

**THE INDIAN INSTITUTE OF PUBLIC
ADMINISTRATION**



**SECOND ANNUAL REPORT
(1955)**

PRESENTED TO THE ANNUAL GENERAL MEETING
on the 7th April 1956

**Sapru House, Barakhamba Road
NEW DELHI - 1**

The Indian Institute of Public Administration

SECOND ANNUAL REPORT (1955)

INTRODUCTION

This report presents the audited statement of accounts and the annual balance sheet for the calendar year 1955 and also gives an up-to-date resume of the organizational developments and activities of the Institute since the submission of the last annual report.

ORGANIZATIONAL MATTERS

Executive Council

During the bulk of the year, the stewardship of the Institute's affairs has been in the hands of the Executive Council composed as follows :—

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,
Government of India.

Dr. B. C. Roy	Chief Minister, West Bengal.
Shri C. D. Deshmukh	Minister for Finance, Government of India.
Pandit H. N. Kunzru, M.P.	Member, Rajya Sabha; President of the Indian Council of World Affairs.
Shri Gurmukh Nihal Singh	Chief Minister, Delhi State.

Elected Members

1. Shri Y.N. Sukthankar	Cabinet Secretary & Secretary, Planning Commission, Govt. of India.
2. Shri H. M. Patel	Secretary, Dept. of Economic Affairs, Ministry of Finance, Govt. of India.
3. Shri Humayun Kabir	Secretary and Educational Adviser, Ministry of Education, Govt. of India.
4. Shri N. K. Sidhanta	Member, Union Public Service Commission (at present Vice-Chancellor, Calcutta University).
5. Shri B. Venkatappiah	Executive Director, Reserve Bank of India.
6. Prof. S. V. Kogekar	Head of the Dept. of Economics and Politics, Fergusson College, Poona.
7. Shri S. Ranganathan	Joint Secretary, Ministry of Works, Housing & Supply, Govt. of India.

8. Prof. V. K. N. Menon	University Professor of Politics and Director, Institute of Public Administration, Patna University.
9. Shri Din Dayal Sharma	Secretary, New Delhi Municipal Committee.
10. Shri H. C. Mathur, M.P.	Member, Rajya Sabha.
11. Shri S. N. Mozumdar	Managing Director, Hindustan Steel Co. Ltd.
12. Shri Sri Ram Sharma	Principal, D. A. V. College, and Director, Institute of Public Administration, Sholapur.
13. Shri M. K. Mathulla	Joint Secretary, Ministry of Production, Govt. of India.
14. Shri Din Diyal	Principal, M. B. Higher Secondary School, New Delhi.

Co-opted Members

1. Shri G.L. Bansal, M.P.	Member, Lok Sabha and Secretary-General, Federation of Indian Chambers of Commerce and Industry, New Delhi.
2. Shri R. Bhaskaran	Head of the Department of Politics and Public Administration, University of Madras.
3. Shri N.V. Gadgil, M.P.	Member, Lok Sabha.
4. Shrimati Seeta Parmanand, M.P.	Member, Rajya Sabha.
5. Shri L.P. Singh	Chief Secretary to the Government of Bihar.

Honorary Treasurer and Director pro tem.

Shri S. B. Bapat

Establishment Officer to the Government of India and Director, Organization and Methods.

Standing Committee

The Executive Council appointed, in May 1955, the following members to constitute the Standing Committee for the purpose of attending to the day-to-day business of the Institute on its behalf :

Shri V.T. Krishnamachari
 „ Gurmukh Nihal Singh
 „ Y.N. Sukthankar
 „ N. K. Sidhanta
 „ S. B. Bapat
 Prof. D. G. Karve

On his appointment as the Vice-Chancellor of the Calcutta University, Shri N. K. Sidhanta retired from the Standing Committee in November 1955, and the Executive Council appointed Shri H.M. Patel in his place.

In the first quarter of the year 1955, the Executive Council and the Standing Committee had two meetings each. Between April to December of the same year, the new Executive Council and the new Standing Committee held five further meetings each.

