APPENDICES
APPENDIX I

(a) ORGANIZATION FOR PERSONNEL MANAGEMENT IN THE UNITED STATES OF AMERICA

APPENDIX I

ORGANIZATION OF THE
UNITED STATES CIVIL SERVICE COMMISSION

The Commission
Executive Assistant to The Commissioners
Chairman

Office of
The General Counsel
Board of
Appeals and
Review

International Organiza-
tions Employees
Loyalty Board

Executive Director
Deputy
Executive Director

Public Information Office

Office of
Career Development

Office of
Executive Director
Interagency
Advisory Group
Appeals Examining
Office of

Office of
Hearing Examiners

Bureau of Programs and
Standards
Bureau of Recruiting &
Examining

Bureau of Personnel
Investigation

Bureau of Management Services

Bureau of Retirement and
Insurance

10 Regional
Offices
3. Chicago 8. St. Louis
4. Dallas 9. San Francisco
5. Denver 10. Seattle

Source for Appendices 1 (a) to (d):
USCSC, Organization of the
U.S. Civil Service
Commission,
(Washington, D.C.,
November 1965)
APPENDIX I

UNITED STATES CIVIL SERVICE FIELD ORGANIZATION

Office of Executive Director
(Deputy Executive Director)

TEN REGIONAL OFFICES
Each office headed by a Regional Director
Under the supervision of the Executive and Deputy Executive Director, the Regional Director executes all Commission programs and activities and provides top representation of the Commission in his respective region.

FOUR BRANCH OFFICES
Each office headed by a Branch Manager
As directed, administers Commission programs within jurisdictional areas.

163 DUTY STATIONS FOR INVESTIGATORS, CIVIL SERVICE REPRESENTATIVES AND SUPPORTING PERSONNEL
As needs dictate, personnel is stationed in areas of major activities outside regional office headquarters for investigatory, examining, and inspection functions.

748 FIELD ESTABLISHMENT BOARDS*
As authorized by regional directors, conducts examining activities in specified areas.

*Staffed with employees of other Federal establishments under supervision of USCGC.
APPENDIX I

ORGANIZATION OF REGIONAL OFFICES

- Regional Director
- Deputy Regional Director

Administrative Services Staff

Office of the Regional Director

Personnel Management Division

Investigations Division

Branch Office

* Also serves as Chief, Personnel Management Division in most Regions.

** This position exists in some Regions only.
APPENDIX XI

ORGANIZATION FOR PERSONNEL MANAGEMENT IN INDIA AS AT PRESENT

Parliament

UPSC Reports

President

Supreme Court of India

Report

Prime Minister

Appointments Committee of the Cabinet

Cabinet

Central Establishment Board

Establishment Officer

Cabinet Secretary

Secretary

Departmental Promotion Committee

Other Administrative Ministries

Establishment Sections under Full-time or Part-time Establishment officers.

Ministry of Home Affairs

1 2 3 4 5 6 7 8 9

Ministry of Finance

Staff Inspection

Establishment Units

Section

Deals with all matters relating to financial implications of service conditions and pay and allowances of all employees of Government of India.

P. T. O.
1. All India Services Unit.
2. Establishment Sections.
3. Staff Welfare Section.
4. Central Services Sections.
5. Establishment Officers Sections.
6. Scheduled Castes and Scheduled Tribes Section.
7. Subordinate and Non-gazetted Section.
8. National Academy of Administration, Central Secretariat School and other attached offices (Police Training School etc.) dealing with training of personnel.
9. Temporary Services Division.

Each Unit is under the charge of different officials.

Activities of all the units are not co-ordinated through any single official responsible for all civil service matters, who may be called the Head of the Civil Service in India. The Secretary of the Ministry of Home Affairs is supposed to be in charge of all personnel activities whose primary duties are internal security and relations with State Governments and is already overburdened with such work.

Characteristics:
Responsibility for personnel management is diffused in different officials and agencies.

There is no official head of the Civil Service nor any single official responsible for personnel matters in the Government.
APPENDIX II

(b) CHART SHOWING THE ORGANIZATIONAL LAY OUT OF THE UNION
PUBLIC SERVICE COMMISSION

(As on 1 April 1964)*

CHAIRMAN

MEMBERS

SECRETARY

Examination Branch
I.T.O. Section (Ad hoc)
Confidential Branch
Administrative Branch
Services Branch
Recruitment Branch

I II III IV V VI

I II Holl with R-I R-II R-III R-IV

Est. C.S.A. Sec.

R.B. One Section Officer is attached to the
Personal Staff of Chairman.

One Section Officer is attached to the
Personal staff of Secretary.

Major changes in recent years have been:

(i) Appointment of Controller of Examinations as in-
charge of Examination Branch.

(ii) Reorganisation of Services Branch.

(iii) Addition of another Section in Recruitment Branch.

(iv) The Ad-hoc I.T.O. Section has been abolished now.

Source: Government of India,
Descriptive Memoir of the Union Public Service Commission as
on 1 April 1964
(New Delhi, O&M Division, Cabinet Secretariat, 1964)

* Efforts were made to secure the latest organisational
charts of the UPSC, however, it could not be obtained
as the officials in the UPSC, Secretariat are too
reluctant to give this information.
APPENDIX II

(C) FUNCTIONS OF CENTRAL ESTABLISHMENT BOARD:

Constitution:

(a) The Board shall consist of six members including the Chairman.

(b) Cabinet Secretary will be the Chairman (ex-officio) and Home Secretary as Member (ex-officio).

(c) Other members of the Board will be a Finance Secretary and three other Secretaries.

(d) Cabinet Secretary shall at all times be one of the members and Chairman of the Board.

