

# Bihar Administrative Service Association

(Registration No-633/2003)

**Shashank Shekhar Sinha**

**President**

Mob. No.-9334118192



**Sunil Kumar Tiwary**

**General Secretary**

Mob. No.- 9431085120

Memo No 57

Date 13.11.2022

**Vice President**

Ajay Kumar

9835737317

**Subodh Kumar**

7979919465

**Joint Secretary**

Chandrashekhar Azad

8987044905

**Vikash Kumar**

7717770977

**Treasurer**

Shashi Shekhar

9334557086

सेवा में,

प्रधान सचिव,

वित्त विभाग,

बिहार, पटना।

विषय:

वित्त (वै०दा०नि०को०) विभाग द्वारा Departmental Examination of Gazetted Officers Rules, 1961 के नियम 24 के द्वितीय परंतुक के प्रावधानों का उल्लंघन करते हुए सेवा में सम्पुष्टि की तिथि की भिन्नता होने की स्थिति में एक ही बैच के समकक्षीय पदाधिकारी का मूल वेतन अलग-अलग वेतन प्रक्रम पर का निर्धारित कर वेतन पुर्जा निर्गत करने तथा संबंधितों को अविलम्ब नियमों के आलोक में त्रुटि मार्जित कर संशोधित वेतन पुर्जा निर्गत करने का आदेश देने के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में ज्ञातव्य हो कि बिहार प्रशासनिक सेवा के पदाधिकारियों के वेतनवृद्धि का विनियमन Departmental Examination of Gazetted Officers Rules, 1961 के नियम 24 में सन्निहित है। Departmental Examination of Gazetted Officers Rules, 1961 का **Rule 24** निम्न प्रकार है -

**"Regulation of Increments.**- An officer of the [Bihar] Civil Service (Executive Branch) or the [Bihar] Junior Civil Service will be entitled to draw his first increment one year after the date of his appointment to the Service, or on the date of passing the department examination in Law (Part I and II) and Hindi by the Lower Standard and in Accounts and Development, whichever be later. An officer who has rendered himself eligible to the first increment, will be entitled to draw the second increment on completion of two years of service. He will be entitled to the third increment

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Memo No .....

Date .....

*on completion of three years of service, on confirmation and on submission of records of cases, whichever be later:*

*Provided that an officer appointed on a period of probation of four years will, on rendering himself eligible for the first and second increments, be entitled to the third increment on completion of three years of service, and to the fourth increment on completion of four years of service, on confirmation and on submission of records of cases whichever be later:*

*Provided further that if the passing of the Departmental Examination or the confirmation of the officer or the submission of records of cases be delayed the officer will be entitled, on fulfilling the conditions mentioned above, to draw pay at that stage in the time-scale to which he would have been entitled, had there been no delay in passing of the departmental examination or in his confirmation or in the submission of records of cases."*

इसी संदर्भ में संघ के समक्ष कई ऐसे दृष्टांत आए हैं जिसमें एक ही बैच के अलग-अलग पदाधिकारियों का, जिनके योगदान की तिथि तथा प्रथम रूपांतरित सुनिश्चित वृत्ति उन्नयन (MACP) प्राप्ति की तिथि समान है, वेतन पुर्जा अलग-अलग वेतन प्रक्रम पर का निर्धारित कर निर्गत किया गया है। सुलभ प्रसंग हेतु श्री सुधीर कुमार एवं श्री अजीत कुमार सिंह को निर्गत वेतन पुर्जा की प्रति संलग्न है। सर्वश्री कुमार एवं सिंह 42 वीं बैच के बिहार प्रशासनिक सेवा के पदाधिकारी हैं तथा संलग्न वेतन पुर्जा के अवलोकन से स्पष्ट है कि दिनांक 01.07.2019 को श्री कुमार का वेतन 83300/- तथा श्री सिंह का वेतन 85800/- निर्धारित किया गया है। इस संदर्भ में प्रभारी पदाधिकारी, वित्त (वै0दा0नि0कोषांग) विभाग द्वारा स्पष्ट किया गया है कि वित्त विभाग से प्राप्त परामर्श के आधार पर एक ही बैच के पदाधिकारियों के सेवा संपुष्टि की तिथि/वर्ष में भिन्नता के कारण वेतन प्रक्रम के निर्धारण में भिन्नता है। यह तथ्य **Departmental Examination of Gazatted Officers Rules, 1961** के नियम 24 के द्वितीय परंतुक में निहित प्रावधानों के सर्वथा प्रतिकूल है।

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7717770977

**Treasurer**  
**Shashi Shekhar**  
9334557086

Memo No ..... अतः संघ का अनुरोध है कि सरकार द्वारा संकल्पित  
Date ..... नियम के विरुद्ध वित्त विभाग द्वारा दिए गए गलत परामर्श को अविलम्ब  
वापस लेते हुए Departmental Examination of Gazetted  
Officers Rules, 1961 के नियम 24 के अनुरूप इसप्रकार के सभी  
मामलों में वेतन पुर्जा सुधार कर निर्गत करने हेतु अविलम्ब संबंधितों को  
निदेशित किया जाए।

