

C O R R I G E N D A

to

Report of the Committee of Parliament appointed to report on the structure of pay, allowances, leave and pensionary benefits for the officers and staff of the Rajya Sabha and Lok Sabha Secretariats and other connected documents

<u>Page</u>	<u>Line</u>	<u>For</u>	<u>Read</u>
3	9 (from below)	'Chairman Speaker, under'	'Chairman/ Speaker, Under'
11	18	'Finance'	'Financial'
20	26	'of'	'or'
32	1 (of S.No.4) (below col.3)	'100%%' (below col.3)	'100 %' (below col. 5)
41	9	'last'	'least'
59	1 (of S.No.7) (below col.4)	'100 %' (below col.4)	'100 %' (below col. 5)
69	4(in col.4)	'case'	'cash'
76	10 (from below)	'prieivances'	'grievances'

CONTENTS

	PAGE
Report presented by the Chairman of the Pay Committee to the Chairman, Rajya Sabha and the Speaker, Lok Sabha, on the 20th September, 1974 .	1-69
Other connected documents—	
(1) Communications received from the Members of the Pay Committee conveying their concurrence to the Report—	
(i) Letter dated 18th September, 1974, from Shri Y. B. Chavan, Minister of Finance	70
(ii) Letter dated 18th September, 1974, from Shri K. Raghuramaiah, Minister of Parliamentary Affairs	71
(iii) Letter dated 18th September, 1974, from Shri Mahavir Tyagi, M.P. (Rajya Sabha)	72
(iv) Telegram dated 18th September, 1974, from Shri Manubhai Shah, M.P. (Rajya Sabha), to Secretary General, Rajya Sabha	73
(2) Note dated 20th September, 1974 recorded by the Speaker, Lok Sabha and the Chairman, Rajya Sabha, accepting the recommendations contained in the Report of the Pay Committee	74
(3) Letter dated 5th October, 1974, from Shri Jyotirmoy Bosu, M.P., to the Speaker, Lok Sabha	75
(4) Letter dated 19th October, 1974, from Shri R. K. Sinha, M.P., to the Speaker, Lok Sabha, together with his letter dated 19th October, 1974, to Shri Jyotirmoy Bosu, M.P.	80

REPORT PRESENTED BY THE CHAIRMAN,
PAY COMMITTEE, ON THE 20TH SEPTEMBER, 1974.

CONTENTS OF THE REPORT

	PAGE
THE COMMITTEE	(iii)
PREFACE	(v)
I. INTRODUCTION	1
II. GUIDING PRINCIPLES AND THE FUNCTIONAL REORGANISATION . . .	10
III. GENERAL RECOMMENDATIONS	15

APPENDICES

I. Statement showing revised scales of pay recommended for application to various posts in the Lok Sabha and Rajya Sabha Secretariats from the date of introduction of the Reorganisation Scheme of the Secretariats .	21
II. Statement showing methods of recruitment and promotion to the various posts or categories of posts in the Lok Sabha and Rajya Sabha Secretariats after the introduction of the Reorganisation Scheme of the Secretariats .	31
III. Statement showing revised (Pay Commission) Scales of Pay applicable to the various posts in the Lok Sabha and Rajya Sabha Secretariats with effect from 1-1-1973 to the date of introduction of the Reorganisation Scheme of the Secretariats .	63

THE COMMITTEE

CHAIRMAN

Shri R. K. Sinha, M.P.*

Chairman, Estimates Committee

MEMBERS

Shri Jyotirmoy Bosu, M.P.

Chairman, Public Accounts Committee

Shri Y. B. Chavan,

Minister of Finance

Shri K. Raghuramaiah,

Minister of Parliamentary Affairs

Shri Mahavir Tyagi, M.P. (*Rajya Sabha*)

Shri Manubhai Shah, M.P. (*Rajya Sabha*)**

Shri B. N. Banerjee,

Secretary-General, Rajya Sabha

Shri S. L. Shakdher,

Secretary-General, Lok Sabha

*Appointed as Chairman with effect from January 23, 1974 vice Shri K. N. Tiwari died.

**Appointed as a Member vice Shri Jaisukh Lal Hathi, retired from the membership of Rajya Sabha with effect from April 2, 1974.

PREFACE

I, the Chairman of the Committee of Parliament appointed to report on the Structure of Pay, Allowances, Leave and Pensionary Benefits for the Officers and Staff of the Rajya Sabha and Lok Sabha Secretariats, having been authorised by the Committee to present the Report on their behalf, hereby present this Report.

2. The appointment of the present Committee was announced in the Lok Sabha by the Speaker on August 16, 1973 and in the Rajya Sabha by the Chairman on August 17, 1973. The Committee concluded their deliberations at their 26th sitting on September 8, 1974.

3. The Committee wish to place on record their thanks to all those who helped them in their work.

NEW DELHI;

September 20, 1974.

Bhadra 29, 1896 (Saka).

R. K. SINHA,

Chairman.

INTRODUCTION

As early as in January, 1926, the Presiding Officers' Conference adopted a resolution proposing the creation of a separate Office for the Central Legislative Assembly, independent of and unconnected with the Government. On September 22, 1928, Pandit Motilal Nehru moved a resolution in the Central Legislative Assembly to the effect that a separate Assembly Department be constituted. The resolution was adopted unanimously. The Secretary of State for India, having accorded his approval (with certain modifications) to the scheme as embodied in the resolution, a separate self-contained department known as the 'Legislative Assembly Department' was created on January 10, 1929, in the portfolio of the Governor-General with the Speaker of the Legislative Assembly as its *de facto* Head.

1.2. The recruitment and conditions of service of the employees of the Legislative Assembly Department were to be governed by separate Rules called 'The Legislative Assembly Department (Conditions of Service) Rules, 1929' made by the Secretary of State in Council on August 7, 1929. Officers and staff of the Legislative Assembly Department thereafter began to be appointed in accordance with those Rules with the approval of the President (Speaker) of the Assembly. The position and authority of the Speaker in the matter of recruitment, terms and conditions of service of the Officers and staff of the Central Assembly Department (and its successor Secretariat) have ever since been recognised by statutory Rules and conventions and finally by the Constitution of India.

1.3. Under the provisions of the Indian Independence Act, 1947, the legislative functions of the Central Legislature were taken over by the Constituent Assembly of India. There was, however, no change in the nomenclature of the Legislative Assembly Department. With the coming into force of the Constitution and the creation of a Provisional Parliament on January 26, 1950, the name of the Department was changed to 'Parliament Secretariat'.

1.4. Even after the Council of States (Rajya Sabha) and the House of the People (Lok Sabha) came into existence in 1952, the Secretariat of the House of the People continued to be called the 'Parliament Secretariat', and a new Secretariat called the 'Council of States Secretariat' was set up for the Rajya Sabha. The names

of the two Secretariats were changed in 1954 to Rajya Sabha Secretariat and Lok Sabha Secretariat, respectively.* The conditions of service of the Officers and staff of the Secretariats continued to be governed till September 30, 1955 by the Legislative Assembly Department (Conditions of Service) Rules, 1929, as amended and adapted from time to time.

1.5. On October 1, 1955, the Lok Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1955 were framed and promulgated by the President in consultation with the Speaker. Similarly, the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules were framed and promulgated in 1957 by the President in consultation with the Chairman.

1.6. These Rules were framed under Article 98(3) of the Constitution of India. Article 98 reads:

“98. (1) Each House of Parliament shall have a separate staff:

Provided that nothing in this clause shall be construed as preventing the creation of posts common to both Houses of Parliament.

(2) Parliament may by law regulate the recruitment, and the conditions of service of persons appointed, to the secretarial staff of either House of Parliament.

(3) Until provision is made by Parliament under clause (2), the President may, after consultation with the Speaker of the House of the People or the Chairman of the Council of States, as the case may be, make rules regulating the recruitment, and conditions of service of persons appointed, to the secretarial staff of the House of the People or the Council of States, and any rules so made shall have effect subject to the provisions of any law under the said clause.”

1.7. While no law under Article 98(2) has been passed by Parliament so far and matters governing the recruitment and conditions of service of the Officers and staff of the Secretariats continue to be governed by the aforesaid Rules under Article 98(3), it may be of interest to note that Article 309 of the Constitution makes a provision somewhat similar to Article 98(2) and (3) in respect of the recruitment and conditions of service of persons serving the Union

*Hereinafter, unless otherwise stated, the term ‘the Secretariats’ means and includes the two Secretariats—the Rajya Sabha Secretariat and the Lok Sabha Secretariat.

or State Governments. It reads:

"309. Subject to the provisions of this Constitution, Acts of the appropriate legislature may regulate the recruitment and conditions of service of persons appointed to public services and posts in connection with the affairs of the Union or of any State:

Provided that it shall be competent for the President or such persons as he may direct in the case of services and posts in connection with the affairs of the Union, and for the Governor of a State or such person as he may direct in the case of services and posts in connection with the affairs of the State, to make rules regulating the recruitment, and the conditions of service of persons appointed, to such services and posts until provision in that behalf is made by or under an Act of the appropriate Legislature under this Article, and any rules so made shall have effect subject to the provisions of any such act."

It would be seen that no legislation has been passed* under this Article either and the recruitment and conditions of service of Government employees continue to be regulated through Rules.

1.8. The Recruitment and Conditions of Service Rules of the Secretariats framed under constitutional provisions as they are, themselves have the force of law. In any case parliamentary legislation in its very nature would be general and would again need framing of rules thereunder for matters of detail. If on the other-hand, details of service conditions etc. were incorporated in the law itself, it could result in a rigid position and amendments involving day to day administration of the Secretariats would take a long time to go through the parliamentary processes, resulting in inordinate delays. The Committee understood that by experience, the existing Rules had been found to be flexible enough and adequate to meet the requirements of the situation from time to time.

1.9. The Secretariats function under the ultimate guidance and control of the Chairman/Speaker, under the Recruitment and Conditions of Service Rules, powers relating to creation of certain permanent and temporary posts, the continuance of temporary posts and their conversion into permanent ones, the appointment to

*The All India Services Act, 1951 (LXI of 1951) as amended in 1958 and 1963, is merely an enabling legislation for (i) creation of certain All India Services, (ii) continuance of all the existing rules in force, and (iii) making of rules under the Act for regulation of recruitment and conditions of service of persons appointed to All India Services.

various posts, the conduct, discipline and control of officers and the regulation of quasi-permanent and temporary services, are vested in the Chairman|Speaker, subject to consultation with the Ministry of Finance as and where specified. Such powers are exercised by the Chairman|Speaker through the issue of Recruitment and Conditions of Service Orders under the Rules.

1.10. In regard to 'Pay', the relevant provisions in the Lok Sabha Secretariat Rules are as follows:

"8. Subject to the provisions of Rule 11—

- (a) the pay or scale of pay attached to each of the posts in the Secretariat shall be as set out against it in the Second Schedule.

* * * * *

- (c) The Speaker may, from time to time, by general or special order, after consultation with the Ministry of Finance, amend any provision in the Second Schedule.

* * * * *

11. Subject to such conditions and to such extent as may be determined by the Speaker, after consultation with the Ministry of Finance, an Officer, while on deputation to the Secretariat, may be permitted to retain any terms and conditions of service to which he may be entitled immediately before his deputation to the Secretariat".

Provisions in the Rajya Sabha Secretariat Rules are broadly similar.

1.11. According to the well-established convention, the orders issued by the Government to the Ministries and Departments of the Government of India did not automatically apply to the Officers and staff of the Secretariats. After the promulgation of their Recruitment and Conditions of Service Rules, this position has been formally accepted by the Government. Orders issued by the Government in regard to conditions of service of their staff are examined and if it is decided to extend the provisions thereof in toto to the Officers and staff of the Secretariats, the adaptation orders are issued in the form of Recruitment and Conditions of Service Orders without again formally consulting Government. Where, however, modification or alteration, etc. in a financial order is considered necessary, the adaptation order is issued after consultation with the Ministry of Finance.

1
thei
recr
gov
tion
tuti
tion

(Re
rec
"co

1.12. It is to ensure the independence of the Secretariats and their Officers and staff from the executive Government that the recruitment and conditions of Service of their Officers and staff are governed by separate Rules made by the President 'after consultation with the Chairman Speaker' under Article 98(3) of the Constitution. As it is, the Executive has no direct control over the conditions of service of the employees of the Secretariats.

1.13. At the time of framing of the Lok Sabha Secretariat (Recruitment and Conditions of Service) Rules, Speaker Mavalankar recorded the following minutes in regard to the use of the term "consultation" in the said Rules:—

"I am unable to accept the principle of a compulsory consultation with the Ministry. If the Ministry—the Finance Ministry in particular—insist on their concurrence, on the supposition that the Speaker will be unreasonable and that they alone are the guardians of the financial interests of the Government, the Speaker also may be equally allowed to consider that the Finance Ministry will merely have the point of rupees, annas and pies and will not be able to appreciate and understand the requirements and necessities of the Lok Sabha Secretariat.

* * * * *

In my view, therefore, I cannot agree to any provision where the consent of the Ministry is necessary for giving effect to what the Speaker thinks is essential in the Lok Sabha Secretariat and the Lok Sabha.

* * * * *

The only solution to this is the phraseology first suggested namely "after consultation" and not "in consultation". The words "in consultation" mean joint consultation and agreement. The Speaker is more entitled to presume that Ministry of Finance may unreasonably withhold its consent rather than the Speaker doing it himself. In fact, the specific provision of any consultation is unnecessary. It is to be presumed that the Speaker will be functioning according to the previous practice and convention and will not be using his power or discretion in an arbitrary or oppressive manner. If this fundamental is borne in mind, there is no scope for any discussion about the phraseology."

1.14. All matters regulating service conditions form the subject matter of discussion with the Ministry of Finance and if a final settlement at Secretary-General's level is not reached, the matter is placed before the Chairman|Speaker, who records his opinion. As a rule, when the Chairman|Speaker is satisfied that certain conditions of service are necessary, his opinion prevails. It is, of course, always open to the Minister of Finance to request the Chairman|Speaker to reconsider his decision. In actual practice, such cases have been very rare and the experience of operation of the Rules during the last 18 years has shown that generally no major points of difference arose between the Secretariats and the Ministry of Finance.

1.15. At present the pay scales to be attached to the various posts in the Secretariats are determined as follows:—

- (a) In respect of posts having posts of identical nature of work in the headquarters organisation of the Central Secretariat, the same scales of pay as for the posts in the Central Secretariat are given;
- (b) In respect of other posts, pay scales of different posts with similar nature of duties in the Ministries|Departments of the Government of India, are taken into account. After comparing the position in respect of qualifications prescribed for those posts, method of recruitment and other relevant factors, the post in question in the Rajya Sabha|Lok Sabha Secretariat is compared with a corresponding post in the Ministry|Department and the scale attached to the latter is also allowed for the former.

1.16. In view of the independent nature of the Secretariats, the question of revision of pay scales of their Officers and staff was kept outside the purview of the First Pay Commission in 1946 and the Second Pay Commission in 1957—59. However, on the basis of the recommendations made by the respective Pay Commissions, the pay scales of the Officers and staff of the Secretariats were also suitably revised under orders issued by the Chairman|Speaker after consulting the Ministry of Finance.

1.17. The Third Pay Commission also stated in their report that the employees of the Secretariats of Parliament were excluded from their purview "in view of the provisions of Article 98 of the Constitution".

