

Quite apart from point of view of the employee himself, it is evidently in the interest of the State that every employee should know what his defects are and how he can remove them. Different solutions have been tried at different times to resolve this conflict. As a result of experience it is considered that the best results will only be achieved if every reporting officer is made conscious of the fact that it is his duty not only to make an objective assessment of his subordinates' work and qualities, but also to see that he gives to his subordinates at all times the necessary advice, guidance and assistance to correct their faults and deficiencies. If this part of the reporting officer's duty has been properly performed, there should be no difficulty about recording adverse entries, because they would only refer to defects which have persisted despite the reporting officer's efforts to have them corrected. Accordingly in mentioning any faults or defects in the report the reporting officer should also give an indication of what efforts he has made by way of guidance, admonition, etc., to get the defects removed and with what results. Every such entry, after it is confirmed by the superior officers should normally be communicated to the officer concerned either verbally or in writing considering the nature of the remarks and the personality and the record of the officer and the fact of such communication recorded in the report itself. It should, however, be open to the superior officer to *whom* the remarks of the reporting officer are put up for acceptance to decide that the report need not be so communicated. Where the superior officer so decides, a specific order to this effect should be recorded by him.

7. It is requested that these instructions may be brought to the notice of all concerned for strict compliance. So far as the reports on officers of the Central Secretariat Service and Central Secretariat Stenographers' Service which are maintained in the Establishment Officer's Office are con-

cerned, that office will scrutinise the annual reports to see whether they have been written in accordance with these instructions and whether adverse remarks, if any, have been communicated to the officer concerned. If there is any procedural defect in the report it will be returned to the Ministry concerned for rectifying the defect, etc. Similar action should be taken by the Establishment or Personnel Branches of the Ministries/Departments concerned in regard to the Services and Staff under their control.

#### **REORGANISATION OF THE STATE OF BOMBAY**

♦572. SHRI B. D. KHOBARAGADE: Will the Minister of HOME AFFAIRS be pleased to state

(a) whether Government have arrived at any decisions to re-organise the State of Bombay; and

(b) if so, when the decision is to be implemented?

THE MINISTER OF HOME AFFAIRS (SHRI GOVIND BALLABH PANT): (a) and (b). Government have recently received a copy of the resolution adopted by the Congress Working Committee on the subject. The matter *is* under consideration.

#### **STAFF OF THE COMMISSIONER FOR LINGUISTIC MINORITIES**

\*577. DR. R. B. GOUR: Will the Minister of HOME AFFAIRS be pleased to state:

(a) the total staff that is provided to the Commissioner for Linguistic Minorities at present;

(b) whether Government have under consideration any proposals for increasing the staff; if so, what are those proposals; and

(c) the emoluments which are paid and the amenities that are provided to them?

THE MINISTER OF HOME AFFAIRS (SHRI GOVIND BALLABH PANT): (a) and (c). A statement is laid on the Table of the House.