अनुलग्नक: यथोक्त।

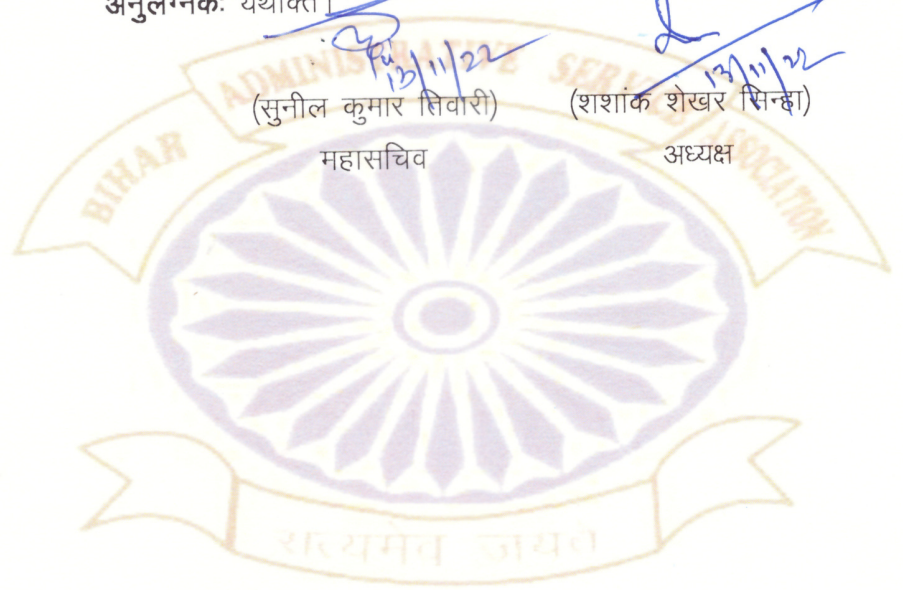
विश्वासभाजन,

(सुनील कुमार सिवारी)

(शशांक शेखर सिन्हा)

महासचिव

अध्यक्ष





बिहार सरकार (Govt. of Bihar)

वित्त (वै०दा०नि०को०) विभाग (Finance (P.C.F.C.) Department)

श्री अजीत कुमार सिंह पदनाम: उप सचिव	निकासी एवं व्ययन पदाधिकारी की प्रॉफ़ेस/गड/बासि/2012/0047
पता: अभियोजन निदेशालय, गृह विभाग, बिहार पटना	राजपत्रित पदाधिकारियों हेतु वेतनपुर्जा निकासी एवं व्ययन पदाधिकारी को संबंधित पदाधिकारी के वेतन/अवकाश वेतन की निकासी हेतु प्राधिकृत किया जाता है।
वेतन पुर्जा संख्या: 14101923021677	वेतनमान : LEVEL-11 (67,700-208,700)
प्राप्ति संख्या : 030919230177	वेतनवृद्धि की देय तिथि : 01-जुलाई
स्थायी	कुल पृष्ठ : 1 कुल कॉडिका : 2
	उपलब्ध उपार्जित अवकाश :

महत्वपूर्ण : यह वेतनपुर्जा कंप्यूटरीकृत है और इसमें किसी प्रकार का सुधार मान्य नहीं है। यह वेतनपुर्जा प्राधिकृत कोषागार के लिए ही मान्य होगा। वेतन निकासी संबंधित निकासी एवं व्ययन पदाधिकारी द्वारा ही की जाएगी। यह वेतनपुर्जा तभी तक अनुमान्य होगा जब तक पदाधिकारी वर्तमान पदस्थापन स्थल पर कार्यरत रहेंगे।

नोट :- निकासी एवं व्ययन पदाधिकारी को हस्तगत करावे पदाधिकारी प्रति संबंधित पदाधिकारी को

	1	2						
तिथि से	26/6/19	1/7/19						
मूल वेतन	83,300	85,800						
मं. वे.	0	0						
मं. प.	9,996	10,296						
वि. प.	1,000	1,000						
म. वि. प.	13,328	13,728						
परि. प.	4,000	4,000						
परि. मं. प.	480	480						
	----- End Of Row -----							
कुल वेतन	112,104	115,304						

नोट :- अवकाश स्वीकृति के पूर्व बिहार सेवा संहिता के भाग-II परिशिष्ट B भाग-4 के नियम-18 का अनुपालन सुनिश्चित किया जाए

- शिशु शब्दों में :
1. Rupees One Lac Twelve Thousand One Hundred Four Only
  2. Rupees One Lac Fifteen Thousand Three Hundred Four Only

वेतनपुर्जा निर्गत किया जाता है: पटना सिंचाई भवन  
कोषागार पदा०/ उप-कोषागार पदा०  
संबंधित निकासी एवं व्ययन पदा०

निकासी एवं व्ययन पदाधिकारी प्राप्ति संख्या :  
14101923021677 030919230177  
सेवा में,  
महायकनिदेशक-सह-निकासी एवं व्ययन पदाधिकारी,  
अभियोजन निदेशालय, गृह विभाग, बिहार पटना

अभ्युक्ति :  
पूर्व निर्गत वेतन पुर्जा को इस हद तक संशोधित समझा जाय, शहरी परिवहन भत्ता स्वीकृति के फलस्वरूप वेतन पुर्जा निर्गत ।



बिहार सरकार (Govt. of Bihar)

वित्त (वै०दा०नि०को०) विभाग (Finance (P.C.F.C.) Department)

श्री सुधीर कुमार पदनाम: उप सचिव	पदाधिकारी प्रति राजपत्रित पदाधिकारियों हेतु वेतनपुर्जा निकासी एवं व्ययन पदाधिकारी को संबंधित पदाधिकारी के वेतन/अवकाश वेतन की निकासी हेतु प्राधिकृत किया जाता है। वेतनमान : LEVEL-11 (67,700-208,700) वेतनवृद्धि की देय तिथि : 01-जुलाई	PCFC/GAD/BAS/2013/0405
पता:- योजना एवं विकास विभाग बिहार पटना	कुल पृष्ठ : 1	कुल कड़िका : 7
वेतन पुर्जा संख्या: 11091923020355	प्राप्ति संख्या : 250719230141	उपलब्ध उपार्जित अवकाश :
स्थायी		