1.18. On August 16, 1973, the Speaker, Lok Sabha made an announcement in the House in respect of the appointment of the present Committee in the following words:—

“Hon. Members, I have to make an announcement about my own Secretariat today.

The Third Pay Commission have not made any recommendations in regard to the Secretariats of Rajya Sabha and Lok Sabha.

The Chairman of Rajya Sabha and I have been feeling for some time that some appropriate machinery should be devised to consider the question of pay structure applicable to the Officers and staff of the two Secretariats. We have consulted one another and decided to appoint a Committee of Parliament consisting of the following members:—

1. Shri K. N. Tiwari, Chairman, Estimates Committee.
2. Shri Jyotirmoy Bosu, Chairman, Public Accounts Committee.
3. Shri Y. B. Chavan, Minister of Finance.
4. Shri K. Raghuramaiah, Minister of Parliamentary Affairs.
5. Shri Jaisukh Lal Hathi, M.P. and
6. Shri Mahavir Tyagi, M.P.

Shri K. N. Tiwari will be the Chairman of the Committee.

Both the Secretaries of Lok Sabha and Rajya Sabha will be associated with the Committee.

The function of the Committee shall be to advise the Chairman of Rajya Sabha and the Speaker of Lok Sabha on the changes that are considered desirable in the structure of pay and allowances, leave and pensionary benefits to the Officers and all categories of staff of the Rajya Sabha and Lok Sabha Secretariats in the context of the decisions of the Government on the recommendations of the Third Pay Commission.

The Committee will make their recommendations to the Chairman of Rajya Sabha and Speaker of Lok Sabha as early as possible”.

A similar announcement was made in the Rajya Sabha on the next day—August 17, 1973—by the Chairman.

1.19. The first sitting of the Committee was held on September 5, 1973 under the chairmanship of Shri K. N. Tiwari, M.P. After considering all the aspects of the matter, the Committee decided that a Background Memorandum giving factual data in regard to scales of pay, allowances, etc. applicable to the Officers and the staff of the Secretariats and the corresponding scales of pay, allowances etc. obtaining in the Government of India may be prepared and circulated and that factual information might be obtained from some of the Commonwealth Parliaments regarding the scales of pay, allowances etc. admissible to officers working in the Secretariats of those Parliaments and their comparison with the scales of pay, allowances etc. allowed to officers of corresponding ranks in government departments of the respective countries.

1.20. The second sitting of the Committee was held on November 6, 1973 when it was decided that the Secretaries-General may prepare a memorandum formulating their proposals in regard to the scales of pay and other facilities considered appropriate for the various categories of officers and staff in the Secretariats.

1.21. The third and fourth sittings of the Committee were held on November 22, and December 21, 1973. The work of the Committee was interrupted by the sad and sudden demise of the Chairman, Shri K. N. Tiwari on January 17, 1974. The fifth sitting of the Committee held on January 25, 1974 adjourned after paying tributes to late Shri Tiwari and passing a condolence resolution. Earlier on January 23, 1974, Shri R. K. Sinha, M.P., Chairman, Estimates Committee was appointed as a Member and as the Chairman of the Committee in place of Shri Tiwari.

1.22. The sixth and seventh sittings of the Committee were held on March 1 and March 15, 1974. At the latter sitting, it was decided that in view of the demands from the staff in that regard, representatives of various categories of staff should be given an opportunity to appear before the Committee in person and give evidence. Subsequently, 13 sittings—8th to 20th sitting—of the Committee were devoted to the hearing of evidence from the representatives of various categories of staff. These sittings were held during April 2, 1974 and August 7, 1974.

1.23. The 21st sitting of the Committee held on August 28, 1974, considered the question of the procedure to be followed for deliberating on the revised pay scales etc. to be recommended by them for

the various categories of officers and staff in the Secretariats within the ambit of their terms of reference. The Committee decided to take up the question of revision of pay scales, post by post, and thereafter to consider other matters regarding distinctive features, special allowances, amenities, facilities etc.

1.24. Six sittings of the Committee—21st to 26th—were devoted to deliberations. In all, the Committee held 26 sittings of which as many as half (13) were devoted to evidence alone. As many as 72 Memoranda from the members of the staff running into 597 pages were circulated to the Members of the Committee. Besides, several statements giving comparative position in regard to pay scales, allowances, etc., the position of parliamentary staff in the Commonwealth countries of U.K., Australia and Canada and summaries of points made in the various memoranda and during evidence were circulated to the Members of the Committee. As many as 84 witnesses, representing various categories of staff in the Secretariats, appeared before the Committee and gave evidence. In addition, the Chairman personally heard a large number of employees of the Secretariats.

1.25. Before arriving at their conclusions, the Committee considered carefully all the points made by the staff in their written memoranda and during evidence. The Committee concluded their deliberations on September 8, 1974, when at their last sitting, the Chairman was authorised by the Committee to prepare and finalise the report of the Committee and submit the same to the Chairman, Rajya Sabha and the Speaker, Lok Sabha.

II

GUIDING PRINCIPLES AND FUNCTIONAL REORGANIZATION

2.1. In the context of their terms of reference, the Committee have carefully considered the recommendations of the Third Pay Commission in regard to pay scales, allowances, amenities etc. as also the decisions of the Government of India thereon.

2.2. The Committee consider that the principle of parity between the terms and conditions of service of the Officers and staff of the Secretariats with equivalent posts carrying somewhat similar duties and responsibilities in the Government of India should be maintained. However, it is not considered necessary to equate the terms and conditions in the Secretariats with any one particular Ministry or Department of the Government of India. The Officers and staff in the Secretariats have to deal with and handle work of varying nature and in all subject fields dealt with by different Ministries and Departments of the Government of India. Also in some cases where the Committee cannot find any equivalent posts on the Government side, they have arrived at their own conclusions in regard to appropriate terms and conditions of service on the basis of job requirements etc.

2.3. Each of the Secretariats functions under the control of a Secretary-General. The Secretary-General is assisted by such number of Officers and staff as may be determined by him after consultation with the Ministry of Finance from time to time.

2.4. At present, there are two posts of Joint Secretary in each of the Secretariats. These officers are immediately below the Secretary-General. They look after the work of the Division of the Secretariat under their control. Broadly speaking, one Joint Secretary looks after the House work and the Legislative Committees and the other Joint Secretary looks after the other Committees, Administrative, Executive and other work of the Secretariat. Their duties are not rigid and do not fall in water tight compartments. They are flexible and may be added to or changed under the orders of the Secretary-General.

2.5. Having regard to the increased nature of duties and responsibilities attached to these posts, the Committee recommend that the

post should be redesignated as Additional Secretary and carry a scale of pay of Rs. 2500-125/2-3000. The appointment to the post of Additional Secretary should be made by Chairman|Speaker on the recommendations of the Secretary-General, Rajya Sabha/Lok Sabha.

2.6. The Committee asked the two Secretaries-General to work out a plan for the rational reorganization of the Secretariats on a pattern which would be functional, efficient and economical. On the basis of the joint memorandum of the two Secretaries-General, the Committee recommend that the Secretariats should be reorganised into the following services on a functional basis:—

- (1) The Legislative Service (dealing with the work connected with the business of the House and including Parliamentary Notice Office, Legislative Branch, Table Office, Questions Branch and the Branches dealing with Legislative Committees, Committee on the Welfare of Scheduled Castes and Tribes and Conferences).
- (2) The Financial Committees Service (servicing the three Finance Committees viz. Public Accounts Committee, Estimates Committee and Public Undertakings Committee and including the Railway Convention Committee).
- (3) The Executive and Administrative Service (including Administration, Works & General, Budget & Payment, Pay & Accounts, Members' Salaries and Allowances, Members' Services and Staff Car Drivers).
- (4) The Library, Research and Information Service [consisting of (A) Research and Information Wing and the Press and Public Relations Wing; and (B) Parliament Library Wing (including the Press Clipping, Documentation and Spot Reference Units)].
- (5) Verbatim Reporting, Personal Secretaries and Stenographic Service.
- (6) Interpretation Service.
- (7) Printing, Publications, Stationery, Sales, Stores, Distribution and Archives Service [covering (a) Printing, rotaprinting and bindery works (b) Stationery and Stores, record keeping and archives, (c) Sales and (d) Receipt and Distribution].
- (8) Editorial and Translation Service (translation of Debates, reports and parliamentary papers, editing of debates and writing the synopsis of debates).

(9) Watch and Ward, Door-Keeper and Sanitation Service.

(10) Clerks, Typists, Record Sorters and Daftries Service.

(11) Messengers Service.

2.7. The Committee have noted that the Financial Committees and the Library, Research and Information Service do not exist on the Rajya Sabha Secretariat side. The existing Library, Research and Information Service in the Lok Sabha Secretariat caters to the Library, Research and Information needs of the Members of both the Houses. However, the Rajya Sabha Secretariat does have a small Research, Reference and Information Wing and a Library of its own which shall continue and the scales of pay recommended by the Committee for the respective Research and Library posts shall apply to them.

2.8. The Committee have noted that each of the Services above have been so restructured that their staff have adequate and equitable avenues of promotion within their service upto the level of the senior posts indicated therein. Since the Clerks/Typists and Messengers etc. constitute distinct categories of supporting staff equally required by almost all the other services, they have been kept under separate cadres at Nos. (10) and (11). In order that there are sufficient avenues of promotion available to Class IV staff, the Committee consider that 25 per cent of the future vacancies in the cadre of Lower Division Clerks/Typists should be reserved for Class IV officers (Service No. 11) provided they possess the requisite qualifications and pass the prescribed examinations. Upper Division Clerks in the Service at No. (10) shall be eligible as per prescribed percentage for promotion to the posts in the Assistant's grade (Rs. 425-800) in the Executive and Administrative Service and the Printing, Stationery, Stores, etc. Service, provided that they have the requisite qualifications and are considered fit in all respects to hold those posts. Persons in the Assistant's cadre may be deployed to work in any Branch or Section in the Secretariats but they will continue to be borne on their parent cadres of Assistants for purposes of pay, further career advancement, promotion to the next higher grade of Executive Assistants, Personnel Assistants etc. They would also be eligible for sitting at open competitive examinations in the Secretariats for appointments to posts in other services at basic entry points, provided they fulfil the minimum qualifications that may be prescribed for the posts from time to time.

2.9. The Committee have examined in detail the reorganised set up and have considered carefully the work load of each post, the duties and responsibilities attached, the methods of appointment, the

str:
ret
sion
shc

is a
staf
ser
por
the
pre

for
vice
shon
that
may
Cha

cluc
intr
deci
com
1-1-
ernr
for
III :

2
reor

strain involved in the work, the importance and position of the Secretariats and all other relevant factors and have come to the conclusion that the scale of pay attached to each post in the various services should be as set out in Appendix-I.

2.10. The Committee are of the view that the quantum of work is a valid consideration for determining the numerical strength of staff required but the pay scales and other terms and conditions of service have to be determined having regard to the nature and importance of the work, duties, responsibilities and strain involved and the academic and other qualifications, attainments and experience prescribed for appointment to the posts.

2.11. The Committee have agreed that the qualifications required for filling up various posts upto and including the heads of each service and the method of recruitment, promotion etc. for each post should be as set out in Appendix-II. The Committee recommend that these may be followed with such adaptations and variations as may be found necessary in the light of experience and as the Chairman/Speaker may from time to time direct.

2.12. The Committee recommend that the reorganised set-up including the redesignation of the posts of Joint Secretaries may be introduced with effect from such date as the Chairman/Speaker may decide and revised scales of pay as laid down in Appendix-I may come into force from that date. Until then and with effect from 1-1-1973, the revised scales of pay based on the decisions of the Government of India on the recommendations of Third Pay Commission for comparable posts under the Government as outlined in Appendix-III shall apply.

2.13. The Committee are of the view that while bringing the new reorganisation scheme into operation:

- (i) the claims and options of all the existing Officers and staff should be considered for corresponding posts in the new scales of pay and to that extent the new rules of recruitment, promotion etc. as outlined in Appendix-II may be modified;
- (ii) All the existing incumbents of the posts in respect of which the upgradation is recommended by the Committee, may be put first in the replacement scale for comparable posts recommended by the Pay Commission;

- (iii) A certain proportion of the posts which are placed both in the higher and lower replacement scales, may be filled by direct recruitment at the lower level;
- (iv) Placement of Officers who are given only replacement scales with effect from 1-1-73 in the further upgraded scales, may be done only from a prospective date on the introduction of reorganisation scheme, after proper selection; and
- (v) The number of posts to be kept in the further upgraded scales should be decided in due course by the Secretariats in consultation with the Ministry of Finance.

2.14. As a general rule, direct recruitment in the Secretariats shall be resorted to in all cases where the persons within the Secretariats are not found suitable either on grounds of the required qualifications and ability for the specific job or record of work and conduct. Further, all promotions in the Secretariats shall be by selection on merit irrespective of seniority in service.

2.15. Under the reorganization scheme, the Committee agree that there should be a Standing Board of the Secretaries-General to evolve rules, procedures, pattern and common norms of work-load for the various categories of staff in the Secretariats from time to time. The Secretaries-General may from time to time appoint such joint bodies for the purpose as they may deem fit. Also, there should be joint recruitment to common categories of posts for which direct recruitment is provided. This could be done by holding combined recruitment tests, interviews and drawing up panels on the basis of which appointments could be offered in any of the Secretariats. The competent authority for assessing the numbers in various cadres of posts, services etc. revision of scales of pay, allowances etc. in the Secretariats shall be the Board of the Secretaries-General, who may, after consultation with the Ministry of Finance, make suitable recommendations to the Chairman/Speaker as the case may be from time to time.

in
by

III

GENERAL RECOMMENDATIONS

3.1. In the written memoranda and during the course of their evidence before the Committee, the staff had represented that they should be provided with some special allowances, amenities and facilities. The Committee have carefully considered the various problems and suggestions and have recorded their opinions and recommendations in the subsequent paragraphs.

3.2. **Problem of Stagnation:** It was suggested that in cases of stagnation at the maximum of the scale for a period of three to five years and also in cases of outstanding meritorious work consecutively for a period of three to five years, the scale of pay of the higher post may be given and the person concerned later on absorbed in a future vacancy. The Committee believe that adequate opportunities already exist in the Secretariats for promotions in all services in the reorganised set up and there is no danger of undue stagnation. Therefore, they see no need at present to lay down any special conditions to provide for such a contingency.

3.3. **Encashment of Leave:** It was suggested that in view of the fact that some employees in the Secretariats were not often able to avail of their Earned Leave due to Parliamentary business, they might be allowed to encash a portion of their leave. The Committee noted that the Pay Commission for Government employees had rejected such a demand and that some States where such a practice was in vogue, were reconsidering the matter. The Committee, therefore, did not agree to the suggestion. The Committee considered that the same leave rules should apply to the employees of the Secretariats as are applicable to employees of the Government of India.

3.4. **Pension:** The Committee considered the proposal that in cases of premature retirement from jobs with in-built health hazards, the benefit of adding some extra years of service to their qualifying service for calculating pension and gratuity might be given. The Committee recommend that individual cases of hardship should be taken up with the Ministry of Finance as and when they arise and that the Ministry of Finance should consider them sympathetically on the merits of each case.

3.5. **Age of Retirement:** Suggestions were made that the age of retirement of all Officers and staff in the Secretariats should be rais-

ed from 58 to 60 years. The Committee considered that there was no ground for making any departure from the existing rules on the subject.