(e) Home Secretary shall at all times be one of the members of the Board.

(f) A suitable system of rotation shall be established, under the orders of the Appointments Committee of the Cabinet, to secure the annual retirement of the members (other than the Chairman and the Home Secretary) and their replacement by other eligible Secretaries.

(g) The Establishment Officer to the Government of India shall act as Secretary to the Board.

Functions:

It shall be the duty of the Board —

(a) having regard to the merits, claims and availability of all officers in the field of choice for any particular vacancy, to make recommendations for the selection and appointment to —
(i) all posts of and above the rank of Under Secretary to the Government of India in the Secretariat (except posts of Additional Secretary, Special Secretary and Secretary to the Government of India);

(ii) all non-Secretariat posts under the Government of India which are included as category 'A' posts in the Schedule of the reorganised Central Secretariat Service;

(iii) all non-Secretariat posts under the Government of India which are manned by officers of the All-India Services;

(iv) all other non-Secretariat posts which are similar in rank and status to the posts mentioned in (i) above when it is proposed to appoint there-to

(a) officers belonging to the Central Secretariat Service or the Central Administrative Pool;

(b) officers belonging to any of the services which supply officers to the Central Administrative Pool;

(b) to advise the controlling authority via the Ministry of Home Affairs, in regard to the initial constitution and future maintenance of the Central Administrative posts at the centre.
(c) to advise the Ministry of Home Affairs in regard to the initial constitution and future maintenance of Selection Grade and Grade I of the Central Secretariat Service on matters specifically referred to the Board by that Ministry.

APPENDIX II

(4) **FUNCTIONS OF MINISTRY OF HOME AFFAIRS**

The Ministry of Home Affairs deals chiefly with matters relating to maintenance of peace and public tranquility and the manning and administration of public services. In addition, the Ministry is also charged with the responsibility of the administration of Union Territories and schemes for the welfare of Scheduled Castes, Scheduled Tribes and other backward classes. Matters relating to the appointment and conditions of service of Chief Justices and other Judges of the Supreme Court and High Courts, bills passed by State Legislatures and reserved for the President's assent and the residuary work of the former Ministry of States which was amalgamated with the Ministry of Home Affairs in January 1955, are also dealt with in the Ministry.

2. In the field of "public services" the Ministry is responsible for regulating matters of general applicability to all services and for the maintenance of common standards of recruitment and training and the formulation of principles to govern promotions, seniority, conduct and discipline and other conditions of service generally. The Ministry is also concerned with the staff of senior posts at the Centre and the administration of the Industrial Management Pool and the various Central Secretariat Services. In regard to the two All India Services, namely, the I.A.S. and the I.P.S., the Ministry is responsible not only for matters of a general nature but also for their detailed application to individual cases. This Ministry is also responsible for all matters concerning the Delhi and Himachal Pradesh Civil and Police
Services, and also the Joint Delhi-Himachal Pradesh I.A.S./I.P.S. cadres.

3. On the "public security" side, the responsibility for the maintenance of law and order in the Union Territories rests fully with the Ministry. In the States, while the primary responsibility rests with the States themselves, the Government of India largely plays an advisory and co-ordinating role. The Ministry of Home Affairs receives a stream of information from all parts of the country, co-ordinates it and advises the State Governments from time to time on questions of all-India interest.

4. The Ministry is responsible for regulating admission into and deportation from the country of foreigners and for regulating their stay, movement and activities.

5. The Emergency Relief Division in this Ministry coordinates the policies and plans prepared at the Centre and the States about Emergency Relief, Home Guards and Fire Services.

6. As decided by the Cabinet in September, 1956, a Directorate of Manpower was constituted and located in the Ministry of Home Affairs in November, 1956. The Directorate acts as the secretariat for the Cabinet Committee on Manpower, and is concerned generally with the co-ordination of manpower policies and programmes whose implementation is done by the Ministries and other agencies concerned, in the light of the decisions of the Committee. It works in close co-operation with the Divisions of the Planning Commission dealing with
manpower, and the Council of Scientific and Industrial Research and maintains liaison with the Ministries at the Centre through officers nominated by them to deal with their manpower problems. There is also now a Manpower Officer in each State who looks after manpower work in his State and keeps the Directorate informed of the developments.

7. The Administrative Vigilance Division of this Ministry renders assistance to and co-ordinates the activities of the Ministries of the Central Government in their campaign against corruption in the public services. The Division also supervises the working of the Special Police Establishment which carries on investigation into cases of corruption in which Central Government employees might be involved.

8. The Ministry deals with general matters pertaining to prohibition and the implementation of recommendations of the Central Prohibition Committee.

The following are some of the Sections in the Ministry of Home Affairs which deal with various personnel management activities of the Government of India:

I. Administration I Section

1. Personnel administration of officers and staff of the Ministry (Classes I, II and III) including —

(a) appointments, postings, leave and transfers;
(b) promotions — Departmental Promotion Committee;
(c) confidential reports;
(d) verification of character and antecedents;
(e) medical examination;
(f) retirements and grant of pension;
(g) disciplinary matters; and
(h) maintenance of Service Books.

II. **Administration II Section**

1. Personnel administration of Class IV staff and Archivist, Caretaker, Gestetner Operator, Librarian, Security Staff (including Receptionists), Staff Car Drivers including —

   (a) appointments, postings, leave and transfers;
   (b) promotions;
   (c) confidential reports;
   (d) verification of character and antecedents;
   (e) medical examinations;
   (f) retirements and grant of pension;
   (g) disciplinary matters; and
   (h) maintenance of Service Books.

