salary and allowances of the individual Government servant are debited.

3. This order issues with the concurrence of the Finance Department *vide* its U. O. Note No. FD/1221/Exp. 7/80, dated the 24th July, 1980.

(93) Re-Employment of Government Servants Retired under Rule 285 of K.C.S.Rs. — Extension of Benefit of Reinstatement to—

O.M. No. DPAR 53 SSR 79,

Dated 2nd August 1980

Some of the Government servants who were retired under Rule 285 of the Karnataka Civil Services Rules during the period from 1st July 1975 to 31st March 1977 and subsequently re-employed, filed Writ Petitions in

the High Court. The High Court while disposing of their cases, quashed the orders retiring them on the ground that when they were re-employed it had to be held that they were suitable for continuance in Government service and the orders issued retiring them could not be held to be in public interest and, therefore, not in accordance with rule 285 of Karnataka Civil Services Rules. In U.O. Note No. DPAR 53 SRR 79, dated 24th April 1980, instructions were issued that in such cases, action must be taken to implement the decision of the High Court in consultation with the Finance Department and submit the cases to the Cabinet for *ex-post-fact* approval.

2. The question as to whether the decision of the High Court should be made applicable to the Writ Petitioners only or whether it should be extended to all others similarly placed Government servants who were also re-employed but who did not file Writ Petitions was considered by Government.

3. It is not correct to hold that the High Courts' orders are applicable to the Writ Petitioners only in view of the fact that the other re-employed Government servant are similarly placed as in the case of the Writ Petitioners even though they have not approached the High Court. It is, therefore, now decided that the benefit of reinstatement and all consequential benefits should be extended to all the re-employed persons referred to above. General approval of the Cabinet has been obtained in this regard and individual cases need not be submitted to the Cabinet for approval. The concurrence of the Finance Department has also been obtained, *vide* its U.O. Note No. FD 0.389/Exp-7/80, dated 4th June 1980, and this may be referred to in the orders to be issued. The Departments concerned could take action in such individual cases in consonance with this Official Memorandum.

- (94) **Constitution of the Committee to go into the question of inclusion of certain Communities/Castes in the existing lists of Backward Communities, Backward Castes and Backward Tribes**
Corrigendum.

Corrigendum No. DPAR 33 SBC 80,

Dated 4th August 1980

In the G. O. No. DPAR 33 SBC 80(1), dated the 21st July 1980 after the name Sri G. K. Takke at Sl.No. 8 the abbreviation "M.L.A." be substituted for the abbreviation "M.L.C."

- (95) **District Training Institutes—Deputation of Officials for Training—Instructions to relieve the Officials Issued.**

Circular No. DPAR 72 KTP 80,

Dated 4th August 1980

The Government has been observing that the selected candidates for undergoing training in the District Training Institutes are not being relieved of their duties to join the training on time. The reasons put-forth by the Head of the offices at the District level, is that they have to obtain permission from the Head of the Departments for relief of the concerned official for the training. Resultantly, it is found by the time the permission is obtained either the training is already commenced or completed and thereby the concerned official is not in a position to avail the training opportunity.

2. The Government has issued clear instructions in this regard *vide* Order No. FD 16 SRS 79, dated 7th March 1979. It is clearly mentioned therein that the power to depute the officials for training to undergo training in District Training Institutes, Administrative Training Institute, Mysore, Karnataka Government Secretariat Training Institute, Bangalore, shall be exercised

by the Head of the Departments or any officer of the Department empowered in this behalf. Hence, there is no need that the Head of the Department alone should give permission for deputing officials for training. The head of the offices at the District Level should be delegated with this power and should be authorised to exercise these powers by the Heads of Departments. In many of the Departments it seems that this has not been done so.

3. All the Heads of Department are therefore requested to authorise the head of the offices under their control to depute officials for training to the Administrative Training Institute/District Training Institutes/Karnataka Government Secretariat Training Institute/etc., whenever they are selected.

(96) Constitution of the High Level Committee to Watch Implementation of Government orders regarding reservation of vacancies for other Backward Classes.

G.O. No. DPAR 33 SBC 80(2) Bangalore,

Dated 4th August 1980

PREAMBLE :

A High Level Committee with the Chief Minister as Chairman and some Ministers and some members of the Legislature as members has been constituted in Government Order No. DPAR 31 SBC 80, dated 16th June 1980 to review the implementation of Government Orders regarding reservation of vacancies for Scheduled Castes and Scheduled Tribes,

It has been decided that a similar High Level Committee may also be constituted for watching the implementation of Government Orders relating to reservation of vacancies for the categories of Backward Classes other than Scheduled Castes and Scheduled Tribes.

ORDER No. DPAR 33 SBC 80(2), BANGALORE,
DATED 4TH AUGUST 1980

Government are pleased to constitute a High Level Committee with the Chief Minister as the Chairman and with the following as Members :—

- | | | | |
|--|----|----|----------|
| 1. Chief Minister | .. | .. | Chairman |
| 2. Minister for Revenue and Agriculture | | | Member |
| 3. Minister for Finance and Planning | | | do |
| 4. Minister for Law, Parliamentary Affairs and Animal Husbandry. | | | do |
| 5. Minister of State for Social Welfare | | | do |
| 6. Shri V. V. Pattar, M.L.A. | .. | | do |
| 7. Shri K. Bhaskar Naidu, M.L.A. | .. | | do |
| 8. Shri Ganganna, M, M.L.A. | .. | | do |
| 9. Shri Abdul Nazir Sab, M.L.C. | .. | | do |
| 10. Shri T. A. Reddy, M.L.C. | .. | | do |
| 11. Smt. Jayamma Mallikarjunaswamy | | | do |
| M.L.C. | | | |
| 12. Shri Ramesh Kumar, M.L.A. | .. | | do |
| 13. Shri S. V. Naik, M.L.A. | .. | | do |
| 14. Shri Pampapathy, M.L.A. | .. | | do |
| 15. Shri Manohar Tahsildar, M.L.A. | .. | | do |

The committee will meet as early as possible to review the implementation of the existing Government Orders regarding reservation of vacancies in favour of the categories of Backward Classes other than Scheduled Castes and Scheduled Tribes. It may thereafter meet once in four months and advise the Government with regard to the proper steps to be taken for the effective implementation of the orders.

(97) Constitution of 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.

G.O. DPAR 33 SBC 80 (3)

Bangalore, dated 4th August 1980

PREAMBLE—

Government have issued several orders in the matter of reservation of vacancies in favour of persons belonging to Backward Classes and Minorities. The Cabinet in its meeting held on the 10th July, 1980 informally discussed this subject and decided that it was necessary have a High Power Committee to review this policy from time to time and advise the Government in the matter of appropriate policy to be followed :

Order No. DPAR 33 SBC 80(3)

Bangalore, dated 4th August 1980

Government are pleased to constitute a Sub- Committee of the Cabinet with the following Members for review of policy of reservation of vacancies in favour of persons belonging to Backward Classes and Minorities :

- | | | |
|--|-------|-----------------|
| 1. Chief Minister | | <i>Chairman</i> |
| 2. Minister for Revenue and Agriculture | | <i>Member</i> |
| 3. Minister for Finance and Planning | | <i>Member</i> |
| 4. Minister for Law, Parliamentary Affairs and Animal Husbandry. | | <i>Member</i> |
| 5. Minister of State for Social Welfare | | <i>Member</i> |

(98) Transfer of Certain items of work to the Director, Hospitality Organisation-cum-Special Protocol Officer.

Circular No. DPAR 62 HET 80

Bangalore, dated 6th August 1980

In Government Order No. DPAR 44 HET 80, dated 2nd June 1980, a post of Director, Hospitality Organisation *cum* Special Protocol Officer in the scale of Rs. 1,525-75-1,900-100-2,000 has been created. Capt. L. Gopalakrishnan, former ADC to the Governor of Karnataka has been appointed to the said post and he has taken over charge of the post on 28th July 1980. The Director shall exercise the powers of a minor Head of the Department.

2. The Director, Hospitality Organisation-cum-Special Protocol Officer shall attend to all functions connected with :

1. Maintenance and inspection of Government Guest Houses at Bangalore, Nandi Hills and Ooty.

2. Maintenance of cars for the use of VI Ps, dignitaries Guests, Ministers etc.

3. Reception and Farewell to the guests, other than Foreign VIPs, dignitaries delegations, President of India, Vice-President of India and the Prime Minister. However, the Director of Hospitality Organisation-cum-Special Protocol Officer will assist the State Protocol Officer in respect of the visits of Foreign dignitaries etc.

4. Control and supervision of the Guest House staff including Drivers.

5. Reservation of accommodation in Kumara Krupa Guest House (Annexe), Bangalore for officers going over to Bangalore on official work etc. and in Karnataka Government Guest House at Ooty during the seasons. A block of about 8 to 10 suits is also. Kept reserved for allotment on the Government's direction to the Central Government

Minister/Officers and other visiting Bangalore on official and other item of work. The requisitions for accommodation in Kumara Krupa Guest House (Annexe) Bangalore as indicated above, may be sent to the Deputy Secretary to Government, DPAR (Protocol), Vidhana Soudha, Bangalore and the Director of Hospitality Organisation-cum-Special Protocol Officer, Bangalore as the case may be

6. The Director of Hospitality Organisation-cum-Special Protocol Officer is also entrusted with the arrangement and supervision of State Lunches, Dinners, at Homes, Tea. For this purposes all the requisition officers shall directly send their requisitions to the Director of Hospitality Organisation-cum-Special Protocol Officer, Kumara Krupa Guest House, Bangalore after obtaining the approval of the Chief Secretary to Government.

7. The Director of Hospitality Organisation-cum-Special Protocol Officer, Bangalore will take action in regard to guests who are to be treated as State Guests as per the instructions contained in Government Order No. DPAR 116 HGG 79, dated 6th September as also as per the instruction issued by Government in DPAR (General) from time to time.

(99) Re-constitution of the Managing Committee of the District Training Institutes.

*Order No. DPAR 66 KTP 80,
Bangalore, dated the 7th August 1980*

READ—

1. G.O. No. GAD 19 TEP 73, dated the 15th November, 1974.

2. Letter No. DTA, CR. 59/80-81, dated the 1st July, 1980 from the Director, Administrative Training Institute, Mysore.

PREAMBLE—

For the efficient functioning of the District Training Institutes, a Managing Committee with the following members was constituted in respect of each of the District Training Institute *vide* reference cited at (1) above,

- | | | |
|-------------------------|----|------------------------------|
| (1) Deputy Commissioner | .. | <i>Chairman</i> |
| (2) A nominated officer | .. | <i>Member</i> |
| (3) Principal | .. | <i>Member/
Secretary</i> |

2. The Director, Administrative Training Institute Mysore in his letter cited at (2) above, states that on the basis of the experience gained so far, it is felt necessary to involve one more district officer as member of the Managing Committee which the District Training Institute have also favoured. He has therefore suggested to include one more District officer in the Managing Committee of the District Training Institutes to involve as many District officers of the Development as possible by rotation. It was further felt that representative of Administrative Training Institutes, Mysore in the Managing Committee of the District Training Institute will ensure supervisor and effective consideration and control. Hence the following order is issued.

ORDER

For the reasons stated above, sanction is accorded to reconstitute the Managing Committees of the District Training Institutes with the following as members—

- | | |
|---|-------------------|
| (1) Deputy Commissioner of the district | <i>Chairman</i> |
| in which the District Training | |
| Institute is located. | |
| (2) Two District Officers | .. <i>Members</i> |
| (3) A representative of the Administ- | <i>Member</i> |
| rative Training Institute, Mysore. | |
| (4) Principal of the District Training | <i>Members</i> |
| Institute, | <i>Secretary</i> |

2. This Managing Committee will meet once a quarter or as often as may be necessary and ensure the efficient working of the District Training Institutes and cater to the training needs of the various departments.

(100) Re-allocation of Work in Department of Personnel and Administrative Reforms—Transfer of Subject to DP & AR Service Rules-II—Reg.—

*O.M. No. DPAR 49 AAR 80,
Bangalore, dated 14th August 1980*

*Ref.—Official Memorandum No. DPAR 49 AAR 80,
dated 6th June 1980.*

In the Official Memorandum cited above, orders have been issued regarding re-allocation of work and delegation of powers to the Department of Personnel and Administrative Reforms. Accordingly, the subject pertaining to State Vigilance Commission stands transferred to the Department of Personnel and Administrative Reforms (Personnel) wing.