3.6. Travelling Allowance and Daily Allowance on Tours: It was pointed out that the Officers and staff of the Secretariats while on tour with Parliamentary Committees had, in the interest of official work, to stay at the same place where the Members of the Committee stayed and that this entailed sometimes more expenditure than the daily allowance admissible to them. After carefully considering the various aspects of the problem, the Committee recommend that the daily allowance admissible to Officers and staff of the Secretariats for accompanying a Parliamentary Committee on tour outside Delhi may be the same as admissible to Government employees of comparable pay levels as laid down in the Ministry of Finance O.M. of 29-6-1974 on the basis of the Third Pay Commission's recommendations. However, if in the case of any non-gazetted employee, the Chairman/Convener of the Committee certifies that the actual expenditure incurred by such employee is more than admissible as above, such employee may be paid his actual expenditure provided that the excess over the admissible amount does not exceed 50 per cent of that amount in respect of any Class IV employee or 25 per cent of the amount in respect of any other non-gazetted employee, and also subject to the total amount paid to such an employee not exceeding the amount mentioned against the next higher slab, as laid down in the O. M. This concession may continue in force till the rates laid down in the O.M. of 29-6-1974 referred to above remain in force. If any revision is made in these rates by Government, the question of the concession, if any, to be provided to the staff of the Secretariats on the basis of the revised rates may be reviewed.

3.7. (i) Lunch, Dinner and Conveyance Allowance or (ii) Parliamentary Allowance: After carefully considering the suggestions for the various special allowances for the Officers and staff of the Secretariats and the grounds thereof, the Committee agreed that the staff in the Secretariats, who have to put in long hours of sustained work during sessions of Parliament or sittings of Parliamentary Committees or Conferences etc. on account of which they cannot occasionally avail of the lunch/dinner hour, and/or have to leave the Office late in the evening, deserve to be compensated appropriately. The Committee accordingly recommend that a scheme for grant of honoraria for all classes of employees of the Secretariats in such cases may be framed by the Secretaries-General in consultation with the Ministry of Finance keeping in view the general principles laid down in F. R. 46(b) and may be implemented without any delay. The Committee also

recommend that the Secretaries-General may have the same powers for sanctioning honoraria in individual cases under that scheme, which are exercised by the Ministries of the Government of India under F. R. 46 (b), viz., full power upto a maximum amount of Rs. 1,000/- in each case, in the case of recurring honoraria, this limit being applied to the total of the recurring payments made to an individual in a year.

3.8. Provision of Special Pay/Allowances: The Committee recommend that the Secretaries-General as heads of their respective Secretariats should have full authority to allow suitable special pay/allowances/honoraria in appropriate cases to their Officers and staff in their respective Secretariats. In these matters, they should have the authority, power and discretion that is vested in a Secretary to Government of India. To that extent, the discretion vesting in the Finance Secretary in respect of staff of the Ministry of Finance should be exercisable by the Secretaries-General of the Secretariats themselves. However, the Secretaries-General, while exercising such discretion, shall apply the same rules as are applied by the Secretary of the Ministry of Finance in respect of staff of that Ministry in such matters.

3.9. Consultation with the Ministry of Finance: The Committee recommend that the Secretaries-General should have the same financial powers as are enjoyed by the Secretaries of the Government of India and wherever consultation with the Ministry of Finance by the Secretariats is laid down, the Secretariats will make such consultations, but if there is disagreement between the Officers of the Ministry of Finance and the Secretariats, the matter shall be placed before the Minister of Finance.

3.10. Provision of Government Residences: After considering in depth the needs of the Officers and staff of the Secretariats in the matter of residential accommodation preferably not too far from the Parliament House, the Committee recommend that the Ministry of Works and Housing should place at the disposal of the Secretariats not less than 50 residential units per year in the case of Lok Sabha Secretariat and not less than 25 residential units per year in the case of Rajya Sabha Secretariat for allotment to their Officers and staff, so that their requirements are fully met, as far as possible, within a period of about 10 years. The Ministry of Finance, while making future allocations of funds for construction of Government residences, should keep this recommendation of the Committee in view.

3.11. Reduced rent for Government Residences and increased House Rent Allowance: The proposals that the rent payable for residential accommodation by Officers and staff of the Secretariats may

be at a lower rate and that the House Rent Allowance admissible to them may be increased to 20 per cent, were not favoured by the Committee. The Committee felt that in all these matters, there should be a parity between the employees of the Secretariats and those of the Government of India.

3.12. Uniforms: The Committee agree that in order to ensure timely supply of uniforms of good cloth to the concerned employees of the Secretariats, the Secretariats should be authorised to procure cloth and other articles of uniform from the local market and to get them stitched from experienced tailors in the open market. While doing so, the ceilings of rates of these articles and tailoring charges for uniforms as fixed by the Government for the corresponding categories of employees of the various Ministries should be kept in view.

In regard to the uniforms of the Watch & Ward Staff, the Committee did not view with favour a suggestion that during summer, they should be supplied with white terry-cotton bush shirts instead of the existing buttoned-up white gaberdine coats. The Committee were of the view that the present uniform consisting of buttoned-up coats and trousers should continue. The Committee, however, agreed that during Winter, instead of one buttoned-up black coat and two white trousers (woollen) in 3 years, two medium grey woollen buttoned-up coats and two trousers of the same cloth should be supplied in 3 years, that instead of one pair of shoes in a year, two pairs of shoes should be supplied in a year, that instead of one pair of nylon socks and one pair of cotton socks in a year, three pairs of nylon socks should be supplied in a year. Similarly, in the case of uniforms for lady Watch & Ward Assistants, two pairs of foot-wear per year (as against one at present) and three pairs of nylon socks in one year (as against one of nylon and one of cotton at present) should be supplied. Also the saris supplied to them should be of white silk as against white georgette as at present.

3.13. Washing Allowance: In view of the increased charges for washing and dry cleaning and the need to keep uniforms neat and tidy at all times, the Committee agreed with the proposal that in all cases where washing allowance is at present admissible, an increase of 50 per cent, subject to a minimum increase of Rs. 2/- p.m., should be allowed.

3.14. Holiday Homes: The Committee recommend that the facility of holiday homes should be provided to the Officers and staff of the Secretariats. However, in the opinion of the Committee, it should not be necessary to build any separate holiday homes for the employees of the Secretariats. The purpose can be well served by making them

eligible for using the holiday homes maintained by the Railways, P & T Department, etc. at various places in the country. The Secretaries-General should take up the matter with the departments concerned immediately.

3.15. Admission to Central Schools: The Committee recommend that the children of the Officers and staff of the Secretariats should be allowed admission in the Central Schools on the basis of certificates issued by the Secretariats. The Secretaries-General should take up the matter with the authorities concerned immediately.

3.16. Scooter-Cycle Stand: The Committee recommend that adequate space should be provided for the Cycle|Scooter Stand and that the difference between the amount realised from the users of the Stand and the expenses involved in running the same is made up by Government upto a prescribed limit of Rs. 300/- p.m. so that the members of the staff are able to use the Stand at rates not higher than those prescribed by the Directorate of Estates at other Scooter|Cycle Stands.

3.17. Confirmation of Temporary Staff: The Committee agree to a suggestion that persons holding temporary appointments in the Secretariats should ordinarily be confirmed against permanent posts after three years.

3.18. Committee to advise Chairman/Speaker on Staff Matters: One of the Members of the Committee suggested that there should be a Committee of Members of Parliament to advise the Chairman/Speaker on staff matters. The other members of the Committee were unanimously of the view that it will not be conducive to maintenance of the independent character of the Secretariats if such a Committee was set up and therefore did not agree to the suggestion.

3.19. Staff Committees: A proposal was made that there should be a Staff Committee in each of the Secretariats to present to the respective Secretaries-General suggestions on general matters for their consideration. The Committee recommend that the Secretaries-General should devise at an early date a scheme whereby such Staff Committees could be formed either separately for each Secretariat or jointly for the Secretariats to enable the staff to offer their suggestions about general staff matters to the Secretaries-General.

3.20. Formula for Fixation of Pay: Suggestions were made that the fixation of pay in the revised scales should be done on a point-to-point basis. In this connection, the Committee were informed that the Third Pay Commission had recommended a formula for fixation of pay in the revised scales under which a benefit of 5 per cent of basic pay, subject to a minimum of Rs. 15/- and a maximum of Rs. 50|-, was

assured to every employee opting for the revised scale. The Committee consider this formula as appropriate and see no reason for recommending a separate method for fixation of pay in the revised scales in the Secretariats. The Committee accordingly recommend that the fixation of pay of the Officers and staff of the Secretariats as on 1.1.1973 in the revised scales may be done in accordance with the orders made by the Government on the recommendation of the Third Pay Commission for government employees.

The refixation of pay in the changed scales, wherever necessary, from the date of introduction of the reorganisation scheme may be done in accordance with the provisions of the normal Fundamental Rules.

3.21. Position of Staff belonging to other Government Departments etc. serving in the Parliament House: The Committee considered the representations received from the staff of other Government departments working in the Parliament House and rendering essential services under the administrative control of their respective Ministries and departments of the Government of India. The Committee view with sympathy the request for recognition of the arduous nature of their duties and for appropriate compensation for the same. However, in view of the fact that they were not under the administrative control of the Secretariats and were as such outside the Committee's terms of reference, the Committee recommend that the Secretaries-General should examine this matter separately in all its aspects and take up at an early date relevant issues with the Government departments of Ministries concerned.

3.22. Position and Status of the Officers of the Secretariats vis-a-vis Officers of the Government of India: The Committee recommend that the position and status of the Officers of various categories in the Secretariats should be the same as those of Officers in the corresponding scales of pay in the Government of India.

3.23. Application of Government Orders: In all other matters, not specifically discussed in this Report, the orders issued by the Government of India from time to time on the basis of the recommendations of the Third Pay Commission, should apply to the Officers|Staff of the Secretariats. Such matters shall *inter alia* include (1) Dearness Allowance; (2) Compensatory Allowance; (3) Travelling Allowance (with the modification as contained in para 3.6 of this Report); (4) Leave Travel Concessions; (5) Educational facilities and allowances; (6) Death-cum-retirement benefits; (7) Hours of work, holidays and Overtime Allowance; (8) Leave Entitlement; (9) Medical facilities; (10) Staff Amenities.

APPENDIX I

(Vide Paras 2.9 and 2.12 of the Report)

Statement showing revised scales of pay recommended for application to various posts in the Lok Sabha and Rajya Sabha Secretariats from the date of introduction of the Reorganisation Scheme of the Secretariats

S.No.	Designation of Post (Under the Reorganisation Scheme)	Revised Scale	Remarks
(1)	(2)	(3)	(4)

(1) THE LEGISLATIVE SERVICE

1. Chief Examiner of Bills, Motions and Resolutions/Chief Examiner of Questions/Chief Legislative Committee Officer. Rs. 1500—60—1800—100—2000 (One post in each of the Secretariats may be in the higher scale of Rs. 2000—125/2—2250).
2. Senior Table Officer/Senior Examiner of Bills/Senior Examiner of Motions and Resolutions/Senior Examiner of Questions/Senior Legislative Committee Officer/Senior Conference Officer. 1200—50—1600
3. Examiner of Bills/Examiner of Motions and Resolutions/Lobby Officer/Table Officer/Examiner of Questions/Notice Officer/Conference Officer/Protocol Officer/Legislative Committee Officer. 650—30—740—35—810—EB—35—880—40—1000—EB—40—1200
4. Table Assistant/Lobby Assistant/Legislative Assistant/Questions Assistant/Notice Assistant/Legislative Committee Assistant/Conference Assistant/Protocol Assistant. 550—25—750—EB—30—900

(1)	(2)	(3)	(4)
-----	-----	-----	-----

(2) *THE FINANCIAL COMMITTEES SERVICE*

- | | | |
|---|---|---|
| 1. Chief Financial Committee Officer | Rs.
1500—60—1800—100—2000 (One of the posts may be in the higher scale of Rs. 2000—125/2—2250). | Officers appointed to this post on deputation/transfer from Indian Audit & Accounts and other Central Class I Services will get their grade pay plus a S.P. of Rs. 300/- P.M. subject to the same conditions as may be applicable to officers of All India/Central Services when they are appointed to the post of Deputy Secretary in the Central Secretariat. |
| 2. Senior Financial Committee Officer | 1100—50—1600 (Officers appointed to this post from the grade of Under Secretary will get a scale of Rs. 1200—1600 as personal to them). | Officers appointed to this post on deputation/transfer from Indian Audit & Accounts and other Central Class I Services will get their grade pay plus a S.P. of Rs. 200/- P.M. subject to the same conditions as may be applicable to officers of All India/Central Services when they are appointed to the post of Under Secretary in the Central Secretariat. |
| 3. Financial Committee Officer | 700—40—900—EB—40—1100—50—1300. | |
| 4. Financial Committee Assistant | 550—25—750—EB—30—900. | |

(3) *THE EXECUTIVE AND ADMINISTRATIVE SERVICE*

- | | |
|--|-----------------------|
| 1. Chief Personnel Officer/Chief Executive Officer | 1500—60—1800—100—2000 |
| 2. Senior Personnel Officer/Senior Executive Officer | 1200—50—1600 |

3. Pay & Accounts Officer 1200—50—1600*
4. Personnel Officer/Executive Officer 650—30—740—35—810—EB—35—880—
40—1000—EB—40—1200
5. Executive Assistant/Personnel Assistant 550—25—750—EB—30—900
6. Artist Assistant 550—25—750—EB—30—900
7. Assistant 425—15—500—EB—15—560—20—700—
EB—25—800
8. Cashier (Rajya Sabha/Lok Sabha Secretariat)
9. Cashier (Pay & Accounts Office)
10. Chauffeur/Staff Car Driver 260—6—290—EB—6—326—8—366—EB—
8—390—10—400
11. Despatch Rider 260—6—326—EB—8—350
12. Scooter Driver 260—6—326—EB—8—350
13. Painter (Skilled) 225—5—260—6—290—EB—6—308

*Officers appointed to this post from the I.A. & A.S. will get their grade pay.

{ The Scale of pay for the post of U.D.C. or Assistant as the case may be plus a S.P. of Rs. 10/- to Rs. 50/- p.m. depending upon the amount of cash disbursement as per Pay Commission's recommendation.

(4) THE LIBRARY, RESEARCH AND INFORMATION SERVICE.

1. Director 1800—100—2000—125/2—2250
2. Deputy Director (Research) 1500—60—1800
3. Deputy Director (Library) 1500—60—1800
4. Senior Research Officer 1100—50—1600
5. Senior Reference Officer 1100—50—1600

(1)	(2)	(3)	(4)
		Rs.	
6. Research Officer	.	700—40—900—EB—40—1100—50—1300	
7. Reference Officer	.	700—40—900—EB—40—1100—50—1300	
8. Librarian	.	700—40—900—EB—40—1100—50—1300	
9. Research Assistant	.	550—25—750—EB—30—900	
10. Reference Assistant	.	550—25—750—EB—30—900	
11. Senior Library Assistant	.	425—15—500—EB—15—560—20—700	
12. Junior Library Assistant	.	380—12—440—EB—15—560—EB—20—640	
13. Library Attendant (Senior)	.	260—6—326—EB—8—350	
14. Library Attendant (Junior)	.	210—4—226—EB—4—250—EB—5—290	

(5) *THE VERBATIM REPORTING, PERSONAL SECRETARIES AND STENOGRAPHIC SERVICE.*

(A) *Reporting Posts*

1. Chief Reporter	.	1500—60—1800
2. Senior Parliamentary Reporter.	.	1100—50—1600
3. Parliamentary Reporter	.	700—40—900—EB—40—1100—50—1300 plus S.P. Rs. 200/- P.M.
4. Committee Reporter	.	775—35—880—40—1000—EB—40—1200 plus S.P. Rs. 100/- P.M.