III. **All-India Services I Section**

1. The following matters relating to the Indian Administrative Service and the Indian Police Service:

   (a) Appointments through the competitive examination as well as by promotion/selection.
   (b) Training and probation (including extension of probation confirmation etc.) of IAS/IPS Officers;
   (c) Implementation of the I.A.S. and I.P.S. (Extension to States) Scheme;
(e) Questions regarding the uniform, uniform grants and badges of rank for the Indian Police Service.

(f) Matters coming within the purview of All-India Services (Medical Attendance), (Travelling Allowance and Compensatory Allowances) Rules.

2. Rules for the Combined Competitive Examination for the Indian Administrative Service and Allied Services.

3. Residual work relating to appointments under the Emergency Recruitment Scheme, including confirmation of war service candidates and those recruited under the Emergency Recruitment Scheme.

4. Ex-Officio status to officers holding non-Secretariat posts.

5. Matters relating to the I.A.S. Training School (except Budget and non-gazetted staff of the School).

6. Allocation of Officers between Madras/Andhra under the Andhra State Act, 1953, and other cognate service matters coming within the purview of the Act.


8. Training of Police Officers from Nepal at the Central Police Training College, Abu, under the Technical Co-operation Scheme of the Colombo Plan.

9. General references relating to the organisation and conditions of services of the All-India Services.

10. All-India Services (organisation) Schemes.
IV. **All-India Services II Section**

1. Matters arising out of the provisions in the Constitution relating to the All-India Services.


4. Cases relating to, and involving the application of—
   (a) the All-India Services (Conduct) Rules;
   (b) the All-India Services (Provident Fund) Rules;
   (c) the All-India Services (Leave) Rules; and
   (d) the All-India Services (Discipline and Appeal) Rules.

5. Re-employment, acceptance of commercial employment, etc., of officers of the All-India Services during the period of leave preparatory to retirement or after retirement.

6. Residuary work relating to the Special Recruitment Board.

7. Cases relating to the I.C.S. Family Pension Fund.

8. Disciplinary and other references relating to Secretary of State's Officers (other than I.C.S./I.P.S. Officers), including references relating to Article 314 of the Constitution and the winding up of the Secretary of State's Services.

V. **All-India Services III Section**

1. Framing/Amendment, etc. of Rules under the All-India Services Act, 1951.
2. Interim correspondence regarding Death–
Retirement benefits for officers of the I.A.S. and I.P.

3. Arrangements for manning of Senior Central Posts
(Administrative as well as Police Posts).


5. Preparation of All-India Civil List.

6. Preparation of All-India History of Services.

VI. Central Services (A) Section

1. Central Secretariat Service—matters of policy
   common to all grades.

2. All matters relating to Grades I, II and III.

VII. Central Services (B) Section

1. Central Secretariat Service—All matters relating
to Grade IV.

VIII. Central Services (C) Section

1. Central Secretariat Service—All matters relating
to Grade IV in Class III and Class IV.

2. All work relating to the allotment of persons
   recruited to Class I and Class II of the Central Services
   and Grade III of the Central Secretariat Service on the basis
   of the results of the annual Competitive examinations.

3. Recruitment procedure and priorities—resettlement
   of retrenched Central Government employees—matters relating to
   the appointment of persons nominated by the Transfer Bureaus
and Employment Exchanges--references from the Director General Rehabilitation and Employment regarding employment assistance and other miscellaneous matters.

4. Employment of Non-Indians and persons who are not citizens of India--issue of certificates of eligibility for Union Services and posts.

5. Work relating to recruitment of War Service Candidates to Class I and Class II Service and other work regarding--

(a) fixation of pay and other general conditions of service of War Service Candidates and Temporary Government employees appointed permanently against War Reserved and post--1945 vacancies;

(b) fixation of initial pay of War Service Candidates and retrenched temporary employees appointed to Civil posts on a temporary basis; and

(c) counting of Military Service rendered in the last war for purposes of civil pension.

6. Extension or re-employment of superannuated persons in services and posts under the Central Government.

7. Questions of policy and procedure in regard to retrenchments and reversions whether due to reduction in establishment or otherwise.

IX. Central Services (D) Section

1. Matters relating to the Central Secretariat Stenographers' Service and the Central Secretariat Clerical Service.
1. Central and Provincial Displaced Government Servants —
(a) Pakistan Optees (provisional and final);
(b) policy regarding absorption in Government service in India and conditions of service including pensionary benefits;
(c) transfer of service records.

2. Former employees of Burma Government—policy regarding absorption in Central Government Service and conditions of service.

3. Employment assistance to employees of former Indian States.

XI. Establishments (A) Section

1. Matters of common interest to public services—
   1) General questions relating to conditions of service (other than financial) of Central Services including tenure, conduct, discipline and other general matters regarding personnel administration in particular;
      (a) provisions of the Constitution relating to services,
      (b) Civil Services (Classification, Control and Appeal) Rules and the rules made thereunder.
      (c) Government Servants Conduct Rules.
(d) Confidential Reports--Principles for maintenance and communication, etc.
(e) Casual Leave including Special Casual Leave.

ii) Conditions of Service (financial), e.g., pay, leave, pensions, travelling and other allowances, Provident Fund benefits, etc., in so far as they raise points of general service interest.

2. (a) Conduct of pensioners.
   (b) Grant of permission to take up non-Government employment after retirement or during leave preparatory to retirement.

3. Premature retirement of officers of non-Asiatic domicile.

4. Service questions arising out of the absorption of personnel from States as a result of Federal Financial Integration.

5. General questions relating to re-organization of the machinery of the Government.

XII. Establishments (B) Section

1. Union Public Service Commission--
   (a) Consultation Regulation.
   (b) Condition of Service Regulation.
   (c) Appointment of Chairman and Members.