Appointment of the Director

In the middle of the year under report the Institute unfortunately lost the services of Prof. D. G. Karve who had

been the Director since its inception and who found it impossible, because of his other engagements, to continue to be in Delhi and to direct the affairs of the Institute. On the 30th May, 1955, the Executive Council accepted his resignation with the deepest regret and decided that pending the appointment of a full-time Director, Shri S.B. Bapat, Honorary Treasurer, be asked to discharge the duties of that post. In view of the importance of the post, the Executive Council have naturally been anxious to secure for the post of Director a person of proved ability and interest in the field of public administration studies, who would readily command respect both from the public servants and in academic circles. Despite their earnest efforts, the Council were unfortunately unable to find a person who was both *suitable* and *available*, and the interim arrangements continued throughout the year under report.

Membership

At the close of the year 1954, the Institute had on its roll 524 ordinary members, 10 life members and 15 corporate members—a total of 549. Eighty ordinary members and three corporate members did not renew their membership for the year 1955. As against this, 81 new ordinary members, 5 new life members and 15 new corporate members joined the Institute during 1955. On the 31st December, the membership stood as follows :—

Ordinary members	525
Life members	15
Corporate members	27
	—
Total	567

Regional Branches

A Regional Branch of the Institute was established in Bombay during the year under report. It was formally inaugurated on the 27th August, 1955, by Dr. Harekrushna Mahtab, Governor of Bombay, with the following office-bearers :—

President : Dr. Harekrushna Mahtab,
Governor of Bombay.

Chairman : Shri M.D. Bhansali, I.C.S.,
Chief Secretary,
Govt. of Bombay.

Secretary & Treasurer : Shri N.S. Pardasani.

Members of the Executive Committee }
1. Shri D.S. Bakhle, I.C.S.
2. Prof. S.V. Kogekar
3. Prof. K.P. Mukerji
4. Shri V.L. Gidwani, I.C.S.

Seventy-five members of the Institute residing in the Bombay Region are members of this Regional Branch.

An informal meeting, attended by officers of the State Government and the faculty members of the Patna University, was held at Patna on the 14th February, 1956. Shri S.B. Bapat, Director *pro tem.* of the Institute, attended the meeting by special invitation. It was decided that a Regional Branch of the Institute shall be established at Patna with the following office-bearers as soon as the formalities could be completed.

President : Dr. S.K. Sinha,
Chief Minister, Bihar.

Vice-President : Dr. A.N. Sinha,
Finance Minister, Bihar.

Chairman : Shri L.P. Singh, I.C.S.
Chief Secretary,
Govt. of Bihar.

Secretary : Prof. Amritdhari Singh.

Jt. Secretary : Shri S.N. Pande.

Treasurer : Shri H.N. Prasad.

Members of the Executive Committee }
1. Shri N. Bakshi
2. Shri M.K. Sinha
3. Prof. V.K.N. Menon

Steps are under way to establish a branch at Calcutta also.

ACTIVITIES OF THE INSTITUTE

Indian Journal of Public Administration

During the period under review, four issues of *The Indian Journal of Public Administration* were brought out, covering a total of 400 pages. Besides articles from well-known authorities and persons with specialised knowledge and experience in the different branches of public administration, the *Journal* also presents reviews of the latest books in the field of Administration, news of administrative interest from all countries, and a digest of the reports of important committees and commissions both at home and abroad. The numerous letters of appreciation and encouragement received from all over the world indicate that the *Journal* has started on the right lines and is serving a useful purpose.

Study Material

During the year under report, work was started for the preparation of the following 'study materials' :

- (i) A manual which would give up-to-date description of the organization, functions and pro-

grammes of the various Departments of the Government of India and their subordinate and affiliated agencies;

- (ii) A monograph on facilities available for the "Study of Public Administration" at the Indian Universities; and
- (iii) A pamphlet which will present to the youth of the country, in a convenient form, an attractive and detailed picture of "Careers in the Public Service" at the Centre and in the States which are open to them.

