

*Dr. K. M. Pan*

**THE INDIAN INSTITUTE OF PUBLIC  
ADMINISTRATION**

*1956*



**THIRD ANNUAL REPORT**

Presented to the Annual General Meeting  
on the 6th April 1957

**6, BHAGWANDAS ROAD  
NEW DELHI-1**





## INDIAN INSTITUTE OF PUBLIC ADMINISTRATION

### THIRD ANNUAL REPORT

This Report gives an account of the activities of the Institute during the year April 1956 to March 1957. It includes also an audited statement of accounts and the annual balance sheet for the calendar year 1956.

#### Organisational Matters

##### *The Executive Council*

The Executive Council was composed, as a result of the elections and co-options of the year, of Shri Jawaharlal Nehru as President, Shri V.T. Krishnamachari as Chairman of the Executive Council, six Vice-Presidents, 14 elected members, five co-opted members and the Treasurer and the Director. The Executive Council held 7 meetings during the year.

The Standing Committee, which is appointed by the Executive Council and which manages the day-to-day affairs of the Institute, held 9 meetings.

The list of names of the Executive Council and the Standing Committee as it stands at present is given in Appendix I.

##### *Appointment of a Director*

Shri S.B. Bapat, the Honorary Treasurer, continued Director 'pro tem' of the Institute till the end of July, when Professor V.K.N. Menon joined the post, as its first full-time Director, on August 1.

##### *Membership*

At the beginning of the year 1956 the Institute had on its roll 15 life members, 525 ordinary members and 27 corporate members. 70 ordinary members and 2 corporate members did not renew their membership for 1956. As against this, 4 life members, 132 ordinary members and 6 corporate members joined the Institute during the year. On the 31st of December the membership of the Institute stood as follows :—

Life Members	... 19
Ordinary Members	... 657
Corporate Members	... 33

### *Regional and Local Branches*

The Regional Branch established at Bombay in the previous year continued to be the only Regional Branch of the Institute during the year; steps were taken in Bihar to set up a Regional Branch there also, and it is expected that one will be formally set up there soon. The difficulty experienced in having to wait for the enrolment of fifty members in a region before a Regional Branch could be constituted led the Executive Council to propose, early in the year, an amendment to the Rules of the Institute to provide for the establishment of Local Branches with a much smaller minimum membership in cities or towns, so that the work of the Institute could be more easily started at this level; as sufficient Local Branches were formed in this way in a region, the Regional Branch could be more easily constituted, while the work of the Institute would meanwhile have been going on in the Region at the Local Branch level. This amendment, among others, was passed, as described below, at a special meeting of the General Body held on the 26th of August. Under this amended constitution a Local Branch has already been formed at Poona in January 1957, and active steps have been taken to form them also at Bangalore, Jaipur, Ujjain and other centres.

#### *The Amendment of the Rules*

As mentioned above, the Executive Council set up, with Shri N.V. Gadgil as chairman, in May 1956, a Committee to examine whether any changes in the constitution of the Institute were required in the light of the experience of the working of the Rules for two years.

The Committee's recommendations were substantially accepted by the Executive Council which thereupon recommended the following principal changes in the Rules, making provision—

- (1) for the admission of post-graduate students as Associate Members;
- (2) for Local Branches;
- (3) for the election of the Vice-Presidents for a period of two years, half the number retiring annually;
- (4) for electing the Treasurer by the Executive Council and for a period of two years; and
- (5) for extending the term of the members of the Executive Council elected by the General Body to four years, half retiring every two years.

The proposal to admit Associate Members and permit Local Branches need no explanation. The main object of the

other proposals was to attain greater firmness and continuity of policy in the management of the Institute, retaining at the same time its responsiveness to the General Body.

These amendments were placed before a Special General Body Meeting of the Institute held at the Constitution Club on the 26th of August in the form of a Resolution under Rule 37 of the Rules of the Institute, and approved. The amendments are given in Appendix II. A report of the proceedings of the meeting has been printed and circulated separately.

#### *The Institute's New Premises*

As the accommodation at Sapru House and the Curzon Road Barracks proved inadequate for its growing activities, the Institute moved into the new premises at 6, Bhagwandas Road, from October 1. A portion of the building owned here by the All-India Women's Conference has been secured on rent, with the assistance of Government. The new premises provide the added advantage that General Body meetings, conferences, lectures and seminars can now be held here; formerly, halls or rooms had to be rented for these purposes.