2. Recognition of Service Associations.
3. Petitions and memorials regarding service matters—
instructions regarding submission to President.

4. Classification of posts and grant of gazetted
status.

5. Honorary appointments.

6. Suitability of candidates for appointment to and
continuance in Government service.
   (a) Verification of character and antecedents—
   principles and procedure.
   (b) Government servants having families in
       Pakistan.

7. Undesirable activities of Government servants—
Civil Services (Safeguarding of National Security) Rules.

8. Staff Committees.

XIII. Establishments (C) Section

1. Matters relating to services and establishments
in Part C States.

2. Appointment of Lieutenant-Governors and Chief
Commissioners in Part C States.

3. Deputation of officers (other than police
officers) to the Part B and Part C States.

4. Matters relating to the Regional Organisations
in the Part B States, and their closing, including service
matters.

5. Residuary work on service matters relating to
organisations with which the Political Department/Ministry
of States was concerned.

**XIV. Establishment Officers Section (I)**

1. Cases for the appointment Committee of the Cabinet and the Central Establishment Board.

2. Correspondence with State Governments regarding deputation of ICS and IAS Officers and return of such officers from the Centre to the States.

3. Postings, promotions and transfers of officers of Grade I of the Central Secretariat Service.

**XV. Establishment Officer's Section (II)**

1. Postings, promotions and transfers of officers of Grade II and Grade III of the Central Secretariat Services and Grade I and II of the Central Secretariat Stenographers' Service.

2. Cases for the Central Secretariat Service Selection Board.

**XVI. Establishment Officer's Section (III)**

Maintenance of the character rolls of the officers of the ICS, IAS, etc., the Central Administrative pool and Grades I, II and III of the Central Secretariat Service.

**XVII. Organisation and Methods Section**

2. Liaison with Central Organisation and Methods Division of the Cabinet Secretariat.


4. Weekly statements of dispositions to be submitted to the Minister and Deputy Minister.

5. Monthly summaries for the Cabinet relating to the Ministry of Home Affairs.


XVIII. Scheduled Castes and Scheduled Tribes Section

1. Policy and implementation of safeguards in the matter of the employment in Government service of Scheduled Castes, Scheduled Tribes and Anglo-Indians; including—
   (a) The interpretation of the provisions in the communal representation orders;
   (b) proposals regarding the grouping of posts and proposals for the exemption of posts from the operation of the communal representation orders; and
   (c) communal returns.

2. Scheduled Castes and Scheduled Tribes—
   (a) verification of claims of candidates for employment to be treated as Scheduled Castes/Scheduled Tribes;
   (b) fixation of percentages of reservation for Scheduled Castes/Scheduled Tribes in the case of local recruitment to Class III and
(c) reservation for Scheduled Castes/Scheduled Tribes in the services under the control of the State Governments.

3. Requests for recognition of associations as representative of Scheduled Castes/Scheduled Tribes.

4. Matters relating to the lists of newspapers in which all advertisement, regarding vacancies, recruitments to which is made on an all-India basis should be published.

XIX. Staff Welfare Section

Supervision of all Departmental Canteens and provision of amenities to Central Government employees.

XX. Subordinate and Non-Gazetted Section

1. All general matters relating to Class IV staff of the Central Secretariat and the Indian Administrative Service Training School—pay and allowances, status and duties — Nomination of surplus Class IV staff.

2. Administrative control over and staff requirements of the Secretariat Training School.


4. Staff of the Union Public Service Commission.

5. Grant of Simla Allowances.

6. Sanction of staff (Gazetted and non-Gazetted) for the Ministry of Finance (all Divisions) including all cases pertaining to the grant of higher initial pay, grant of special pay, night duty allowance and other emoluments in the Ministry of Finance.
7. Concessions to political sufferers.

8. All matters relating to replacement of unqualified persons by qualified persons and interpretation of orders issued in this connection.

9. Service matters raising issues of a general nature common to all Subordinate Offices, other than those dealt with in Estts., R.P.S., and T.S. Section.

XXI. Temporary Services Section

1. Matters relating to, and involving the application of the Central Civil Services (Temporary Service) Rules, 1949.

2. Scrutiny of recommendations made by different Ministries and Attached Offices.


4. Relaxation of ben on confirmation.

Sources:

Government of India, Secretariat Training School, Organisational Set-up and Functions of the Ministries Departments of the Government of India (New Delhi, 1964), pp. 111-112 and

Government of India, Cabinet Secretariat, Descriptive Memoir of Ministry of Home Affairs (New Delhi, December 1955), pp. 30-42. As the latest descriptive memoir of the Ministry was not available, hence the information has been reproduced from the older one. However, the functions more or less remain the same with little change here and there.
APPENDIX II

(c) FUNCTIONS OF THE ESTABLISHMENT OFFICER:

The Establishment Officer to the Government of India is administratively under the Ministry of Home Affairs. His duties inter alia are --

i) to be the Secretary of the Appointments Committee of the Cabinet and of the Central Establishment Board;

ii) to receive all communications intended for the Appointments Committee or the Board and to obtain and communicate their orders to the Ministries concerned;

iii) to keep himself fully informed of possible or impending vacancies in posts falling within the purview of the Appointments Committee or the Board and the availability of officers of the requisite seniority and experience for filling such appointments;

iv) to keep himself in close touch with State Governments, the Comptroller and Auditor-General and the Ministries of Home and Finance for the systematic planning and maintenance of supply of suitable officers for manning the "deputation" posts at the Centre;

v) to ensure up-to-date maintenance and proper custody of confidential records of all officers belonging to or likely to be recruited to Grade I of the Central Secretariat Service, the Central Administrative Pool and other I.A.S. officers of various States;

vi) to conduct all correspondence with State Governments, the Comptroller and Auditor-General or the Ministries concerned in regard to the selection or reversion of officers is connected with appointments within the purview of the Board or the Appointments Committee.
All correspondence between Ministries at the Centre on the one hand and the Comptroller and Auditor-General or the State Governments on the other for the loan of officers for employment at the Centre shall be canalised through the Establishment Officer whenever --

"either (a) The Officer whose services are required belongs to an All India Service, to a State Civil Service or a State Police Service; and

(b) the officer is required for a post which is within the purview of the Board or the Appointments Committee."