Seminars and Training Courses

Originally it was contemplated that instruction and training in public administration should be undertaken only by the proposed School of Public Administration when it was set up. Recent experience has, however, underlined the need for undertaking such activities even before the School starts functioning. Accordingly, action has been initiated for organising the following two training projects in the Spring of 1956 :—

(i) *Training in Public Personnel Administration.*

This will be a short refresher course, to be given in collaboration with the Central Secretariat Training School. The object of this course will be to give special training and insight into the principles and procedures of 'Public personnel management'. Ministries and Departments will be asked to nominate officials, who are, or are proposed to be placed, in charge of "establishment work", to attend the course. In the light of the experience gained, the question of organising a course of similar training for officers of the Finance,

Budget and Administrative (*i.e.* house-keeping) Branches will also be considered.

(ii) *Seminars of Directors of Institutes and Heads of University Faculties or Departments of Public Administration.*

The principal topics for discussion will be : (1) what should be the aims and contents of courses in public administration given/to be given at Indian Universities and the relative emphasis on different parts of the courses; and (2) what factual material necessary for such courses is still wanting and what steps may be taken, by the Institute on the one hand and the Universities on the other, to make up the deficiency ?

School of Public Administration

In the First Annual Report, a reference was made to the preliminary work which was being undertaken for the establishment of a School of Public Administration. Plans for setting up the School have now advanced a stage further. Contacts established with sister institutions in foreign countries have been utilized to obtain syllabi and lists of readings of courses in public administration given at these institutions. Similar information about instruction in public administration imparted at the Indian universities has also been collected. As will be seen in another section of this Report, building plans have made good progress and the Library which will be shared by the Institute and the School is now a going concern.

The School will, it is hoped, be able to start work by the Spring of 1958. Meanwhile, valuable experience would have also been gained as a result of the seminars and training courses mentioned earlier.

Research and Study Groups

The progress on the research side has been rather slow. The original intention was to set up, as soon as possible, two study groups—one on the working of the P. & T. Department and the other on the Customs Department. In fact, both the studies were actually set up but they could not start functioning due to absence of a whole-time Director and the difficulties experienced in carrying out, at this stage, comprehensive research on the working of a Government Department *as a whole*. A start was, therefore, made on a limited scale by undertaking a descriptive study of the organization and functions of the New Delhi Municipal Committee. The study is expected to be completed by the end of March 1956. Though the scope of the enquiry at the moment is confined to the New Delhi Municipal Committee, it might be extended to cover the entire Delhi metropolitan area if results are encouraging. Shri D.D. Sharma, formerly Secretary of the N.D.M.C. and now Additional District Magistrate, is supervising the day-to-day work of the project, while the Director of the Institute is giving the necessary technical guidance and advice.

At the regional level, the Bombay Branch has recently set up three study groups on (i) co-ordination of development activities in Poona District; (ii) functions of Central and State agencies side by side in a selected area; and (iii) working of the Bombay State Road Transport Corporation.

Library and Reference Services

During the year under report, the Institute's Library has collected a good representative selection of publications on public administration and allied subjects numbering about

2,500. A special section is being built up on 'Local Self-Government'. The Library receives 74 periodicals—30 on subscription basis, 39 in exchange for the Institute's Journal and 5 free of cost. The first instalment of an Author Catalogue with a "Subject Index" covering 575 books has since been published.

The Library was formally inaugurated on the 15th January, 1956, by Shri Govind Ballabh Pant, Minister for Home Affairs, Government of India.

Under the Wheat Loan Educational Exchange programme a request has been made, on behalf of the Institute, to the Ministry of Education to obtain from the U.S.A. books and other technical documentation on Public Administration, worth \$ 1,300. Special contacts have been established with the International Institute of Administrative Sciences, Brussels, the Royal Institute of Public Administration, London, the Public Administration Clearing House, Chicago, and the Library of Congress, Washington, D. C.