Further, it is made clear that all matters relating to the Vigilance Commission, which are now being dealt with by the Administrative Reforms wing II of DPAR (AS) will be dealt within DPAR (Service Rules) of the Personnel wing hereafter.

The Deputy Secretary (AR-II) is requested to take action to transfer the connected papers and files on the subject along with an Assistant to the DPAR (Service Rules) immediately.

(101) Enhancement in the Imprest Amount of the Karnataka Government Secretariat.

*G.O. No. DPAR 1 CRA 79,
Bangalore, dated 14th August 1980*

Ref.—Order No. GAD 10 ATB 70, dated 16th April 1971.

2. A. G. Letter No. DA II/A1/79-80/238, dated 21st January 1980.

PREAMBLE—

The Permanent Advance of the K.G.S. was enhanced to Rs. 20,000 in G.O., dated 16th April 1971 referred to at 1 above, for payment of Sub Imprest, to Minister's Establishment. T.A. Advances to Officers under I.R.L.A. for Misc. advance and expenditure of the Secretariat as detailed below :—

	Rs.
1. Sub-Imprest to Personnal Assistants and Private Secretaries to Ministers/Minister of State and Deputy Ministers for T.A. and other contingent charges.	1,650
2. Sub-Imprest to Personal Assistants and Private Secretaries to Ministers/Ministers of State and Deputy Ministers and Secretaries for meeting the expenditure on refreshments as per G.O. No. FD 57 RCE 68, dated 12th August 1970.	1,825
3. Sub-Imprest to Boundary consultative committee.	4,050
4. T. A. Advance to I.R.L.A. Officers ..	6,000
5. Mysore Government Secretariat ..	6,475

	20,000

The existing Permanent Advance is found insufficient for payment of advances to officers under I.R.L.A. and for purchase of Petrol etc., for the Vehicles allotted to the Secretaries to Government. Hence the need for enhanceing the existing permanent advance is felt. The Accountant General, Karnatakā, who was consulted has agreed to the enhancement for Permanent Advance from Rs. 20,000 to Rs. 50,000 in his letter cited at reference No. 2.

*Order No. DPAR 1 CRA 79,
Bangalore, dated 14th August 1980.*

Sanction is accorded to the enhancement of Permanent Advance of K.G.S. from Rs.20,000 to Rs 50,000 (Fifty Thousand Only) temporarily, pending review of the position later. The break up of the enhanced Permanent Advance would be as following :

	Rs.
(i) Sub-Imprest with the Private Secretaries to Ministers/Ministers of State for meeting the Expenditure on TEA and COFFEE etc., and contingent expenditure.	5,000
(ii) Sub-Imprest with Personal Assistants of Secretaries/Additional Secretaries and Deputy Secretaries etc., contingent charges.	2,000
(iii) T.A. Advance to T.R.L.A. Officers ..	29,000
(iv) T.A. Advance to K.G.S. Officers/Officials and sub-imprest of Rs. 200 to each department to meet the running expenditure of the Car.	14,000

	50,000

The enhanced imprest amount of Rs. 30,000 may be debited to "872 Permanent Cash Imprest".

This issues with the concurrence of the Finance Department in U.O. No. FD 637/Exp. 7/80, dated 9th April 1980.

(102) Honorarium to the Guest Speakers at Administrative Training Institute, Mysore—Enhancement of—

*Order No. DPAR 182 KTP 79,
Bangalore, dated 23rd August 1980*

READ -

1. G.O. No. RDC 69 DTR 75, dated the 7th July 1975.
2. D.O. letter No. TRG 100/79-80, dated the 15th March, 1980 from the Director, Administrative Training Institute, Mysore.

PREAMBLE—

The Administrative Training Institute, Mysore pays an honorarium of Rs. 40 to the Guest Speakers who deliver Lectures on different subjects.

In order to attract eminent persons, the Director, Administrative Training Institute, Mysore, has requested Government in his letter cited at (2) above, to enhance the honorarium from Rs. 40 to Rs. 50 per lecture. This is considered necessary as the honorarium of Rs. 40 was fixed long back.

ORDER

For the reasons stated above, Government are pleased to enhance the honorarium to the guest Speakers at the Administrative Training Institute, Mysore from Rs. 40 to Rs. 50 per Lecture/lecture-day.

2. This order issues with the concurrence of the F.D., *vide* its U.O. Note No. FD 0931/S. II/80, dated the 6th August 1980.

(103) Award of Prizes to the Trainees

Order No. DPAR 136 KMM 78,

Bangalore, dated the 23rd August 1980

PREAMBLE -

With a view to improve the general efficiency of administration, training is given to Government employees at the Karnataka Government Secretariat Training-Institute, Bangalore, the Administrative Training Institute, Mysore and the District Training Institutes. As this training is imparted at a considerable expenditure to Government, it is necessary that the participants derive maximum benefit out of it.

With a view to encourage sustained interest in the training and creative thinking Government have decided to award prize to the trainees who show best performance in the long-term courses conducted by these institutions.

ORDER

For the reasons stated above, sanction is accorded to the award of following prizes to the trainees of courses lasting for not less than a month conducted by the Karnataka Government Secretariat Training Institute, Bangalore, the Administrative Training Institute, Mysore and the District Training Institutes.

	<i>Administrative Training Institute, Mysore</i>	<i>Karnataka Govt. Secretariat Training Institute, Bangalore</i>	<i>District Training Institutes,</i>
	<i>Rs.</i>	<i>Rs.</i>	<i>Rs.</i>
One Prize for overall best performance, (written test, group discussions, interest in training, active participation, conduct during training etc.).	100	50	25
One Prize for best paper on training/ administrative matters.	75	25	15

These prizes are to be given to the best two trainees for the best performance, in all the tests put together and other activities connected with training and the best article on different aspects of training/administration respectively.

2. The Heads of respective training institutes are authorised to select two best trainees in each long-term course (i.e., courses lasting for not less than a month) and award the prizes in the form of books on administration or/and training.

3. The expenditure on this account may be debited to the budget head "265 other Administrative Services. C. Administrative Training Institute, I.A.T.I., Mysore, 6. Other Charges/C. II. District Training Institutes. 7. Other Charges/C. III. Secretariat Training Institute, Bangalore. 7 Other Charges" and met out of the sanctioned grants.

(104) Annual Confidential Reports delay in the forwardal of Instructions— Regarding.

*Circular No. DPAR 51 MRC 80,
dated 30th August 1980.*

REF. :

1. Order No. GAD 9 SSR 76, dated 12th February 1974.

2. Notification No. DPAR 42 SRR 71, dated 4th November 1976.

Rule 11 of the Karnataka Civil Services (Confidential Reports) Rules, 1976 stipulates that the officer initiating the Confidential Reports shall forward the same by the 1st of may of the following year of report and each successive authority shall pass on the report with its remarks to the next Higher Authority within one week of its receipt. But in practice it is observed that these instructions are not strictly adhered to.

On an examination of the Confidential Reports. received, the following deficiencies are noticed :—

(1) In the case of non-Gazetted Officers, the Confidential Reports are not submitted and got recorded by the concerned Officers of Departments.

(2) The Confidential Reports are not written up regularly with the result that when DPAR calls for the Confidential Reports, they are written up, at one time for previous years and sent.

(3) Adverse remarks recorded on the Confidential Reports were not communicated to the Officer concerned.

(4) The Confidential Reports in respect of staff are not put up to the levels of the Officers indicated in O. M. No. DPAR 51 MRC 80, dated 11th April 1980 as amended under O.M. of even number dated 22nd April 1980.

One of the pleas put forth for not writing the Confidential Reports generally is that the Officer initiating or Countersigning is either transferred or on leave, etc.

To obviate these difficulties necessary amendment has been made to Rule 5 of the K.C.S. (Confidential Reports) Rules, 1976 issued under Notification No. DPAR 7 SRC 80, dated 17th July 1980. In Rule 5 of the said Rules, for Sub-Rule 3 except the proviso the following sub-rule has been substituted, *viz* :—

“(3) The report shall, unless otherwise, directed by the State Government be prepared in the first instance by the immediate superior officer under whose administrative control the officer in respect of whom the report is recorded has worked during a major part of the year of report. If such immediate superior officer is not available at the time of writing the report for the reason or his having ceased to be in office or for any other reason, the report may be prepared by one of the next higher officers who is available and who had an opportunity to watch the work of the officer reported during the year. Thereafter, it should be submitted through the usual channel upto the level indicated in sub-rule (4) and the officers through whom or to whom the report is submitted shall add their remarks, if any, before passing it on. As far as possible the various officers to whom a report is required to be submitted should be those who held the relevant posts during a major part of the year under report. Where, however, the officers who held the posts during the year are not available at the time when the reports are put up, the reports may be put up to the Officers in position at the time when the reports are put up. If the officer through whom a report passes has no knowledge of the work of the officer reported, he shall record a statement accordingly. A remark recorded by an officer in the Confidential Report shall prevail unless it is contradicted by any of the higher authorities to whom it is required to be submitted.

In spite of all these measures it is found that writing of confidential Reports are not initiated on time and the Confidential Reports do not reach DPAR (Personnel-II) within the time limit prescribed. Non-receipt of Confidential Reports invariably causes undue delay in taking up promotions, declaration of satisfactory completion of period of probation, officiation, etc.

In the circumstances explained above, the need for writing the Confidential Reports on time need hardly be stressed time and again. All the Officers are, therefore, requested to ensure timely initiation of the Confidential Reports of their transmission on the dates specified/prescribed without fail thus not giving room for any inconvenience in prompt disposal of service matters such as promotions, declaration of satisfactory completion of period of probation, officiation, etc.

(105) Circular Regarding the Clearing the Arrears of work in the Secretariat for three days from 5th September 1980.

*Circular No. DPAR 14 JRS 80
dated 3rd September 1980*

It is observed that a large number of files are pending in the Secretariat disproportionate to the quantum of work involved and it is necessary to take concerted action to dispose of the arrears as quickly as possible. The very large pendency in Government offices was discussed in the informal meeting of the Cabinet held on the 3rd September 1980, and it was decided that 3 working days viz., Friday the 5th, Saturday the 6th and Monday the 8th September 1980 be earmarked exclusively for clearing the arrears of work in the Secretariat.

On these days all the Ministers, Officers and Officials in the Secretariat shall be available in their respective offices from 10.30 a.m. there shall not be any formal meeting to discuss matters other than the clearance of arrears. Government Servants working in the offices

of Secretariat shall not be granted any kind of leave during these three days except under extraordinary circumstances, further, to concentrate in the work and clearance of arrears it has been decided not to have public interviews; and admission of the public into Vidhana Soudha Building is therefore prohibited during these three days.

It is the earnest desire of the Cabinet that pendency shall be reduced to nil during the allotted days and all the Officers and all the officials are requested to strive their utmost to secure this end.

(106) Karnataka State Freedom Fighter, Welfare Rules 1969—Increase in the amount of Monthly Pension and Reduction in the Period of Imprisonment for Eligibility for Grant of Pension.

*Order No. DPAR 546 PFS 79,
Bangalore, dated the 4th September 1980*

READ—

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

PREAMBLE—

Under the Karnataka State Freedom Fighters, Welfare Rules, 1969, as approved under Government Order No. GAD 294 PFS 68, dated 21st February 1969 read (i) above 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 subject to the condition that the Freedom Fighter has been convicted or suffered imprisonment for a period of three months on account of his

participation in the Freedom Struggle. Subsequently, under Government Orders No. DPAR 246 PFS 77, dated 26th July 1978 read (ii) above, the amount of State Pension award raised from Rs. 75 to Rs. 90 per month with effect from 1st June 1978.

ORDER

After taking into consideration all aspects of case Government are pleased to order that ;

(1) In respect of existing pensioners among the Freedom Fighters, the pension has been raised from Rs. 90 to Rs. 125 per month with effect from 1st September 1980.

(2) The pension of Rs. 125 per month would be admissible to such of the Freedom Fighters who are not in receipt of any pension under the Government of India Freedom Fighter's Pension Scheme 1972 as amended upto date.