No Ministry or Department or autonomous body financed by the Central Government shall obtain or try to obtain the services of all India Service Officer by direct correspondence with any State Government.

**APPENDIX II**

**SUGGESTED RE-ORGANIZATION OF THE PERSONNEL MANAGEMENT**

- **Parliament**
  - UPSC
    - Reports

- **President**
  - Supreme Court of India

- **UPSC**
  - Inter-Ministry Committee of Personnel Officers
    - Report

- **Prime Minister**
  - Appointments Committee of the Cabinet
    - for higher appointments of the level of Secretaries

- **Cabinet**
  - Secretary General or Director of Personnel (Head of the Civil Service)
  - Ex-Officio Secretary of Appointment Committee of the Cabinet

- **An Advisory Body**
  - for recommending appointments to higher posts.

- **Central Establishment Board**

- **Ministry of Finance**
  - Finance Ministry to render advice on financial implications.

- **Administrative Ministries**

- **Personnel Offices under Personal Officers.**

- **Departmental Promotion Committee**
  - Presided over by a Member of the UPSC for promotion in other Ministries.
Responsibility for Personnel Management entered into Director of Personnel for Secretary-General called the Head of the Civil Service.

UPSC to retain its advisory character but to function as an expert agency in personnel matters.

To tender expert advice to the Director of Personnel on all matters relating to the following aspects of personnel administration:

- Framing of personnel policies and service rules.
- Manpower planning.
- Leadership and overall aspect of training.
- Pay research.
- Research in new techniques and methods of personnel management.
- Centralised recruitment to various categories of civil services.
- Development of personnel and classification standards. Vigilance in the safeguarding of merit principles, e.g., promotions.
- Quasi-judicial functions in respect of disciplinary actions, employee appeals and redress of employee grievances.

UPSC to function with the same safeguards as at present.

Implementation of the personnel policies and Service Rules.

Manpower Planning in individual departments.

Appointments and Transfers to key posts.

Centralised aspects of All-India, Central Services and inter-Ministry cadres.
Talent hunting and career development.

Employee Welfare Programmes.

Retirement and Medical Benefits.

Leadership and control functions in respect of personnel management in relation to other Ministries and Departments.

*Departmental Personnel Offices*

*Under Personnel Officer*

To be re-organized and standardized under professional personnel officers. Certain personnel management authority and responsibility is to be delegated to them subject to the overall supervision and control of the Director of Personnel.
APPENDIX III

UNITED STATES CIVIL SERVICE COMMISSION

GENERAL CRITERIA TO DETERMINE POSITIONS OF A POLITICAL OR NON-CARRIER EXECUTIVE NATURE:

I - Responsibility and Authority
- the incumbent gets his authority from a specific statute;
- incumbent is responsible to President;
- incumbent can't divest himself of responsibility even when he delegates his authority.

II - Governing or Controlling Policy
- incumbent establishes top level policies, programmes and objectives;
- incumbent has authority to make final decisions;
- it's a question of who makes the governing policy, not who recommends or applies.

III - Public Political Activity
- incumbent publicly advocates and defends the governing policies;
- incumbent represents his agency before Congressional committees;
- the incumbent is the political leader in relations with the public and he represents the administration in power.
Positions Excepted From the Competitive Service Under Civil Service Rule VI

Schedule A, B, C Positions.

Kinds of Positions Excepted

The kinds of positions which may be excepted under Civil Service Rule VI are described in sections 6.1 and 6.2 of the rule, as follows:

"Sec. 6.1 Authority to except positions from the competitive service. (a) The Commission is authorized to except positions from the competitive service whenever it determines that appointments thereto through competitive examination are not practicable. Upon the recommendation of the agency concerned, it may also except positions which are of a confidential or policy-determining character. Such exceptions from the competitive service shall be effective upon publication thereof in the Federal Register. Positions excepted by the Commission shall be listed in schedules A, B, or C, as provided for in section 6.2 of this rule and shall also be listed in the Commission's annual report for the fiscal year in which the exceptions are made.

" (b) The Commission shall decide whether the duties of any particular position are such that it may be filled as an excepted position under the appropriate schedule.

"Sec. 6.2 Schedules of excepted positions. The Commission shall list positions that it excepts from the competitive service in schedules A, B, and C, which
"Schedule A. Positions other than those of a confidential or policy-determining character for which it is not practicable to examine shall be listed in schedule A.

"Schedule B. Positions other than those of a confidential or policy-determining character for which it is not practicable to hold a competitive examination shall be listed in schedule B. Appointments to these positions shall be subject to such noncompetitive examination as may be prescribed by the Commission.

"Schedule C. Positions of a confidential or policy-determining character shall be listed in schedule C."

APPENDIX IV

THE UNION PUBLIC SERVICE COMMISSION (Exemption from Consultation) REGULATIONS, 1958.