#### **Activities of the Institute**

##### *The Indian Journal of Public Administration*

The Journal continues to be one of the important and valued activities of the Institute. The articles on different aspects of the administrative system of the country should in course of time make a great deal of information available to students of administration, while reports of administrative developments at home and abroad and digests of Reports give members information not available before or elsewhere in the same form. It is also gratifying to see that articles appearing in the Journal are being frequently referred to in bibliographies and periodicals abroad.

##### *Other Periodicals*

From February 1957 a monthly Newsletter has also been brought out by the Institute. This was in response to many requests for an up-to-date record of significant developments of an administrative character both at the Centre and in the States. It is published with the co-operation of Governments as well as individuals and should prove useful to members as well as others.

In addition, a monthly abstract of important articles contained in periodicals received by the Institute is expected to commence shortly. It will also contain an index of all articles relating to public administration appearing in these periodicals.

An Administration Year Book is also in course of preparation.

#### *The Research Programme*

The Manual on the Machinery of the Government of India, work on which had been begun in the beginning of 1956 has now been completed and is ready for the press. The many enquiries which came during the year about the book showed the wide interest aroused by the idea of such a book and the need it is intended to meet. The descriptive study of the New Delhi Municipal Committee, which had also been undertaken in 1955, was expanded in the course of the year to include an account of the administrative system of Delhi State as a whole. This monograph will shortly be completed and sent to the press. Additional subjects chosen for work, especially in the form of the collection of study material, are the Public Services, Public Enterprises, Grants in Aid, Administrative Tribunals and the Machinery of Elections. Work has begun on all of them. Meanwhile, discussions are in progress with the Ministries of Finance and of External Affairs, and the Indian Audit and Accounts Department, regarding the possibility of their assistance in the preparation of volumes dealing with their history, organisation and functions on the model of the Whitehall Series of London.

As regards study groups, the Bombay Regional Branch has six study groups at work, including those constituted last year. Study groups elsewhere are in process of formation. Research assistance to study groups is being provided by the Institute, wherever necessary.

#### *The Bombay Regional Branch*

This, the only Regional Branch of the Institute so far, has been active during the year. It has study groups on the following subjects :—(1) Co-ordination of Development activities in the Poona District; (2) Functioning of Central and State agencies side by side in a selected area, namely Bombay; (3) Working of the Bombay State Road Transport Corporation; (4) Measures to eradicate corruption in Public Services; (5) Accounts and Auditing Procedure in relation to Government Departments; and (6) Procedure for granting financial sanction to schemes before incorporation in the Budget and again before implementation. Meetings have been held, under its auspices on the following topics :—The Sydenham College Diploma Course in Public Administration; Administrative Problems of a Welfare State; The role of the Administration in nationalised Undertakings; Measures to eradicate corruption in Public Services; Relationship of

Government Accounts to Administration; "Personnel and Finance in the T.V.A." and "O and M in Great Britain". The Branch is also building up a library. It had an income, during the calendar year, 1956, of Rs. 2899-2-3, including a grant of Rs. 2,500 from the Institute; and its expenses were Rs. 1452-1-3.

#### *Short-term Research Scholarships*

In this connection, mention must be made of a scheme approved towards the end of the year of offering six short-term research scholarships at the headquarters of the Institute for qualified young men who have completed their post-graduate education in the universities. In the course of time it is hoped that the Institute would be in a position to offer the same facilities at centres other than Delhi also. In this way, while young men would gain guided research experience, the collection of study material would also make progress.

#### *A Chief Research Officer*

The post of a Chief Research Officer to supervise the research projects of the Institute was sanctioned in December, 1956, and the appointment is expected to be made in April.

#### *An Annual Essay Prize*

Early in 1957 the Executive Council decided to institute a Prize of Rs. 1000/- for an Annual Essay on any subject connected with public administration. The scheme provides for the submission of the essays before the end of the calendar year and the award of the prize at the Annual General Body Meeting every year, beginning with that of 1958.

#### *Seminars and Training Courses*

In May 1956 a Seminar was held at Sapru House, under the auspices of the Institute, on the study of Public Administration in Indian Universities; representatives of the Government were also present. A second Seminar, an appropriate subject to follow the earlier one—Recruitment and Training for Public Services—was held in March 1957 and it was attended by representatives of Governments, Public Service Commissions and Universities. Both Seminars roused wide interest and were well attended. Reports of the proceedings of both the Seminars are separately available. The second Seminar is proposed to be followed up, on the occasion of the Annual Business meeting, with a wider Conference on the subject of the Public Services for which the discussions at the Seminar should provide useful material.