2. The period of three months' sentence/imprisonment prescribed to become eligible for grant of State Pension under the existing rules has been reduced and the following categories of Freedom Fighters are also eligible for grant of State Pension :—

(a) A person who was convicted and suffered imprisonment before the 15th of August 1947 in any part of Karnataka State.

(b) A person who suffered imprisonment as Under-trial for the cause of Independence.

(c) A person who remained underground but did not suffer imprisonment provided he was

- (i) Proclaimed offender, or
- (ii) One on whom an award for arrest was announced but not arrested ; or
- (iii) One for whose detention order was issued but not served.

(d) A person who lost his job, civil or military, for participating in National Movements :

Provided that where certificates of imprisonment are not available due to records being destroyed, etc., any affidavit by the applicant about his imprisonment supported by a certificate from a member of Parliament or a Member of the State Legislature, who had been in jail with him specifying the period of imprisonment would be accepted :

Provided further that in cases of proclaimed offenders and those who remained underground, documentary evidence by way of Court/Government Order is required.

3. All the newly enumerated Freedom Fighters who would become eligible consequent to the revised rules would be eligible for a pension of Rs. 100 per month only with effect from the date of sanction of pension in each individual case.

4. This order issues with the concurrence of the Finance Department *vide* their U.O. Note No. FD 5552/ Special Pen. 80, dated 3rd September 1980.

(107) Transfer of Class IV Government Servants

*O.M. No. DPAR 14 STR 80,
Dated 4th September, 1980*

*Ref :—(1) O.M. No. GAD 2 STR 74, dated 28th
March 1974.*

*(2) O.M. No. DPAR 1 STR 76, dated 3rd
December 1976.*

*(3) Circular No. DPAR 4 STR 78, dated
8th May 1978.*

In the Official Memoranda referred to above instructions were issued, among other things, that all Class IV staff should not as a rule be transferred outside the District in which they were appointed or were serving. The Karnataka State Government Class IV Employees Central Association has requested for strict enforcement of this decision.

2. All authorities competent to transfer Class IV Government servants should please be asked to follow the above mentioned instructions scrupulously.

(108) Declaration of General Holiday in Madhugiri Kasaba and Dabbegatta Agriculturist's Constituency in connection with Agriculture Produce Market Committee Elections on 6th September 1980.

Notification No. DPAR 16 HHL 80,

Dated 5th September 1980.

In connection with Election to the Agriculture Produce Market Committee Madhugiri Kasaba and Dabbegatta Agriculturist's constituencies, 1980, the Governor of Karnataka has been pleased to declare Saturday the 6th September 1980 to be a Public Holiday for all Government Offices, Public Offices, Educational Institutions including Aided Schools in the areas of Madhugiri Kasaba (including Madhugiri town), Puravara and Dodderi Hoblies of Madhugiri Taluk.

All Government servants whose services are required in connection with the polling will, however, remain on duty on that day.

(109) Surprise inspections of Sections by Secretaries/ Special / Additional / Under Secretaries in the Secretariat.

Circular No. DPAR 9 ASM 80,

Dated 6th September 1980

The importance of conducting surprise inspections in the Secretariat by the Secretariat Officers has been dealt in para 215 (ii), Chapter XV of the Secretariat Manual of the Office Procedure which reads as follows :

“(ii) Apart from such periodical inspections, Secretaries/Deputy Secretaries/Under Secretaries are expected

to carry out from time to time surprise checks of a few sections to ensure prompt and efficient disposal of the business in the Department and also to ensure that the registers, statements, returns, etc., are properly maintained. Secretaries in charge of Departments should conduct at least four such annual inspections".

It has been noticed that the Secretariat Officers have not been undertaking surprise inspections in respect of their Sections and thereby there has been no prompt and efficient disposal of papers.

In the light of this back-ground, it is reiterated once again that all the Secretariat Officers such as Secretaries/Special/Additional Secretaries/Deputy Secretaries/Under Secretaries should conduct atleast two surprise inspections of the Sections in a month and send a report briefly containing the observations. A copy of the report should be sent to Administrative Reforms Wing of the DPAR (AR-II) for submission to the Chief Secretary.

(110) Rewards to Government Servants

Circular No. DPAR 1 SRC 80,

Dated 8th September 1980

In Circular No. GAD 37 SSR 66, dated 21st April 1966, instructions were issued, among other things, that it was not right to reward officers of the Government for specific acts of extra-ordinary nature or for outstanding performance even if such acts were connected with detection of offences against orders relating to any particular operation or for other types of work. At the same time, the marginally noted rules provided for grant or rewards to Government Servants upto a certain level for certain acts.

(i) The Karnataka Police Manual Volume I (Chapter VIII).

(ii) The Karnataka Forest Rules, 1969.

(iii) The Karnataka Excise (Grant of Rewards) Rules, 1967.

(iv) The Karnataka Award of Prizes for useful suggestions for simplifying the procedure of the Department of Government Rules, 1979.

2. The need for continuing the system of rewards contemplated in the above mentioned rules, particularly in the context of the general instructions issued in the Circular dated, 21st April 1966 has been examined by Government. While generally Government still adhere to the view that it is not right reward Government officers, it is felt that the system of reward cannot be altogether dispensed with especially in departments like Police, Forest, Excise, etc. What is important in such cases is that the system should be properly regulated by making appropriate rules.

3. Government therefore direct, in partial modification of the instructions issued in the Circular dated, 21st April 1966, that the instructions issued in the said Circular dated, 21st April 1966 shall not apply to cases covered by the rules referred to in para 1 above and to cases covered by similar rules to be made in future. All other cases shall be regulated according to the instructions contained in the Circular dated, 21st April 1966.

4. Government also direct that the departments concerned must ensure that such rules, existing or to be made in future, early indicate the amount of reward, the persons who are eligible to receive rewards, the authority competent to sanction the reward, the source of funds for payment of rewards and allied matters. The existing rules may be reviewed in the light of these instructions and these instructions may be borne in mind while framing similar rules in future.

(341) Constitution of High Level Committee to Watch Implementation of Government Orders regarding reservation of Vacancies for Scheduled Castes/Scheduled Tribes—Drawal of T.A./D.A. by Non-Official Members.

*Order No. DPAR 42 SBC 80,
Bangalore, dated 9th September 1980*

READ -

Government Order No. DPAR 31 SBC 80, dated 16th June 1980.

PREAMBLE—

The Committee constituted in the above Government Order will meet once in four months. The non-official members who attend the meeting are entitled for T.A. and D.A. It is necessary therefore to specify the rates of T.A. and D.A. to be paid to the non-official members.

ORDER

The Travelling Allowance and Daily Allowance to the Non-Official Members of the Committee shall be regarding regulated according to list 'A' of annexure 'A' to the Karnataka Civil Services Rules. The Committee may incur expenditure in connection with the meeting.

2. The Deputy Secretary, Department of Personnel and Administrative Reforms (Service Rules) is authorised to countersign the T.A. Bills of non-official members.

3. The Expenditure in connection with the above Committee shall be debited to the Head of Account "252-Secretariat General Services-I Secretariat-II-Expenditure connected with Committee Conference and Tribunals (non-Plan)".

4. This issues with the concurrence of Finance Department, *vide* U.O. Note No. FD 0.848/Exp-7/80, dated 5th September 1980.

(112) Constitution of High Level Committee to Watch Implementation of Government Order regarding Reservation — T.A. and D.A. to Non- Official Members.

*Order No. DPAR 41 SBC 80,
Bangalore, dated 9th September 1980*

READ—

Government Order No. DPAR 33 SBC 80 (2), dated 4th August 1980.

PREAMBLE—

The Committee constituted in the above Government Order is required to meet once in four months. It is necessary to make provision for payment of T.A. and D.A. to non-official members of the Committee.

ORDER

The T.A. and D.A. of the non-official members of the Committee shall be regulated according to list 'A' of Annexure 'A' to the Karnataka Civil Services Rules. The Committee may also incur expenditure in connection with the meeting.

2. The Deputy Secretary, Department of Personne' and Administrative Reforms (Service Rules) is authorised to countersign the T.A. Bills of non-official members of the Committee.

3. The expenditure in this behalf be debited to the Head of Account "252-Secretariat General Services-I Secretariat-II—Expenditure connected with the Committees, Conferences and Tribunals (Non-Plan)".

4. This issues with the concurrence of Finance Department *vide*, its U.O. Note No. FD 0.847/Exp-7/80, dated 5th September 1980.

(113) Launching of Arrears Clearance Drive*Circular No. DPAR 14 JRS 80,**dated 10th September 1980*

REF—

1. Circular No. DPAR 14 JRS 80, dated 3rd Sept. 1980.
2. Circular No. DPAR 14 JRS 80, dated 3rd Sept. 1980.
3. Circular No. DPAR 14 JRS 80, dated 5th Sept. 1980.
4. Circular No. DPAR 14 JRS 80, dated 6th Sept. 1980.
5. Circular No. DPAR 14 JRS 80, dated 8th Sept. 1980.
6. Circular No. DPAR 14 JRS 80, dated 8th Sept. 1980.

The drive to dispose of the arrears of work in various departments of the Secretariat launched for the period of 4 working days between 5th September 1980 and 9th September 1980 has been found to yield good results.

It has now been decided that similar drives should be undertaken in all the Government offices at all levels ; the aim should be to dispose of all pending cases before the end of October 1980, except those which, due to reasons like being involved in litigation, do not lend themselves to disposal within the time specified. Where for such reasons the cases cannot be disposed of immediately the parties involved should be advised of the position and also of the probable date by which a final decision could be taken. This will avoid needless harassment to the parties who may otherwise keep calling at the offices, particularly at lower levels, for getting a decision on their cases expedited.

The Heads of Departments are therefore directed to launch such drives in respect of their offices and also of the offices under their control on the lines conducted in the Secretariat. The specific periods of drive which should be atleast for a period of seven working days, which need not necessarily be at a stretch each in the months of September as well as October 1980, which should be decided by the Heads of Departments themselves. Meetings and public interviews should be avoided during the periods of the drives and necessary publicity should be given well in advance of the drives requesting the public not to come to the offices during the periods of drive.

It is necessary to collect the information as per the *proforma* enclosed as a preparatory measure before launching the drive. Weekly progress reports of the disposal should be sent in the *proforma* referred to above on the next day of the last date of the drives to the concerned Secretaries in the Secretariat to enable them to consolidate the information in respect of all the field Departments coming under their control and a copy be sent simultaneously to the Secretary to Chief Minister, to the Chief Secretary as well as to the Additional Secretary, Department of Personnel and Administrative Reforms.

Serious notice will be taken if Heads of Departments and their sub-ordinates do not achieve results in clearance of arrears during the periods specified above.

It is also proposed to depute officers from the concerned administrative departments in the Secretariat after the drive is over, to verify the results of the arrears clearance drive. Punitive action shall be taken against the Heads of Departments and their sub-ordinates who do not achieve results in clearance of arrears during the periods specified above.

PROFORMA

Department :

Date :

<i>No. of files pending at the beginning of (date)</i>	<i>No. of files received on (date)</i>	<i>Total</i>	<i>No. of files disposed of on (date)</i>	<i>Break-up of pendency of files disposed of</i>			
				<i>for 3 months</i>	<i>between 3 to 6 months</i>	<i>Between 6 to 12 months</i>	<i>For more than one year</i>
1	2	3	4	4 (i)	4 (ii)	4 (iii)	4 (iv)

<i>No. of files pending at the close of the day</i>	<i>Break of Pendency</i>					<i>of the balance, how many are pending for want of information from Heads of Departments/Other Offices</i>	<i>Remarks</i>
	<i>Pending for one year</i>	<i>Between 1 to 3 years</i>	<i>Between 3 to 5 years</i>	<i>Between 5 to 10 years</i>	<i>10 years and above</i>		
5	5 (i)	5 (ii)	5 (iii)	5 (iv)	5 (v)	5	7

(114) Toning up of Administration—Issuance of Instructions.

*Circular No. DPAR 10 ASM 80,
dated 11th September 1980*

REF :

1. Circular No. DPAR 71 MAR 76, dated 9th August 1976.
2. Circular No. DPAR 69, MAR 76, dated 18th August 1976.
3. Circular No. DPAR 40 AAR 78, dated 28th March 1978.