No. F.18/4/51-Estts.(B)

Government of India

MINISTRY OF HOME AFFAIRS

New Delhi-1, the 1st September, 1958
10th Bhadrap, 1880

NOTIFICATION

In exercise of the powers conferred by the proviso to clause (3) of Article 320 of the Constitution and in super-

session of all previous regulations on the subject, the President hereby makes the following regulations, namely:

1. These regulations may be called the Union Public Service Commission (Exemption from Consultation) Regulations, 1958.

2. It shall not be necessary to consult the Commission in regard to any of the matters mentioned in sub-clauses (a) and (b) of clause (3) of Article 320 of the Constitution in the case of the services and posts specified in the Schedule to these Regulations.

3. Save as otherwise expressly provided in the rules governing recruitment to the civil service or civil post concerned, it shall not be necessary to consult the Commission in regard to the selection for appointment—

(a) to a post included in an All-India Service, of any officer who is already a member of an All-India Service;

(b) to a post included in a Central Service Class I, of any officer in the Armed Forces of the Union or any officer who is already a member of an All India Service or a Central Service, Class I;

(c) to a Central Service, Class II, or to a post included in a Central Service, Class II, of any officer who is already a member of a Central Service, Class II, or a Central Service, Class III, or of any officer in the Armed Forces of the Union; and
(d) to a tenure post included in a Central Service, Class III, or a Central Service, Class II, of an officer of a State service.

Note:— In this regulation—

(i) the term "Central Service, Class I", "Central Service, Class II", and Central Service Class III", shall include the corresponding Railway Services and Defence Services (Civilian).

(ii) the term "Officer" includes a person holding a permanent or quasi-permanent appointment, but does not include a person in temporary employment;

(iii) the term "State service" means service in a State, appointments to which are made by the Governor;

(iv) the term "tenure post" means a post, whether permanent or temporary, which has been classified as a tenure post in consultation with the Commission.

4. It shall not be necessary to consult the Commission in regard to the selection for a temporary or officiating appointment to a post, if—

(a) the person appointed is not likely to hold the post for a period of more than one year; and

(b) it is necessary in the public interest to make the appointment immediately and reference to the Commission will cause undue delay.

Provided that—

(i) such appointment shall be reported to the Commission as soon as it is made;

(ii) if the appointment continues beyond a period of six months, a fresh estimate as to the period for which the person appointed is likely to hold the post shall be made and reported to the Commission; and

(iii) if such estimate indicates that the person appointed is likely to hold the post for a period of more than one year from the date of appointment, the Commission shall be immediately consulted in regard to the filling of the post.

5 (1) It shall not be necessary to consult the Commission in regard to the making of any order in any disciplinary case other than—
(a) an original order by the President imposing any of the following penalties:

(i) censure
(ii) withholding of increments or promotion;
(iii) recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders;
(iv) reduction to a lower service, grade or post, or to a lower time-scale, or to a lower stage in a time-scale;
(v) compulsory retirement;
(vi) removal from service;
(vii) dismissal from service;

(b) an order by the President on an appeal against an order imposing any of the said penalties made by a subordinate authority;

(c) an order by the President overruling or modifying, after consideration of any petition or memorial or otherwise, an order imposing any of the said penalties made by the President or by a subordinate authority.

(2) It shall not be necessary to consult the Commission in regard to any disciplinary matter affecting a person belong to a Defence Service (Civilian)

(3) It shall not be necessary to consult the Commission in regard to any order made under the Central Civil Services (Safeguarding of National Security) Rules, 1953 or the Railway Services (Safeguarding of National Security) Rules, 1954.

Sd/- V. Vishwanathan,
Special Secretary to the Government of India

SCHEDULE

(1) Posts in respect of which the authority to appoint is specifically conferred on the President by the Constitution.

(2) Posts of Chairman or Members of any Board, Tribunal, Commission, Committee or other similar authority created by or under the
(3) Posts of Chairman or Members of any Board, Tribunal, Commission, Committee or other similar body appointed by or under the authority of a resolution of either House of Parliament or by a resolution of either House of Parliament or by a resolution of the Government for the purpose of conducting any investigation or enquiry into or for advising Government on specified matters.

(4) Posts of Heads of Diplomatic, Consular and other similar Indian Missions in countries abroad (e.g. Ambassadors, High Commissioners, Ministers, Commissioners, Consuls General, Representatives, Agents).

(5) Posts on the personal staff attached to holders of posts mentioned in items (1) to (4) above.

(6) Posts in the Secretariats of the Lok Sabha and the Rajya Sabha.

(7) All technical and administrative posts in or under the Atomic Energy Commission.

(8) Judicial Commissioners and Additional Judicial Commissioners, District Judges and Additional District Judges in Union Territories.

(9) Subordinate Judges and Munsiffs in the Union Territories of Manipur, Tripura and Himachal Pradesh.

(10) All Class III and Class IV services and posts, save as otherwise expressly provided in the relevant rules or orders governing recruitment thereto.

(11) Any service or post concerned with the administration of the North-East Frontier Agency.

(12) Any service or post or class of posts in respect of which the Commission has agreed that it shall not be necessary for it to be consulted.
APPENDIX V

