

Allotment of Peons for the Officers' residence and offices.

Revised norms for the -

GOVERNMENT OF MAHARASHTRA
Finance Department.

Resolution No. CFS 1477/CR-577/SER-7.
Mantralaya, Bombay-400 032. Dated 15th November 1978.

- READ:-**
- (i) Government Resolution, Finance Department, No.7983/33. dated 20th May 1952.
 - (ii) Government Resolution, Finance Department, No.CFS-1462/1192-I-V, dated 14th January 1963.
 - (iii) Government Resolution, Finance Department, No. CFS-1463/614-V, dated 16th January 1964.
 - (iv) Government Resolution, Finance Department, No.PCR/CFS/1869/PC, dated 14th February 1969.
 - (v) Government Resolution, Finance Department, No. CFS-1469/1891-V, dated 19th September 1969.
 - (vi) Government Resolution, General Administration Department, No.MIS-1072/GAM,dated 25th July 1972.
 - (vii) Government Resolution, Finance Department, No.CFS-1477/CR-549/SER-7, dated 6th July 1977.

RESOLUTION:- Under Government Resolution, General Administration Department, No. MIS-1072/GAM, dated 25th July 1972, Government appointed a Committee to review the present allotment of peons for the officers' residence and offices and for working out revised scales of allotment. Pending report of the Committee and decision of Government thereon, Government imposed a ban on recruitment of peons in Government offices even though the posts may have been sanctioned but not filled up and also for the purpose of duty at the officers' residence. It was also directed that whenever a new post is created wherein the services of a Class IV employee were required, the situation should be met by redistribution of the existing personnel in the same department. Besides, long term vacancies caused on account of retirement, death, discharge, promotion, deputation, etc. of the incumbents of the posts of peons were also not allowed to be filled in. Since these orders resulted in causing much inconvenience to offices in running day-to-day work, Government later on allowed 20% of the vacant posts of peons for being filled up vide Government Resolution, Finance Department, No. CFS-1477/CR-549/SER-7, dated 6th July 1977.

2. The recommendations made by the Committee together with the proposals of the Finance Department, as scrutinised in the Secretaries meeting, were considered by Government. After careful consideration Government is pleased to issue the following orders. Previous orders issued by Government in this behalf should be deemed to have been modified to the extent mentioned below so far as they are concerned.

- (a) The revised norm for allotment of Class IV servants

for personal attendance on officers should be as follows:—

Designation of the Officer.

Allotment sanctioned.

Secretaries to Government.

1 Naik, 1 Peon plus cash allowance or Peon.

Additional Secretaries to Government/Joint Secretaries to Government.

50% of Additional Secretaries/Joint Secretaries will have a Naik and the remaining a Peon in place of Naik plus cash allowance. If there is only one Additional/Joint Secretary in the Department, then one Naik will be admissible. The Naik rendered surplus if any, should be made available for supervision in office.

Joint Secretaries in Selection Grade and Deputy Secretaries.

2 Peons or 1 Peon plus cash allowance. 11/3/31

Under Secretary, Section Officer, Superintendent working as Desk Officers and staff members working in Desks.

1 Peon for every 3 Desks.

Other officers working as Officer on Special Duty and Special Officers in Mantrolaya.

Number of Peons as admissible to Deputy Secretary/Under Secretary depending upon the status and pay scale allowed to the officer.

Inspector General of Police and Commissioner of Police.

1 Head Constable and 3 Constables each.

Deputy Inspector General of Police other than Deputy Inspector General of Police C.I.D.

1 Head Constable and 2 Constables each.

Deputy Commissioner of Police, District Superintendent of Police, Superintendents, Railway Police, Assistant to the Inspector General of Police and Deputy Inspector General of Police C.I.D., Assistant Superintendent of Police or Deputy Superintendent of Police in-charge of District Sub-Divisions.

3 Constables each.

Designation of the Officer.