महत्वपूर्ण : यह वेतनपुर्जा कम्प्यूटरीकृत है और इसमें किसी प्रकार का सुधार मान्य नहीं है। यह वेतनपुर्जा प्राधिकृत कोषागार के लिए ही मान्य होगा। वेतन निकासी संबंधित निकासी एवं व्ययन पदाधिकारी द्वारा ही की जाएगी। यह वेतनपुर्जा तभी तक अनुमान्य होगा जबतक पदाधिकारी वर्तमान पदस्थापन स्थल पर कार्यरत रहें

	1	2	3	4	5	6	7
तिथि से	1/4/17	1/7/17	1/1/18	8/5/18	1/7/18	1/1/19	1/7/19
मूल वेतन	78,200	78,500	78,500	78,500	80,900	80,900	83,300
मं.वे.	0	0	0	0	0	0	0
मं.भ.	3,048	3,925	5,495	5,495	7,281	9,708	9,996
चि.भ.	200	200	1,000	1,000	1,000	1,000	1,000
म.कि.भ.				12,560	12,944	12,944	13,328
परि.भ.				4,000	4,000	4,000	4,000
परि. मं.भ.				280	360	480	480
End Of Row							
कुल वेतन	79,448	82,625	84,995	101,835	106,485	109,032	112,104

नोट : अवकाश स्वीकृति के लिए बिहार सेवा संहिता के भाग-II परिशिष्ट-9 भाग -4 के नियम -18 का अनुपालन सुनिश्चित किया जाए

- राशि शब्दों में :
1. Rupees Seventy Nine Thousand Four Hundred Forty Eight Only
  2. Rupees Eighty Two Thousand Six Hundred Twenty Five Only
  3. Rupees Eighty Four Thousand Nine Hundred Ninty Five Only
  4. Rupees One Lac One Thousand Eight Hundred Thirty Five Only
  5. Rupees One Lac Six Thousand Four Hundred Eighty Five Only
  6. Rupees One Lac Nine Thousand Thirty Two Only
  7. Rupees One Lac Twelve Thousand One Hundred Four

वेतनपुर्जा निर्गत किया जाता है: पटना सिंचाई भवन  
कोषागार पदा०/ उप-कोषागार पदा०  
संबंधित निकासी एवं व्ययन पदा०

निकासी पदाधिकारी प्राप्ति संख्या :  
11091923020355 250719230141

उप निदेशक  
योजना एवं विकास विभाग बिहार पटना

अनुलग्नक :  
अभ्युक्ति :  
पूर्व निर्गत वेतन पुर्जा को इस हद तक संशोधित समझा जाय।, वेतन सं०-07061323011721 के आधार पर पूर्व में वसूली की गई राशि संपुष्टि के उपरांत ही इस वेतन पुर्जा के आधार पर वकाया राशि के भु की कारवाई की जाय।, वित्त विभाग का अधिसूचना सं०-8921 दि० 07-12-18 के आलोक में संशोधित वेतन पुर्जा निर्गत ,

## ***Departmental Examination of Gazetted Officers Rules, 1961***

***Published vide Notification No. 5/DE - 109/61 A - 13359, dated the 18th Asvina 1883/19th October, 1961***

*jhr154*

**[Departmental Examination Rules - Part I Applicable to all Gazetted and Part II Applicable to Officers of the [Bihar] Civil Service (Executive Branch) and the \*Bihar Junior Civil Service.]**

**Read** - Rules for training and departmental examination, published with Appointment Department Resolution No. 4823-A, dated the 18th June, 1923.

A number of amendments have been made to the Rules published with the Appointment Department Resolution No. 4823-A, dated the 18th June, 1923, for the training and departmental examination of officers serving in the State of [Bihar] Sufficient numbers of printed copies of the rules are not available. The rules have therefore been revised.

2. The revised set of rules is in two parts-Parts I deals with all Gazetted services and lays down general principles for appearance at the departmental examination, and Part II of these rules governs officers of the [Bihar] Civil Service (Executive Branch) and the [Bihar] Junior Civil Service. Part III of the new rules incorporates the provisions in the old rules as amended from time to time, with the following major changes :-

- (a) The old Departmental Examination Rules contained provisions describing the time scale of pay, procedure for vesting magisterial powers, conditions for crossing efficiency bar, etc. These have been omitted from the revised rules. A separate set of rules governing these will be published shortly.
- (b) Submission of a certificate about the ability to swim and to ride a bicycle was one of the conditions for the confirmation of Deputy Collectors and Sub-Deputy Collectors. This liability has been abolished.
- (c) The number of records of cases to be prepared has been reduced from six to four, two of cases tried by a first Class Magistrate and two of Sessions cases.
- (d) Under the old rules, the second increment was not admissible to a Deputy Collector or Sub-Deputy Collector unless he was confirmed. Under the revised rules, a Deputy or Sub-Deputy Collector is entitled to his second increment on completion of two years of service, and on passing the departmental examination in Law and Hindi by the lower standard and in Accounts and Development. He will, however, not be entitled to the third increment unless he has completed three years of services, submitted records of cases and has been confirmed. A special provision has been made for Sub-Deputy Collectors appointed on a period of probation of four years (at present employed as compensation officers).
- (e) Advance increment will be granted to a Deputy Collector or a Sub-Deputy Collector raising his pay to the third stage of the time scale, if he passes the departmental examination by the higher standard completely and submits records of cases.

**Notification No. V/DE -199/61 A-13359 - The 18th Asvina 1883/19th October, 1961.** - In exercise of the powers conferred by Article 309 of the Constitution of India and rules 6 and 7 of the I.A.S. (Pay) Rules, 1954, the Governor of Bihar is pleased to make the following rules for the Departmental Examination of Gazetted officers:-

### ***Part I***

#### ***General***

**1. Short title and commencement.** - These rules may be called the Rules for the Departmental Examination of Gazetted officers and shall take effect from the date of this notification.