Government have issued several instructions regarding the toning up of administration particularly Governing the aspects of discharge of responsibilities by the officers vested with the powers, of elimination of delays and measures to be taken up for the redressal of public grievances. The agitations of the public either on specific issues or on matters of general importance is nothing but an off-shoot of public *dis*-satisfaction of the style of functioning of the administration. In a democratic set up of Government, the ultimate objective of administration is to serve to the satisfaction of the public

It is in the light of this background that there is an imperative and imminent necessity not only to reiterate but also to impress upon all the officers at different levels to tone up the administration so as to meet the rising aspirations of the people. Some of the salient features of the instructions need to be highlighted are as under :

(I) *Assumption of responsibility.*—Officers at Different levels should assume full responsibility for matters coming within the purview of their jurisdiction. The powers delegated should be exercised to the maximum extent without any hesitation. It would be considered as an evidence of incompetence on the part of officers if they put up to higher levels files which are within their

powers to dispose of. The general principles to be borne in mind is that files should be disposed of at the lowest level of responsibility consistent with importance of a case and delegation of powers. Senior Officers should encourage their sub-ordinates to take decisions and to act with a sense of responsibility.

(ii) *Elimination of delays.*—One of the main causes of dissatisfaction of the public is delays taking place in administrative offices. Various measures to check delays have been devised in the office procedure and if these are implemented scrupulously it should be possible to ensure prompt and timely disposal of various cases in Government offices. Reasons for delays may be various. It is the responsibility of senior officers at different levels to identify these reasons and eliminate them. Heads of offices are personally responsible for all the delay taking place in their offices, at whatever level the delay may take place. It is open to them to devise measures about methods of work, channels of submission of cases, delegation of power etc. to ensure prompt disposal of cases.

(iii) *Redressal of public grievances.*—The series of instructions issued on this subject have been reissued in a consolidated form in Circular No. DPAR 40 AAR 78, dated 20th March 1978. All the measures prescribed therein such as the creation of cells for assistance to the public, maintenance of complaint boxes dealing with grievances and criticisms in the Press, adherence to the interview hours, ensuring easy accessibility to the public to listen to their problems, etc. personally dealing with complaints against junior officials, surprise inspections, tours and night halts in interior villages as per prescribed scale etc., should go a long way in ensuring good administration.

(iv) *Conduct of Officers.*...The conduct of Government servants is regulated by the K.C.S. (Conduct) Rule^s 1966. It is obligatory on the part of Government servants to comply with the provisions of the rules both in letter and spirit. Every Government servant is expected to

conduct himself in a fair, straight forward, impartial and honest manner in his dealing with the public. Senior Officers should deal with promptly instances of violation of the rules by their subordinates.

The points narrated above are illustrative rather than exhaustive. The basic requirement is that every Government servant should conduct himself in such a manner as to achieve the maximum good of the maximum number of people and projects a good image of Government. Any misconduct, failure or inefficiency on the part of Government servants leading to public dissatisfaction should be viewed seriously and prompt and stringent action should be taken against these responsible.

**(115) Training Manual for Gazetted Probationers
Preparation of — Circular Instructions issued.**

Circular No. DPAR 36 KTP 80,

dated 15th September 1980

Time and again Government have directed that each Department should prepare a training Manual for its gazetted Probationers. The purpose of the manual is to serve as a guide to the Probationers during the probationary period which is normally for two years. The Administrative Training Institute, Mysore was requested to assist the Departments in the Preparation of such manuals. Detailed guidelines have been issued by the Administrative Training Institute, Mysore vide letter No. TRG 27/77-78, dated 21st July 1978. In spite of this, it is observed that many of the Departments have not prepared their training manuals. The Departments like public Works, Youth Welfare and the Survey and Settlement have completed their training manuals.

The Departments are requested once again to draw up this Training Manual concerning their Gazetted Probationers, based on the guidelines issued by the Administrative Training Institute, Mysore. This should

cover institutional training offered to the probationers the independent charges in which the probationers are placed, and the attachment of probationers to certain posts in certain offices. It must give other details explaining the nature of training, which the probationers are to undergo, the departmental examinations which are required to be passed and the brood organisation set-up of the department to which they have been recruited. The important circulars and guidelines of the department may also be included with references to manual, hand books and other such reference books which the probationers should read during the training.

You are requested to take the assistance of the Director, Administrative Training Institute, Mysore in preparation of this manual and get them prepared without any further delay.

(116) Exempting persons working in Certain Class III Posts from passing Kannada language Examinations.

*Order No. DPAR 30 SSR 80,
dated 15th September 1980*

READ :

Government Notification No. DPAR 9 SSR 78, dated 27th May 1978.

PREAMBLE—

According to Karnataka Civil Services (Service and Kannada Language Examination) Rules, 1974, which have come into force with 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 Kannada Language Examination within a period of three years for the purpose of earning normal increments, confirmation and promotion. Government have received proposals that persons working in some Class III Posts, the duties of which are purely

mechanical or technical in nature and involving administrative or ministerial work might be exempted from passing Kannada Language Examination. Government have examined the matter in the context of proposals so received.

ORDER

In exercise of the powers conferred by the proviso to sub-rule (3) of the Karnataka Civil Services (Service and Kannada Language Examination) Rules, 1974, Government are pleased to direct that the holders of posts in the departments mentioned against them in the annexe to this order shall be and shall be deemed to have been exempted from passing Kannada Language Examination for the purpose of earning normal increments and confirmation.

ANNEXURE

G.O. No. DPAR 30 SSR 80

dated 11th September 1980.

<i>Sl.No.</i>	<i>Name of the Post</i>	<i>Department</i>
1.	Armourers	.. Police Department
2.	Musicians (English and Kannada).	
3.	Assistant Band Master (English).	
4.	Projectionists	.. Department of Health and Family Welfare Services.
5.	Operator Grade I	.. Ports Department
6.	Operator (Front and Pay Loader).	
7.	Deputy Operator (Front and Pay Loader).	
8.	Assistant Operator	..
9.	Workshop Foreman	..
10.	Fitter	..
11.	Serang Grade II (Floating Craft).	
12.	Serang Grade III (Floating Craft).	
13.	Light Keeper and Signallers	
14.	Light Keepers	..

(117) Enforcement of Orders issued by Government for the benefit of Class IV Employees.

*O.M. No. DPAR 7 SBM 80,
dated 16th September 1980*

The Karnataka State Government Class IV Employees Central Association has represented to Government that the various orders issued by Government from time to time extending benefits to the Government servants, particularly those relating to the Class IV staff, are not made now to all the staff in the various Government offices and that consequent on this, they are kept in the dark about the ameliorative measures taken by the Government.

2. Heads of Departments are requested to instruct all the Heads of offices in their department to ensure that copies of all orders of general nature issued by Government from time to time affecting the conditions of service of Government servants are marked to the local branch of the association also.

(118) Promotion of Class IV Officials as Junior Assistants/ Second Division Clerks.

*O.M. No. DPAR 89 SCR 79,
dated 26th September 1980.*

REF :

1. O.M. No. GAD 49 ORR 67, dated 9th February

the post of a Junior Assistant or Second Division Clerk the following qualification and service should be insisted upon :

- (i) A pass in S.S.L.C. or equivalent examination ;
- (ii) A minimum service of 5 years from the time of entry into Class IV service or to the post of Driver in the case of those who had passed S.S.L.C. or equivalent examination before entering service and not less than 5 years of service from the date of passing S.S.L.C. or equivalent examination in the case of others.

2. Subject to these qualifications being fulfilled 25 per cent of the posts in the cadre of Junior Assistants/ Second Division Clerks may be filled by promotion of Class IV employees and Drivers and the remaining 75 per cent by direct recruitment.

3. Secretaries to Government are therefore requested to take action to amend the Cadre and Recruitment Rules of the various departments under their administrative control incorporating these provisions therein. Since this official Memorandum is issued in consultation with the Karnataka Public Service Commission and with the approval of the Cabinet it is not necessary to consult the Karnataka Public Service Commission or to obtain the approval of the Cabinet again for making amendment to Cadre and Recruitment Rules of individual Departments on these lines.

It is the responsibility of the Secretaries to Government and the Heads of Departments to see that the seniority/Gradation lists are invariably prepared in accordance with rules every year as on January First and published immediately in the manner indicated in the O.M., dated 9th December 1976.

The Secretaries to Government and the Heads of Departments are requested to take prompt action accordingly. The Seniority/Gradation list due on 1st January 1980, if not already prepared may please be prepared without delay.

(120) Amendment to Schedule III of the Karnataka Civil Services (Service and Kannada language Examinations) Rules, 1980.

Notification No. DPAR 35 SSR 79,

Dated 30th September 1980

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 Service (Service and Kannada Language Examinations) Rules, 1974, namely :—

1. *Title and commencement.*—(1) There rules may be called the Karnataka Civil Services (Service and Kannada Language Examination) (Fourth Amendment) Rules, 1980.

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

2. *Amendment of Schedule III.*—In the table to the Schedule III of the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974 under the heading "All Departments" in the entries relating to Kannada Language Examination, in column No. 5 after the figures and word "9th March 1956", the words and figures "or Kannada Examinations held at Police Training School, Bangalore in the year 1943 and on 12th July 1948." shall be and shall always be deemed to have been inserted

(121) Service of Order, Notices, etc., under Rule 28A of the K.C.S. (Classification, Control and Appeal) Rules, 1957.

*Circular No. DPAR 61 SSR 1980,
dated 1st October 1980*

*Ref :— Circular No. DPAR 30 SSR 79, dated
17th April 1979.*

Instructions have been issued in the Circular referred to above regarding the manner in which the cases of Government servants who have remained or who remain absent unauthorisedly from duty are to be dealt with. In the matter of service of notices/orders it has been indicated that the procedure specified in Rule 28A of the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957 be followed :—

2. The modes of service contemplated in this rule are : .

(a) service in person on the Government servants concerned ; or

(b) service by registered post ; or

(c) Service by affixing a copy thereof on the notice board of the office of the Disciplinary Authority or of the Enquiring Authority and upon some conspicuous part of the house, if any, in which he is known to have last resided ; or

(d) by publication in two daily news papers having wide circulation in the State.

3. In this connection, the the disciplinary authorities/inquiring authorities are advised to resort to the procedure mentioned under item (d) in para 2 above only where service in accordance with the mode mentioned under item (a) to (e) in the said para is not possible.

4. The Secretaries to Government and Heads of Departments are requested to bear in mind the procedure mentioned above while serving notice under Rule 28A

of Classification, Control and Appeal Rules. They are also requested to bring this to the notice of all the appointing authorities under their administrative control.

(122) Declaration of a Compensatory Holiday on Friday 7th November 1980 in lieu of Second Saturday the 11th October 1980.

*Notification No. DPAR 19 HHL 80,
dated 6th October 1980*

On account of exigencies of Government work, Second Saturday, the 11th October 1980, which is declared as a General Holiday in Notification No. DPAR 5 HHL 79 dated the 3rd November 1979 shall be a working day for all the State Government Offices.

The Friday, the 7th November 1980, which is a working day, shall be a compensatory holiday in lieu of Second Saturday, the 11th October 1980.

(123) Exempting persons working in Class III Posts from passing Kannada Language Examination-Kannada Mulki Trained Teachers.

*Order No. DPAR 52 SSR 80,
dated 7th October 1980.*

HEADS.—

- (1) Government Notification No. DPAR 9 SSR 78,
dated 27th May 1978.
- (2) Government Order No. DPAR 64 SSR 78,
dated 26th December 1979.

PREAMBLE.—

According to Karnataka Civil Services (Service and Kannada Language Examination) Rules, 1974 which have come into effect from 10th January 1974, all Government Servants (including Teachers) except Class IV officials are required to pass the prescribed Service

Examinations in addition to Kannada Language Examination within a period of three years for the purpose of earning normal increments, confirmation and promotion.