(B) *Personal Secretaries and Stenographic Staff.*

(B) *Personal Secretaries and Stenographic Staff.*

1	P.S. to Chairman/Speaker	1500—60—1800
2	Additional Private Secretary to Chairman	1200—50—1600
3	A.P.S. to Chairman/Speaker	1100—50—1500
4	P.S. to Deputy Chairman/Deputy Speaker*	1100—50—1500
5	Private Secretaries to Chairmen of three Financial Committees	1100—50—1500
6	P.S. to Secretary-General	1100—50—1500
7	1st P.A. to Chairman/Speaker	775—35—880—40—1000—EB—40—1200
8	P.A. to Deputy Chairman/Deputy Speaker	775—35—880—40—1000—EB—40—1200
9	P.As. to Chairmen, Parliamentary Committees (other than Financial Committees).	775—35—880—40—1000—EB—40—1200
10	Senior Personal Assistant	650—30—740—35—880—EB—40—1040
11	Stenographer	425—15—500—EB—15—560—20—700—EB—25—800

Note: The post of Assistant Private Secretary to Chairman shall remain unfilled so long as the post of Additional Private Secretary is filled.

Note: If the person appointed is in a scale of Rs. 775—1200 or lower, he will get his grade pay plus a special pay of Rs. 200/- p.m. provided that pay plus S.P. does not exceed Rs. 1100/-.

Note: 25% of the total number of posts in the scale of Rs. 775—1200 may be in the non-functional selection grade of Rs. 900—1400.

S.P. of Rs. 50/- p.m. to be given to one officer in either of these grades who is entrusted with confidential establishment work in addition to his normal duties and responsibilities.

*The Officers who have been holding these posts since 1-1-73 shall be allowed the scale of Rs. 1100—1600 as personal to them.

(1)	(2)	(3)	(4)
-----	-----	-----	-----

Rs.

12 Junior Stenographer . 330—10—380—EB—12—500—EB—15—560

(6) THE PARLIAMENTARY INTERPRETERS SERVICE

1 Chief Parliamentary Interpreter . 1500—60—1800

2 Senior Parliamentary Interpreter* . 1100—50—1500

*Officers who have been holding these posts since 1-1-73 shall be allowed the scale of Rs. 1100-50-1600 as personal to them.

3 Parliamentary Interpreter . 700—40—900—EB—40—1100—50—1300

(7) Printing Publications, Stationery, Sales, Stores, Distribution and Archives Service.

1 Controller of Printing Publications, Stationery, Sales, Stores, Distribution and Archives. . 1500—60—1800—100—2000

2 Assistant Controller of Printing, Publications, Stationery, Sales, Stores, Distribution and Archives. . 1200—50—1600

3 Manager of Printing 650—30—740—35—810—EB—35—880—40
1000—EB—40—1200

4 Sales Officer 650—30—740—35—810—EB—35—880—40
1000—EB—40—1200

5 Stores Officer 650—30—740—35—810—EB—35—880—
—40—1000—EB—40—1200

6 Distribution Officer 650—30—740—35—810—EB—35—880—
—40—1000—EB—40—1200

7 Senior Printing Assistant. 550—25—750—EB—30—900

8 Printing Assistant 425—15—500—EB—15—560—20—

8	Printing Assistant	425—15—500—EB—15—560—20— 700—EB—25—800
9	Sales Assistant	425—15—500—EB—15—560—20—700— EB—25—800
10	Stores Assistant	425—15—500—EB—15—560—20—700— EB—25—800
11	Distribution Assistant	425—15—500—EB—15—560—20—700— EB—25—800
12	Records & Archives Assistant	425—15—500—EB—15—560—20—700— EB—25—800
13	Supervisor (Bindery)	425—15—560—EB—20—640
14	Varietyper Operator	425—15—500—EB—15—560—20—700
15	Proof Reader	425—15—530—EB—15—560—20—600
16	Copy-Holder	260—8—300—EB—8—340—10—380—EB— —10—430
17	Senior Lithographic Operator	425—15—530—EB—15—560—20—600
18	Junior Lithographic Operator	380—12—500—EB—15—560
19	Compositor	330—8—370—10—400—EB—10—480
20	Printer	330—8—370—10—400—EB—10—480
21	I. B. M. Operator	330—10—380—EB—12—500—EB—15— 560
22	Xerox Operator	330—8—370—10—400—EB—10—480
23	Senior Adrema Operator (L. S. S.)	260—6—290—EB—6—326—8—366—EB— 8—390—10—400 + S. P. of Rs. 20. P. M.

(1)	(2)	(3)	(4)
24	Junior Adrema Operator (R. S. S.)	• • • • •	260—6—326—EB—8—350
25	Gestetner Operator	• • • • •	260—6—326—EB—8—350
26	Binder Grade I	• • • • •	330—8—370—10—400—EB—10—480
27	Binder Grade II	• • • • •	260—6—326—EB—8—350
28	Warehouseman.	• • • • •	210—4—226—EB—4—250—EB—5—290

(8) *THE EDITORIAL AND TRANSLATION SERVICE*

1	Editor-in-Chief	• • • • •	1500—60—1800
2	Senior Editor *	• • • • •	1100—50—1500
3	Editor	• • • • •	700—40—900—EB—40—1100—50—1300
4	Assistant Editor**	• • • • •	650—30—740—35—810—EB—35—880— 40—1000—EB—40—1200
5	Translator **	• • • • •	550—20—650—25—800

*Officers who have been holding the posts of Chief Editor since 1-1-73 shall be allowed the scale of Rs 1100—50—1600—as personal to them.

28

(9) *THE WATCH AND WARD, DOOR-KEEPERS AND SANITATION SERVICE*

(i) *Watch and ward and Door Keeping Wing*

1	Watch & Ward Officer	• • • • •	Senior Scale of I. P. S. plus Special pay of Rs. 300 (For an I. P. S. Officer)
2	Deputy Watch & Ward Officer	• • • • •	900—40—1100—EB—50—1400

** If an Assistant Editor or Translator is put mainly on synopsis writing duties, he may be paid S. P. of Rs. 50/—P. M. in addition to his grade pay for the period he is employed on such duties.

** If an Assistant Editor or Translator is put mainly on synopsis writing duties, he may be paid S. P. of Rs. 50/- P. M. in addition to his grade pay for the period he is employed on such duties.

3	Assistant Watch & Ward Officer	• • • • •	650—30—740—35—810—EB—35—880— 40—1000—EB—40—1200.
4	Marshal	• • • • •	650—30—740—35—810—EB—35—880—40 —1000—EB—40—1200
5	Senior Watch & Ward Assistant (Grade I)	• • • • •	550—20—650—25—800
6	Senior Watch & Ward Assistant (Grade II)	• • • • •	425—15—500—EB—15—560—20—700
7	Junior Watch & Ward Assistant	• • • • •	330—10—380—EB—12—500—EB—15—560
8	Personal Attendant to the Chairman/Speaker	• • • • •	260—6—326—EB—8—350
9	(i) Door-Keeper (Grade I)	• • • • •	320—6—326—8—390—10—400
	(ii) Door-Keeper (Grade II)	• • • • •	210—4—226—EB—4—250—EB—5—290
	(iii) Door-Keeper (Grade III)	• • • • •	200—3—206—4—234—EB—4—250

(i) Sanitation wing

1	Sanitary Jamadar	• • • • •	200—3—206—4—234—EB—4—250
2	Farrash	• • • • •	196—3—220—EB—3—232
3	Sweeper	• • • • •	196—3—220—EB—3—232

(10) THE CLERKS, TYPISTS, RECORD SORTERS AND DAFTRIES SERVICE

1	U. D. C.	• • • • •	330—10—380—EB—12—500—EB—15—560
2	L. D. C./Typist*	• • • • •	260—6—290—EB—6—326—8—366—EB— 8—390—10—400

* L. D. Cs Passing Tyewriting tests at prescribed speed either at the time of recruitment or afterwards may be given advance increments as per Government orders relating to L. D. Cs in Central Secretariat Clerical Service.

(1)	(2)	(3)	(4)
-----	-----	-----	-----

3	Record Sorter	210-4-250-EB-5-270
4	Daftry	200-3-206-4-234-EB-4-250

(II) *THE MESSENGERS SERVICE*

1	Chamber Attendant	210-4-226-EB-4-250-EB-5-290
2	Jamadar	200-3-206-4-234-EB-4-250
3	Messenger	196-3-220-EB-3-232

APPENDIX II

(Vide Para 2.11 of Report)

Statement showing methods of recruitment or promotion to the various posts or categories of posts in the Lok Sabha and Rajya Sabha Secretariats after the introduction of the Reorganisation Scheme of the Secretariats.

Serial No.	Post	Proportion of vacancies to be filled by			Method of Recruitment/appointment	Remarks
		Promotion	Deputation or transfer	Direct Recruitment		
1	2	3	4	5	6	7
LEGISLATIVE SERVICE						
1	Chief Examiner of Bills, Motions & Resolutions Chief Examiner of Questions Chief Legislative Committee Officer.	100%			By selection from the grade of Senior Table Officer/Senior Examiner of Bills/Senior Examiner of Motions and Resolutions/Senior Examiner of Questions/Senior Legislative Committee Officer/Senior Conference Officer, with a minimum of five year's service in the grade. Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or of a State Legislature, or recruited direct.	
2	Senior Table Officer; Senior Examiner of Bills; Senior Examiner of Motions & Resolutions; Senior Examiner of Questions; Senior Legislative Committee Officer; Senior Conference Officer	100%			By selection from the grade of Table Officer/Examiner of Bills/Examiner of Motions and Resolutions/Lobby Officer/Examiner of Questions/Notice Officer/Conference Officer/Protocol Officer/Legislative Committee Officer; with a minimum of five years' service in the grade.	

Provided that if none is found suitable, the post may be filled up by deputation of a suitable officer belonging to another service in the Secretariat or of a State Legislature, or recruited direct.

3 Table Officer Examiner of Bills; Examiner of Motions and Resolutions; Lobby Officer, Examiner of Questions; Legislative Committee Officer; Notice Officer; Conference Officer; Protocol Officer. 100%

By selection from the grade of Table Assistant/Lobby Assistant/Legislative Assistant/Questions Assistant Notice/Assistant/Legislative Committee Assistant/Conference Assistant/Protocol Assistant with *either* a minimum of ten years' service in the grade or a minimum of five years' service in the grade with 'Very Good' or 'Outstanding' record of work.

4 Table Assistant; Lobby Assistant; Legislative Assistant; Questions Assistant; Legislative Committee Assistant; Notice Assistant; Conference Assistant; Protocol Assistant. 100%

Through open competition from amongst candidates possessing Master's degree or Bachelor's Degree in Law with higher qualifications or experience in the field of legal practice/Legislative drafting/service on the Legislative side of a Legislature.

FINANCIAL COMMITTEES SERVICE

1 Chief Financial Committee Officer. 66 2/3% 33 1/3%

For promotion

By selection from the grade of Senior Financial Committee Officer with a minimum of five years' service in the grade.

For deputation/transfer—

To be filled by a suitable officer belonging to the I. A. S. or Central Services Class I such as I. A. & A. S. or by an officer

2 Senior Financial Committee Officer. 75% 25%

belonging to another service in the Secretariat.

For promotion—

By selection from the grade of Financial Committee Officer, with a minimum of five years' service in the grade.

For deputation/transfer—

To be filled by a suitable officer belonging to the I. A. S. or Central Services Class I such as I. A. & A. S. or by an officer belonging to another service in the Secretariat.

3 Financial Committee Officer 75% 25%

For promotion—

By selection from the grade of Financial Committee Assistant, with a minimum of 5 years' service in the grade.

For direct recruitment—

Through open competition from amongst candidates possessing Master's Degree in Social Sciences/Sciences/Commerce/Management with a minimum experience of five years in the field of research or qualified Chartered Accountant or Cost Accountant.

Age—below 35 years.

4 Financial Committee Assistant. 100%

Through open competition from amongst candidates who are Chartered Accountants or Cost Accountants or possess Degree in Commerce/Economics or Management, or Graduates with other higher qualifications and/or experience.
Age—below 30 years.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
-----	-----	-----	-----	-----	-----	-----

EXECUTIVE AND ADMINISTRATIVE SERVICE

1 Chief Personnel/Executive Officer. 100%

By selection from the grade of Senior Personnel Officer/Senior Executive Officer, Pay & Accounts Officer, with a minimum of five years' service in the grade ;

Provided that if none is found suitable, an officer belonging to another service in the Secretariat may be considered.

2 Senior Personnel Officer; Senior Executive Officer 100%

By selection from the grade of Personnel Officer, Executive Officer, with a minimum of five years' service in the grade;

Provided that if none is found suitable, an officer belonging to another service in the Secretariat may be considered.

3 Pay & Accounts Officer 100%

By selection from the grade of Executive Officer/Personnel Officer, with a minimum of five years' service in the grade ;

Provided that if none is found suitable, the post may be filled in on a tenure basis by deputation of a suitable I. A. & A. S. Officer.

4 Personnel Officer, Executive Officer 100%

By selection from the grade of Personnel Assistant, Executive Assistant, Assistant, Sales Assistant, Stores Assistant, Distribution Assistants, Records and Archives Assistant with a minimum of five years' service in the grade ;

			Provided that if none is found suitable, an officer belonging to another service may be considered.
5	Executive Assistant; Personnel Assistant	100%	By selection from the grade of Assistant (including Sales Assistant, Stores Assistant, Distribution Assistant and Record and Archives Assistant) with a minimum of five years' service in the grade.
6	Artist Assistant	100%	By selection from amongst candidates possessing a Diploma or Degree in Commercial Art from a recognised Institute or College with practical experience of five years or more in commercial art & design work. Graduates to be preferred.
7	Assistant	66 2/3%	33 1/3% By promotion— By selection from the grade of Upper Division Clerk with a minimum of five years' service in the grade. By direct recruitment— By open competition with a minimum qualification of Graduation.
8	Chauffeur Staff Car Driver	100%	By selection from amongst candidates possessing— (1) a valid Driving Licence (2) skill & experience in Driving. Provided that if a person within the Secretariat possesses the requisite qualifications, he may be considered for the post.
9	Despatch Rider	100%	Do.
10	Scooter Driver	100%	Do.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
-----	-----	-----	-----	-----	-----	-----

ii Painter (Skilled)

100%

By selection from amongst candidates possessing the requisite technical skill in the

(i) preservation of paintings, portraits and other pieces of Art etc.

(ii) Gold-leafing and polishig of frames of portraits.

LIBRARY, RESEARCH AND INFORMATION SERVICE

i Director, L.R. & I.

100%

By selection from the grades of Deputy Director (Research), Deputy Director (Library), with a minimum period of 5 years service in the grade ;

Provided that the post may be filled in by open competition at the discretion of the Secretary General from amongst candidates possessing the following quillifications:-

Essential—Master's Degree ; Doctorate Degree of a recognised University or published work of that level ; at least 15 years' experience of conducting and guiding research ; established reputation as a scholar in the field of Social Sciences ; at least ten years' experience in a supervisory position requiring organising abilities and qualities of leadership.