MAJOR PERSONNEL LAWS AND EXECUTIVE ORDERS ADMINISTERED

BY THE

UNITED STATES CIVIL SERVICE COMMISSION

LAWS

1. Civil Service Act 1883
2. Lloyd LeFollette Act 1912
3. Hatch Political Activity Act 1939
4. Veterans Preference Act 1944
5. Federal Employees Pay Act 1945
6. Administrative Procedures Act 1946
7. Universal Military Training and Service Act 1948
8. Classification Act 1949
9. Performance Rating Act 1960
10. Annual and Sick Leave Act 1951
11. Incentive Awards Act 1954
13. Federal Employees Unemployment Compensation Act 1956
14. Retirement Act 1966
15. Government Employees Training Act 1958
17. Retired Federal Employees Health Benefits Act 1960
18. Federal Employees Salary Reform Act 1962
<table>
<thead>
<tr>
<th>Executive Order No.</th>
<th>Subject of Executive Order</th>
<th>Date Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>9830</td>
<td>Amends the Civil Service Rules and provides for Federal personnel administration; includes requirement that the Civil Service Commission prescribe procedures for removals, demotions, and suspensions in the competitive service.</td>
<td>24 February 1947</td>
</tr>
<tr>
<td>10422</td>
<td>Establishing the International Organizations. Loyalty Board in the Commission to make advisory determinations as to the integrity and loyalty of the United States of every citizen employed in any public international organizations of which United States is a Member,</td>
<td>9 January 1953</td>
</tr>
<tr>
<td>10469</td>
<td></td>
<td>2 June 1953</td>
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<tr>
<td>10450</td>
<td>Security requirements for Government employment.</td>
<td>27 April 1953</td>
</tr>
<tr>
<td>10530</td>
<td>Empowers the Civil Service Commission to exercise the authority vested in the President by Sec. 1753, Rev. Stat., 5 U.S.C. 631, to establish regulations on the conduct of persons in the civil service.</td>
<td>10 May 1954</td>
</tr>
<tr>
<td>10561</td>
<td>Designates Official Personnel Folders in Government agencies as records of the Civil Service Commission and prescribes regulations relating to the establishment, maintenance, and transfer thereof.</td>
<td>13 September 1955</td>
</tr>
<tr>
<td>10577</td>
<td>Amends Civil Service Rules and authorizes career-conditional appointment system for the competitive service.</td>
<td>20 November 1954</td>
</tr>
<tr>
<td>10641</td>
<td>Adds Civil Service Rule VIII on appointments to overseas positions.</td>
<td>29 October 1955</td>
</tr>
</tbody>
</table>
Established the President's Committee on Equal Employment Opportunity and abolished the President's Committee on Government Employment Policy (created by E.O. 10590, 18 January 1955, 20 F.R. 409, as amended by E.O. 10722, 6 August 1957, 22 F.R. 6287).

E.O. 10925 re-affirms the policy in E.O. 10590 prohibiting discrimination against any employee or applicant for employment in the Federal Government because of race, religion, or national origin. The Committee's regulations are published in Ch. IV, Title 5, C.F.R.

Provides for appeal systems for appeals from adverse actions against Federal employees.

Provides for employee-management co-operation in the Federal service. Section 16 equalizes appeal rights in adverse action cases of non-preference eligibles and preference eligibles in the competitive Federal service. Implementing regulations issued by the Civil Service Commission were effective as to action commenced on or after 1 July 1962.
APPENDIX VI

(a) LIST OF THE COMPETITIVE EXAMINATIONS CONDUCTED BY
THE UNION PUBLIC SERVICE COMMISSION DURING 1965-66

I. Indian Administrative Service, etc. Examination,
October/November, 1965

Combined Competitive Examination for:-

1. All India Services--

(i) Indian Administrative Service
(ii) Indian Police Service.

2. Central Services--

(iii) Indian Foreign Service
(iv) Indian Audit and Accounts Service
(v) Indian Customs and Central Excise Service
(vi) Indian Defence Accounts Service
(vii) Indian Income-tax Service, Class I
(viii) Indian Postal Service, Class I
(ix) Indian Railway Accounts Service
(x) Transportation (Traffic) and Commercial
Departments of the Superior Revenue
Establishment of Indian Railways
(xi) Indian Ordnance Factories Service,
Class I (Assistant Managers--
Non-Technical)
(xii) Military Lands and Cantonments
Service, Class I
(xiii) Central Information Service (Grade II),
Class I
(xiv) Central Secretariat Service, Section
Officers' Grade, Class II
(xv) Railway Board Secretariat Service,
Class II
(xvi) Indian Foreign Service (Branch-B)
Section Officers' Grade, Class II
(xvii) Customs Appraisers' Service, Class II
(xviii) Delhi and Himachal Pradesh Civil
Service, Class II
(xix) Military Lands and Cantonments Service, Class II.

(xx) Delhi and Himachal Pradesh Police Service, Class II

II. Indian Administrative Service Probationers' Final Examination, June, 1965

III. Indian Administrative Service Probationers' Re-examination, June, 1965

IV. Indian Administrative Service Probationers' Special Examination, December, 1965

V. Indian Police Service Probationers' Final Examination, June, 1965

VI. Indian Police Service Probationers' Re-examination, November, 1965

VII. Combined Engineering Services Examination, September, 1965

Combined Examination for:

1. Organised Services—

(i) Indian Railway Service of Engineers

(ii) Electrical Engineering Department of Indian Railways

(iii) Signal Engineering Department of Indian Railways

(iv) Mechanical Engineering and Transportation (Power) Department of Indian Railways

(v) Central Engineering Service, Class I

(vi) Central Engineering Service, Class II

(vii) Central Electrical Engineering Service, Class I

(viii) Central Electrical Engineering Service, Class II

(ix) Telegraph Engineering Service, Class I

(x) Indian Ordinance Factories Service, Class I

(xi) Central Engineering Service (Roads), Class I
(xii) Stores Department of Indian Railways

(xiii) Indian Supply Service, Class I

(xiv) Military Engineer Services, Class I (Buildings and Roads Cadre)

(xv) Military Engineer Services, Class I (Electrical and Mechanical Cadre)

2. Other Services/Posts--

(i) Assistant Drilling Engineer, Class I, in Geological Survey of India

(ii) Assistant Director/Assistant Executive Engineer/Research Officers, Civil, Electrical and Mechanical, in the Central Water and Power Commission

(iii) Assistant Manager, Class I, in the P. & T. Workshops Organisation

(iv) Assistant Executive Engineer, Class I, Civil and Electrical, in the P. & T. Civil Engineering Wing.