**2. Definitions.** - In these rules, unless there is anything repugnant in the subject or context.-

- (a) "Government" means the Government of [Bihar];
- (b) "Departmental Examination" of a Gazetted officer of any service means the Departmental Examination prescribed, or to be prescribed for officers of that service, by the Department of Government concerned under rule 12(2); and
- (c) "Committee" means the Central Examination Committee constituted under rule 3.

- 3. Central Examination Committee.** - A Central Examination Committee shall be constituted by Government to direct and control the Departmental Examination, in the subjects mentioned in rule 14. It will consist of a President and of as many members (of whom one shall be Secretary) as Government may think proper to appoint from time to time.
- 4. Function and power of the Central Examination Committee.** - The Central Examination Committee will be responsible for the conduct of the Departmental Examination, which will be held at Patna, Ranchi and at such other places as the Committee may, with the prior approval of Government, decide from time to time.
- 5.** The Central Examination Committee will, with prior approval of Government, fix the dates for the Departmental Examination. The first half yearly examination will usually be held in the months of May or June and the second in October or November. The Central Examination Committee shall notify the dates of the examination in the [Bihar] Gazette and shall also inform all Departments of Government and Heads of Departments about the dates so notified, at least two months in advance of the date fixed, unless, for exceptional reasons to be reported to Government, they are unable to do so.
- 6.** It shall be the duty of the Central Examination Committee to prepare, previous to each half-yearly examination, the sets of question to be put to the examinees, to determine the order in which the examination in each paper and subject shall be held, and to arrange all other details for the conduct of the examination and maintenance of the secrecy of the question papers till the hour of the Examination.
- 7.** The Central Examination Committee may lay down rules governing the procedure to be followed in conducting examination and to ensure a fair and uniform method of ascertaining the proficiency of the examinees in each subject.
- 8.** The Central Examination Committee shall select suitable officer of Government to constitute the Board/Boards to hold the *viva voce* examination of candidates in Hindi at each centre where such an examination is held.
- 9.** It shall be the duty of the Central Examination Committee to report to Government the name of such officers as, in their opinion have passed the Departmental Examination in one or more subject, by the lower/higher standard.
- 10.** The Central Examination Committee will, with the approval of Government in the appointment Department appoint Gazetted officers of Government as Centre Superintendents for the Departmental Examination to be conducted at each centre, who shall function under the supervision of the Committee and comply with the directions issued by its Secretary.
- 11. Probation.** - Every Gazetted officer appointed to a service will be on probation for such period as may be fixed by the Department of Government concerned.
- 12. Liability of officers.** - (1) Every Gazetted officer is required to pass the departmental Examination prescribed for member of the service to which he belongs and shall not, ordinarily be confirmed in the service unless he passes the examination prescribed in sub-rule (2) of this rule. Officers appointed to the Indian Administrative Service may, however, be confirmed after the expiry of their period of probation, even if they have not passed the Departmental Examination completely, as their confirmation is regulated by the provisions of the I.A.S. (Probation) Rules, 1954.
- (2) All Departments of Government are required to frame rules prescribing the Departmental Examination in respect of officers of the Services controlled by them, on the lines of Part II of these rules, which are applicable to officers of the [Bihar] Civil Service (Executive Branch) and [Bihar] Junior Civil Service.
- 13. Repeal and Savings.** - These rules will supersede any rules corresponding to them and in force immediately before the commencement of these rules, in so far as such rules are in conflict with the rules hereby published: Provided that any order made or action taken under these rules so superseded shall deemed to have been made or taken under the corresponding provision of these rules.

## **Part II**

### **Rules Applicable to Officers of the [Bihar] Civil Service (Executive Branch) and [Bihar] Junior Civil Service.**

- 14. Subjects of examination.** - (1) The Departmental Examination for officers of the [Bihar] Civil Service (Executive Branch) and [Bihar] Junior Civil Service shall consist of examination in the following subjects:-
- (a) Law Part I or Criminal Law and Law of Evidence (with and without books);
  - (b) Law Part II or Revenue Law (with and without Books);
  - (c) Accounts;
  - (d) Hindi; and
  - (e) Development.
- (2) The syllabus for the examination will be detailed in Appendix I.
- 15. Liability of officers of the [Bihar] Civil Service (Executive Branch) and [Bihar] Junior Civil Service.** - Every officer of the [Bihar] Civil Service (Executive Branch) and the [Bihar] Junior Civil Service is required to pass the Departmental Examination specified in rule 14 above.
- 16.** Every officer of the [Bihar] Civil Service (Executive Branch) and the [Bihar] Junior Civil Service shall undergo the treasury training specified in Appendix II and obtain the certificate mentioned therein. He may, however, appear at the examination in Accounts even before undergoing treasury training but, in such a case, he will be deemed to have passed the examination in Accounts only on the date the treasury training certificate has been signed by the prescribed authority, if this date is subsequent to the date of actually passing the examination.

17. Every officer of the [Bihar] Civil Service (Executive Branch) and the [Bihar] Junior Civil Service is required to prepare a full, complete and careful record of two cases tried by a first class Magistrate relating to offences under the Indian Penal Code and defended cases tried by a Sessions Judge, Additional Sessions Judge or an Assistant Sessions Judge of which one shall be contested criminal appeal. The record should consist of-

- (a) a summary of the evidence with notes on it, showing its admissibility and applicability to the offence charged: and
- (b) notes on the procedure with reference to the Codes, for example to such matters as the rules as to cross-examination, re-examination drawing up of charge, and taking the statement of the accused.

It should be understood that value will be given to useful notes based on annotated editions of the Criminal Procedure Code, Indian Penal Code, each case should be prepared during or after attendance in court as the trial proceeds. The records should be submitted by the officer concerned to his immediate superior who will forward them to the Legal Remembrance through proper channel. The Legal Remembrance will report to Government his opinion whether the records have been satisfactorily prepared under this rule will be the date on which they are received by the immediate superior to whom the officer concerned submits the records.