In Government Order No. DPAR 64 SSR 78 dated 26th December 1979, orders were issued 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, to exempt from passing the Kannada Language Examination, the Secondary School Language Assistants Grade I and II, who are appointed to teach any of the Language mentioned in the VIII Schedule to the Constitution other than than Kannada, Secondary School Assistants Grade I and II who are appointed to teach exclusively through any such minority language (except Kannada) media only and Primary School Assistants (Trained or Untrained) who have been appointed to teach any of the languages mentioned in the VIII Schedule to the Constitution of India except Kannada or to teach exclusively through any such language except Kannada. Government have received representations from Kannada Mulki Trained Teachers who are appointed to teach Kannada and other subjects through Kannada that as they have no knowledge of English they are unable to pass the Kannada Language Examination and that therefore they may also be exempted from passing Kannada Language Examination.

Order

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 are pleased to exempt the Kannada Mulki Trained Teachers from passing the Kannada Language Examination with effect from 10th January 1977.

(124) Employment of Dependents of Government Servants who Die while in Service.

*O.M. No. DPAR 17 SRR 80,
dated 9th October 1980*

REF .

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 appointment of a son/daughter or near relative of a Government servants who dies in harness leaving the family in digent circumstances.

2. It is hereby clarified that the persons appointed under the O.M. dated 3rd September 1979 shall be treated as regularly recruited candidates on probation and dealt with in acceordance with the provisions of the Karnataka Civil Services (probation) Rules, 1977 and other rules applicable to candidates recruited by the relevant Recruiting Agencies.

(125) Addendum of Regulation 3 of the Karnataka Public Service Commission (Consultation). Regulation 1980

*Notification No. DPAR 82 SCR 79,
dated 1 3th October 1980*

In exercise of the powers conferred by the provisio to clause (3) of Article 320 of the Constitution of india the Governor of Karnataka hereby makes the following regulation to amend the Karnataka Public Service Commission (Consultation) (Sixteenth Amendment) Regulations, 1980, namely :—

1. *Title and Commencement.*—(1) These regulations may be called the Karnataka Public Service Commission (Consultation) Sixteenth (Amendment) Regulations 1980.

(2) They shall come into force at once.

2. *Insertion of Regulation* 3.—After regulation of the Karnataka Public Service Commission (Consultation) (Sixteenth Amendment) Regulation, 1980, the following regulation shall be and shall be deemed always to have been inserted, namely :—

3. *Savings*—Notwithstanding anything contained in these Regulations, recruitment to the posts of Stenographers in the Office of the advocate General in respect of which applications were called for in Notification No. (1) 4109/80-81/PSC, dated 5th July 1980, of the Public Service Commission, shall be made as if these Regulations have not come into force.

(126) Proposals for Legislation—Reference to Scrutinising Committee before submission to Cabinet.

*O. M., No. DCA 18 ARB 80
dated 13th October 1980*

According to the provisions contained in rules and 53 of the Karnataka Government (Transaction Business) Rules, 1977, tentative draft bill should be referred to the Scrutinising Committee and only after approval by the Scrutinising Committee, bill could be placed before the Cabinet. It has been brought to the notice of the Government, that some of departments are sending files relating to proposals for legislation to the Cabinet without first getting the approval of the Scrutinising Committee. This Procedure, apart from being contrary to the procedure prescribed in the Karnataka Government (transaction of Business) Rules, 1977 creates certain procedural problems later on. To obviate this difficulty all departments are requested to strictly adhere to the procedure laid down in the rules as indicated above.

(127) Grant of Extension of Service to Govt. Servants affected by the Revision of date of birth.

Circular No. DPAR 68 SSR 80,

dated 16th October 1980

REF :

(i) O.M. No. GAD 3 DTB 58, dated 14th August 1958.

(ii) O.M. No. GAD 3 DTB 58, dated 5th November 1958.

(iii) O.M. No. DPAR 14 SSR 80, dated 10th April 1980.

The official memoranda referred to at Sl. Nos. 1 and 2 above contain provision for granting extension of service to the officials of ex-Mysore area equal to half the period of difference between the dates of birth as originally indicated in the service records and revised dates of birth determined subsequently by the former Government of Mysore.

In the context of the decision taken by the Government recently that no Government servants should be given re-employment or extension of service after the date of their superannuation, the question whether the officials of Ex-Mysore area in whose dates of births were revised to their dis-advantage would be entitled to the extension of service as specified in the first two official memorandum has arisen for consideration. After due consideration of the matter it is hereby clarified for information and guidance of all the concerned that the O.M. No. DPAR 14 SSR 80, dated 10th April 1980 has no application to the cases where extension of service is to be given to the officials of Ex-Mysore Area in accordance with the O.Ms. dated 14th August 1958 and 5th November 1958 referred to above.

Secretaries to Government and Heads of Departments are requested to keep in view the above clarification/ while dealing with cases covered by the O.Ms. dated 14th August 1958 and dated 5th November 1958 referred o above.

(128) Suspension of Government Servants-Further Instructions regarding.

*Circular No. DPAR 17 SR 79,
dated 17th October 1980*

Ref :

Circular No. DPAR 24 SSR 77, dated 16th August 1978.

In the Circular referred to above, it is clarified, among other things, that a suspension order issued for a specified period lapses on the expiry of the period, that orders continuing suspension issued after the expiry of the period with a time gap is ineffective and not enforceable and that the Government servant is deemed to be on duty on the date of expiry of the suspension period.

2. The above clarification hold good if the suspended official to whom the order of suspension specifying the period of suspension is communicated reports to duty on the expiry of the period of suspension. Then there is no option but to consider him as on duty. If he does not report to duty eventhough it is known to him that the order of suspension has expired, his absence after the expiry of the period of suspension is unauthorised absence and should be dealt with under rule 106-A read with rule 108 of the Karnataka Civil Service Rules.

3. The Secretaries to Government and Heads or Departments are requested to follow these instructions strictly. They are also requested to bring this position to the notice of all the appointing authorities and other authorities under their administrative control who are competent to place Government servants under suspension and pass orders for revocation of suspension of Government servants.

(129) Premature Transfers

*O.M. No. DPAR 15 STR 80,
dated 16th October, 1980*

According to the instructions issued in O.M. No. DPAR 11 STR 80, dated 17th June 1980 transfer of officials who have not completed the minimum period of 2 years of service at a place should be made only after obtaining the approval of the Chief Minister through the concerned Ministers. It is hereby clarified that transfer of officials from one post to another in the same station within two years also constitutes premature transfer which requires prior approval of the Chief Minister.

(130) Amendment of Schedule I of the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974.

*Notification No. DPAR 54 SSR 78,
dated 21st October 1980*

In exercise of the powers conferred by 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) (Sixth Amendment) Rules, 1980.

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

2. *Amendment of Schedule I.*—In Note 3 below Schedule I of the Karnataka Civil services (Service and Kannada Language Examinations) Rules, 1974, in the syllabus for Community Development Examination,

Part, II, for the words and figures "Community Development Examination Part I held in any Session", the words and figures" Paper I of the Part I of Community Development Examination held in any Session" shall be and shall be deemed to have been substituted with effect from the First day of March 1977.

(131) Revised Roster for Reservation in Direct Recruitment Vacancies.

*O.M. No. DPAR 39 SBC 180,
dated 29th October, 1980*

REF. :

1. G.O. No. DPAR 1 SBC 77, dated 4th March 1977
2. G.O. No. DPAR 21 SBC 79, dated 16th May 1979
3. G.O. No. DPAR 21 SBC 79, dated 9th July 1979
4. G.O. No. DPAR 28 SBC 79, dated 25 September 1979.
5. O.M. No. DPAR 28 SBC 79, dated 26th October 1979.
6. O.M. No. DPAR 48 SBC 79, dated 9th May 1980

By Government order No. cited at 4 above, the roster prescribed in appendix 2 to the Government order cited at No. 1 above was revised. In official Memorandum cited at No. 6 above, clarifications have been issued by the State Government saying that in cases where vacancies had already been classified and advertisements calling for applications had already been issued prior to 25th September 1979, the revised roster would not be applicable.

(2) The State Government has carefully considered the matter and is of the opinion that the clarification issued at Sl. Nos. 5 and 6 are in order and that there is no justification to alter the same.-

(3) The Secretaries to Government and Heads of Departments are therefore requested not to make any appointment from any select list prepared and published contrary to the above clarifications by any authority. Further, if appointment orders based on such list have already been issued, the relevant file relating to such cases may be referred to the State Government as regards the steps to be taken in such cases.

(132) Amendment to Karnataka Civil Services (Service and Kannada Language Examinations) Rules 1974 and (Probation) Rules, 1977.

*Notification No. DPAR 41 SSR 80,
dated 4th November 1980.*

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 Examination) (Fifth Amendment) Rules, 1980.

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

2. *Amendment of rule 3.*—In sub-rule (3) of rule 3 of the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974, (hereinafter referred to as “the said rules”), in clause (a) for the words, brackets and figures “Karnataka State Civil Services (General Recruitment) Rules, 1957” and “Karnataka Government Servants (Probation) Rules, 1957”, the words brackets and figures “Karnataka Civil Services (General Recruitment) Rules, 1977” and “Karnataka Civil Services (Probation) Rules, 1977” respectively shall be and shall be deemed to have been substituted with effect from 7th July 1977.

3. *Amendment of rule 6.*—In rule 6 of the said rules, in sub-rule (1), for the words, brackets and figures “The Karnataka Government servants (probation) Rules, 1957”, the words, brackets and figures “The Karnataka Civil Services (Probation) Rules, 1977” shall be and shall be deemed to have been substituted with effect from 7th July 1977.

4. *Amendment of schedule II.*—In Schedule II to the said rules, in the table, in the entries relating to Drugs Control Department, at Sl. No. 57, in column 2, after the words “Store Keeper”, the word “Stenographer” shall be inserted.

(133) Declaration of Compensatory Holiday to High Court of Karnataka on 7th November 1980.

*Notification No. DPAR 19 HHL 80,
dated 5th November 1980*

Friday, the 7th November 1980 which is declared as a compensatory holiday in Notification No. DPAR 19 HHL 80, dated 6th October 1980, is also a holiday for the High Court of Karnataka and all the Subordinate Courts in the Karnataka State.

(134) List of General Holidays Declared by the Karnataka Government to its Offices throughout the State.

*Notification No. DPAR 15 HHL 80,
Bangalore, dated 12th November 1980*

The following list of General Holidays sanctioned by the Government for the year 1981 is published for general information.

All Sundays, Second Saturdays

14-1-1981	Wednesday	Makara Sankranti
19-1-1981	Monday	Id-Meelad
26-1-1981	Monday	Republic Day

4-3-1981	Wednesday	Mahashivarathri
14-4-1981	Tuesday	Dr. Ambedkar's Birthday
16-4-1981	Thursday	Mahaveer Jayanthi
17-4-1981	Friday	Good Friday
6-5-1981	Wednesday	Basava Jayanthi
15-8-1981	Saturday	Independence Day
2-9-1981	Wednesday	Ganesha Chaturthi
2-10-1981	Friday	Gandhi Jayanthi
7-10-1981	Wednesday	Mahanavami-Ayudha Pooja
8-10-1981	Thursday	Vijayadashami
9-10-1981	Friday	Bakrid
26-10-1981	Monday	Naraka Chaturdashi
8-10-1981	Wednesday	Baliipadyam
25-12-1981	Friday	Christmas

Note ;

1. This list does not include Chandramana Ugadi, Kutab-e-Ramzan, Mahalaya Amavasya Rajyothsava Day and Last Day of Muharram which fall on Sundays, the 5th April 1981, 2nd August 1981 27th September 1981, 1st November 1981 and the 8th November 1981 respectively.

2. General Holidays : On these days, Government Offices will be closed throughout the State. Heads of Offices will make arrangements for despatch of urgent work.

3. If any of the Muslim Holidays notified above do not fall on the day notified, the Muslim in Government service may be granted a holiday on the date of observance in lieu of a holiday, on the day notified.

4. Separate list of Holidays will be published by the Director of Public Instruction, Bangalore for the Education Department.

