

CHAPTER XI
GROUP 'D' GOVERNMENT SERVANTS

11.1 The Comptroller and Auditor General has laid down the following scale of Gr-'D' staff to officers /Sections :-

(i) Accountant General – One Jamadar and one peon

(ii) Officers of Gr. 'A' of the IA & A.S.: -one peon for two officers occupying same or adjacent rooms.

(iii) Sr. Audit Officers/Audit Officers: -do-

(Authority: Ministry of Finance O.M. No. 1(3)-Coord./64 dated 19.5.1964 and CAG's letter no.1536.NGEII/81-67 dated 29.7.1969.

(iv) Sections:- one peon for every three sections.

(Authority: CAG's conf. letter no.8-BRS/275-76 dated 8.1.1980)

Note:-The Strength of peons for special section like cash, etc. would, however, continue to be fixed adhoc with a reference to actual requirements.

11.2 Yardstick for regulation of Daftries.

One Daftry for 25 Auditors .

(Authority: CAG's letter no 2881-NGE-III/124-82 dated 25.9.1982.)

11.3 Yard-sticks of work for Sweepers

Eight Thousand square feet of office rooms per sweeper per day.

(Authority: CAG's letter no 173-NGE-II/76-65 dated 10.2.1965)

11.4 The duties of chowkidars are:-

(a) To see that the officer doors and windows are bolted and locked and the gates also locked at the close of the day.

(b) To open the doors and windows of the rooms at 6 AM and to get the office room swept and cleaned by the sweepers and the officer racks etc. dusted by the peons. The chowkidar on duty must be present until the operations of sweeping and dusting are completed and he is responsible for seeing that these duties are thoroughly performed. He must on no account entrust the keys to the sweepers and any one else. They should ensure

that no property of the Govt. including papers, are removed from office without the specific orders of the Accountant General or Sr. DAG. Any instance coming to their notice should be reported immediately to the Asstt. Care-taker/ Care-taker.

(c) To keep watch over the office property against theft and fire from the time the peons attached to the several section, leave office till the time they arrive the following morning on duty.

(d) To get the office compound cleared by the Mail and Guard it against destruction and damage by stray cattle or goats.

(e) To see that the fire buckets are full with water or sand that the water in the buckets changed once a week.

(f) To acquaint themselves with the arrangement for fighting fire.

(g) One of the day chowkidars is required to attend on the cashier during office hours as and when required.

(h) He should not permit any outsider to enter the office premises outside the office hours. If any one enters the offices premises, he should be challenged and the Asstt. Care-taker/ Care-taker informed.

(i) If on any occasion any particular matter is to be reported to the Asstt. Care-taker/ Care-taker but he is not available the matter should be reported to the Sr. Deputy Accountant General/ Deputy Accountant General (Admn) over the telephone, or a message sent to him .

(Authority: A.G.'s order, dated 31. 10. 1958 file XIXA kept in A.G's safe)

11.5 Hours of attendance for peons.

The peons attached to the various officers and departments must attend office daily at 8 A.M. unless special orders to the contrary are given in any particular case by the Gazetted officers or the Section officers, to whom they are attached. At 9 A.M. daily, the Jamadar will go round the office and check and report the attendance of the peons of the gazetted officers to Asstt. care-taker, who will note the particular in the Attendance Register at 8.30 A.M. The Attendance and leave of the peons etc. attached to the several sections will be maintained by the section officers/Assistant Audit Officer concerned

11.6 Incivility of peons.

Peons and other members of Group 'D' services should know that politeness is expected to them in their relations with the office and should any case of incivility be proved against them, severe punishment will be administered. If a peon considers that he is not being fairly treated by an Assistant, his proper course is to represent the matter to the section officer/Assistant Audit Office/ Admn and Record &General through Asstt.care-taker.

11.7 Tidiness and cleanliness of office peons, etc.

The Asstt. care-taker should hold a parade of all the orderlies and Peon in the office on Monday mornings with a view to see in that the men are tidily and cleanly dressed. The Jamadar should be in attendance to whom the care taker will issue all his instructions for the week. This parade should not be regarded as a mere routine, but an occasion of seeing that all irregularities and faults already pointed out to Group 'D' employee, have been remedied and that proper discipline is maintained and their conduct is good.

Opportunity should be taken on these parades to communicate to Group 'D' employee any orders which may have been passed by the Accountant General in regard to their duties or other matters affecting them.

11.8 Duties of Group ' D' Employees

The following are some of the important duties to be performed by Group 'D' servants:-

- (a) Taking papers/files to the Branch Officers and to the Sections.
- (b) To label and arrange files under the direction of Sectional Clerk.
- (c) To supply drinking water to section and officers.
- (d) To remove furniture and chair, stools and tables from one room to other.
- (e) To bring stationery articles from stationery Branch.
- (f) Stitching Objection statements.
- (g) To Bring records on requisition slips from old records.

- (h) To look after general tidiness of the Sections and such other office work as required by the Assistant Audit Officer/section offices and Auditor/Clerks of the section.
- (i) Taking outer mail for dispatch and return of registers from dispatch section.
- (j) Orderly peons attached to Gazetted Officers are responsible for cleanliness of rooms of respective Gazetted officers before leaving office, they should get the rooms locked by the chowkidars on duty and on opening the rooms on next working day they should see that nothing has been lost or tampered with.
- (k) The Jamadar will be in attendance with the Accountant General and perform all duties as orderly peons attached to Gazetted officers.
- (l) Dak Peons will be supplied with cycles at home when they are required to deliver letters late in the evening. Otherwise they should deposit it in the office every evening.
- (m) The floor of every room of the office, corridors and verandahs shall be thoroughly swept by the sweepers. The Asstt. Caretaker /caretaker will also see that drains and latrines/lavatories are kept clean by them.

11.9 Instructions regarding action to be taken for non-wearing of uniforms.:- Group 'C'/ 'D' employees, viz., Staff Car Driver, Peons etc., who are given uniform are expected to wear their respective uniforms while on duty, failing which may be dealt with disciplinary action. In this connection, through this Department's O.M. No. 19/4/86-JCA, dated the 1st April, 1992 and 21.9.1993, clear guidelines have been issued, in which the Departments are advised to ensure that the employees wear uniform while on duty.

Relevant instructions are once again given for reference-

- i) Practice of special periodical parades for the employees may be initiated so that it may be easier to observe whether the particular employee is in respective uniform or not. Inspecting Officer of suitable cadre need be nominated to take proper action in such cases. This Inspection Officer can ask written reports from the officer whom the employees are working with.
- ii) If any employee is found regularly not wearing uniform, along with suitable disciplinary action, his supply of uniform for future will also be stopped.

iii) Action on the matter may be taken in the presence of respective Associations/Representatives of office councils, so that the employees wear uniform while on duty.

(Authority: O.M. No. 9.8.95-JCA, dated 15.6.1995, read with O.M. No. 14/11/95-JCA, dated 6.12.1995.)