18. (1) Any officer of the [Bihar] Civil Service (Executive Branch) and the [Bihar] Junior Civil Service posted in the areas mentioned in Part I of Appendix III will have to pass the examination in the tribal language mentioned therein against the district in which he is posted, by the lower standard, within a period of eighteen months from the date on which he is posted to that district. If he fails to do so, his increments will be stopped until such time as he passes the examination:

Provided that if an officer is prevented from passing the examination by circumstances beyond his control, Government may grant him such further time for passing the examination as they consider fit.

(2) An officer whose increments have been stopped for failure to pass the compulsory examination in a tribal language shall get his increments as soon as he is transferred to a district outside the areas, mentioned in part I of Appendix III, or as soon as he crosses the age of 50 years, whichever is earlier.

(3) The stoppage of increments under sub-rule (1) or sub-rule (2) of this rule shall not have cumulative effect.

(4) An officer of the [Bihar] Civil Service (Executive Branch) and the [Bihar] Junior Civil Service posted in [Bihar] outside the area mentioned in Part I of Appendix III will be eligible to appear at the optional examination in the tribal language mentioned in Part II of Appendix III.

19. **Procedure for appearance at the examination.** - Any officer desirous of appearing in the Departmental Examination is required to send to his District Officer, Head of the Department or Department of Government, through proper channel, but not later than 1st day of May, in the case of the first half yearly examination, and the 1st of September, in the case of the second half-yearly examination, an intimation in the form given in Appendix IV, of his intention to appear at the examination.

20. From the application referred to in rule 19 above, each District Officer/Head of Department or Department of Government concerned, will prepare and send a consolidated statement showing the particulars of the officers and the subjects and standard in which they intend to appear along with their application, to the Secretary to the Central Examination Committee latest by the 16th May/16th September for the first/second half-yearly examination.

21. On receipt of such applications, the Secretary to the Central Examination Committee shall take necessary steps to inform the Centre Superintendents-about the candidates permitted to appear at each centre and may also issue admit cards to the candidates for this purpose.

22. **Confirmation.** - An officer of the [Bihar] Civil Service (Executive Branch) will be confirmed in the service after -

- (a) he has rendered two years of continuous service as Deputy Collector;
- (b) he has passed the Departmental Examination completely by the standard; and
- (c) Government consider the officer as suitable in all respects for confirmation in the service.

23. An officer of the [Bihar] Junior Civil Service appointed on a period of probation of two/four years will be confirmed in the service after-

- (a) he has rendered two/four years of continuous service as a Sub-Deputy Collector;
- (b) he has passed the Departmental Examination in Law Standard and in Accounts and Development; and
- (c) Government consider the officer as suitable in all respects for confirmation in the [Bihar] Junior Civil Service.

24. **Regulation of Increments.** - An officer of the [Bihar] Civil Service (Executive Branch) or the [Bihar] Junior Civil Service will be entitled to draw his first increment one year after the date of his appointment to the Service, or on the date of passing the department examination in Law (Part I and II) and Hindi by the Lower Standard and in Accounts and Development, whichever be later. An officer who has rendered himself eligible to the first increment, will be entitled to draw the second increment on completion of two years of service. He will be entitled to the third increment on completion of three years of service, on confirmation and on submission of records of cases, whichever be later:

Provided that an officer appointed on a period of probation of four years will, on rendering himself eligible for the first and second increments, be entitled to the third increment on completion of three years of service, and to the fourth increment on completion of four years of service, on confirmation and on submission of records of cases whichever be later:

Provided further that if the passing of the Departmental Examination or the confirmation of the officer or the submission of records of cases be delayed the officer will be entitled, on fulfilling the conditions mentioned above, to draw pay at that stage



in the time-scale to which he would have been entitled, had there been no delay in passing of the departmental examination or in his confirmation or in the submission of records of cases.

25. An officer of the [Bihar] Civil Service (Executive Branch) or the [Bihar] Junior Civil Service will be entitled to draw pay at the third stage from the starting point in the respective time-scale of pay as soon as he passes the Departmental Examination completely in Law (Part I and II) and Hindi, by the Higher Standard and in Accounts and Development and on submission of records of cases, irrespective of his length of service; he will continue to draw pay at the third stage in the time scale till he becomes eligible for the next stage in the respective time-scale according to rule 24.

#### Appendix I

(See Rule 14)

#### Syllabus for the Departmental Examination

##### Section A - Law.

1. The examination in law shall be directed as far as may be feasible to points which frequently arise in practical work; and the papers to be answered with the aid of books shall be such as will thoroughly test the capacity of the examinees to understand the bearing of facts and to ascertain the law and apply it. The question should be confined as much as possible to cases commonly arising in the ordinary routine of the officer of a Magistrate and Collector. Certain facts of probable occurrence in real practice should be stated, and the examinee is required to find and apply the law applicable to such facts. Only unannotated editions of Acts or Codes and Manuals issued by authority will be allowed in answering this paper.

2. For the purpose of the examination of these officers, law is sub-divided into the following two parts:-

Law Part I - Criminal Law, and the Law of Evidence.

Law Part II - Revenue Law.

3. There will be four sets of question papers in the examination in law, viz., one in each part to be answered with, and another without the aid of books.

4. The scale of marks fixed and the time allowed are as follows:-

Subject of Examination	Maximum Marks.	Number of marks required to pass by the. -		Time allowed.
		Lower Standard.	Higher Standard.	
1	2	3	4	5
				Hours.
Without Books	100	40	60	1 ½
With Books	100	*	60	1 ½

\* Officers are not required to pass by the Lower Standard in the paper with books.