In addition to General Holiday, the State Government Employees may utilise any of the Restricted Holidays not exceeding TWO during the year 1981 as specified in the Annexure to this Notification. On these festival occasions, permission to utilise such holidays should be applied for in writing in advance and will normally be granted by the officer competent to grant casual leave

ANNEXURE

List of Restricted Holidays for the State Government Employees during the year 1981

1-1-1981	Thursday	New Year's day
20-3-1981	Friday	Holi Festival
13-4-1981	Monday	Tamil New Year's day
18-4-1981	Saturday	Holi Saturday
18-5-1981	Monday	Buddha Poornima
18-6-1981	Thursday	Shab-e-barat
30-7-1981	Thursday	Shab-e-Qudar
31-7-1981	Friday	Jamat Ul-Vida
14-8-1981	Friday	Varamahalakshmi Vratha
22-8-1981	Saturday	Sri Krishna Janmashtami
17-10-1981	Saturday	Tula Sankramana (Theerthobhawa)
11-11-1981	Wednesday	Guru Nanak Birth day
24-12-1981	Thursday	Christmas Eve

Note.—This list does not include Sri Rama Navami which falls on Sunday the 12th April 1981, and Sri Anantha falls on Sunday the 12th April 1981, and Sri Anantha Padmanabha Vratha which falls on Second Saturday the 12th September 1981.

NOTIFICATION II

No. DPAR 15 HHL 80,

Bangalore, dated 12th November 1980.

Under the explanation to Section 25 of the Negotiable Instruments Act, 1881 (Central Act XXVI of 1881) read with Notification No. 20/25/56-Pub. I, dated 15th June 1957 of the Government of India, Ministry of Home Affairs, the following shall be public holidays throughout the State of Karnataka in the year 1981 :

All Sunday and

14-1-1981	Wednesday	Makara Sankranti
19-1-1981	Monday	Id-Meelad
26-1-1981	Monday	Republic Day
4-3-1981	Wednesday	Mahashivarathri
14-4-1981	Tuesday	Dr. Ambedkar's Birthday
16-4-1981	Thursday	Mahaveer Jayanthi
17-4-1981	Friday	Good Friday
6-5-1981	Wednesday	Basava Jayanthi
30-6-1981	Tuesday	Half yearly closing of Bank Accounts.
15-8-1981	Saturday	Independence Day
2-9-1981	Wednesday	Ganesha Chaturthi
2-10-1981	Friday	Gandhi Jayanthi
7-10-1981	Wednesday	Mahanavami- Ayudha Pooja
8-10-1981	Thursday	Vijaya Dashami
9-10-1981	Friday	Bakrid
26-10-1981	Monday	Naraka Chaturdashi
28-10-1981	Wednesday	Balipadyami
25-12-1981	Friday	Christmas
31-12-1981	Thursday	Half yearly closing of Bank Accounts.

Note.—This list does not include Chandramana Ugadi, Kutab-e-Ramzan, Mahalaya Amavasya, Rajyotsava Day, and Last Day of Muharram which fall on Sundays, the 5th April, 2nd August, 27th September, 1st November and 8th November 1981 respectively.

(135) Classification of Backward Classes for purposes of Reservation of Appointments and Posts under Article 16(4) of the Constitution inclusion of Pensioners under Category of Special Group regarding.

G.O. No. DPAR 49 SBC 80.

Bangalore, dated the 12th November 1980

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.

PREAMBLE—

In the Government order read at (1) above, it has been laid down inter alia that a candidate shall be considered as belonging to the Special Group if his family income is Rs. 4,800 or less p.a. and if he and/or his parents or guardian (if parents are not alive) are/is :

- (i) an actual cultivator ; or
- (ii) an artisan ; or
- (iii) a petty businessman ; or
- (iv) one holding an appointment in Government service or services in private employment including casual labour ; or
- (v) one engaged in any occupation involving manual labour or self employed.

In the G.O. dated 4th October 1980 read at (2) above, pensioners after retirement from appointments mentioned in a category (iv) above have been added as category

(vi) under special group, for purposes of special treatment under Article 15(4) and (16 (4) of the Constitution of India. Consequently it is necessary to amend suitably the G.O. dated 4th March 1977 read above.

ORDER

Government are pleased to direct that after the category (v) mentioned at Sl. No. (4) Special Group in appendix I to G.O. No. DPAR 1 SBC 77, dated the 4th March 1977 the following category shall be inserted for purposes of Art. 16(4) of the Constitution of India with immediate effect.

“(vi)—a pensioner after retirement from any of the appointments mentioned in category (iv) above”.

2. Government are also pleased to direct that the Form 3. in Appendix IV of the G.O. dated 4th March 1977, shall be substituted by the Form appended to this order with immediate effect.

APPENDIX IV

FORM 3

**Form of Certificate to be produced by a
candidate belonging to the special Group**

APPLICATION

-
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. 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 in
cluding casual labour.
 - (v) Any other occupation
involving manual labour
or self employment (the
occupation to be specified).
 - (iv) Pensioner after retire-
ment from appointment
mentioned in category
(iv) above.
-

6. Total annual income of candi-
date and parents/guardian
(if parents are not alive)
from all sources :

- (i) Salary ..
 - (ii) Land and Buildings ..
 - (iii) Other Sources ..
 - (iv) Pension of the pensioner
after retirement from
Government service or
services in private em-
ployment.
-

Declaration of parents/Guardian (if parents are not
alive) and the candidate.

We do hereby solemnly and sincerely affirm that the statement made and the information furnished above are true. Should it however be found that any information furnished herein is untrue in material particulars we realise that we are liable to Criminal Prosecution and/ we are also agreeable 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 :

Station :

Dated :

Dated :

Certificate by Revenue Authority

(To be signed by a Tahsildar or Officer of Higher Rank)

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/is-

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 :

Signature

Date :

(Name in Block letters and

(Seal of office)

Designation).

(136) Review of Cadre and Recruitment Rules in respect of the Field Departments once in three years.

"M. No. DPAR 39 SCR 78,

[dated 12th November 1980

In U.O. Note No. DPAR 39 SCR 78, dated 11th June 1979 Secretaries to Government were requested to frame Cadre and Recruitment Rules in respect of the Departments under their administrative control; where no Cadre and Recruitment Rules had been framed and to review the Cadre and Recruitment Rules once in three years, where they were already in existence, keeping in view the requirement of the departments and availability of candidates with suitable qualification, etc. In U.O. Note No. DPAR 39 SCR 78, dated 13th August 1979 are above instructions were reiterated. Secretaries to Government were also requested therein to finalise the framing of Cadre and Recruitment Rules, within two months, up to date the existing Cadre and Recruitment Rules by end of 1979 and send a report to the Departments of Personnel and Administrative Reforms. Many departments have not intimated the action taken in this behalf. It is unnecessary to stress again and again the importance of framing Cadre and Recruitment Rules and their timely review for smooth functioning of every department.

2. Secretaries to Government are therefore, requested to frame Cadre and Recruitment Rules where they are yet to be framed and review the Cadre and Recruitment Rules already in existence once in three years, taking into consideration, the new degrees, diplomas and certificates awarded by the educational institutions and other organisations.

3. The action taken may be intimated to Department of Personnel and Administrative Reforms within a month.

(137) Amendment of Rule 6 of the Karnataka Civil Services (General Recruitment) Rules, 1977.

*Notification No. DPAR 2 SRR 77,
da ed 18th November 1980*

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) (Eighth Amendment) Rules, 1980.

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

2. Amendment of rule.—In clause (b) of sub-rule (3) of rule 6 of the Karnataka Civil Services (General Recruitment) Rules, 1977, for the words “a corporation owned or controlled by the Government”, the words “a corporation established by a State Act or a Central Act or established by the Government under a State Act or Central Act and owned or controlled by the Government”, shall be substituted.

(138) Acknowledgement and Expeditious Disposal of Petitions, Representations, etc.

*Circular Mo. DPAR 116 AAR 80,
dated 18th November 1980.*

READ :

(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.

In the Government Order dated 25th November 1959 cited at (1) above, the procedure for acknowledging letters/petitions was laid down. According to the instructions contained in this Government Order, all letter/petitions should be acknowledged within 24 hours of their receipt, except for those which are not required to be acknowledged. In the Official Memoranda/Circulars cited at (2) to (7) above the instructions in this regard have been reiterated and amplified further.

2. It is needless to emphasise the importance of giving prompt attention to representations received from the public. The series of instructions issued in this regard over a period of 20 years indicate the importance attached by Government to this matters. In spite of frequent reiteration, those instructions are not faithfully implemented by some of the officers. Government would be compelled to view very seriously hereafter any instance of failure to comply with the instructions issued in the matter of acknowledging and prompt disposal of letters/petitions.

3. While reiterating all the instructions issued in this regard, Government direct that the following instructions should hence forth be complied with scrupulously by all the officers :

(i) All letters/petitions should be acknowledged within 24 hours of their receipt. This excludes letter/petitions which are not required to be acknowledged as per previous instruction, 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.

4. Secretaries to Government and Heads of Departments are requested to ensure that the instructions of Government in this matter are fully complied with, not only in respect of their offices, but also by the unit/field offices under their control. Disciplinary action should be taken against those who deviate from these instructions.

(139) Second Annual Workshop of Plan Training Coordinators and Heads of State Training Institutions Conducted by the Indian Institute of Public Administration, New Delhi on the 3rd March 1980.

G.O. No. DPAR 12 KOT 80, .

Bangalore, dated 20th November 1980

READ—

1. D.O. No. 11014/100/79-Trg. III, dated 13th March 1980 from Sri K. A. Chandrasekaran, Director (Trg.), Department of Personnel and Administrative Reforms, Government of India, New Delhi.

2. Government letter No. DPAR 12 KOT 80, dated 29th July 1980 addressed to the Director (Trg.), Department of Personnel and Administration Reforms, Government of India, New Delhi.

3. Order No. 11014/8/80-Trg. III, dated 9th October 1980, from the Government of India, Department of Personnel and Administrative Reforms, New Delhi.

PREAMBLE—

The Director (Training), Department of Personnel and Administrative Reforms, Government of India, New Delhi in his letter cited at (1), above has been requested to send the proposals to Training Division for grants for audio visual and Training equipment for 1980-81.

The State Government in their letter cited at (2) above had sent a list of Audio-visual aids required by the Administrative Training Institute, Mysore and requested to sanction the necessary grants for purchasing the same to meet an estimated expenditure of Rs. 72,000.

The Government of India in their Order cited at 3 above have accorded sanction to a sum of Rs. 42,000 to the Administrative Training Institute, Mysore for purchase of the following items of equipment subject to the following conditions :

Sl. No.	Name of the equipment	Quantity to be purchased	Amount sanctioned Rs.
(1)	16 mm Projector	.. one	12,000
(2)	Photo copier	.. one	30,000
			42,000

(ii) Any expenditure incurred on the purchase of the above items of equipment over and above this sanctioned amount will not be reimbursed. The sanction should be utilised only for the purchase of the items mentioned above.

(iii) The expenditure involved in maintenance and operation of the equipments, including repairs, should be met by the State Training institute concerned.

ORDER

Government are pleased to sanction a sum of Rs. 42,000 (Rupees Forty-two thousand only) to the Administrative Training Institute, Mysore for purchase of the following items of equipment.

(1) 16 mm Projector	..	one	Rs. 12,000
(2) Photo Copier	..	one	Rs. 30,000

			Rs. 42,000

2. The total expenditure on the above items of equipment should be restricted to the sanctioned amount of Rs. 42,000 and no proposals will be entertained for additional grants.

3. The expenditure is debitable to the Major Head "265 Other Administrative Services 10. Training C.A.T.I. I. Administrative Training Institute, Mysore, Office expenses" during the financial year.

4. The amount may be drawn in accordance with Government of India's Order and credited to the State funds under the following head of revenue :

"160 Grants-in-aid from Central Government — A. Non - Plan - Grants 40 Other Administrative Services - (iii) purchase of 16 mm projector and photo copier for the use of Administrative Training Institute, Mysore (New head of account to be opened)".

and then actual purchase may be made.

5. This order issues with the concurrence of the Finance Department *vide* its U.O. Note No. FDO 1519 Exp-7/80, dated 12th November 1980.