Desirable—Degree in Law; knowledge of modern research methods and techniques publications or experience of work in the field of Constitutional and Parliamentary research.

Age—Between 40 and 50 years.

Note: Requirements regarding age and published works may be waived in the case of candidates appointed from within the Secretariat, provided all other qualifications are satisfied and he has put in minimum of five years' service in the grade equivalent to that of a Deputy Director.

2 Deputy Director (Research) 100%

By selection from the grade of Senior Research Officer/Senior Reference Officer with a minimum of five years' service in the grade with 'Very Good' or 'Outstanding' record of work for at least three of the five years.

Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another Service in the Secretariat or recruited direct.

3 Deputy Director (Library) 100%

By selection from the grade of Senior Reference Officer/Senior Research Officer with a minimum of five years' service in the grade with 'Very Good' or 'Outstanding' record of work for at least three of the five years.

Provided that if none is found suitable, appointment may be made through open competition or by transfer from another Service in the Secretariat.

4 Senior Research Officer 50%

50%

For promotion

(i) 25% by promotion from the grade of Research officer with a minimum of 7 years' service in the grade.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
-----	-----	-----	-----	-----	-----	-----

(ii) 25% by selection from the grade of Research Officer with a minimum of five years' service in the grade and 'Very Good' or 'Outstanding' record of work.

For direct recruitment—

Through open competition from amongst candidates possessing the following qualifications:—

Essential:—

Master's Degree in Social Sciences ; Doctorate Degree of a recognised University or published work of that level ; at least seven years' experience of conducting and guiding research.

Desirable:—

Degree in Law, experience in a supervisory position requiring organising ability and qualities of leadership, special qualifications or experience in research methods and parliamentary and constitutional processes.

Age—Below 35 years ; relaxable up to 40 years in exceptional cases.

5 Senior Reference Officer

50%

50%

For promotion—

(i) 25% by promotion from the grade of Reference Officer, Librarian with a minimum of seven years' service in the grade.

- (ii) 25% by selection from the grade of Reference Officer, Librarian with a minimum of five years' service in the grade and 'Very good' or 'Outstanding' record of work.

For direct recruitment—

Through open competition from amongst candidates possessing the following qualifications—

Essential:—

Master's degree in Library Science or Bachelor's Degree in Library Science with a good Master's Degree in one of the Social Sciences ; at least seven years' experience of work in a major Government public or university Library ; organising ability and qualities of leadership in Library work.

Desirable—

Special qualifications in Documentation and experience in a Research & Reference oriented Library ; knowledge of foreign languages ; experience in a supervisory position.

Age—Below 35 years ; relaxable upto 40 years in exceptional cases.

For promotion—

By selection from the grade of Research Assistant, with a minimum of seven years' service in the grade, or five years' service with 'Very Good' or 'Outstanding' record of work.

6. Research Officer 25%

75%

(1)	(2)	(3)	(4)	(5)	(6)	(7)
-----	-----	-----	-----	-----	-----	-----

For direct recruitment—

Through open competition from amongst candidates possessing the following qualifications—

Essential—]

Master's Degree in Social Sciences ; Doctorate Degree of a recognised University or published work of that level ; at least four years' experience of conducting and guiding research.

Desirable—

Degree in Law ; experience in a supervisory position requiring organising ability and qualities of leadership ; special qualifications or experience in research methods and parliamentary and Constitutional processes.

*Age—*Below 30 years, relaxable upto 35 years in exceptional cases.

7. Reference Officer

25%

75%

For promotion—

By selection from the grade of Reference Assistant with a minimum of seven years' service in the grade or five years' service with 'very Good' or Outstanding record of work.

For direct recruitment—

Through open competition from amongst candidates possessing the following qualifications :—

Essential—

Master's degree in Library Science or Bachelor's Degree in Library Science with a good Master's degree in one of the Social Sciences ; at last four years 'experience of work in a major Government public or University Library; organising ability and qualities of leadership in Library work.

Desirable—

Special qualifications in Documentation and experience in a Research and Reference oriented Library ; Knowledge of foreign languages ; experience in a supervisory position.

*Age—*Below 30 years, relaxable upto 35 years in exceptional cases.

8. Librarian

50%

50%

For promotion—

By selection from the grade of Reference Assistant with a minimum of seven years' service in the grade or five years' service in the grade with 'Very Good' or 'Outstanding' record of work.

1

2

3

4

5

6

7

For direct recruitment—

Through open competition from amongst candidates possessing the following qualifications ;—

Essential—

Master's degree in Library Science or Bachelor's Degree in Library Science with a good Master's Degree in one of the Social Sciences ; at least seven years' experience of work in a major Government, Public or University Library ; organising ability and qualities of leadership in Library work.

Desirable—

Special qualifications in Documentation and experience in a Research and Reference oriented Library Knowledge of foreign languages ; experience in a supervisory position.

Age—Below 35 years, relaxable upto 40 years in exceptional cases.

9. Research Assistant

100%

Through open competition from amongst candidates possessing *Either* (i) Master's Degree or other post-Graduate Degree in one of the Social Sciences (Preferably in political Science, public Administration and Economics etc. or Sociology) or in Law ; *OR* (ii) Master's Degree with higher academic qualifications, attainments or published works ; at least three years' experience of research, journalism or of service in a Legislature Secretariat or a Research Library.

10. Reference Assistant

66.2/3%

33.1/3%

Desirable—

Special qualifications in Constitutional Law and/or Parliamentary procedure, knowledge of foreign languages and of Indian languages other than the mother tongue, degree/diploma in Library science, Documentation or research methods.

*Age—*Below 30 years.

For Promotion—

By selection from the grade of Senior Library Assistant with a minimum of seven years' service in the grade or five years' service with 'Very Good' or 'Outstanding' record of work.

For direct recruitment—

Through open competition from amongst candidates possessing the following qualifications :—

Essential—

Degree in Library Science and a Master's Degree in one of the Social Sciences; experience of five years in the field of research, journalism or Library Science. Minimum experience of five years in a major Library.

Desirable—

Degree in Law ; knowledge of foreign languages ; qualifications in or experience of Constitutional and Parliamentary procedures.

*Age—*Below 30 years.

I	2	3	4	5	6	7
11. Senior Library Assistant	50%	50%	<p><i>For promotion—</i> By selection from the grade of Junior Lib- ray Assistant with a minimum of seven years' service in the grade or five years' service in the grade with 'Very Good' or 'Outstanding' record of work.</p> <p><i>For direct recruitment—</i> Through open competition from amongst Candidates possessing Bachelor's De- gree in one of the Social sciences and in Library science; at least three years' experience of Library work. Preference to be given to persons with qualification/ experience in Documentation, archives, Constitutional and Parliamentary Affairs, foreign languages.</p> <p><i>Age—</i>Below 30 years.</p>			
12. Junior Library Assistant.		100%	<p>Through open competition from amongst candidates with a minimum qualification of graduation and Degree or Diploma in Library Science.</p> <p><i>Age—</i>Below 25 years.</p>			
13. Library Attendant (Sr.)	100%		<p>By selection from the grade of Library Attendant(Junior) with a minimum of five years' service in the grade with good record of work.</p>			
14. Library Attendant (Jr.)		100%	<p>Through open competition from amongst candidates possessing qualifications of Higher Secondary/Matriculation or equi- valent; preferably with some experience in a Library.</p>			

REPORTING, PERSONAL SECRETARIES AND STENOGRAPHIC SERVICE

Reporting Posts

- | | | |
|----------------------------------|------|---|
| 1. Chief Reporter | 100% | By selection from the grade of Senior Parliamentary Reporter with a minimum of five years' service in the grade. |
| 2. Senior Parliamentary Reporter | 100% | By selection from the grade of Parliamentary Reporter with a minimum of five years' service in the grade. |
| 3. Parliamentary Reporter | 100% | By selection from amongst Committee Reporters, Personal Assistants and Stenographers with a minimum of five years' service in the grade on the basis of Departmental test to judge their ability to report in English/Hindi at a minimum speed of 180 words per minute; |
| | | <i>Provided that</i> —if none is found suitable, the post may be filled up by direct recruitment through open competition from amongst Graduates possessing a minimum speed of 180 words per minute in English/Hindi Shorthand. |
| 4. Committee Reporter | 100% | By selection from amongst Personal Assistants and Stenographers with a minimum of five years' service in the grade on the basis of Departmental test to judge their ability to report in English/Hindi at a minimum speed of 160 words per minute; |
| | | <i>Provided that</i> —if none is found suitable, the post may be filled up by direct recruitment through open competition from amongst Graduates possessing a minimum Speed of 160 words per minute in English/Hindi Shorthand. |

Personal Secretaries and Stenographic Posts

1. P.S. to Chairman/Speaker	100%	By selection from the grades of Additional P.S. to Chairman, Assistant Private Secretary to Speaker/Chairman, Private Secretary to Deputy Speaker/Deputy Chairman, Private Secretary to Chairman, Financial Committee, and Private Secretary to Secretary General.	Posts of Private Secretaries, Additional Private Secretaries, Assistant Private Secretaries and Personal Assistants shall be filled in on a tenure basis.
2. A.P.S. to Speaker/Chairman, P.S. to Deputy Speaker/Dy. Chairman, P.S. to Chairman, Financial Committee, P.S. to Secretary-General.	100%	By selection from the grades of Ist P.A. to Chairman/Speaker, P.A. to Dy. Speaker/Dy. Chairman and P.A. to Chairman, Parliamentary Committee (other than Financial Committee).	
3. Ist P.A. to Speaker/Chairman, P.A. to Dy. Speaker/Dy. Chairman, P.A. to Chairman, Parliamentary Committee (other than Financial Committee)	100%	By selection from the grades of Senior Personal Assistant and Stenographer.	
4. Senior Personal Assistant	100%	By selection from the grade of Stenographer with a minimum of five years' service in the grade.	The post shall be filled on a tenure basis.
5. Stenographer	100%	By selection from amongst candidates who possess minimum qualification of Graduation and have the requisite minimum speed in Shorthand (120 W.P.M.)	

Provided that if a Junior Stenographer serving in the Secretariat possessing the prescribed qualifications is available, he may be considered for appointment to the post.

6. Junior Stenographer

100% By selection through upon competition from amongst candidates who possess the minimum qualification of Higher Secondary and have a minimum speed of 80 Words per minute in English/Hindi Shorthand.

Provided that if a person serving in the Secretariat and possessing the prescribed qualifications is available, he may be considered for appointment to the post.

PARLIAMENTARY INTERPRETERS SERVICE

1. Chief Parliamentary Interpreter.

100%

By selection from the grade of Senior Parliamentary Interpreter with a minimum five years' service in the grade.

Provided that if none is found suitable, the post may be filled in through open competition from amongst candidates possessing the requisite qualifications and experience.

Note:—The incumbents of the posts of Senior Parliamentary Interpreter before the Reorganisation Scheme shall be eligible for consideration for appointment to the post of Chief Parliamentary Interpreter in the scale of Rs. 1500—1800 only on completion of at least five years' service in their respective grades.

1	2	3	4	5	6	7
	2, Senior Parliamentary Interpreter	100%			By selection from the grade of Parliamentary Interpreter with a minimum of five years' service in the grade.	
	3. Parliamentary Interpreter			100%	By selection through open competition from amongst candidates possessing the following qualifications and experience:— (i) Master's Degree in the language to be interpreted and Bachelor's Degree in the other language or <i>vice-versa</i> . (ii) Three years' experience in teaching, translation or interpretation work. (iii) Ability to converse and write fluently in the two languages. (iv) Familiarity with the modern forms and usages in the two languages. Age—Below 30 years. <i>provided that</i> before direct recruitment is resorted to, the employees of the Secretariats possessing the requisite qualifications, skill and experience shall be considered for appointment to the post on the basis of limited Departmental competitive tests.	

PRINTING, PUBLICATIONS, STATIONERY, SALES, STORES, DISTRIBUTION AND ARCHIVES SERVICE

1. Controller of Printing, Publications, Stationery, Sales, Stores, Distribution and Archives.	100%	By selection from the grade of Assistant Controller with a minimum of five years' service in the grade.
--	------	---

2. Assistant Controller of Printing, Publications, Stationery, Sales, Stores, Distribution and Archives 100%
3. Manager of Printing 100%
4. Sales Officer; Stores Officer; Distribution Officer 100%
5. Senior Printing Assistant 100%

Provided that if none is found suitable, an officer belonging to another service in the Secretariat may be considered.

By selection from the grades of Manager of Printing, Sales Officer, Stores Officer and Distribution Officer with a minimum of five years' service in the grade;

provided that if none is found suitable, an officer belonging to another service in the Secretariat may be considered.

By selection from the grade of Senior Printing Assistant with a minimum of five years' service in the grade;

Provided that if none is found suitable, the post may be filled by direct recruitment from amongst candidates possessing the following minimum qualifications:—

(i) Graduate, with technical qualifications as a Printer/Proof Reader;

(ii) Supervisory experience in any of the large Government of India or State Government Printing Presses.

Age—Below 40 years.

By selection from the grades of Executive Assistant/Personnel Assistant, Assistant, Sales Assistant/Stores Assistant/Distribution Assistant/Records and Archives Assistant, with a minimum of five years' service in the grade.

By selection from the grade of Printing Assistant with a minimum of five years' service in the grade;

Provided that if none is found suitable, the post may be filled in by direct recruitment from amongst candidates with a minimum qualification of graduation and possessing technical experience as Printer/Proof Reader in any of the large Government of India or State Government Presses for a period of at least five years.

6	Printing Assistant . . .	100%				
---	--------------------------	------	--	--	--	--

By selection from the grades of Proof-Reader, Supervisor (Bindery) and Varsity/I.B.M. Operator with a minimum of five years' service in the grades.

7	Sales Assistant; Stores Assistant; Distribution Assistant; Records & Archives Assistant.	66 2/3%				
---	--	---------	--	--	--	--

33 1/3% Part of the cadre of Assistants.

8	Supervisor (Bindery) . . .					
---	----------------------------	--	--	--	--	--

100% By selection from amongst candidates possessing the following minimum qualifications and experience:—

- (i) Matriculation or equivalent qualification with practical experience of quarter, half or full binding, stationery binding, Library binding, gold-block binding etc.
- (ii) Ability to plan expeditious and economical production of all kinds of bindery work.
- (iii) At least five years' experience as a Supervisor or a Proprietor (with practical knowledge) of a well established binding organisation.

9. Varsity Operator . . . 100%

Provided that if a person possessing the requisite qualifications is available in the Printing, Publications, Stationery, Sales, Stores, Distribution and Archives Service, he may be considered for appointment to the post.

By selection from the grade of I.B.M. Operator with a minimum of five years' Service in the grade and possessing practical knowledge of operation of Varsity.

Provided that if none is found suitable the post may be filled by direct recruitment from amongst candidates possessing the following minimum qualifications:—

- (i) Graduate with practical knowledge of operation of Varsity;
- (ii) Age—30 years.

10 Proof Reader . . . 66·2/3% . . . 33·1/3%

For promotion—By selection from the grade of Copyholder.

For direct recruitment—By selection from amongst candidates possessing the following minimum qualifications and experience:—

- (i) Graduate;
- (ii) Three years as a Proof Reader in a large Government or Private Press;
- (iii) Knowledge of English and Hindi essential;
- (iv) Knowledge of printing desirable.
Age—Below 30 years.