N.B. - No Officer, will be deemed to have passed by the Higher Standard in either part, unless at the same examination he obtains at least 60% marks in the examination with, and also in that without books, provided that a Sub-Deputy Collector who obtains pass marks in the paper with or without books in either part at any examination will not be required to take that paper at a subsequent examination.

5. The Act and Regulation from which questions will be set are shown below:-

#### Laws and Regulations in the Examination

(Without Books)

##### Part I - Criminal Law and the Law of Evidence

Serial No.	Regulation of Act		Subject or short title
1	2		3
1.	Act XLV of 1860	...	The Indian Penal Code.

2.	Act I of 1872	...	The Indian Evidence Act (omitting Chapters VIII and X).
3.	Act V of 1898	...	The Code of Criminal Procedure Chapters 4-9, 13-21 and 24- 26.
4.	Act V of 1861 and all amending Acts.	...	The Police Act.
<b>Law Part I-With Books.</b>			
1.	Act XLV of 1860	...	The Indian Penal Code.
2.	Act I of 1872	...	The Indian Evidence Act.
3.	Act I of 1871	...	The Cattle Trespass Act.
4.	Act X of 1873	...	The Indian Oaths Act.
5.	Act XI of 1878	...	The Indian Arms Act.
6.	Act XVIII of 1879	...	The Legal Practitioners Act.
7.	Act VIII of 1897	...	The Reformatory Schools Act.
8.	Act V of 1898	...	The Code of Criminal Procedure.
9.	Act XVIII of 1860	...	The Judicial Officer's Protection Act.
10.	Act VI of 1908	...	The Explosive Substances Act.
11.	Act XIV of 1908 and all amending Acts.	...	The Indian Criminal Law Amendment Act.
12.	Act XXVI of 1953	...	Bihar Maintenance of Public Order Act.
13.	Act II of 1947	...	The Prevention of Corruption Act.
14.	Act XXXVII of 1850	...	The Public Servants (Enquiries) Act.
15.	Bihar Act XVII of 1947	...	The Bihar Weights and Measures Act.
16.	.....	...	The Bihar Police Manual, Chapters III, IV, VI (Rules 110

			to 112), IX, X and XII.
17.	Act IV of 1915	...	The Bihar and Orissa Excise Act.
18.	Act IV of 1950	...	Preventive Detention Act, 1950.
<b>Law Part II-Revenue Law-Without Books.</b>			
1.	Act VIII of 1885	...	The Bihar Tenancy Act, 1885.
2.	Bengal Act VI of 1908	...	The Chotanagpur Tenancy Act, 1908.
3.	Bihar and Orissa Act IV of 1914	...	The Bihar and Orissa Public Demands Recovery Act, 1914.
4.	Bihar Act XIV of 1949	...	The Santal Parganas Tenancy (Supplementary Provisions) Act, 1949.
5.	Bihar Act XXX of 1950 and all amending Acts	...	The Bihar Land Reforms Act, 1950.
<b>Section B-Law Part II-Revenue Law-With Books.</b>			
CENTRAL ACTS			
1.	Act IX of 1883	...	The Land Improvement Loans Act, 1883.
2.	Act XII of 1884	...	The Agriculturists' Loans Act, 1884.
3.	Act I of 1894	...	The Land Acquisition Act, 1894.
4.	Act II of 1899	...	The Indian Stamp Act, 1899.
5.	Act X of 1897	...	The General Clauses Act, 1897.
STATE ACTS AND REGULATIONS.			
1.	Regulation I of 1793	...	The Bengal Permanent Settlement Regulation.
2.	Regulation VIII of 1793	...	The Bengal Decennial Settlement (Regulation).
3.	Regulation II of 1819	...	The Bengal Land Revenue Assessment (Resumed) Land

	Regulation III of 1828	...	Regulations.
4.	Regulation VII of 1822	...	The Bengal Land Revenue Settlement Regulations.
	Regulation IX of 1825	...	
	Regulation IX of 1833	...	
5.	Act VII of 1876	...	The Land Registration Act, 1876.
6.	Act V of 1875	...	The Bengal Survey Act, 1875.
7.	Regulation XI of 1825	...	The Bengal Alluvion and Diluvion Regulation, 1825.
8.	Act IX of 1847	...	The Bengal Alluvion and Diluvion Land Act, 1847.
9.	Bihar and Orissa Act V of 1922	...	The Bihar Private Irrigation Works Act, 1922.
10.	Act IX of 1880	...	The Cess Act, 1880.
11.	Act VIII of 1885	...	The Bihar Tenancy Act, 1885.
12.	Bengal Act VI of 1908	...	The Chotanagpur Tenancy Act, 1908.
13.	Bihar Act XIV of 1949	...	The Santhal Parganas Tenancy (Supplementary Provisions) Act, 1948.
14.	Bihar Act IV of 1948	...	The Bihar Privileged Persons Homestead Tenancy Act, 1948.
15.	Act I of 1917	...	The Bihar and Orissa General Clauses Act, 1917.
16.	Bihar and Orissa Act IV of 1914	...	The Bihar and Orissa Public Demands Recovery Act, 1914.
17.	Bihar Act XXX of 1950	...	The Bihar Land Reforms Act, 1950.
18.	Bihar Act XXII of 1954	...	The Bihar Bhoodan Yagna Act, 1954.

19.	Bihar Act VII of 1948	...	The Bihar Panchayat Raj Act 1947.
20.	Bihar Land Reforms Rules (amended up-to-date).		
21.	Consolidation of Holdings and Prevention of Fragmentation Act, 1956.		

### Section C - Accounts

6. The examination in accounts will be in two papers, each carrying 100 marks. There will be only one standard, with 50 per cent as the pass marks. The following course has been prescribed:-

#### Paper I - Without Books - duration 1½ Hours.

- (i) "An Introduction to Indian Government Accounts and Audit"- (Second edition), published in 1940, under the authority of the Auditor-General of India.