(140) Honoraria and Allowances to the Presidents/Chairman of Boards/Corporations— Amendments—

*Order No. DPAR 113 MMG 79,
Bangalore, dated the 21st November 1980*

READ—

1. Government Order No. DPAR 101 MOF 77 dated 16th August 1979.

2. Government Order No. DPAR 245 MOF 79, dated 7th January 1980.

PREAMBLE—

In the Government Order dated 16th August 1979, read at 1 above, sanction was accorded to the payment of remuneration/honoraria and other perquisites to the non-official members appointed as Presidents/Chairman of Boards/Corporations at revised rates. Subsequently, certain anomalies were brought to the notice of Government and the matter was examined and amendments were issued in the Government Order dated 7th January 1980 read at 2 above. Now, the Government have examined the matter further and considered it necessary to revise the rates of TA in case of those members of Boards/ to revise the rates of TA in case of those members of Boards//Corporations to whom Government vehicles are not provided and who use private vehicles during their tour.

ORDER

In partial modification of Government Order No. DPAR 101 MOF 77, dated 16th August 1979, sanction is accorded for payment of TA to the non-official members appointed as Presidents/Chairman of the Boards/Corporations at the rate of Re. 1 per kilo meter instead of 75-Ps. kilo meter for journeys performed in vehicles other than those provided by Government or Board/Corporation.

This order issues with the concurrence of Finance Department *vide* their U.O. No. FD 0.660/Exp-7/80, dated 7th August 1980.

(141) Maintenance of a Training Roaster—Reg..

*Circular No. DPAR 80 KOT 80,
dated 25th November 1980*

Various Training Courses are being conducted by the Training Division, Department of Personnel and Administrative Reforms, Government of India, as well as by other institutions like-Indian Institute of Public Administration, New Delhi, Indian Institute of Management, Ahemadabad, etc. The Administrative Training Institute, Mysore conducts many uni-departmental and multi-departmental training courses for the benefit of Government Officials/Officers of various Departments. Most of the courses so conducted by all these institution are very educative to the officers, and hence it will be advisable to utilise these training courses and enrich knowledge of the officer which will inturn improve the efficiency of the Department and thereby the Government.

The Training Wing in the Administrative Reforms Division, the Department of Personnel and Administrative Reforms, is entrusted with the task sponsoring and co-ordinating the matters of training with the various Training Institutions within the State as well as within the Country. Assignments/Training abroad, as far as non-IAS officers are concerned have also been entrusted to A.R.-II Division. Therefore, it is considered necessary to collect the particulars about all the officers/officials so that training roaster can be maintained and this could be used as a basis for sponsoring the names for various training courses.

Hence, you are requested to submit information regarding your bio-data as well as training already undergone by you in the Proforma prescribed and enclosed with this Circular to the undersigned directly within 10 days without fail. In order to ensure that the circular along with the Proforma reaches every official/officer, this being sent to every one by name, so that the individual copies can be made use by the official/officer and sent directly to the undersigned by 8th December 1980, positively.

PROFORMA

<i>Sl. No.</i>	<i>Name of the officer/ official with designation</i>	<i>Date of Birth</i>	<i>Date of entry into service</i>	<i>Whether SC/ST</i>	<i>Deptt. and Section in which working at present</i>	<i>Details of Training undergone already, with particulars of name of the Training course, Institution and year when attended etc.</i>	<i>Training course/ which he she would like to be sponsored in future</i>
1	2	3	4	5	6	7	8

(142) Invariable use of Postal Index Number (Pin) in all Government Letters to Eliminate Delays.

Circular No. DPAR 117 AAR 80.

dated 26th November 1980.

RE :

1. Circular No. DPAR 16 ASM 79, dated 3rd August 1979.

2. Circular No. DPAR 69 AAR 79 dated 22nd August 1979.

By now every official/officer should be aware that the Postal (Pin) Code Scheme was introduced as early as 1972 to facilitate *Quicker handling* of mails and their *speedy delivery*. This aspect was pin-pointed in the Circulars dated 3rd August 1979 and 22nd August 1979 read above and every official/officer was requested to indicate the Pin Code Number in all the correspondence, emanating from their offices.

However based on a recent survey of mail emanating from Government offices it was noticed that inspite of the above two Circulars a high percentage of Government mail does not bear the Postal Index Number (Pin) which defeats the very purpose of the Pin Scheme in eliminating delay.

Therefore Government wish to again draw the attention of at the officials/officers to instructions already issued in the above cited Circulars viz :

(1) The Pin Code Number and Telegraphic address (if provided) of the office of origin should be printed on letter-heads :

(2) While printing D.O. letter forms the telephone number (if provided) of the officer concerned should also be printed at the top of the form.

(3) While issuing all official communications the officer signing the communication should indicate below his signature the name his designation the Telephone number (if provided) also.

A serious view will be taken of the failure of official officers to indicate the Pin Code Number (wherever applicable) in all correspondence emanating from their respective offices.

(143) Declaration of Holiday on 1st December 1980 on Account of the Death of the Former Chief Minister of Erstwhile State of Mysore.

Notification No. DPAR 21 HHL 80

dated 1st December 1980

As a mark of respect to the memory of late Shri K. Hanumanthaiya, the former Chief Minister of the erstwhile State of Mysore who expired on Monday the 1st December 1980, it has been decided that all offices under the control of Government of Karnataka and all educational institutions throughout the State will remain closed on Monday the 1st December 1980. The flags shall be flown half mast on all Government buildings at Bangalore.

Examinations and interviews fixed by the Public Service Commission, Recruitment Committees and other institutions will, however, be held as Scheduled.

It is requested that necessary steps may be taken immediately to implement the decision.

(144) Amendment of Rule 6 of the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1980.

Notification No. DPAR 68 SSR 76,

dated 2nd December 1980

In exercise of the powers conferred by 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.

1. Title and commencement...(1) These rules may be called the **Karnataka Civil Services (Service and Kannada Language Examinations) (Eighth Amendment) Rules, 1980.**

2. Amendment of Rule 6...For sub-rule (2) of rule 6 of the **Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974**, the following sub-rule shall be deemed to have been substituted with effect from 8th May 1979.

“(2) The grant of additional increment under this rule shall be within the scale of pay attached to the post actually held by a Government servant on the date on which such increment becomes due. However, where a Government servant has reached the maximum of the time scale or has been sanctioned one or more stagnation increments in the time scale of the post held by him on the date on which such additional increment becomes due, he shall be entitled to an additional increment equal to the last increment in that scale”.

(145) Amendment to Schedule II to the Karnataka Civil Services (Services and Kannada Language Examinations) Rules, 1974.

*Notification No. DPAR 40 SSR 80,
dated 2nd December 1980*

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, 1980.**

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

2. Amendment to 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 Police Department at Sl. No. 31, in Columns 2 and 3 after the entry “Scientific Assistants”, to following shall be inserted, namely :—

Gazetted Headquarters	(1) General Law (Both Parts)
Assistant (Class I)	(2) Karnataka Police Manual
Gazetted Headquarters	(1) General Law (Both Parts)
Assistant (Grade I)	(2) Karnataka Police Manual
Gazetted Headquarters	(1) General Law (Both Parts)
Assistant (Grade II)	(2) Karnataka Police Manual

(146) Amendment of Rule 6 of Karnataka Civil Service (General Recruitment) Rules, 1977.

*Notification No. DPAR 69 SRR 76,
dated 2nd December 1980*

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) (Ninth Amendment) Rules, 1980.

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

2. Amendment of rule .—In clause (c) of sub-rule (3) of rule 6 of the Karnataka Civil Services (General Recruitment) Rules, 1977 (hereinafter referred to as the said rules) for the words “by the number of years”, the words “by three years plus the number of years” shall be substituted.

3. **Savings.**— Notwithstanding the amendment to the said rules by rule 2, recruitment to any service or post advertised before the commencement of these rules shall be made as if the said rule have not been amended by these rules.

(147) Arrears Clearance Drive

*Circular No. DPAR 14 JRS 80,
dated 2nd December 1980*

As per the [Circular No. ACS 18 PS 80 dated 3rd November 1980, the Arrears Clearance Drive was extended to November 20, 1980 and all the offices were requested to send the figures of disposal of cases upto the end of 20th November, 1980.

2. During my tours and on review of the results achieved during the Arrears Clearance Drive, it is seen that the drive has generated a general awareness and a sense of urgency towards the disposal of pending files. This has percolated to the subordinate offices also. On the whole it has had a good effect in toning up the Administration.

3. Government therefore consider it desirable to continue the tempo of this drive by conducting such drive for 3 days in every month. Henceforth 3 working days of every month preferably in the last week may be set aside for the arrears clearance drive. During these days the drive may be conducted according to the instructions issued earlier in all the offices including subordinate offices. The progress achieved during these drive should be sent in the prescribed proforma to Deputy Secretary to Government, D.P.A.R. (AR-II) directly with a copy for information to the Chief Minister's office, Chief Secretary's Office and to the Additional Chief Secretary's Office, by the 5th of every following month.

4. Any laxity on the part of the Heads of Department and other officers in conducting the drive and delay in furnishing the figures will be viewed seriously by the Government.

(148) Amendment to Schedule II to Karnataka Civil Services (Services and Kannada Language Examinations) Rule 1974.

*Notification No. DPAR 69 SSR 80,
dated 3rd December 1980*

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) (Ninth Amendment) Rules, 1980.

(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 Karnataka Co-operative Services, at Sl.No. 17, in column 2, (i) the words "Head Clerk" occurring after the words "Extension Officer (Cooperation)" shall be omitted, and (b) after the words "Senior Inspectors" the words "Head Clerk" shall be inserted.

(149) Transfer of Subjects Relating to Grant of Political Pensions (both Central and State) to the Deputy Secretary DPAR (L & RM)—reg.

*O.M. No. DPAR 119 AAR 80,
dated 4th December 1980.*

REF :

Official Memorandum No. DPAR 49 AAR 80, dated 6th June, 1980.

In partial modification of the Official Memorandum referred to above, it is decided that subjects relating to

political pensions (both Central and State), at present handled by the Deputy Secretary (Protocol), should be handled by the Deputy Secretary, DPAR (L & RM) with immediate effect.

All papers pertaining to above subjects should be disposed off by the Deputy Secretary, DPAR (L & RM). In cases of policy matters only, he may put up papers to the Chief Secretary for orders.

**(150) Scarcity Conditions Prevailing in Bijapur District
Refusal of Leave to Government Servants**

Circular No. DPAR 76 SSR 80, dated 4th December 1980

In view of the scarcity conditions prevailing in Bijapur District Government considered a proposal received from the Deputy Commissioner, Bijapur District to refused leave to all Government servants who are connected with scarcity relief measures in the District.

2. Government have decided that State Government servants in Bijapur District whose work is connected with scarcity relief measures in the District including those whose sphere of duty extends to any area in this District should not be sanctioned leave, other than leave on medical grounds, till the end of May 1981. There is, however, no objection to sanction encashment of 30 days Earned Leave during the current Block Period but the Government servants concerned should not be insisted upon to utilise the leave.

3. The above instructions are applicable to State Government servants of all Departments working in Bijapur District including those whose sphere of duty extends to any area in this District and whose work is connected with scarcity relief measures.

4. The Deputy Commissioner, Bijapur, may please convey these instructions to all Heads of Offices of various Departments in the District.

5. These instructions are issued with the concurrence of the Finance Department *vide* their U.O. Note No. AS FD 6441/80, dated the 2nd December 1980.

(151) Terms and Conditions of Deputation of State Government Officers Working in Corporations/ Boards. Etc. Remuneration.

*Circular No. DPAR 73 SSR 80,
dated 6th December 1980.*

In G.O. No. FD 31 SRS 78, dated 2nd June 1978, Government prescribed certain monetary limits in the matter of allowing increase in basic pay to Government servants deputed to foreign service. Other benefits such as H.R.A. and other allowances shall be at the rates specified in the terms and conditions of deputation.

2. Despite these instructions, certain instances have come to the notice of Government wherein Government servants deputed to foreign service are paid remuneration much in excess of that is sanctioned under the terms of deputation. This amounts to breach of terms of deputation and the instructions referred to above and the provisions of rule 425 of the Karnataka Civil Service Rules.

3. Government, therefore, direct that the terms and conditions of deputation should be adhered to strictly by the borrowing authorities as well as by the Government servants deputed. Corporations, Boards and other borrowing authorities should not extend any more benefits to officers deputed than what is authorised under the terms of deputation. Government servants who are deputed shall not receive such remuneration or concession as are not specifically authorised in the terms of reference.

4. Secretaries to Government are requested to bring these instructions to the notice of the Corporation, Board and other Institutions under their control and of these Government servants on deputation to such institutions.