Assistant or Deputy
Superintendent of Police
(Railways), Assistant
Superintendent of Police or
Deputy Superintendent of
Police City Sub-Division.

Inspector of Police and
Sub-Inspectors of Police in
the mofussil.

Collectors, Director of
Land Records and District
Judges.

Superintending Engineer,
Conservator of Forests,
Heads of Department other
than those separately
specified.

Prant Officers, City
Magistrate Pune,
Superintendent of Land
Records and other Class I
Officers.

Non-touring Class II or
lower Gazetted Officers.

Allotment sanctioned.

2 Constables each.

1 Constable each.

1 Havildar and 1 Peon each
or cash allowance in lieu of
Peon.

1 Naik and 1 Peon or cash
allowance in lieu of Peon.

1 Peon for every two Class I
Officers provided that Class I
Officers who are declared as
Heads of Offices and/or who are
required to tour for not less
than 15 days a month should be
allowed one peon each.

1 Peon for every 3 Officers
provided that the Gazetted
Officers of Class II or of
lower status who are declared
as Heads of Offices and/or who
are required to tour for not
less than 15 days a month should
be allowed one peon each.

(ii) Where an officer acts in a dual capacity as a permanent
arrangement, he will be entitled to only one set of peons.

All posts of peons sanctioned to Village Panchayat
Audit Parties should be abolished and instead each party should
be sanctioned Rs.15/- per month.

Mobile Column (Civil Defence) which is working sepa-
rately at Dhobi Talao may be considered as separate unit for
allotment of peons. The posts of Messengers sanctioned for
Instructors under the Director of Civil Defence need not be
disturbed.

Departments/Offices where the average number of
stencils issued on each working day in the last three years has
been over 36, they shall be entitled to a separate room peon
with the prior approval of Finance Department (Expenditure Desk).

All the posts of residential peons in lieu of which cash allowance is claimed by the respective officers and which are held in abeyance at present should be abolished except in the cases of Secretaries to Government in Mantralaya Departments since they are allowed to have a residential peon or cash allowance in lieu thereof as and when they like to do so. In case no posts of residential peon has been created in lieu of which cash allowance is being claimed by the Secretary at present and if he or his successor desires later on to have a residential peon instead of cash allowance, the post of residential peon should be deemed to have been created for the period for which services of a residence peon are utilised. There may be some officers other than Secretaries to Government (whether in Mantralaya Departments or outside) who may at present be utilising the services of a residence peon instead of claiming cash allowance. Posts of residential peons of such officers should be abolished and not be held in abeyance as soon as they or their successors opt for cash allowance and start claiming it. They shall not be allowed to have a residential peon once they opt for cash allowance.

((iii) As regards the Class IV servants required for service in offices, the allotment should be revised as shown below :

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| (a) For the office having a strength of 16 persons or less on the clerical establishment. | 1 Peon for every 8 persons or fraction in excess of 4. |
| (b) For offices having a strength of more than 16 persons but not more than 20 persons. | 2 Peons. |
| (c) For offices having a strength of more than 20 persons. | 1 Peon for every 12 persons or fraction of more than 6. |

(iv) The posts of peons attached to touring non-gazetted officers should be abolished and such officers should be treated as members of the office staff. However, the non-gazetted touring officers who have coercive functions to perform and whose work by its nature cannot be performed single handedly should be given one peon each except in the cases of Overseers and other non-gazetted officers under Irrigation Department and Public Works and Housing Department doing survey and other jobs should continue to draw an allowance of Rs.30/- per month in lieu of peon now admissible to them.

3. Government is also pleased to direct that the offices having a strength of 10 persons or more shall be eligible to have a post of Naik for every 10 posts of peons and a post of Havaladar for every five posts of Naiks. This is however, subject to the minimum of one Naik for offices having 3 or more peons. Such additional posts of Naiks and Havaladars should be made available by conversion of the posts of peons and Naiks into those of Naiks and Havaladars respectively. It needs to be noted that this is not a blanket sanction

from Government for creation of additional posts of Naiks and Hevaldars. Individual proposals if received, from the Heads of Departments should be decided upon by the Administrative Departments on merits of each case in consultation with the Finance Department (Expenditure Desks).