Chapters 6, 7, 8, 9 (paragraphs 138 to 164, 170, 179, 187, and 192 only), 10, 11, 13 to 19 and 27.

- (ii) The Bihar Treasury Code, Volume I

Chapters I to IV and Chapter V (Sections I, II and III only).

#### Paper II - With Books - Duration 1½ Hours.

- (i) The Bihar Service Code, Chapters IV (Sections I and VIII only) and VII.

- (ii) Bihar Treasury Code, Volume I.

- (iii) Bihar T.A. Rules.

- (iv) Bihar Pension Rules, Chapters III, VIII (Section I, X, XI, (Section I and II) and XII.

*N.B.* - No officer will be held to have passed the examination in accounts until the Collector of the district to which he is attached has given the prescribed certificate for training in treasury work.

### Section D - Hindi.

7. (a) There will be only one written paper in Hindi (in Devanagari script) carrying 200 marks. The duration of the examination will be three hours. The marks will be distributed as below:-

- (i) Noting - 50

- (ii) Drafting - 50

- [(iii) Translation 80 (Hindi to English or precise of the same Hindi passage into Hindi 40, and English to Hindi or Essay in Hindi or Essay in Hindi or any subject 40).]

- (iv) Correction of Sentences 20.

Officers securing 50 per cent and above in the written paper will be declared to have passed by the lower standard and officers securing 60 per cent and above would be declared to have passed by the higher standard.

(b) The *viva-voce* examination in Hindi will carry 100 marks. The topics for *viva-voce* will be as follows:-

- (i) Conversion on general - 40 marks.

- (ii) Testing knowledge of technical words and expressions generally used - 30 marks.

- (iii) Reading of Hindi manuscripts and their oral translation into English and reading of passages in English and then translation into Hindi - 30 marks.

(c) The minimum marks required for passing in the *viva-voce* by the lower and higher standard will be 50% and 60% respectively. An officer has to obtain the minimum pass marks separately in the written examination and *viva-voce* for being declared to have passed in Hindi by either standard.

(d) The following books are recommended:-

- (i) Navin Hindi Praveshika.

- (ii) Prashikshan Vyakhyan Mala, Part I and II.

### Section E - Development.

8. There shall be a paper of two hours duration on Development carrying 200 marks. The examination in that subject will be by only one standard and the pass marks will be 50 per cent.

The following course has been prescribed for the examination in the paper:-

- (i) The First Five-Year Plan (Peoples Edition), Chapters I to VIII.
- (ii) The Second Five-Year Plan (Summary), Chapters I to VIII.
- (iii) A Guide to the Community Development by Dr. D. Ensmniger (Ministry of Community Development Publication).
- (iv) Constitution of India. From the beginning up to the end of Part X, and also Part XIV and XVI.

#### **Appendix II**

(See rule 16)

Every officer shall undergo training in treasury work and shall for that purpose be placed in charge of a district treasury, under the general supervision of the officer ordinarily in charge of the treasury, for a period of not less than three weeks continuously. This shall be immediately followed by a weeks training in one of the non-banking treasuries or sub-treasuries, if any, in the district. Not more than four chances should be allowed to undergo training at a time, in any treasury.

2. If there is no non-banking treasury or sub-treasury the fourth week will also be spent at the district treasury. The trainee should familiarize himself thoroughly with the manuals named below :

(2) [Bihar] Treasury Code, Volumes I and II.

(2) Accounts Code, Volume II.

3. No officer will be deemed to have passed the examination in Accounts until the Collector of the District in which the officer is or was posted, furnishes a certificate that the officer has satisfactorily undergone his treasury training, for the period of four weeks. The Additional Collector may, in the unavoidable absence of the Collector furnish the above mentioned certificate. The Collector/Additional Collector will see that the certificate is signed within three days of the satisfactory completion of the period of training and sent to the Secretary of the Central Examination Committee.

#### **Appendix III**

(See Rule 18)

Study of Tribal Languages.

#### **Part I**

*Compulsory Examination in tribal languages*

1. An officer posted in the areas mentioned below must pass the compulsory examination in the tribal language noted against the district in which he is posted :-

(1) Hazaribagh - Santhali.

(2) Ranchi - Mundari.

(3) Palamau - Oraon.

(4) Singhbhum - Ho.

(5) Santhal Parganas - Santhali.

(6) Dhanbad - (only Chas and Chandan Kiari Police Station of Baghmara subdivision of the district of Dhanbad) - Santhali.

2. The tests which a candidate must undergo at the compulsory examination are as follows:-

- (a) he must be able to converse freely with people of the tribe, to understand and to make himself understood by them;
- (b) he must write down sentences spoken in the tribal language by one of the tribe and must explain the sentences correctly in English or Hindi; and
- (c) he must translate from English or Hindi into the tribal language sentences not of more difficult nature than those described in clause (b) and the translation must be substantially correct and intelligible to people of the tribe in whose language it is written.

3. (a) The standard prescribed for the compulsory examination is the lower standard. In order to pass by this standard, the examinee must obtain not less than 50 per cent of the marks allotted to each branch of examination and 66 ⅔ per cent of the aggregate.

- (b) The examinee shall be declared to have passed by the higher standard, if he obtains not less than 60 per cent of the marks, allotted to each branch of the examination and 75 per cent of the aggregate. Passing by the higher standard shall be optional for all officers. An officer who passes by the lower standard shall be eligible to re-appear at the examination for the higher standard while an officer who passes by the higher standard even though he has not previously passed by the lower standard.

4. Notwithstanding anything contained in paragraphs 2 and 3 above, the compulsory examination in the case of officers who have put in 15 years or more of service, shall consist only of an oral test, in which the examinee must be able to converse freely with the people of the tribe to understand and to make himself understood by them. In this test the examinee shall be declared to have passed, if he secures not less than 50 per cent of the marks.