The staff of the Library is being strengthened to start a documentation and reference service as early as possible. It is also proposed to bring out bibliographies on selected subjects, the first one being on Local Self-Government. While the main collection of books in the Institute's Library would be on the core subjects of public administration, it is also proposed to get together comprehensive material on other fields, such as Business Management, Public Economics, Industrial Psychology, Sociology, etc. It is gratifying to note that during the year under review, several requests were received from the members of the Institute and other interested students for information and advice on source materials and bibliographies, guidance in research, etc. The efforts which

are now being made to strengthen the documentation and reference services should help greatly in developing this part and making it one of the important activities of the Institute.

Fellowships

The Executive Council selected provisionally in March 1955, three Government servants and two members of teaching staff of Indian Universities for the purpose of advanced study abroad in 'Organisation and Methods' and 'Public Administration' respectively. In the course of his personal discussions which the Director had, during his visit to the Oxford Round Table in August 1955, with the appropriate authorities in the U.K., it was found that a suitable programme of training in the U.K. has to be planned as a combination of a number of different courses in many institutions and Government departments. The British Council have very kindly agreed to assist in organising such a comprehensive course of training but have further pointed out that it is difficult to make necessary arrangements unless the number of trainees is large enough. For deriving the greatest benefit from the fellowships and scholarships, it will be necessary to send a group of not less than 10, preferably 12 persons. Such a group could conveniently commence their training in the U.K. in the latter half of 1956. After 6 months it may be possible and useful for some of the trainees to undertake more detailed or specialist studies, and also to undergo a special course of training in the U.S.A.

Lectures

During the period under report, the Institute arranged for four lectures and talks. The first was an informal talk on the 'Organization and Working of the Municipal Government in the United States' by *Prof. Henry F. Goodnow*, Public

Administration Adviser, Institute of Public and Business Administration, University of Karachi. It was delivered in October 1955, before a select gathering of the members and staff of the New Delhi Municipal Committee. The second lecture was given on the 4th November, 1955, by *Mr. H. J. Wright*, Chief Training Officer, Commonwealth Public Service Board, on 'Public Personnel Management in Australia'. About 80 members of the Institute were present.

Mr. Henry Maddick, Lecturer in Public Administration and Politics at the University of Birmingham, gave two talks on 'The Welfare State' and 'Nationalized Industries' on the 9th and 10th January, 1956, respectively. These talks were attended by a large audience including senior Government officials and leading figures in industry and public life. The reports of his talks are being published shortly.

MEMBERSHIP OF INTERNATIONAL BODIES

The Institute continues to function as the national section, in India, of the International Institute of Administrative Sciences, and is an associate member of the International Political Science Association. The Institute was represented at the I.I.A.S. Round Table held at Oxford from July 10 to 15, 1955, by its Director *Pro tem.*, *Shri S.B. Bapat*, I.C.S., who also attended as a representative of the Government of India, in his capacity as the Director, Organization and Methods. The meeting was attended by over 140 representatives from 44 different countries. The Director was thus enabled to establish close personal contacts with leading personalities in the field of Public Administration. He was also able on different occasions during the discussions at the Round Table, to explain the lines on which thinking and practice are developing in India in regard to many of the urgent problems of Public Administration.

The official summary of the Proceedings of the Round Table received from the International Institute of Administrative Sciences has been circulated to all members of the Institute.

FOREIGN CONTACTS

During the year 1955, contacts have been established with most of the sister institutions and university institutes of public administration in foreign countries. In almost every case, it has been found possible to enter into reciprocal arrangements under which the Institute *exchanges* its Journal and, in many cases other publications, free of cost. Such arrangements have been made with 40 institutions in different countries as follows :—

Asia

1. Institute of Public Administration in Israel, Jerusalem.
2. Institute of Public Administration, University of Philippines.
3. Public Administration Institute for Turkey and the Middle East, Ankara.
4. Institute of Public Administration, Saigon, Vietnam.

Commonwealth

5. Public Service Board, Commonwealth of Australia, Canberra.
6. Royal Institute of Public Administration, Australian Regional Groups.
7. Institute of Public Administration of Canada, Toronto, Ontario.

8. New Zealand Institute of Public Administration, Wellington.
9. Institute of Public and Business Administration, University of Karachi (Pakistan).
10. Royal Institute of Public Administration, London.

U.S.A.