4. Proposals, if made, for allotment of a separate peon for isolated branches, stores etc. may be considered according to local needs by the Administrative Departments in consultation with Finance Department (Expenditure Desks). So also the need for a separate peon for the Registry Section and Cash/Accounts Branch in the Departments of Mantralaya may be considered on merits by the Administrative Departments in consultation with Finance Department (Expenditure Desks). So also for the eligibility of peons consideration may be given to the location of the Department/Office in one or more buildings as well as number of floors occupied in the same building.

5. The present practice of using work-charged staff at the Officers' residence for functioning as orderlies should be stopped forthwith.

6. The Administrative Departments/Heads of Departments should take an immediate review of the strength of peons in respect of offices under their control on the basis of the revised norms prescribed under these orders. On review, if it is found that even on utilising available vacancies some of the existing peons happen to be rendered surplus they should not be retrenched but should be treated as surplus and their names should be reported to the Collectors of the Districts including Collector of Bombay for offices in Greater Bombay. The Collectors should enter the names of such surplus peons on the surplus cadre list according to the dates of their continuous service and allot each surplus peon in the future vacancies or existing vacancies available elsewhere in the same District according to seniority. No new or existing vacant posts of peons in the District should be filled by fresh recruits until all the surplus peons are allotted to the available or future vacancies and necessary clearance is given by the Collector of the District. The District Collectors are directed to issue specific instructions in this behalf to all the Heads of Departments/Offices in the District. So far as the Mantralaya Departments are concerned, the surplus cadre list of peons will be maintained by the General Administration Department.

7. The Heads of Departments should review the position according to these orders in respect of the offices under their control. The action taken should be reported within two months to the Administrative Department of Mantralaya concerned. The Administrative Department should then consolidate the report in respect of the offices under their control including their own offices and forward them to the Finance Department with their comments. The Heads of Departments should not send reports direct to the Finance Department.

8. Government is further pleased to direct that the revised scale of allotment of peons should be made applicable to Zilla

parished officers and offices. Necessary orders shall be issued by the Rural Development Department.

By order and in the name of the Governor of Maharashtra,

V. PRABHAKAR,
Secretary to Government.

To

The Accountant General, Maharashtra I, Bombay.
The Accountant General, Maharashtra II, Nagpur.
The Pay and Accounts Officer, Bombay.
The Chief Auditor, Local Fund Accounts, Bombay.
The Deputy Chief Auditor, Local Fund Accounts, Bombay/Pune/
Nagpur/Aurangabad.
The Resident Audit Officer, Bombay.
The Secretary to Governor.
The Secretary to Chief Minister.
The Personal Assistants to the Ministers and Ministers for State.
*The Prothonotary and Senior Master, High Court, Bombay.
*The Registrar, High Court, Appellate Side, Bombay.
*The Secretary, Maharashtra Public Service Commission, Bombay.
*The Secretary, Maharashtra Legislature Secretariat, Bombay.
*The Registrar, Office of the Lokayukta and Upa-Lokayukta, Bombay.
The General Administration Department (5 copies).
The Rural Development Department (5 copies).
All Departments of the Mantralaya.
All Heads of Departments and Offices under the various
Departments of the Mantralaya.
The Liaison Officer, Mantralaya, Bombay.
All Chief Executive Officers of Zilla Parishads.
All Desks in Finance Department.
Select File, Finance Department. Desk SER-7.

By letter.

No. ~~RSV/III/328~~

of 1978.

1) Copy forwarded for information and guidance to necessary
action to the Sub Divisional Officer, Shropoli Chiplan
2) Copy fwd wce to the A.C. Slwed, Shropoli.

Per Coltr. Rajin