5. If an officer is posted to one of the districts named in paragraph 1 of this Appendix and duly passes the examination in the tribal language prescribed for that district, and subsequently posted to another district named in the same paragraph, for which a different tribal language is prescribed, it shall not be necessary for him to pass the examination in the tribal language at the latter district.

6. If an officer knows one of the language mentioned in paragraph 1 of this Appendix as his mother tongue, and is posted to a district for which that very language has been prescribed as the compulsory tribal language, he shall not be required to pass the compulsory examination in that language. If however, he is posted to a district for which the prescribed tribal language is different from the tribal language which he knows as his mother tongue, he shall be required to pass the compulsory examination in the tribal language of that district.

7. Examination in the tribal languages shall be held once in six months, in January, and June, each year. The Commissioners of Chotanagpur and Bhagalpur Divisions will be responsible for conducting these examinations. There shall be uniformity in the standard of examination held in both the Divisions. The same set of question papers shall be set for examination in one particular language to be held on a particular date. The examination shall be held at the district headquarters and the District Officer shall, under the supervision and control of the Commissioner, be made responsible for conducting the examination. In case the District Officer has himself to appear at a particular examination; he will go to the Divisional Headquarters to appear at the examination in the presence of the Commissioner, and arrangements for holding the examination at the district headquarters will be supervised by the Additional Collector. If the Additional Collector himself has to appear at the examination, it should be so arranged that he and the District Officer appear on different dates. Different sets of question papers will be set for the examinations held on different dates.

8. The prescribed text books in the different tribal languages are the following:-

Name of language.			Name of prescribed text book.
(1) Santhaii	...	...	Santhaii Praveshika, Part I and II by Sri Doman Sah, 'Samir' Editor of the "Hor Sambad", published by Santhal Paharia Seva Mandal, Deoghar.
(2) Mundari	...	...	A Mundari Grammar with exercise by Rev. J. Hoffman, S.J. Catholic Mission, Ranchi.
(3) Oraon	...	...	Hath Ara Kath Billin Id-u, by Dr. Christ Michael Tiga, K.B. Kadru, Ranchi.
(4) Ho	...	...	Ho Kaji, by Shri Bhim Ram Solanki, Chaibassa.

9. Rewards will be given as mentioned below to candidates who pass the examination mentioned in paragraph 1 of this Appendix, within the stipulated time, subject to the condition that from all rewards granted, any rewards previously drawn for the same language will be deducted:-

	Lower Standard	Higher Standard.
	Rs. 650	Rs. 1000
Officers of ... ..	650	1000

Class I				
Officers	of ... ..	500		800
Class II				
Officers	of ... ..	250		400
Class III				

*Note I.* - An officer, who appears only at the oral test, as provided in paragraph 4 above, shall not be entitled to any reward.

*Note II.* - No reward shall be given to any officer for proficiency in a second language of the same group.

Group I - Ho, Mundari, Santhaii;

Group II - Oraon, Rajmahal Paharia;

Group III - Nepalese Paharia or Khas Kura.

10. The Commissioners conducting the examination will report to Government the names of officers declared to have passed by each standard.

### **Part II**

*Rules for the optional study of tribal languages*

11. Officer posted outside the areas mentioned in Part I of this Appendix will be eligible to appear at the optional examination in the languages noted below:-

Group I	... ..	Ho, Mundari, Santhaii;
Group II	... ..	Oraon, Rajmahal Paharia;
Group III	... ..	Nepalese Paharia or Khas Kura.

12. The tests which a candidate must undergo shall be as in Part I of the Appendix. In addition, the examination in Nepalese Paharia shall include a test in which the Examinee must transliterate and translate into English or Hindi a paper in the current written (not printed) form of character of the language.

13. The standards of the optional examination and the percentage of marks required for passing by each standard shall be the same as for the compulsory examination in other tribal languages laid down in paragraph 3 of this Appendix.

14. The examination shall be conducted under the control of the Commissioners, Chotanagpur and Bhagalpur Divisions, who will convene local committees for the purpose.

*Commissioner of Bhagalpur-*

Group I - Santhaii;

Group II - Rajmahal Paharia;

Group III - Nepalese Paharia

*Commissioner of Chotanagpur*

Group I - Ho and Mundari

Group II - Oraon

15. The rewards to be given to successful candidates will be as detailed below subject to the condition that from all rewards granted, any rewards previously drawn for the same languages are deducted:-

Lower	Higher
Standard	Standard.

**For all languages except Nepalese Paharia.**



		Rs.	Rs.
Officers	of ... ..	750	1000
Class I			
Officers	of ... ..	500	800
Class II			
Officers	of ... ..	250	400
Class III			

**For Nepalese Paharia.**

Officers	of ... ..	250	500
Class I			
Officers	of ... ..	150	300
Class II			
Officers	of ... ..	50	100
Class III			

16. The Commissioners, (Chotanagpur and Bhagalpur Divisions) will report to Government the names of officers declared to have passed by each standard.

**Appendix IV**

(See Rule 19)  
(Form of application)

No.....

From

.....

To

.....

Dated.....20

Sir,  
With reference to rule 19 of the Rules for the Departmental Examination of officers of the [Bihar] Civil Service (Executive Branch), and the [Bihar] Junior Civil Service, I have to report my intention to appear at the departmental examination to be held at (a).....from the (b).....20.....in the following subjects:-

Subject.	Lower Standard.	Higher Standard.
	(1)	
	(2)	
	(3)	
	(4)	
	(5)	

To be clearly written.

Your faithfully,

Full designation.

Office.....

District.....

Signature

with

name

and

Note. - Candidates should state for what standard they intend to appear-

(a) Name of centre.....

(b) Date.....