11. American Society for Public Administration, Chicago, Illinois.
12. Public Administration Clearing House, Chicago, Illinois.
13. U.S. Civil Service Commission, Washington, D.C.
14. Maxwell Graduate School of Citizenship and Public Affairs, Syracuse University, Syracuse, New York.
15. Graduate School of Public Administration, Harvard University, Cambridge, Massachusetts.
16. Institute of Public Administration, New York.
17. Graduate School of Business and Public Administration, Cornell University, Ithaca, New York.
18. Institute of Public Administration, University of Michigan, Ann Arbor, Michigan.
19. Institute of Local and State Government, University of Pennsylvania, Philadelphia.
20. Graduate School of Public Administration and Social Service, New York University, New York.
21. Department of Political Science, University of Chicago, Chicago, Illinois.
22. Department of Public Law and Government, Columbia University, New York.
23. Department of Government & Public Administration, School of Social Sciences and Public Affairs, The American University, Washington, D.C.

24. Public Administration Center, University of Minnesota, Minneapolis.
25. Bureau of Governmental Research, University of California, Los Angeles, California.
26. Bureau of Municipal Research and Service, College of Liberal Arts, University of Oregon, Eugene, Oregon.
27. Bureau of Public Administration, University of Virginia, Charlottesville.
28. Bureau of Public Administration, University of Alabama, Alabama.
29. Institute of Government and Public Affairs, University of Illinois, Urbana, Illinois.
30. School of Business and Public Administration, Washington University, Saint Louis.
31. Woodrow Wilson School of Public and International Affairs, Princeton University, New Jersey.
32. National Civil Service League, New York City.
33. International City Managers' Association, Chicago, Illinois.
34. American Society for Personnel Administration, Washington, D.C.
35. Council of State Governments, Chicago, Illinois.
36. Division of the Budget, Executive Department, State of New York, Albany.
37. Governmental Affairs Institute, Washington, D.C.
38. Civil Service Assembly of the U.S. and Canada, Chicago, Illinois.

Others

39. College of Social Sciences, University of Puerto Rico, Rio Piedras, Puerto Rico.
40. International Union of Local Authorities, The Hague.

BUILDING PROGRAMME

In the First Annual Report a mention was made of the arrangements to secure a suitable piece of land for housing the Institute and the proposed School of Public Administration. The Government of India have since sanctioned a plot of land measuring six acres in the Indraprastha Estate. Owing, however, to the necessity of finding other accommodation for the displaced persons now settled on the land, it has not yet been possible to secure vacant possession. The assistance of the Delhi State Government has therefore been sought.

The building plans, as finally approved by the Executive Council, would cost about Rs. 29.5 lakhs. The premises will comprise (1) the Institute's office; (2) a school building; (3) an assembly hall for 500 persons; (4) hostel accommodation for 50 officers and 150 post-graduate students; and residential accommodation for the 'key' staff of the Institute and the proposed School of Public Administration. A firm of architects has been engaged for drawing up detailed plans and supervising execution of work. The construction of the building will be taken up as soon as practicable and it is expected to be completed by the end of the year 1957.

FINANCE AND ACCOUNTS

Accounts for 1955

The audited accounts for the year ended the 31st December, 1955, will be found at Appendix 1. The expenditure in 1955 was briefly as follows :—

1. Establishment Expenses	...	Rs. 50,935/-
2. Journal (including the fourth issue)	„	16,363/-
3. Books	...	„ 31,891/-
4. Newspapers & periodicals	„	1,557/-
Total Rs.		<u>1,00,746/-</u>

The Executive Council are very grateful to Messrs. Vaidyanath Aiyar & Co. for working as Honorary Auditors for the Institute for the year 1955.

Budget for 1956

The budget estimates (revised) for 1956 amount to Rs. 16.56 lakhs -- recurring : Rs. 5.56 lakhs, and non-recurring : Rs. 11 lakhs. Details are given in Appendix II.

The proposed expenditure in 1956 would be met partly from the balance of the generous grant already received from the Central Government and partly from a new grant for which the Government have been approached.