1	2	3	4	5	6	7
---	---	---	---	---	---	---

- | | | | | | | |
|----|-------------------------------|--|--|-------|---|--|
| 11 | Copyholder | | | 100 % | By selection from amongst candidates possessing the following minimum qualifications and experience:
(i) Graduate;
(ii) Knowledge of English and Hindi essential;
(iii) Three years in a large Government or Private Press—desirable.
Age—Below 25 years. | |
| 12 | Senior Lithographic Operator | | | 100 % | By selection from the grade of Junior Lithographic Operator with a minimum of five years' service in the grade;

<i>Provided that</i> if none is found suitable the post may be filled in by direct recruitment from amongst candidates who are Matriculates or have equivalent qualifications and possess practical experience of at least five years in the operation of Litho Printing Machines in a Government Press or a Private Press of repute.

Age—Below 30 years. | |
| 13 | Junior Lithographic Operator. | | | 100 % | By selection from amongst candidates who are Matriculates or have equivalent qualifications and possess a minimum practical experience of three years in the operation of Litho Printing Machines in a Government Press or a Private Press of repute: | |

Provided that if a person possessing the prescribed qualifications is available in the Secretariat, he may be considered for appointment to the post.

Age—Below 25 years.

14 Compositor

100% By selection from amongst candidates possessing the following minimum qualifications and experience:—

- (i) Higher Secondary or equivalent qualifications;
 - (ii) Knowledge of English and Hindi essential;
 - (iii) At least five years' experience of composing in English and Hindi.
- Age—Below 30 years.

Provided that if a person possessing the prescribed qualifications is available in the Secretariat, he may be considered for appointment to the post.

15 Printer

100% By selection from amongst candidates possessing the following minimum qualifications and experience:—

- (i) Higher Secondary or equivalent qualifications;
- (ii) Knowledge of English and Hindi essential;
- (iii) Knowledge of design and set up, with practical experience of composing work and imposition of forms;
- (iv) At least five years' experience in printing.

Age—Below 30 years.

Provided that if a person possessing the prescribed qualifications is available in the Secretariat, he may be considered for appointment to the post.

16. I.B.M. Operator . . .

100% By selection from amongst candidates with a minimum qualification of Graduation and possessing a speed of at least 50—60 words per minute in English/Hindi typewriting, preferably both.

Age—Below 25 years

Provided that if a person possessing the prescribed qualifications is available in the Printing Service or in the grade of Clerks/Typists with a minimum service of five years in the grade within the Secretariat, he may be considered for appointment to the post.

17. X-erox Operator . . .

100% By selection from amongst candidates with a minimum qualification of Higher Secondary and five years' experience in the field;

Provided that if a person possessing the prescribed qualifications is available in the Secretariat, he may be considered for appointment to the post.

18. Senior Adrema Operator . . .

100% By Selection from amongst candidates possessing the following qualifications and experience;—

(i) Higher Secondary or equivalent qualifications.

- (ii) High skill and experience in the operation of Adrema system of machines;
- (iii) Knowledge of matters relating to printing embossing.

Age—Below 30 years.

Provided that—if a person possessing the prescribed qualifications is available in the Secretariat, he may be considered for appointment to the post.

19. Junior Adrema Operator	100%	(As for Senior Adrema Operator)
20. Gestetner Operator	100%	By selection from the grades of Chamber Attendant, Record Sorter, Warehouseman, Daftry and Jamader, with a minimum service of five years in the grade.
21. Binder Grade—I	100%	By selection from the grade of Binder Grade-II
22. Binder Grade-II	100%	By selection from amongst candidates possessing the following minimum qualifications and experience:— <ul style="list-style-type: none"> (i) Middle Standard, with good Knowledge of English and Hindi; (ii) Ability to work on Cutting, Stitching and Perforating Machines; (iii) Ability to do folding, pasting, counting and sowing; (iv) At least five years' experience in binding work.

1	2	3	4	5	6	7
---	---	---	---	---	---	---

23. Warehouseman

100% By selection from amongst candidates who have the minimum qualification of Middle Standard and possess at least three years, experience of work as Warehouseman in a Government Press or Private Press of repute.

Provided that if any person possessing the prescribed qualifications is available in the grade of Record Sorter or Deftry, he may be considered for appointment to the post.

EDITORIAL AND TRANSLATION SERVICE

1. Editor-in-Chief

100%

By selection from the grade of senior Editor, with a minimum of five years' service in the grade:

Provided that if none is found suitable, the post may be filled in through open competition from amongst candidates possessing the following qualifications:—

Essential—

- (i) Master's Degree or Master's Degree with a Doctorate Degree or a recognised University or published work of that level;
- (ii) At least 10 years' Journalistic experience as an Editor of a reputed periodical or as an Assistant Editor or News Editor of a Major daily newspaper.

Desirable—

Degree in Law, Knowledge of techniques of translation, Experience of translation from Hindi to English and *vice-versa*.

Age—Between 40 and 50 years ; in case a person is appointed from within the Secretariat by selection from amongst the senior Editors, the qualifications regarding age and published work may be waived, provided all other qualifications are satisfied and the person has put in minimum service of 5 years in the grade of Senior Editor or a total service of 10 years in the grades of Editor and Senior Editor.

Note: The incumbents of the posts of Chief Editor in the Lok Sabha and Rajya Sabha Secretariats before the Reorganisation Scheme shall be redesignated as Senior Editor and shall be eligible for Consideration for appointment to the post of Editor-in-Chief only on completion of at least five years' service in the grade.

- | | |
|---------------------|------|
| 2. Senior Editor* | 100% |
| 3. Editor** | 100% |
| 4. Assistant Editor | 100% |

By selection from the grade of Editor with a minimum of five years' service in the grade.

By selection from the grade of Assistant Editor with a minimum of five years' service in the grade.

By selection from the grade of Translator with a minimum of five years' service in the grade;

*In addition to supervisory duties the senior Editor may be required to write synopsis of Debates and undertake translation of legal and technical documents requiring special expertise.

**In addition to supervisory duties, the Editor may be required to write Synopsis, edit Debates and do translation of legal and technical nature.

Provided that if none is found suitable, the post may be filled in by direct recruitment through open competition from amongst candidates who possess a minimum qualification of a Master's Degree and a minimum experience of seven years in translation/editing work, preferably in legal and technical fields.

Age—Below 35 years.

5. Translator

100%

By selection through open competition from amongst candidates possessing the following qualifications and experience:

- (i) Master's Degree in Hindi or English with English and Hindi respectively as subjects at the Degree level; or Master's Degree in Sanskrit with Hindi and English as subjects in Degree class;
- (ii) Experience of technological work in Hindi and/or translation work into Hindi and *vice versa*;
- (iii) Ability to translate Hindi speeches into English and *vice versa*;
- (iv) Experience of two years or more in translation work essential.

Age—Below 30 years.

Provided that if a person possessing the prescribed qualifications is available in the Secretariats he may be considered for appointment to the post subject to passing the prescribed test.

WATCH AND WARD SERVICE

- | | | | |
|---|--|------|---|
| 1 | Watch & Ward Officer | 100% | By deputation on tenure basis of a suitable senior Officer from the Police Department or Armed Forces. |
| 2 | Deputy Watch & Ward Officer | 100% | By selection from the grades of Assistant Watch & Ward Officer and Marshal, with a minimum of five years' service in the grade;

<i>Provided that</i> if none is found suitable, the post may be filled in by deputation on a tenure basis of an Officer of suitable rank from the Police Department or Armed Forces. |
| 3 | Assistant Watch & Ward Officer | 100% | By selection from the grade of Senior Watch & Ward Assistant Grade—I with a minimum of 5 years' service in that grade. |
| 4 | Marshal | 100% | Do. |
| 5 | Senior Watch & Ward Assistant Grade—I | 100% | By selection from the grade of Senior Watch & Ward Assistant Grade—II with a minimum of five years' service in the grade. |
| 6 | Senior Watch & Ward Assistant Grade—II | 100% | By selection from the grade of Junior Watch & Ward Assistant. Junior Watch and Ward Assistant will be considered for appointment as Senior Watch & Ward Assistant Grade—II after completion of five years' service in the grade if otherwise found suitable for such promotion. |
| 7 | Junior Watch & Ward Assistant | 100% | By selection from amongst candidates who are either Graduates with good record in N. C. C. and/or sports ; |

OR

I

2

3

4

5

6

7

Higher Secondary or equivalent qualification with two or three years' satisfactory service in Police, Army or Fire Fighting Organisation.

Provided that if a person serving as Door-Keeper Grade—I in the Secretariat with a minimum of five years' service in the grade satisfies the conditions of eligibility and is otherwise suitable, he may be considered for appointment to the post.

8 Personal Attendant to the Chairman/Speaker 100%

By selection from the grade of Chamber Attendants or Jamadars. The post is filled on a tenure basis.

9 Door-Keeper Grade I 100%

By selection from the grade of Door-Keeper Grade II with a minimum of five years' service in the grade.

10 Door-Keeper Grade II 100%

By selection from the grade of Door-Keeper Grade III with a minimum of five years' service in the grade.

11 Door-Keeper Grade III 100%

By selection from amongst ex-Army/Police personnel, provided that if a person serving in this Secretariat is found suitable, he may be considered for appointment to this post.

12 Sanitary Jamadar 100%

By selection from the grades of Farrash and Sweeper.

13 Sweeper 100%

14 Farrash 100%

CLERKS, TYPISTS, RECORD SORTERS AND DAFTRIES SERVICE

- | | |
|-----------------------------------|---|
| 1 Upper Division Clerk . . . 100% | 66.2/3% from the grade of Lower Division Clerk with at least five years' service in the grade.
33.1/3% by selection on the basis of a competitive departmental examination limited to Lower Division Clerks with at least three years' service in the grade. |
| 2 Lower Division Clerk . . . 25% | 75% For promotion—
By selection on the basis of a competitive departmental examination open to Class IV staff in the Secretariat who satisfy the prescribed educational and other qualifications.
For direct recruitment—
By selection through open competition from amongst candidates who possess the minimum educational qualification of Matriculation or equivalent and who have a minimum speed of 40 w.p.m. In English/Hindi typewriting. |
| 3 Record Sorter . . . 100% | By selection from the Grade of Daftry and Jamadar with a minimum of five years' service in the grade, provided he has passed Matriculation or equivalent examination. |
| 4 Daftry . . . 100% | By selection from the grade of Messenger with a minimum of five years' service in the grade, provided he has passed Middle Class. |
- MESSENGER'S SERVICE**
- | | |
|--------------------------------|---|
| 1 Chamber Attendant . . . 100% | By selection from the grades of Record Sorter, Daftry, Jamadar, Messenger with a minimum of five years' service in the grade. |
|--------------------------------|---|
-

I	2	3	4	5	6	7
2	Jamadar	100%			By selection from the grade of Messenger with a minimum of five years' service in the grade.	
3	Messenger			100%	By selection from amongst candidates possessing working knowledge of English and Hindi of Middle Standard, with preference to Matriculates and persons knowing cycling or holding driving licence.	

APPENDIX III

(Vide Para 2.12 of the Report)

Statement showing revised (Pay Commission) scales of Pay applicable to the various posts in the Lok Sabha and Rajya Sabha Secretariats w.e.f. 1-1-73 to the date of introduction of the Reorganisation scheme of the Secretariats.

S. No.	Designation of Post	Present Scale	Revised Scale
1	2	3	4
		Rs.	Rs.
1	Joint Secretary	2500—125/2—2750	2500—125/2—2750
2	Deputy Secretary	1100—50—1300—60—1600—100—1800	1500—60—1800—100—2000
3	Under Secretary	900—50—1250	1200—50—1600
4	Committee Officer/Section Officer	350(400)—25—500—30—590—EB—30— —800—EB—30—830—35—900	650—30—740—35—810—EB—35—880— 40—1000—EB—40—1200
5	Assistant Committee Officer	350—25—500—30—590—EB—30—800	650—30—740—35—810—EB—35—880— 40—1000—EB—40—1200
6	(i) Committee Assistant	325—15—475—EB—20—575	550—25—750—EB—30—900
	(ii) Lobby Assistant (Rajya Sabha Secretariat)	325—15—475—EB—20—575	550—25—750—EB—30—900
7	Artist Assistant	325—15—475—EB—20—575	550—25—750—EB—30—900
8	Assistant	210—10—270—15—300—EB—15—450— E.B.—20—530	425—15—500—EB—15—560—20—700— EB—25—800

1	2	3	4
		Rs.	Rs.
9	Upper Division Clerk	130—5—160—8—200—EB—8—256—EB 8—280	330—10—380—EB—12—500—EB—15— —560
10	(i) Lower Division Clerk	110—3—131—4—155—EB—4—175—5— 180	260—6—290—EB—6—326—8—366—EB —8—390—10—400
	(ii) Hindi Typist (Rajya Sabha Sectt.)	110—3—131—4—155—EB—4—175—5— —180	260—6—290—EB—6—326—8—366—EB —8—390—10—400
11	Chief Librarian (including O.S.D.)	900—50—1250	1200—50—1600
12	Senior Reference Officer	700—40—1100—50/2—1250	1100—50—1600
13	Reference Officer/Research Officer (Rajya Sabha Sectt.)	400—400—450—30—600—35—670—EB —35—950	700—40—900—EB—40—1100—50—1300
14	Librarian	350—25—500—30—590—EB—30—800— EB—30—830—35—900	650—30—740—35—810—EB—35—880— 40—1000—EB—40—1200
15	(i) Assistant Information Officer	350—25—500—30—590—EB—30—800	650—30—740—35—810—EB—35—880—
	(ii) Assistant Reference Officer/Assistant Research Officer (Rajya Sabha Secretariat)	350—25—500—30—590—EB—30—800	40—1000—EB—40—1200
16	Reference Assistant	325—15—475—EB—20—575	550—25—750—EB—30—900
17	Senior Library Assistant	210—10—290—15—320—EB—15—425	425—15—500—EB—15—560—20—700
18	Junior Library Assistant	150—10—250—EB—10—290—15—320	380—12—440—EB—15—560—EB—20— 640
19	Library Attendant (Senior)	95—3—131—EB—4—155	260—6—326—EB—8—350
20	Library Attendant (Junior)	80—1—85—2—95—EB—3—110	210—4—226—EB—4—250—EB—5—290

21	Chief Reporter	900—40—1100—50/2—1250	1200—50—1600
22	Assistant Chief Reporter/Selection Grade Reporter (Rajya Sabha Secretariat)	700—40—1100	1100—50—1600
23	Parliamentary Reporter/Reporter (Rajya Sabha Sectt.)	400—400—450—30—600—35—670—EB— 35—950 with Rs. 75/- p.m. as S.P.	700—40—900—EB—40—1100—50—1300 plus S.P. of Rs. 75/- p.m.
24	(i) Private Secretary to Speaker/Chairman .	900—50—1250	1200—50—1600
	(ii) Additional Private Secretary to Chairman .	900—50—1250	1200—50—1600
25	Private Secretary to Deputy Speaker/Deputy Chairman	700—40—1100—50/2—1250	1100—50—1600
26.	A. P. S. to Speaker/Chairman	(i) 350 (400)—25—650—EB—30—770 (ii) 350(400)—25—500—EB—30—800— EB—30—830—35—900 (Personal to present incumbent)	(i) 650—30—750—35—880—EB—40—1040 (ii) 650—30—740—35—810—EB—35— 880—40—1000—EB—40—1200 (Per- sonal to present incumbent)
27.	P.S. to Secretary- General	350(500)—25—500—30—590—EB—30— 800—EB—30—830—35—900	775—35—880—40—1000—EB—40—1200
28.	1st P.A. to Speaker/Chairman	350—(500)—25—500—30—590—EB—30— 800—EB—30—830—35—900	775—35—880—40—1000—EB—40—1200
29.	P.A. to Deputy Speaker/Deputy Chairman .	350(500)—25—500—30—590—EB—30— 800—EB—30—830—35—900	775—35—880—40—1000—EB—40—1200
30.	P. A. to Chairman, Parliamentary Committee .	350(500)—25—500—30—590—EB—30— 800—EB—30—830—35—900	775—35—880—40—1000—EB—40—1200
31.	P.A. to Joint Secretary/Senior P.A. (Rajya Sabha Secretariat)	350(400)—25—650—EB—30—770	650—30—740—35—880—EB—40—1040
32.	Committee Stenographer/Committee Reporter (Rajya Sabha Sectt.)	350—25—500—30—590—EB—30—800— EB—30—830—35—900	650—30—740—35—810—EB—35—880— 40—1000—EB—40—1200
33.	Stenographer/Personal Assistant(Rajya Sabha Sectt.)	210—10—270—15—300—EB—15—450— EB—20—530	425—15—500—EB—15—560—20—700— EB—25—800