In association with the O & M Division of the Cabinet Secretariat of the Government of India, the first of a series of refresher-seminars on "Principles and Problems of Personnel Administration in India" began on March 19 for groups of officers of the Government of India engaged in establishment work. It will take the form of 12 two-hour sessions twice a week. This is proposed to be followed by similar refresher-courses on other subjects for other groups of officers. For those engaged in Universities in the teaching of public administration, it is proposed to arrange that, during the next summer vacation, a certain number of them may be attached to Government offices to enable them to study closely the processes of Government. At the end of this period it is proposed to bring them together in a Seminar to compare the results of the experience so gained and to discuss how it can help in the teaching of public administration.

#### *Lectures*

The following lectures were delivered at the Institute since March 1956 :—

<i>Date</i>	<i>Lecturer</i>	<i>Subject</i>
15th March 1956	Lt.-Col. L.F. Urwick.	'Management and Government.'
16th April 1956	Mr. Wilson F. Harwood, Management Consultant.	'Organisation in Government'.
30th Nov. 1956	Mr. Andre Bertrand, Director of Studies, Ecole Nationale d'Administration, Paris.	'Recent Trends in Public Administration in France'.
12th Feb. 1957	Miss Margaret Ball, Professor of Politics, Wellesley College, U.S.A.	'Problems of Policy Formulation in the United States.'

#### *The Library*

The number of books in the library stood at the end of the year at 4,952, approximately 2,000 volumes having been added in the course of the year. In addition, the library contains also about 1,300 pamphlets and similar material, 800 being additions of the year. The pamphlets were, so far, arranged according to the source ; but a classification, by subject, as that adopted for

books, was begun from the beginning of 1957. This should make the pamphlet collection, a very important part of any library, more useful than before to members. 160 periodicals are being received in the library, an increase of 86 since the previous report. A news documentation section was also started during the year.

The books which were ordered during the year from the U.S.A. under the Wheat Loan Educational Exchange Scheme are expected soon and should add considerably to the value of the library.

The Institute's Librarian was among a group of Librarians who went to the U.S.A. in September, for a period of five months, under a Wheat Loan Scheme, to study library organisation and methods in the States.

### *The School*

In December 1956 the Standing Committee of the Executive Council set up a Committee, with Professor D.G. Karve as Chairman, to draft a detailed scheme for the School of Public Administration; this Committee was to examine the position regarding Fellowships also. The Committee's scheme of the School and its staff is expected to be finalised in March this year. As the building for the School may not be ready in the latter part of 1958 as originally planned, owing to the scarcity of steel and cement, it is proposed to start the School not later than July 1958, and if possible earlier, in temporary premises. Steps are being taken during the next three months to recruit the staff of the School, and when this has been done, it should be possible to decide upon a suitable date for the commencement of the School. It may be mentioned here that the visit which the Director and the Treasurer paid to Europe and the U.S.A. during the year, to which reference is made later in the Report, gave them an opportunity to study the organisation of similar schools abroad.

### *The Building Programme*

The Executive Council had appointed Shri L.M. Chitale of Madras as its Architect in 1955 and the detailed plans of the building were worked out in the course of the current year. Meanwhile, the Institute has secured possession of the land on the Indraprastha Estate which had been allotted to it by the Government in the previous year. It is expected that construction will begin shortly, though the completion may take longer than previously expected, as has been explained above. The revised plans contemplate a building for the Institute, the School and the Library, a separate Assembly Hall, a Hostel to accommodate 100 students for the post-graduate course and 50 officers for short-term courses, and staff quarters.

## Foreign Contacts

The Institute functioned from the beginning as the national section, in India, of the International Institute of Administrative Sciences, the leading association of the kind in the world, which has its headquarters at Brussels. The Institute's contacts with a large number of institutions and persons abroad engaged in research in, or the teaching of, public administration continued to expand during the year with mutual advantage.

The tenth International Congress of Administrative Sciences, organised by the International Institute of Brussels, was held during the year, in the first week of September, at Madrid. The Director and the Treasurer were deputed to attend it as delegates of the Indian Institute. The main subjects for discussion were the Higher Training of Civil Servants, the Technique of Administrative Reform and the Award of Contracts by Public Authorities. In the course of the Congress the Director was co-opted as a member of the Editorial Board of the International Institute's Journal and Shri Bapat as a member of the Scientific Committee; Shri Bapat is already a member of the Committee on Administrative Practices. Very valuable personal contacts, useful for the work of our Institute and its prospective school, were established during the Congress.