(v) Assistant Engineer, Class II, Civil and Electrical, in the P. & T. Civil Engineering Wing

VIII. Special Class Railway Apprentices' Examination, June, 1965

IX. Geologists' Examination, March, 1966

X. National Defence Academy Examinations:

May 1965
December, 1965

XI. Indian Navy Examination:

May, 1965
December, 1965

XII. Indian Military Academy Examination, November, 1965

XIII. Army Medical Corps Examination, July, 1965

XIV. Section Officers' Grade Limited Competitive Examination, 1965

XV. Section Officers' Grade (Railway Board) Limited Competitive Examination, 1965
XVI. Central Information Service (Grade III) Limited Competitive Examination, 1965

XVII. Assistants' Grade Examination, October, 1965

XVIII. Clerks' Grade Examination, October, 1965

XIX. Stenographers' Examination, August, 1965

XX. Typewriting Tests (English for Civil Secretariat Staff):

- April, 1965
- June, 1965
- October, 1965
- January, 1966

XXI. Typewriting Tests (English) for Armed Forces Headquarters Personnel:

- April, 1965
- June, 1965
- October, 1965
- January, 1966

XXII. Typewriting Tests (Hindi) for Civil Secretariat Staff:

- April, 1965
- October, 1965

XXIII. Typewriting Tests (Hindi) for Armed Forces Headquarters Personnel:

- June, 1965
- October, 1965

XXIV. Monthly Typewriting Tests (English) at Delhi for:

(a) Civil Secretariat Staff
(b) Armed Forces Headquarters Personnel.


15. Appointments of Retired Army Officers.

16. Selection of candidates for Scholarship to Scheduled Castes Scheduled Tribes and Backward classes.

17. Appointment on Transfer.

18. Appointment on Deputation.


20. Absorption of surplus staff.

21. Ad-hoc Promotion & Confirmation

b) Adjudicative

22. Recognition of Diploma/Degrees.

23. Claims for reimbursement of legal expenses.

24. Claims for award of pension in cases of injuries sustained by persons while serving Government in a civil capacity.


27. Disciplinary Cases.

28. Service Question.

29. Representation from States Re-organization.

30. Determination of seniority.

31. Malpractices in Examination.

Source: All the figures have been taken from the UPEC 1-15th Reports (1950-1960)
The following table indicates the large number of cases, some of which are of minor importance, being dealt with by the Union Public Service Commission every year. The time devoted to the disposal of minor cases could possibly be fruitfully employed by it in other important personnel activities like personal planning and standard setting, personnel research, vigilance and leadership in personnel management. Figures in the table show the number of cases. The figures before an oblique (1) indicate the number of cases disposed of a year out of the numbers given after the oblique.

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<tbody>
<tr>
<td>1. Temporary Appointments</td>
<td>468</td>
<td>641/761</td>
<td>829/964</td>
<td>1075/1385</td>
<td>1280</td>
<td>-</td>
<td>-</td>
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<tr>
<td>2. Grant of Extension to Government Servants attaining the age of Superannuation</td>
<td>50</td>
<td>27</td>
<td>26</td>
<td>27</td>
<td>(Function taken over from the UGC)</td>
<td>-</td>
<td>-</td>
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<tr>
<td>3. Re-employment of Retired Government Servants</td>
<td>46</td>
<td>48</td>
<td>68</td>
<td>98</td>
<td>129</td>
<td>157</td>
<td>226</td>
<td>303</td>
<td>322</td>
</tr>
<tr>
<td>4. Regularization of Appointments</td>
<td>123/464</td>
<td>230/346</td>
<td>252/267</td>
<td>286/306/16</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>6. Promotion of State-Civil and Police Service Officers to IAS and IPS</td>
<td>54</td>
<td>193</td>
<td>45</td>
<td>607</td>
<td>944</td>
<td>2062</td>
<td>2061</td>
<td>1973</td>
<td>1975</td>
</tr>
<tr>
<td>7. Ministerial cases appointment</td>
<td>-</td>
<td>-</td>
<td>26</td>
<td>31/126</td>
<td>7/80</td>
<td>13/226</td>
<td>12/110</td>
<td>13/19</td>
<td>23/24</td>
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<tr>
<td>8. Officiating appointments in IAS/IPS for over a year</td>
<td>-</td>
<td>-</td>
<td>51</td>
<td>95</td>
<td>67</td>
<td>100</td>
<td>32</td>
<td>30</td>
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<tr>
<td>9. Appointment/Confirmation to the IAS/IPS of State Service Officers placed in List II under the IAS/IPS Extension to States Scheme</td>
<td>-</td>
<td>-</td>
<td>82</td>
<td>71</td>
<td>F2</td>
<td>26</td>
<td>1</td>
<td>7</td>
<td>1</td>
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<tr>
<td>10. Appointments under the Central Secretariat Service (Re-organization and Reinforcement) Scheme</td>
<td>-</td>
<td>-</td>
<td>129</td>
<td>186</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>11. Recruitment Rules</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>76</td>
<td>64</td>
<td>98</td>
<td>231</td>
<td>246</td>
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<tr>
<td>12. Transfers from one service to another</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>137</td>
<td>94</td>
<td>-</td>
<td>-</td>
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<tr>
<td>13. Tentative appointments relating to temporary appointments made by the Ministries provisionally relying recruitment in some cases timely consultation with Commission was not</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>692</td>
<td>624</td>
<td>725</td>
<td>FC2</td>
<td>FC3</td>
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