1	2	3	4
		Rs.	Rs.
34. Junior Stenographer/Stenographer (Rajya Sabha Sectt.)	130—5—160—8—200—EB—8—256—EB—8—280	330—10—380—EB—12—500—EB—15—560	
35. Sr. Parliamentary Interpreter	700—40—1100	1100—50—1600	
36. Parliamentary Interpreter/Interpreter(Rajya Sabha Sectt.)	400—25—500—30—590—EB—30—800—EB—30—830—35—900	650—30—740—35—810—EB—35—880—40—1000—EB—40—1200	
37. Chief Editor	700—40—1100	1100—50—1600	
38. Editor of Debates	400—25—500—30—590—EB—30—800—EB—30—830—35—900	650—30—740—35—810—EB—35—880—40—1000—EB—40—1200	
39. Assistant Editor	350—25—500—30—590—EB—30—800	650—30—740—35—810—EB—35—880—40—1000—EB—40—1200	
40. Translator	320—15—470—EB—15—530	550—20—650 25—800	
41. Assistant Manager of Printing	350—25—500—30—590—EB—30—800	650—30—740—35—810—EB—35—880—40—1000—EB—40—1200	
2. Printing Assistant	210—10—270—15—300—EB—15—450—EB—20—530	425—15—500—EB—15—560—20—700—EB—25—800	
43. Proof Reader	168—8—256—EB—8—280—10—300	425—15—530—EB—15—560—20—600	
44. Copy Holder	110—3—131—4—155—EB—4—175—5—180	260—6—290—EB—6—326—8—366—EB—8—390—10—400	
45. Varsity Operator	210—10—290—15—320—EB—15—425.	425—15—500—EB—15—560—20—700	
46. I.B.M. Operator	130—5—160—8—200—EB—8—256—EB—8—280	330—10—380—EB—12—500—EB—15—560	
47. Sr. Lithographic Operator	168—8—256—EB—8—280—10—300	425—15—530—EB—15—560—20—600	

48. Jr. Lithographic Operator	130—5—160—8—200—EB—8—256—EB— 8—280	330—10—380—EB—12—500—EB—15— 560.
49. Supervisor (Bindery)	210—10—290—15—320—EB—15—380	425—15—560—EB—20—640
50. Compositor	110—3—131—4—155—EB—4—175—5— 180	260—6—290—EB—6—326—8—366—EB— 8—390—10—400
51. Printer	110—3—131—4—155—EB—4—175—5— 180	260—6—290—EB—6—326—8—366—EB— 8—390—10—400
52. Binder (Skilled) Senior	150—5—180	320—6—326—8—390—10—400
53. Binder (Skilled) Junior	110—3—135—4—143—EB—4—155	260—6—326—EB—8—350
54. Binder (Unskilled)	80—1—85—2—95—EB—3—110	210—4—250—EB—5—270
55. Watch & Ward Officer	Grade pay of S.P. plus Special Pay of Rs. 200/p.m.	1200—50—1700 + S.P. of Rs. 200/- p.m.
56. Assistant Watch & Ward Officer	350—25—575	650—30—740—35—880—EB—40—960
57. Marshal	350—25—575	650—30—740—35—880—EB—40—960
58. Sr. Watch & Ward Asstt. Grade I	210—10—270—15—300—EB—15—450— EB—20—530	425—15—500—EB—15—560—20—700— EB—25—800
59. Sr. Watch & Ward Asstt. Grade II	170—10—290—15—320	425—15—530—EB—15—560—20—600
60. Jr. Watch & Ward Assistant	130—5—160—8—200—EB—8—256—EB— 8—280	330—10—380—EB—12—500—EB—15— 560
61. Door-keeper	75—1—85 —EB—2—89	200—3—206—4—234—EB—4—250
62. Adrema Operator	110—3—131—4—155—EB—4—175—5— 180—Plus Special Pay of Rs. 10 p. m.	260—6—290—EB—6—326—8—366—EB 8—390—10—400 + S.P. of Rs. 10.
63. Chauffeur/Staff Car Driver (Rajya Sabha Secre- tariat)	110—3—131—4—155—EB—4—175—5— 180	260—6—290—EB—6—326—8—366—EB— 8—390—10—400

(1)	(2)	(3)	(4)
		Rs.	Rs.
64.	Despatch Rider	110—3—131—4—139	260—6—326—EB—8—350
65.	Gestetner Operator	110—3—131	260—6—326—EB—8—350
66.	Adrema Operator (Rajya Sabha Sectt.)	110—3—131	260—6—326—EB—8—350
67.	Personal Attendant to Speaker/Chairman	110—3—131	260—6—326—EB—8—350
68.	Junior (Skilled) Painter	85—2—95—EB—3—110	210—4—250—EB—5—270
69.	Record Sorter	80—1—85—2—95—EB—3—110	210—4—250—EB—5—270
70.	Daftry	75—1—85—EB—2—95	200—3—206—4—234—EB—4—250
71.	Jamadar	75—1—85—EB—2—95	200—3—206—4—234—EB—4—250
72.	Messenger/Peon (R.S. Sectt.)	70—1—80—EB—1—85	196—3—220—EB—3—232
73.	Sanitary Jamadar	75—1—85—EB—2—95	200—3—206—4—234—EB—4—250
74.	Farrash	70—1—80—EB—1—85	196—3—220—EB—3—232
75.	Sweeper	70—1—80—EB—1—85	196—3—220—EB—3—232
76.	Scooter Driver	110—3—131—4—139	260—6—326—EB—8—350
77.	Pay & Accounts Officer	400—400—450—30—510—EB—700—40— 1100—50/2—1250	700—40—900—EB—40—1100—50—1250 —EB—50—1600
78.	Selection Grade Clerk (Pay & Accounts Office, Rajya Sabha Secretariat)	210—10—290—15—320—EB—15—380	425—15—560—EB—20—640

79. (i) Cashier, Lok Sabha Sectt.

(ii) Cashier, Rajya Sabha Sectt.

(iii) Cashier, P. & A. O., Lok Sabha Sectt./
Rajya Sabha Secretariat.

The scale of pay for the post of Assistant
or UDC, as the case may be, plus a Special
Pay as follows :—

(i) Rs. 40 p.m.

(ii) Rs. 40 p.m.

(iii) Rs. 15 p.m.

The scale of pay for the post of Assistant
or U.D.C. as the case may be plus a
Special Pay as under :

(1) For amount of average case disburse^d
upto Rs. 4000—Rs. 10 p.m. (subject to
the official furnishing security).

(2) Rs. 4000—20000—Rs. 20 p.m.

(3) Rs. 20000—50000—Rs. 30 p.m.

(4) Rs. 50000—100000—Rs. 40 p.m.

(5) Over Rs. 100000—Rs. 50 p.m.

COPY OF LETTER No. 1113-FM/74 DATED THE 18TH SEPTEMBER, 1974,
FROM SHRI Y. B. CHAVAN, MINISTER OF FINANCE

Dear Shri Sinha,

Please refer to letter No. 34/1/73-AN-I dated 14th September, 1974 of the Joint Secretary, Lok Sabha Secretariat, forwarding a copy of the Report of the Pay Committee. There is a slight omission in paragraph 3.8 of the Report relating to powers of the Secretaries-General for grant of special pay allowances, which has been brought to the notice of the Secretary-General of the Rajya Sabha. It is understood that this omission would be rectified before the Report is submitted to the Chairman of the Rajya Sabha and the Speaker of the Lok Sabha. Apart from this, I have no other comments to make.

Yours sincerely,

Sd/- Y. B. CHAVAN.

Shri R. K. Sinha, M. P.,
Chairman, Pay Committee,
Parliament House,
New Delhi.

COPY OF LETTER No. MPA/545/74 DATED THE 18TH SEPTEMBER, 1974,
FROM SHRI K. RAGHURAMAIAH, MINISTER OF PARLIAMENTARY
AFFAIRS

My dear Shri Sinha,

I have gone through the report of the Pay Committee in respect of the officers and staff of the Rajya Sabha and Lok Sabha Secretariats. I find that the report correctly represents the decisions taken. I am, therefore, in full agreement with it.

May I take this opportunity to thank you for the manner in which you have conducted the deliberations throughout your chairmanship.

With kind regards,

Yours sincerely,

Sd/- K. RUGHURAMAIAH.

Shri R. K. Sinha, M.P.,
Chairman,
Pay Committee of Lok Sabha/Rajya Sabha,
New Delhi.

COPY OF LETTER DATED 18TH SEPTEMBER, 1974 FROM SHRI MAHAVIR
TYAGI, M.P. (RAJYA SABHA)

My dear Shri Sinha,

SUBJECT: *Report of the Pay Committee*

I have gone through the report as approved by you and forwarded to me by **Joint Secretary, Lok Sabha Secretariat** with his letter dated September 14, 1974. I have no comments to offer on the report which incorporates our recommendations to the Chairman and the Speaker. I would only expect that action may be taken as early as possible on the report so that the staff of the Secretariat may get early benefit of our recommendations.

I must congratulate you for getting the report finalised and approved within such a short time.

With kind regards,

Yours sincerely,

Sd/- MAHAVIR TYAGI,

18-9-74.

Shri R. K. Sinha, M. P.,
Chairman, Pay Committee.

COPY OF TELEGRAM DATED 18-9-74 FROM SHRI MANUBHAI SHAH, M.P.
(RAJYA SABHA), TO SHRI B. N. BANERJEE, SECRETARY-GENERAL, RAJYA
SABHA, NEW DELHI

X 1305 BC 6 CACUTTA 18 D122

PLEASE CONVEY TO CHAIRMAN PAY-
COMMITTEE MY CONCURRENCE IN THE REPORT

MANUBHAI SHAH-946 66

COPY OF NOTE DATED THE 20TH SEPTEMBER, 1974. RECORDED BY THE
SPEAKER, LOK SABHA AND THE CHAIRMAN, RAJYA SABHA, ACCEPTING
THE RECOMMENDATIONS CONTAINED IN THE REPORT OF THE PAY
COMMITTEE

I have gone through the Report of the Pay Committee, which was appointed by me and the Chairman of Rajya Sabha in August 1973 to make recommendations on the structure of pay, allowances, etc. for the officers and staff of the Lok Sabha and Rajya Sabha Secretariats.

I find that the Chairman and four other Members of the Committee have concurred in the Report. Shri Jyotirmoy Bosu, Chairman, Public Accounts Committee and a Member of the Pay Committee, wants time to write his minute of dissent.

The Committee was appointed more than a year ago. They have done very useful work and have considered all aspects of the matter objectively and judiciously. They also gave full opportunities to the staff and officers to represent their view-point both in writing and in person to the Committee. The Committee have had the added advantage of the Minister of Finance, Shri Y. B. Chavan, being a Member of the Committee. I congratulate the Committee for the very good work they have done.

Shri Bosu may take time to give his minute of dissent upto the 7th October 1974, as requested by him in his letter of 20th September, 1974 to me. But his minute of dissent would not make any difference to the recommendations made by the Committee. The Officers and staff of the Secretariat have been anxiously awaiting the recommendations of the Committee and it would be detrimental to their interest if the implementation of the Report is delayed.

I accept the recommendations made in the Report and direct that these may be implemented as early as possible. The re-organisation scheme envisaged in the Report may be brought into effect from December 1, 1974; the interval being utilised to make preliminary arrangements to effect re-organisation.

This note may be sent to the Chairman, Rajya Sabha, for his concurrence so that the Report may be given effect to simultaneously in the two Secretariats.

Sd/- B. D. Jatti,
Chairman,
Rajya Sabha,
20-9-1974.

Sd/- G. S. DHILLON,
Speaker,
Lok Sabha,
20-9-1974.

COPY OF LETTER DATED THE 5TH OCTOBER, 1974, FROM SHRI JYOTIRMAY BOSU, M.P. TO THE SPEAKER, LOK SABHA (AND TO SHRI R. K. SINHA, M.P.)

Speaker,
Lok Sabha.

Chairman, Pay Committee of both the Houses of Parliament,
(Shri R. K. Sinha M.P. & Chairman, Estimates Committee).

Dear Sirs,

In my previous letter to the Hon'ble Speaker, Lok Sabha and Shri R. K. Sinha, M.P. & Chairman, E.C., and Chairman Pay Committee, I have made it quite clear that I have completely dis-associated myself from the Report as I do not agree with most of the findings, recommendations and decisions contained in the Report. I wanted about a fortnight's time to give my 'Note of Dissent'. I fail to understand how the Report has been laid before the Speaker and circulated for implementation without my Note of Dissent. This is highly improper, objectionable, irregular, undemocratic and discourteous.

From the very beginning, I have been feeling that it was pointless for me to remain in this Committee, because I was only a small minority voice who had been trying to voice justice for the employees, specially, the Class III and Class IV who are groaning under severe pressure. This Committee, I regret to say, has only done an eye-washing. It was not necessary to incur expenses and take the valuable time of persons who are very busy otherwise for a futile exercises such as this one. If the intention was that they were to give nothing beyond what the Third Pay Commission has given, it could have been stated before both the Houses. Moreover, it was not fair on our part to keep the employees under suspension and expectations when the Government which virtually dictated the Committee through its Minister—Members, have made up their mind that they would not take cognisance of certain reality including the special type of work that employees in Parliament are expected to do.

From the very beginning I could see that employees belonging to Class III and Class IV were being intimidated and they were prevented to make representations through their Associations which

I may mention, the Third Pay Commission had allowed from beginning to end. Third Pay Commission even heard the unrecognised Associations and Unions.

Certain officials were mobilised to prevent and terrorise employees so that they do not come and appear before us to tender evidence, and it was more conspicuous in the case of Lok Sabha than it was from Rajya Sabha. I spoke to the Chairman repeatedly about this and I even gave it in writing to him. We noticed that not a single man of Watch & Ward Staff from Lok Sabha was allowed to appear before the Committee and tender evidence.

During the first half of last month, I demanded that the Draft recommendations should be adopted by the Committee as is done in case of every other Committee. This even was not done. But my greater insistence was for full adoption and signing of the Report by all the Members of the Committee.

I did not resign from the Committee simply because I wanted to keep on record my protest and watch the functioning of the Committee. It was quite clear in my mind that none of my suggestions would be accepted for the betterment of the Class III and Class IV employees.