After the Madrid Congress, the Director and the Treasurer visited the U.S.A. at the invitation (suggested by Dr. Appleby) of the Ford Foundation, extended through the International Institute of Education. The object of the visit was to study the methods of the teaching of, and research in, public administration at university and other centres in the U.S.A.; administrative practices of the U.S. Government were also studied, especially by Shri Bapat. The Treasurer was in the U.S.A. for five weeks in this connection and the Director for nearly eight weeks. In the course of this visit the Director and the Treasurer attended the fiftieth anniversary meeting of the Civil Service Assembly at Washington and the Director attended also the Eastern Regional Conference of the American Political Science Association at New York. On the way back to India the Director visited centres of public administration studies and training in London, Oxford and Paris, and paid also a visit to the headquarters of the International Institute at Brussels.

Professor D.G. Karve, a member of the Executive Council of the Institute, was on a tour of the United States for two months between March and May 1956, and during this tour he visited many centres of the teaching of, and research in, public administration in the States.

## The Ford Foundation Grant

During the course of the year, a proposal was received from the Ford Foundation to consider the commencement of its generous grant of \$350,000 as from the beginning of 1955 (instead of July 1954), and extend its term from three to four years. The offer was gratefully accepted.

### Finance and Accounts

#### *Accounts for 1956*

The audited accounts for the year ending the 31st December, 1956, will be found in Appendix III. The total expenditure in 1956 was Rs. 2,34,487, and the major items of expenditure as follows :—Establishment, Rs. 1,28,641; Journal, Rs. 12,131; Books, Rs. 35,072; Newspapers and Periodicals, Rs. 2,137.

The Executive Council are grateful to Messrs S. Vaidyanath Aiyar & Co., for working as Honorary Auditors for the Institute for the year 1956.

#### *Budget for 1957-58*

The budget estimates of expenditure for 1957-58 are as follows :—

Recurring :	Rs. 5,69,500/-
Non-recurring :	„ 15,00,000/-

Details are given in Appendix IV.

The programme of work for the next year, under recurring items of expenditure, provides for an expanded activity in respect of research, publications, study groups, training courses, seminars, lectures, Fellowships, and assistance to Regional and Local Branches. Under non-recurring items, a substantial amount will be spent, for the first time, on the building.

The Institute's income from membership fees, sale of the Journal, etc. must continue to be modest. A generous grant from the Union Government, and aid from the Ford Foundation, will continue to be the principal sources of the Institute's funds.

The amount of Rs. 5,54,000/- already received from the Ford Foundation has been earmarked for the library portion of the building. The balance is reserved for expenditure abroad for items like books and equipment for the library, Fellowships abroad, training abroad of the staff to be recruited to the School and Visiting Professors.

### Conclusion

In the last Report it was said that, while in the first year (1954-55) the work of the Institute was mainly devoted to planning and laying down the basic organisation, the second year (1955-56) saw the beginning of the implementation of the programme. In the third year, this has been carried some stages further. During the next two years the Institute and its different activities, especially the publication programme and the School, are expected to be in full working order. Meanwhile, the buildings also should be ready or nearing completion.



## APPENDIX I

## Executive Council

*President*

Shri Jawaharlal Nehru                      Prime Minister of India.

*Chairman of the Executive Council*

Shri V.T. Krishnamachari              Deputy Chairman, Planning  
Commission.

*Vice-Presidents of the Institute*

Pandit Govind Ballabh Pant            Minister for Home Affairs,  
Govt. of India, New Delhi.

Shri C.D. Deshmukh                    Minister for Finance, Govt. of  
India. (Later, Chairman of  
University Grants Commission)

Pandit H.N. Kunzru                    Member, Rajya Sabha; Presi-  
dent, Indian Council of World  
Affairs.

Shri Gurmukh Nihal Singh            Chief Minister, Delhi State.  
(Later, Governor, Rajasthan  
State.)

Shri G.S. Mahajani                    Vice-Chancellor, Delhi Univer-  
sity.

Sir Shri Ram                            Industrialist.

*Elected Members*

Shri Jaipaul                            Public Relations Officer, All  
India Congress Committee.

Shri Humayun Kabir                    Secretary, Ministry of Educa-  
tion, Govt. of India. (Later,  
Member, Rajya Sabha.)

Prof. D.G. Karve                      Chairman, Co-operative Train-  
ing Committee, Reserve Bank  
of India.