(152) Delegation of power Regarding Refusal of leaves to Class IV Employees to Deputy Secretary, DCA & DPAR (Protocol).

O.M. No. DPAR 400 CDA 80,

Dated 6th December 1980

*Ref :—O.M. No. DPAR 49 AAR 80, Dated
6th June 1980.*

With a view to decentralising powers vested in the officers at the different levels in the Department of Personnel and Administrative Reforms the question of delegating the power regarding refusal of leave to Class IV employees to the Deputy Secretary to Government, DCA and DPAR (Protocol) has been examined ; and it has been decided that this power may be delegated.

Accordingly the Power with regard to refusal of leave with encashment benefit to Class IV official is in the Karnataka Government Secretariat, when no substitute could be provided, is delegated to the Deputy Secretary to Government, DCA & DPAR (Protocol).

(153) Exempting Photographer in the Office of the Chief Architect from passing Kannada Language Examination.

Order No. DPAR 75 SSR 80, Bangalore,

dated the 18th December 1980

READ :—

Government Notification No. DPAR 9 SSR 78, dated 27 May 1978.

PREAMBLE :—

According to the K.C.S. (S. & K.L.E.) Rules, 1974 which have come into force with effect from 10th January 1974, all Government servants except Class IV officials and local candidates are required to pass the prescribed service examination in addition to the Kannada Language Examination.

Government have received a proposal that photographer in the Office of the Chief Architect whose duties are purely technical in nature and which do not involve administrative or ministerial work, may be exempted from passing Kannada Language Examination. Government have examined the matter in the context if proposals so received.

ORDER

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 are pleased to exempt the photographer in the Office of the Chief Architect from passing the Kannada Language Examination for the purposes of earning normal increments and confirmation.

154. Punctual attendance by Government Servants and movement of officials during office hours— Instructions regarding—

*Circular No. DPAR 23 JRS 80,
dated 18th December 1980*

Reference.—

- (1) Circular No. GAD 49 MAR 71, dated 9th September 1971.
- (2) O.M. No. GAD 48 MAR 75, dated 25th July 1975.
- (3) Circular No. GAD 14 TSM 75, dated 1st September 1975.
- (4) Circular No. DPAR 50 IPN 76, dated 24th July 1976.
- (5) O.M. No. DPAR 1 AAR 78, dated 5th January 1978.
- (6) Circular No. DPAR 14 AA dated 30th January 1979.

The importance of attending the office punctually by Government employees has been emphasised by many repeated circulars/official memoranda referred above from time to time. The Secretariat Manual of Office Procedure *vide* para 277 prescribes the office hours as from 10-30 a.m. to 5-30 p.m. on all working days.

The staff are expected to attend the office punctually and mark the attendance in the Attendance Register at 10-30 a.m. The Attendance Register should be sent to Under Secretary for inspection exactly at 10-35 a.m. The Under Secretary should insist on the punctual submission of the Register to him daily. The officials attending office after 10-30 a.m. will have to sign the Register before the Under Secretary who will keep a list of such officials who are habitual late comers and this shall be recorded in their Annual Character Rolls. At 10-45 a.m. the Under Secretary will check the register and put the cross mark (X) against the officials who have not yet come till that time. After this, no one is allowed to mark their attendance.

Officials attending the office after 10-45 a.m. but before 2-00 p.m. will be granted half-a-day Casual Leave. If no Casual Leave is there at their credit, they will be permitted to avail themselves of any other type of leave, at their credit. If no leave is at their credit, then it will be treated as Leave Without Allowance.

During the office hours, no one shall leave the office without entering in the Movement Register prescribed for the same. The lunch hours is for 45 minutes *i.e.* between 1-30 p.m. and 2-15 p.m. This period of interval should not be exceeded under any circumstances. In the same way, the officials should not leave their office in the evening before 5-30 p.m.

The O & M Officers in the Secretariat departments should be personal verification that the above instructions are strictly followed in all the Sections of their depart-

ments. The Heads of departments should also make surprise personal inspections to see that the above instructions are properly complied with. The Inspection Unit of the Department of Personnel and Administrative Reforms (AR-II) will undertake surprise checks, now and then, to ensure punctuality.

The Secretaries/Heads of departments are requested to issue instructions to their staff scrupulously to adhere to the instructions given in regard to punctual attendance and to ensure compliance.

(155) Extraordinary Gazette Notification Regarding the Death of Smt. Sumathi B. Madiman, Deputy Speaker of Karnataka Legislative Assembly.

*Notification No. DPAR 22 HHL 80, dated
21st December 1980.*

The undersigned is directed to announce with deep regret the death of Smt. Sumathi B. Madiman, Deputy Speaker of the Karnataka Legislative Assembly performing the duties of Speaker. It has been decided as a mark of respect that all offices at Hubli, Dharwad under the control of the Government of Karnataka and Educational Institutions should be closed on 22nd December 1980 and that the flag should be flown half mast on all Government buildings at Hubli, Dharwad.

(156) Declaration General Holiday at all the offices of Hubli Dharwad an Account of death of Smt. Sumati B. Madiman Deputy Speaker Karnataka Legislative Assembly.

*Notification No. DPAR 22 HHL 80, Bangalore
dated 21st December 1980.*

The Government of Karnataka announce with the most profound regret the death of Smt. Sumati B. Madiman, Deputy Speaker of the Karnataka Legislative Assembly performing the duties of the Speaker of the said Assembly, at 11-40 a.m. today.

(157) II Refresher Course on Land Reforms and land , grants to be held at the Administrative Training Institute Mysore, from 1st December 1980 to 5th December 1980 Deputation of Assistant Commissioners to—

*Order No. DPAR 60 KTP 80, Bangalore
dated 27th December 1980*

READ :

Latter No. DPAR 693 SMC 80, dated the 22nd November 1980 from the Under Secretary, DPAR (Service II), Vidhana Soudha, Bangalore.

PREAMBLE :

In the read above, the Under Secretary DPAR Services II. has requested for issue of necessary orders deputing the following 16 Special Assistant Commissioners to the Administrative Training Institute, Mysore for undergoing training in the II Refresher Course on land Reforms and Land Grants from 1st December 1980 to 5th December 1980.

Sriyuths—

1. Smt. Shanti Menezes, Bangalore (Additional).
2. M. K. Shankaralinge Gowda, Davanagere.
3. S. Shantha Ram Naik, Soraba.
4. K. H. Gopalakrishne Gowda, Soraba II
5. K. S. Prabhakara, Mysore.
6. H. Nagendra Raavanikar, Nanjangud.
7. M. S. Umesh Chandra, Srirangapatna.
8. B. P. Kaniram, Mangalore (New)-II
9. G. N. Dhananjaya, Basavana Bagewadi, Bijapur.
10. B. M. Shiva Prakash, Jewargi, Gulbarga.
11. H. Shama Rao, Muddebihal, Bijapur.
12. G. N. Ramaiah, Hubli (Dharwad).
13. Abdul Bari Nawab, Gulbarga.
14. G. S. Narayanaswamy, Shorapur (New) Gulbarga.
15. B. Srinivas Murthy, Shahapur, Gulbarga.
16. S. Murthy, Sindhanur I, Raichur.

ORDER

Government are pleased to accord sanction for deputation of the following Special Assistant Commissioners to the II Refresher Course on Land Reforms and Land Grants to be held at the Administrative Training Institute, Mysore from 1st December 1980 to 5th December 1980.

Sriyuths.—

1. Smt. Shanti Menezes, Bangalore (Additional)
2. M. K. Shankaralinge Gowda, Davanagere
3. S. Shantha Ram Naik, Soraba
4. K. H. Gopalakrishné Gowda, Soraba-II
5. K. S. Prabhakara, Mysore
6. H. Nagendra Raavanikar, Nanjangud
7. M. S. Umesh Chandra, Srirangapatna
8. B. P. Kaniram, Mangalore (New)-II
9. G. M. Dhananjaya, Basavana Bagewadi, Bijapur
10. B. M. Shiva Prakash, Jewargi, Gulbarga
11. H. Shama Rao, Muddebihal, Bijapur
12. G. N. Ramaiah, Hubli (Dharwad)
13. Abdul Bari Nawab, Gulbarga
14. G. S. Narayanaswamy, Shorapur (New), Gulbarga
15. B. Srinivas Murthy, Shahapur, Gulbarga
16. S. Murthy, Sindhanur I, Raichur.

The period of deputation for the course is treated as on duty.

The expenditure towards TA and DA may be debited to the same head under which their pay and allowance are drawn.

(158) Circular regarding arrears clearance drive in 3 consecutive months. i.e., September, October and November 1980

*Circular No. DPAR 14 JRS 80,
Bangalore, dated 31st December 1980*

Ref.—(1) DPAR 14 JRS 80, dated 2nd December 1980

The Government Officers have conducted arrears clearance drive in 3 consecutive months, i.e., September, October and November 1980 and the results have been fairly satisfactory, though the disposal of old cases of 3—10 years and above has not been upto the mark. However the Government have decided to continue to keep up the tempo generated during these drives and have issued instructions to conduct these drives every month for 3 days, in the last week of the month and to send the reports in the prescribed proforma by 5th of next month *vide* Circular at reference above.

The following clarifications/general instructions are issued towards conducting these drives successfully—

(1) Punctuality of attending office by Government employees should be ensured by surprise checks at 10-30—10-45 A.M., 2-15—2-30 P.M. and 5-15—5-30 P.M. by Secretaries/Heads of Departments/O & M Officers/Heads of offices.

(2) Section Officers/Superintendents/O & M Officers must check up the desks of dealing hands to make sure that all the receipts have been taken into the register and accounted for.

(3) Lists of pending cases, compilation-wise, section-wise, Case Worker-wise should be prepared and

(4) Systematic drive should be taken up to bring down the total pendency in the office.

(i) Where necessary Heads of Departments should call for meeting of subordinate officers, Division-wise and discuss the pending files

and take decisions to secure disposal of these cases.

- (ii) Secretaries may call for lists of pending cases in each department and discuss this with the concerned heads of departments and Deputy Secretaries, Under Secretaries concerned and dispose these off.
- (iii) Lists of cases pending in Secretariat may be prepared and Secretaries may go through this and discuss with the concerned and arrive at quick decisions.
- (iv) Adequacy of delegation of powers may be reviewed and where necessary steps taken to delegate further powers, so that paper work does not mount up for heads of departments and there are no delays in taking decisions.

(5) Special attention should be given to cases pending for over 3 years and every effort should be made to dispose of these cases.

(6) Regular monthly table inspections of dealing hands should be undertaken by Section Officers/Superintendents to detect cases/papers lying unattended on Case Workers table.

(7) Regular Quarterly and annual inspections should be undertaken by Under Secretaries/Deputy Secretaries of all sections and by Heads of Officers.

(8) Recording work of all old files including the files cleared during the drives should be undertaken promptly. The Heads of Officers/ Superintendents/ O & M Officers must verify this item of work personally and during the regular inspections.

(9) The work of destruction of time-barred files should be taken up simultaneously to ensure that record room are not cluttered up with old and unwanted files.

- (10) (i) Every month 3 days in the last week should be kept apart for conducting the drive.
- (ii) Drives should be conducted in the Head Office and also in all the subordinate offices.
- (iii) Reports of results of drives conducted in subordinate offices should be kept in the Head-Office for reference.
- (iv) Report regarding Head Office alone need to be sent to Government.
- (v) These 3 days, no meetings should be held and no visitors should be allowed. Enough publicity could be given to the fact that office is closed to public during these 3 days.

(11) The final report regarding the result of drive conducted in the last week of the month should be consolidated and sent direct to Deputy Secretary, Department of Personnel and Administrative Reforms (AR, II) with copies to offices of Chief Minister, Chief Secretary and Additional Chief Secretary positively by the 5th of the following month, in the prescribed proforma *vide* Circular No. DPAR 14 JRS 80 dated the 6th September 1980 and 10th September 1980.

The urgency of toning up administration and improving the efficiency of Government offices is impressed upon all Officers once again. All Secretaries/Heads of Departments are requested to give effect to these instructions and to ensure that these drives are conducted as per the instructions issued. The Additional Chief Secretary during his tour will be personally reviewing compliance with these instructions.

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Date. 3.9.80