Besides this I want the following things to go on record:

(1) The evidence tendered by the employees were not circulated in spite of my insistence. I wanted to borrow it for one night. That was also not possible. The pretext was, which was undoubtedly false one, that they had only one copy. This needs an explanation.

(2) I strongly insisted for the constitution of Parliamentary Committees on Personnel to deal with recruitment, conditions of service, promotions, fixation of grades and pay, rationalisation, anti-stagnation issues, redressal of grievances and other matters related to staff. This, I could see, alarmed some Members of the Committee. In Government Departments there is J.C.M. But here the whole power has been concentrated in one or two hands and one day it will lead to grievance based explosion and dislocation of work.

(3) I insisted for giving regular monthly interim relief because the Committee needed time to go through the memoranda evidences and make a thorough analysis. This was not listened to either.

(4) The Third Pay Commission had submitted its Report about a year and a half ago, and it had made clear recommendations that for every 8 point rise in the cost of living index, there will be commensurate increase in D.A. The job of this Committee was to take into consideration the same and add it up with the wage. But this was not done. Now the rise is about 10 point every month and I presume, three interim reliefs are already due.

(5) Although most of the Members agreed that work in Parliament was much more strenuous and during Session time it required lot more of physical and mental contribution, yet they declined to give anything for the Class III and Class IV staff. I suggested for a sanction of mere 20 per cent Parliamentary Allowance subject to a minimum of Rs. 75/- p.m. and a maximum of Rs. 150/- p.m.

(6) I quoted documentary evidence to show that there were I.P.S. and I.A.S. Officers who were living in Government accommodation by contributing as low as 2 per cent of their salary as rent, but the Class IV employees were made to pay seven and a half per cent of their salary as rent. This, as in other cases, has also gone unheeded.

A similar study embracing 32 cases of allottees of types IV to VI from the I.A.S./I.P.S. officers pool accommodation out of 206 quarters forming part of the pool was conducted. The results of the study are given below:—

Position as on 1st June, 1972

<i>Percentage</i>	<i>No. of Cases</i>
Less than 4 per cent	2
4 per cent and up to 5 per cent.	7
Above 5 per cent and upto 6 per cent	8
Above 6 per cent and upto 7 per cent	5
Above 7 per cent and upto 8 per cent	5
Above 8 per cent and upto 9 per cent	3
Above 9 per cent and upto 10 per cent	2
TOTAL	32

[Source for the above figures: Report of the C & A G for the year 1972-73—
Pages 110-111)—Union Government (Civil)].

I suggested that rent free accommodation to Class III and Class IV employees be given as it is done in the case of Rashtrapati Bhavan Employees.

The number of employees in Types I to IV in Delhi who had put in service of 30 years as on 31-3-1973 and had not been provided with any accommodation is as under:

Types	Number of employees without accommodation with service of :			
	Up to 20 years	More than 20 years & up to 22 years	More than 22 years and upto 24 years	More than 24 years and upto 30 years
I	84	3		
II	246	68		
III	2412	1767	1261	
IV	3016	3016	2249	65

[Source for the above figures :—Report of the C&AG for the year 1972-73—Page 99—Union Government (Civil)].

(7) I strongly advocated that free transport should be provided to Class III and Class IV Staff for coming to and going from office. The House sometimes sit till late at night and low income group employees who live in far off places are put to unsurmountable difficulties to reach home due to non-availability of public transport.

(8) I also suggested free meals for Class III and Class IV staff during Session times because they have to come very early and go back usually very late and they do not have a proper lunch break. Quite often I have by making enquiries found out that they do not even get time to have anything between 8 A.M. and 10 P.M. i.e. the time they leave the house and the time they return to their residences.

(9) Even to a small thing that they agreed to, I cannot see any mention of the same in the document that has been circulated to me. It was agreed that if any Watch & Assistant (Grade II) had five years' service he should automatically be promoted to Grade I. I would like to be informed about this.

(10) With regard to P.As. and P.Ss., it is very necessary that the issue of ratio between tenure posts vis-a-vis cadre posts are looked into. This is needed to ensure that no injustice is done to the cadre posts who are holding appointments as P.As. and P.Ss.

(11) Almost all the witnesses and memoranda pointedly mentioned about the serious stagnation that engulfs almost all the Class III and Class IV employees. I wanted to make a detailed job analysis and try and bring as much relief as possible to end this stagnation or compensate its victims in a different manner. This too was not agreed upon. The whole thing was done in such an undue haste and hurry at the discussion stage that it was difficult for one single person like me to make useful contribution based on fair play and justice.

(12) Houses of Parliament are the highest seat of democracy where fundamental rights should be allowed to be enjoyed by its employees as anybody else does in their every field of life. But it is strange that a proper Employees Association has not been allowed to be constituted which would have made the task of personnel relation of the authorities much easier. The Employees Associations of both the Houses should be recognised at once and their elected Executives should be given their due status and recognition.

(13) In one case in the Library and Reference Services, the post of Chief Library/Reference Services has been upgraded to the rank of Director with a salary of Rs. 1800 to Rs. 2200, in spite of my vehement protest which was supported by the Finance Minister—Member.

Whenever I talked about giving relief to weaker section of society the question of economy was showered upon me. But this is an instance which will show how they are enforcing economy in expenditure. In this case, I have been reliably told by a number of responsible officials that a favourite person has already been earmarked for this post. This upgradation has been done to accommodate this particular individual. This is a very serious matter. If this post is given to him he will unfairly supersede a number of Deputy Secretaries in the Lok Sabha Secretariat.

The Pay Committee Report in keeping with the Government policy has made man in a good position better and a man in a subordinate position worst.

I reiterate my earlier stand that I am not a signatory of this Report, I have not associated with the recommendations and I consider the whole thing has been done in a manner other than proper and I will require this Note of Dissent to be appended with the Report and circulated to all the Members of both the Houses.

Yours faithfully,

Sd/- JYOTIRMOY BOSU

COPY OF LETTER DATED THE 19TH OCTOBER, 1974, FROM SHRI R. K. SINHA, M.P. TO THE SPEAKER, LOK SABHA, TOGETHER WITH HIS LETTER DATED THE 19TH OCTOBER, 1974, TO SHRI JYOTIRMAY BOSU, M.P.

Dear Mr. Speaker,

I enclose herewith a copy* of my letter dated the 19th October, 1974 to Shri Jyotirmoy Bosu, M.P., Chairman, Committee on Public Accounts. This is with reference to his letter dated the 5th October, 1974 addressed to you and to me and which has been seen by me on my return to Delhi on 17th October, 1974 from a tour of the Estimates Committee to Rajasthan, Gujarat and Maharashtra.

The reply is self-explanatory and may kindly be read in conjunction with my letter dated 20th September, 1974 to Shri Jyotirmoy Bosu, M.P. in reply to his letter of the same date, a copy of which I had endorsed to you on the 20th September, 1974.

I am to request that in case it is decided to incorporate Shri Jyotirmoy Bosu's letter dated 5th October, 1974 as part of the Report of the Pay Committee, my reply to him may also be included along with it in the Report.

With regards,

Yours sincerely,

Sd/- R. K. SINHA

Dr. G. S. Dhillon,
Speaker,
Lok Sabha,
New Delhi.

*Kindly see next page.

COPY OF LETTER DATED THE 19TH OCTOBER, 1974 FROM SHRI R. K. SINHA,
M.P. TO SHRI JYOTIRMOY BOSU, M.P.

My dear Shri Bosu Ji,

I have seen your letter dated 5th October, 1974, addressed to the Speaker, Lok Sabha and to me, on my return to Delhi on 17th October, 1974 from a tour of the Estimates Committee to Rajasthan, Gujarat and Maharashtra States.

2. In my letter of 20th September, 1974 in reply to your letter of the same date, I had set out the position in detail. As you know, at the sitting of the Pay Committee held on the 8th September, 1974, I was authorised by the Committee to prepare and finalise the Report and submit the same on their behalf to the Chairman, Rajya Sabha and Speaker, Lok Sabha. Accordingly, I had the report circulated to you and other Members of the Committee on the 14th September, 1974 with the request that if there were any comments, these may kindly be sent to me by the 20th September, 1974 at the latest, as the Report was to be presented by me to the Chairman, Rajya Sabha and Speaker, Lok Sabha. I received replies from the other four Members of the Committee, namely, Shri Y. B. Chavan, Minister of Finance, Shri K. Raghuramaiah, Minister of Parliamentary Affairs, Shri Mahavir Tyagi, M.P., and Shri Manubhai Shah, M.P. conveying in writing their concurrence to the Report. I did not receive any detailed comments from you on the recommendations and observations contained in the Report, except a communication that you were not able to give any note of dissent before the 7th October, 1974. It would be recalled that when at the last meeting of the Committee held on the 8th September, 1974, you had mentioned about your intention to give a note of dissent, I had requested you at that time to take in hand straightaway preparation of your note, as all the Members of the Committee were unanimous that we should submit our Report without delay, as more than a year had elapsed since the Committee were constituted and the staff were very anxious that we should give the Report without delay.

3. Strictly speaking, with the submission of the Report, the Pay Committee has come to the conclusion of their labour and the Committee including myself have become *functus officio*. However, since

you have raised some points pertaining to the functioning of the Pay Committee, I would like to clarify them.

4. As I mentioned in my letter of 20th September, 1974, you have throughout taken a very active part in the deliberations of the Committee at all stages and I am thankful to you for that. Extensive opportunities were given to the staff of all categories to submit not only written Memoranda but also to appear in person before the Committee. As mentioned in the Report, the Committee received Memoranda running into 597 pages from staff of various categories and heard 84 representatives of staff in as many as 13 out of the 26 sittings held by them. The dates for the sittings of the Committee were in fact adjusted at times to suit your convenience, so that you could participate fully.

5. It is unfounded that any member of the staff was intimidated and prevented from making submissions to the Committee. In fact, they were free to make their submissions both in writing and in person and a large number of members of staff availed of it. Many saw me individually also. Whatever points were brought to the notice of the Committee either by way of Memoranda or in evidence, were fully considered and decisions were taken on merit.

6. There is no question whatever of Government having dictated to the Committee. In fact, the Finance Minister showed keen and sympathetic understanding of the duties and responsibilities discharged by the members of the staff in the Secretariats. It would be recalled that the Finance Minister, in deference to the consensus evolved in the Committee, agreed in several instances to the upward revision of the scales of pay and grant of other facilities to the staff of the two Secretariats.

7. I need hardly reiterate that the Committee were not content with merely giving corresponding scales as recommended by the Third Pay Commission, but had gone into the merit of each category of staff and determined the pay scales with reference to the duties and responsibilities discharged by them and in several cases the pay scales reflect a positive improvement on the admissible corresponding scales as per Pay Commission's Report. This would be clear from a perusal of Appendices I and III to the Report.

8. As regards the evidence tendered by the staff, this was heard at sittings where you were mostly present. You made full use of the opportunity to obtain clarifications where required.

9. Since there was only one copy of the verbatim proceedings, this could be consulted for reference whenever required by any Member. The fact that there was only one copy of the proceedings was specifically mentioned while forwarding the minutes of the sittings of the Committee at which evidence was taken. In this connection letter No. 34/1/ANI/73 dated 19-4-74, from the Lok Sabha Secretariat forwarding the Minutes of the 8th to 11th sittings of the Committee held on 2nd, 3rd, 9th to 10th April, 1974, may kindly be seen.

Minutes of the sittings were being duly circulated to the Members, as per procedure obtaining in Parliamentary Committees.

Besides, a tabulated and comprehensive summary of the points made by each category of staff in the written Memoranda or in oral evidence, was compiled as per directions of the Committee and circulated to all the Members before deliberations regarding determination of pay scales etc. commenced.

10. When you desired on the 7th September, 1974 to see the record of verbatim evidence taken by the Committee, the position was fully explained to you to the effect that as per standing practice the proceedings were not taken out of the Parliament House. These could, however, be perused in the Chairman's room for as long as you desired. It was also mentioned to you that summaries of evidence category-wise had already been circulated to the Members of the Committee which also included the points made in the written memoranda received from them. As per specific desire expressed by you, summary relating to Watch and Ward staff was read out to you and it is understood that you had observed that you would go through the summary already circulated at night and discuss the matter, if necessary, on the next day. This was not pursued by you at the last meeting of the Committee held on the next day, viz. 8th September, 1974.

11. As regards the grant of regular monthly Interim relief, it may be mentioned that while the Central Government had given only one relief of Rs. 150/- for Class II and III employees and Rs. 100/- for Class IV employees, the Pay Committee desired that two such interim reliefs should be paid to the members of the staff. I understand that in compliance with the directions of the Committee the two interim reliefs (as per amounts indicated above in each case) were paid promptly in the months of February and April, 1974 to all the eligible staff in the two Secretariats.

You would kindly appreciate that the Committee could not recommend grant of any regular monthly interim relief as this would have tantamounted to prejudging the decisions of the Committee (Please see minutes of seventh sitting of the Committee held on the 15th March, 1974). Besides, we were anxious and hopeful of finalising and submitting the Report at the earliest.

It would not be out of place to mention that in accordance with the recommendations of the Committee, dearness allowance as sanctioned by the Government from time to time, was also paid to the staff in the two Secretariats.

12. As regards grant of Parliamentary Allowance and provision of free transport and refreshment to the staff working beyond office hours, you would kindly recall that there was an exhaustive discussion on the subject in the Committee and the consensus evolved is reflected in para 3.7 of our Report on '(i) Lunch, Dinner and Conveyance Allowance, or (ii) Parliamentary Allowance'. I am sure this is an adequate recognition by the Committee of the nature of problem faced by the members of the staff.

13. As regards allotment of quarters to the staff, we have made specific recommendation in paragraph 3.10 of the Report that the Ministry of Works and Housing should place at the disposal of the Secretariats not less than 50 residential units per year, in the case of Lok Sabha Secretariat, and not less than 25 units per year, in the case of Rajya Sabha Secretariat, preferably not too far from the Parliament House, for allotment to Officers and staff, so that their requirements are fully met, as far as possible, within a period of about 10 years. We have also asked the Ministry of Finance that while making future allocation of funds for construction of Government residences, this recommendation of the Committee should be kept in view.

14. As regards promotion of Watch and Ward Assistant Grade II, the factual position is that the Committee's view that Junior Watch and Ward Assistants may be appointed as Senior Watch and Ward Assistants Grade II after completion of five years' service in the grade, if otherwise found suitable, for promotion, has been duly reflected against Sr. No. 6 at page 45* of Appendix II of the Report.

15. I would like to clarify beyond any doubt that there was no move at any time to benefit any particular individual in the two Secretariats. The Committee went entirely by the objective criteria of the nature of duties and responsibilities devolving on each category of post and determined the pay scales accordingly. I would like to reiterate with all the strength at my command that

*P. 59 of this Volume.

there was at no time any personal consideration weighing with the Committee in determining the pay scales for any category of staff. Undoubtedly, all selections and appointments will be made under the Reorganisation Scheme in the two Secretariats in accordance with the Rules and Orders on the subject.

16. I am endorsing a copy of this letter to the Speaker with the request that he may kindly consider adding my reply to your letter in case it is decided to incorporate your letter as part of the Report of the Pay Committee.

With regards,

Yours sincerely,

Sd/- R. K. SINHA.

Shri Jyotirmoy Bosu, M.P.,
Chairman,
Public Accounts Committee,
51, Parliament House,
New Delhi.