Prof. S.V. Kogekar	Head of the Department of Economics and Politics, Fergusson College, Poona.
Shri H.C. Mathur	Formerly Member, Rajya Sabha
Prof. M.V. Mathur	Head of the Department of Economics, University of Rajasthan, Jaipur.
Prof. V.K.N. Menon	University Professor of Politics and Director, Institute of Public Administration, Patna University, Patna, (till his joining as Director; thereafter 'ex-officio').
Dr. Shrimati Seeta Parmanand	Member, Rajya Sabha.
Shri H.M. Patel	Secretary, Department of Economic Affairs, Ministry of Finance, Govt. of India.
Shri S. Ranganathan	Jt. Secretary, Ministry of Works, Housing & Supply, Govt. of India. (Later, Secretary, Ministry of Commerce & Consumers' Industry.)
Prof. N.K. Sidhanta	Vice-Chancellor, Calcutta University.
Dr. K.N.V. Sastri	Formerly Professor of History, Mysore University.
Shri Y.N. Sukthankar	Cabinet Secretary and Secretary, Planning Commission, Govt. of India.

*Co-opted Members*

Shri G.L. Bansal	Member, Lok Sabha and Secretary-General, Federation of Indian Chambers of Commerce and Industry, New Delhi.
Shri R.N. Agarwala	President, Delhi Municipal Committee.

Shri N.V. Gadgil	Member, Lok Sabha.
Shri L.P. Singh	Chief Secretary, Govt. of Bihar. (Later, Officer on Special Duty, Ministry of Home Affairs, Govt. of India.)
Gen. S.M. Shrinagesh	Chief of the Army Staff. (Later, Principal, Administrative Staff College, Hyderabad.)

*Honorary Treasurer*

Shri S.B. Bapat	Jt. Secretary, Ministry of Home Affairs, and Director, O & M Division, Govt. of India.
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*Director*

Shri S.B. Bapat, 'pro tem' (till July 31)

Professor V.K.N. Menon (from August 1)

*Standing Committee*

Shri V.T. Krishnamachari	Deputy Chairman, Planning Commission.
Shri H.M. Patel	Secretary, Ministry of Finance.
Shri S. Ranganathan	Secretary, Ministry of Com- merce & Consumers' Industry.
Shri Y.N. Sukthankar	Secretary, Planning Commis- sion & Cabinet Secretary.
Shri G.S. Mahajani	Vice-Chancellor, Delhi Univer- sity.
Gen. S.M. Shrinagesh	Chief of the Army Staff.
Shri S.B. Bapat	Joint Secretary, Ministry of Home Affairs, Govt. of India.
Prof. V.K.N. Menon	Director, and ex-officio Secre- tary.



## APPENDIX II

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION  
NEW DELHI

RESOLUTION for consideration at a Special Meeting of the General Body to be held on the 25th August, 1956.

[Notice under Rule 37(2) of the Rules of the Institute was given to the Director on 25th July, 1956.]

“RESOLVED That the Rules of the Indian Institute of Public Administration shall be amended with immediate effect as follows :—

(A) In rule 1,—

(i) after clause (f), the following clause shall be inserted, namely :—

“(f. a) ‘Associate Member’ means an Associate Member of the Institute, admitted as such under these Rules;”

(ii) for clause (g), the following clause shall be substituted, namely :—

“(g) ‘member’ does not include a Corporate Member (except in the expression ‘member of the General Body’) or an Associate Member.”

(B) After rule 5, the following rule shall be inserted, namely :—

“5A. Associate Members.—The Executive Council may, on application in the prescribed form, admit as an Associate Member of the Institute a *bona fide* post-graduate student interested in the study of Public Administration, and the rights and privileges of an Associate Member shall be as prescribed.”

(C) For rule 9, the following shall be substituted, namely :—

“9. Vice-Presidents.—Six Vice-Presidents of the Institute shall be elected by the members of the Executive Council referred to in clauses (i) and (iii) to (v) of rule 13 and shall hold office for a term of two years but shall be eligible for re-election :

Provided that the term of office of such three of the Vice-Presidents elected in the year 1956 as may be determined by the Chairman of the Executive Council by drawing lots in the presence of the Treasurer and the Director in such manner as he may deem fit, shall expire on the 31st day of March, 1957."

(D) For rule 10, the following rule shall be substituted, namely :—

"10. Honorary Treasurer.—The Honorary Treasurer of the Institute shall be elected by the Executive Council from amongst the members of the General Body and shall hold office for a term of two years from the date of his election, but shall be eligible for re-election :

Provided that an Honorary Treasurer shall, notwithstanding the expiration of his term, continue to hold office until his successor enters upon his office."

(E) For sub-rule (1) of rule 13, the following sub-rule shall be constituted, namely :—

"(1) The Executive Council of the Institute shall be composed of :—

- (i) President of the Institute (*ex-officio*);
- (ii) Six Vice-Presidents of the Institute (*ex-officio*);
- (iii) Honorary Treasurer of the Institute (*ex-officio*);
- (iv) Chairman of each of the Regional Branches (*ex-officio*) or his representative;
- (v) Twenty one members elected and co-opted as provided in rule 14; and
- (vi) Director of the Institute (*ex-officio*)."

(F) In rule 14—

- (i) in sub-rule (1), for the word 'fifteen', the word 'sixteen' shall be substituted.
- (ii) for sub-rule (2), the following sub-rule shall be substituted, namely :—

"(2) of the elected members of the Executive Council, at least four shall be in the service of the Government of India or of the Government of a State and at least three shall be in the service of local authorities, statutory corporations or Government Companies."

(iii) after sub-rule (4) the following sub-rule shall be inserted, namely :—

“(5) Elected members of the Executive Council shall hold office for a term of four years from the date of their election and the co-opted members shall hold office for a term of one year from the date of their co-option :

Provided that the term of the office of such seven of the Members elected in the year 1956, as may be determined by the Chairman of the Executive Council by drawing lots in the presence of the Treasurer, the Director and two other elected members, in such manner as he may deem fit, shall expire on the 31st day of March, 1958.”

(G) In clause (viii) of sub-rule (2) of rule 18,—

“(i) after the words ‘the Regional Branches’ the words ‘the Local Branches’ shall be inserted;

(ii) after the words ‘the Standing Committee’, the words for regulating the rights and privileges of Associate Members’, shall be inserted.”

(H) For rule 19, the following shall be substituted, namely :

“19. *The Standing Committee.*—The Executive Council shall appoint a Standing Committee from amongst its members to attend to and to dispose of the current business of the Institute on its behalf. The strength of the Standing Committee shall be such as the Executive Council may from time to time determine. A member shall cease to be on the Standing Committee on his ceasing to be a member of the Executive Council.”

(I) In clause (a) of rule 20 the words ‘and Honorary Treasurer’ shall be omitted.

(J) In rule 24 for the word “thereof” the words “of the General Body” shall be substituted.

(K) For rule 25, the following shall be substituted :—

“25. No business other than the business included in the notice convening the meeting or business of which notice has been given to the Director at least seven days before the date of the meeting, shall be discussed in the meeting except with the permission of the Presiding Officer.”

(L) For rule 27, the following rule shall be substituted :—

“27. (1) The Executive Council may constitute or cause to be constituted a Regional Branch for any State or a group of States and one or more Local Branches for any area within any State.

(2) Subject to the provisions of bye-laws made by the Executive Council, each Regional Branch and a Local Branch shall appoint its Chairman, its Secretary and its Treasurer and shall notify the appointments to the Director.”

(M) In rule 28, after the words “and each Regional Branch” the words “and each Local Branch” shall be inserted.

(N) In rule 29, after sub-rule (2) the following sub-rule shall be inserted, namely :—

“(2A). The annual subscription for Associate Membership shall be Rs. 12/-.”

(O) In rule 31, for sub-rule (2), the following sub-rule shall be substituted, namely :—

“(2). No member whose annual subscription remains unpaid after the 15th day of February in any year shall be eligible to seek or vote at any election and no member whose annual subscription remains unpaid after the 31st day of March in any year shall be entitled to any rights or privileges of membership until all his dues are fully paid.”

(P) In rule 35, the words “of the General Body” shall be omitted.”

APPENDIX III  
THE INDIAN INSTITUTE OF PUBLIC  
Balance Sheet as at

LIABILITIES	Rs.	As.	Ps.	Rs.	As.	Ps.
<b>Capital Fund :</b>						
As per last Balance Sheet ...	3,750	0	0			
Add ; Life Membership Fee received during the year ...	1,000	0	0	4,750	0	0
<b>Grant from Ford Foundation :</b>						
For purchase of books, library equipment, Research, Award of Fellowships etc. ...				5,54,746	13	0
<b>Subscriptions Received in Advance :</b>						
From Members ...	200	0	0			
For Journal ...	406	12	6	606	12	6
<b>Security Deposit :</b>				250	0	0
<b>Miscellaneous Income Received in Advance :</b>				150	0	0
<b>Suspense :</b>				713	2	6
<b>Liabilities :</b>						
For Expenses ...	8,878	12	0			
For other Finances ...	675	15	0	9,554	11	0
<b>Unpaid Salary :</b>				24	8	0
Carried Over ...				5,70,795	15	0

ADMINISTRATION, NEW DELHI.

31st December, 1956.

ASSETS		Rs.	As.	Ps.	Rs.	As.	Ps.
<b>Motor Car : At cost</b>							
As per last Balance Sheet	...	10,558	12	0			
<i>Less</i> : Depreciation written off :							
upto 31-12-1955	1,759 13 0						
For the year	1,759 13 0	3,519	10	0	7,039	2	0
<b>Office Equipment : At Cost</b>							
As per last Balance Sheet		18,507	7	3			
Additions during the year		5,143	5	9			
		23,650	13	0			
<i>Less</i> : Depreciation written off :							
upto 31-12-1955	1,510 14 0						
For the year	3,044 15 0	4,555	13	0	19,095	0	0
<b>Cycles : At Cost</b>							
As per last Balance Sheet		331	12	9			
Additions during the year		150	15	3			
		482	12	0			
<i>Less</i> : Depreciation written off:							
upto 31-12-1955	58 3 0						
For the Year	69 14 0	128	1	0	354	11	0
<b>Library Equipment : At Cost</b>							
As per last Balance Sheet	...	2,987	11	6			
Additions during the year	...	1,008	10	0			
		3,996	5	6			
<i>Less</i> : Depreciation written off :							
upto 31-12-1955	7 1 0						
For the year	230 0 0	237	1	0	3,759	4	6
Carried Over	...				30,248	1	6

LIABILITIES	Rs. As. Ps.	Rs. As. Ps.
Brought Forward		5,70,795 15 0
<i>Note :</i> No provision has been made in the above accounts in respect of the following expenses :		
(1) Leave Salary and Pension contribution payable to the Government.		
(2) Bills for Telephone Numbers 40974 and 40984 for three months.		
(3) Travelling expenses of Executive Council Members.		
(4) Freight on Parcel containing books received from Belgium.		
(5) Contribution to Contributory Health Scheme.		
(6) Premium and ground rent in respect of the Land allotted to the Institute.		
Carried Over	...	5,70,795 15 0

ASSETS		Rs. As. Ps.	Rs. As. Ps.
Brought Forward	...		30,248 1 6
<b>Library Books : At Cost</b>			
As per last Balance Sheet	...	31,660 10 9	
Additions during the year	...	35,072 7 6	
		66,733 2 3	
<i>Less : Depreciation written off :</i>			
upto 31-12-1955	1,113 10 0		
For the Year	3,117 8 3	4,231 2 3	62,502 0 0
<b>Furniture and Fixtures : At Cost</b>			
As per last Balance Sheet	...	16,357 11 0	
Additions during the year	...	7,718 12 3	
		24,076 7 3	
<i>Less : Depreciation written off :</i>			
upto 31-12-1955	35 10 0		
For the Year	1,245 1 0	1,280 11 0	22,795 12 3
<b>Books-Publication Branch : At Cost</b>			
As per last Balance Sheet	...	230 7 0	
Additions during the Year	...	34 8 0	
		264 15 0	
<i>Less : Depreciation written off :</i>			
upto 31-12-1955	3 5 0		
For the Year	16 4 0	19 9 0	245 6 0
<b>Book Debts : (Unsecured considered Good).</b>			
For subscriptions receivable from ordinary and corporate members	...	1,000 0 0	
For Bills receivable for sale of Journal	...	487 1 0	
Due from All India Women's Conference New Delhi.	...	6,790 3 6	
Due from others	...	2,541 3 0	17,888 7 6
<b>Advance Deposit of Telephone Rent :</b>			9,475 0 0
Carried Over	...		1,43,154 11 3



LIABILITIES		Rs.	As.	Ps.	Rs.	As.	Ps.
Brought Forward	...				5,70,795	15	0
Total	...				5,70,795	15	0

Flat No. 3, Thapar House,  
124, Janpath, New Delhi.  
21st March, 1957.

Examined and found correct  
S. VAIDYANATH AIYAR & CO.  
*Chartered Accountants*

ASSETS		Rs. As. Ps.	Rs. As. Ps.
Brought Forward	...		1,43,154 11 3
Stock of Paper and Stationery :			
(At Cost as Certified by the Director)			5,579 0 0
Travelling Advance			1,675 0 0
Interest Accrued			3,592 15 0
Prepaid Expenses :			501 13 6
Cash and other Balances :			
Cash and Cheques in hand	...	3,429 4 6	
Stamps in hand and in Franking Machine		618 9 6	
With Bank of Baroda Ltd., Delhi			
On Fixed Deposit	100,000		
On Short Deposit	150,000		
On Call Deposit	<u>50,000</u>	3,00,000 0 0	
With United Commercial Bank, Ltd., New Delhi in Savings Bank Account	...	7,246 5 3	
With State Bank of India, New Delhi on current account	...	545 10 6	3,11,839 13 9
Income and Expenditure Account :			
Excess of Expenditure over income as per annexed account	...	1,80,160 7 5	
Less : Surplus as per last Balance Sheet	...	75,707 13 11	1,04,452 9 6
Total	...		5,70,795 15 0

S.B. BAPAT  
Honorary Treasurer

V.K.N. MENON  
Director & Ex-officio  
Secretary

## THE INDIAN INSTITUTE OF PUBLIC

Income and Expenditure Account for the year

EXPENDITURE	Rs. As. Ps.			Rs. As. Ps.		
To Salary and Allowances :						
Office and Library ...	1,17,969	14	0			
Research ...	10,672	0	0	1,28,641	14	0
„ Travelling and Conveyance :						
Council Members ...	9,074	13	0			
Institute's Delegates for Attending Conference and Visit to Europe & U.S.A. ...	14,612	15	0			
Staff ...	1,304	8	5	24,992	4	5
„ Printing and Stationery ...				13,745	5	6
„ Rent ...				13,029	2	0
„ Publication of Journal ...				12,131	13	3
„ Postage and Telegrams ...				4,184	13	3
„ Telephones ...				3,091	13	0
„ Meetings and Entertainment ...				2,683	10	3
„ Motor Car Expenses ...				2,288	2	3
„ Seminar Expenses ...				2,216	4	3
„ Newspaper and Periodicals ...				2,137	8	6
„ Peons' Uniforms ...				1,856	10	0
„ General Charges ...				1,673	12	6
„ Cost of Furnishing ...				1,624	0	9
„ Garden Maintenance ...				986	12	6
„ Water and Electricity Charges ...				706	11	0
„ Binding Charges ...				627	8	0
„ Advertisements ...				577	1	0
„ Furniture Hire Charges ...				300	0	0
„ Subscriptions to other Institutions ...				263	5	0
„ Discount on Sale of Journal ...				241	3	9
„ Shifting Expenses ...				157	4	0
Carried Over ...				2,18,156	15	2

## ADMINISTRATION, NEW DELHI.

Ended 31st December, 1956.

INCOME	Rs. As. Ps.	Rs. As. Ps.
By Grant-in-Aid from Government of India ...		20,000 0 0
„ <b>Subscription :</b>		
From Ordinary Members ...	17,293 15 0	
From Corporate Members ...	3,500 0 0	20,793 15 0
„ Subscriptions for Journal ...		3,209 11 3
„ Sale of Journal ...		1,092 13 0
„ Sale of Bulletins and Pamphlets ...		1 8 0
„ Interest ...		8,802 9 0
„ Miscellaneous Income ...		462 10 0
„ Excess of Expenditure over Income carried to the Balance Sheet ...		1,80 160 7 5
Carried Over ...		2,34,523 9 8

EXPENDITURE	Rs.	As.	Ps.	Rs.	As.	Ps.
Brought Forward ...				2,18,156	15	2
To Bank Charges ...				102	11	0
„ Grant to Bombay Regional Branch ...				3,000	0	0
, Depreciation ...				9,483	7	3
„ Cost of Providing Fencing at Proposed Site ...				3,583	0	0
„ Cost of Electrical Fittings ...				197	8	3
Total ...				2,34,523	9	8

Flat No. 3, Thapar House,  
124, Janpath, New Delhi.  
21st March, 1957.

S. VAIDYANATH AIYAR & CO.  
*Chartered Accountants.*





## APPENDIX IV

*Budget for 1957-58***RECEIPTS****EXPENDITURE**

<b>Subscription</b>		<b>Recurring</b>	
Ordinary Members	18,750	Journal	20,000
Associate Members	960	Research Publications	20,000
Private Organisations	4,000	Study Groups	20,000
State Governments	4,000	Contribution to Regional Branches	10,000
Universities & Research Institutions	500	Honorarium to Lecturers and Visiting Professors	10,000
Sale of Journal	3,000	Training Courses	10,000
Sale of Publications	5,000	Seminars	12,000
		Fellowships	50,000
		Meetings	2,000
		Conference Abroad	20,000
		Pay & Allowances	2,75,000
		Office Expenses	1,20,000
		Foreign Affiliations	500
		<b>Total Recurring</b>	<b>5,69,500</b>
<b>Amount required from Government as Grant-in-Aid</b>		<b>Non-Recurring</b>	
Recurring	5,33,290	Building Programme	14,00,000
Non-Recurring	15,00,000	Library	1,00,000
		<b>Total Non-Recurring</b>	<b>15,00,000</b>
<b>Total</b>	<b>20,33,290</b>	<b>Grand Total</b>	<b>20,69,500</b>
		<b>Grand Total</b>	<b>20,69,500</b>