Financial Assistance from Ford Foundation

Of a total three-year grant of \$ 3,50,000 promised by the Ford Foundation, a sum of \$ 1,16,666 (Rs. 5,54,746-13-0) was received in January 1955. The second instalment of the grant is expected to be paid during the first half of 1956. This would be utilized (1) to meet the expenses of the fellows and scholars which the Institute proposes to send to the U. S. A. for advanced study and training in public administration ; and (2) to import books and technical documentation for the Institute's library and equipment and material for its building project.

CONCLUSION

While there has been an expansion in the activities of the Institute, the progress has, on the whole, been short of expectations. In assessing the success or otherwise of the Institute's work it must be remembered that the Institute is still in its early stages of development. The Director and the Executive Council have to feel their way along a general line

of advance and there are several limitations on detailed advanced planning. The various items in the programme of work have *necessarily* to be conceived as a part of one organic whole. The progress in one direction depends on progress in many others—progress of research projects is ultimately linked with the development of a reference and documentation service, which, in turn, partly depends upon the location and collection of materials by the research staff. Good research staff cannot obviously be obtained to order; it takes quite a long time to turn fresh graduates from the universities or even persons drawn from the public services, into competent research workers. These considerations apart, the foremost reason for slow progress was the absence of a *whole-time* Director or Deputy Director for guiding and directing the programme of activities. There is good hope that at least one of these important posts will be suitably filled in the near future.

In brief, while during the first year of its existence the activities of the Institute were mainly confined to planning and laying down the basic organization, the second year (1955) witnessed the actual launching of the programme of work in certain spheres. Though most of the field projects have still to be started, the Institute has obviously passed from the stage of planning to that of action. It is hoped that good progress will be made in regard to these projects during the next year.

APPENDIX I

THE INDIAN INSTITUTE OF PUBLIC

Balance Sheet as at

CAPITAL AND LIABILITIES	Rs.	As.	Ps.	Rs.	As.	Ps.
Capital Fund :						
As per last Balance Sheet ...	2,500	0	0			
Add : Life Membership Fee received during the year...	1,250	0	0	3,750	0	0
Grant from Ford Foundation :						
For purchase of Library Equipment, Research, Award of Fellowship etc. ...				5,54,746	13	0
Subscriptions received in advance :						
From Members ...	50	0	0			
For Journal ...	150	0	0	200	0	0
Suspense :				88	7	0
Liabilities :						
For expenses ...	10,665	10	10			
For Other Finance ...	432	1	0	11,097	11	10
Income and Expenditure Account :						
As per last Balance Sheet	1,76,161	5	3			
Less : Excess of Expenditure over Income for the year as per annexed account ...	1,00,453	7	4	75,707	13	11
Carried over				6,45,590	13	9

ADMINISTRATION, NEW DELHI.

31st December, 1955.

PROPERTY AND ASSETS	Rs.	As.	Ps.	Rs.	As.	Ps.
Motor Car at Cost : ...	10,558	12	0			
Less : Depreciation written off	1,759	13	0	8,798	15	0
Office Equipment at Cost :						
As per last Balance Sheet ...	2,689	3	6			
Less : Articles written off during the year ...	34	2	0			
	2,655	1	6			
Additions during the year ...	15,852	5	9			
	18,507	7	3			
Less : Depreciation written off	1,510	14	0	16,996	9	3
Cycles at Cost :						
As per last Balance Sheet ...	172	7	6			
Additions during the year ...	159	5	3			
	331	12	9			
Less : Depreciation written off ...	58	3	0	273	9	9
Library Equipment at Cost : ...	2,987	11	6			
Less : Depreciation written off...	7	1	0	2,980	10	6
Library Books at Cost : ...	31,660	10	9			
Less : Depreciation written off...	1,113	10	0	30,547	0	9
Books-Publication Branch at Cost :						
	230	7	0			
Less : Depreciation written off...	3	5	0	227	2	0
Furniture and Fixture at Cost : ...	16,357	11	0			
Less : Depreciation written off...	35	10	0	16,322	1	0
Advance Deposit of Telephone Rent :				3,800	0	0
Subscriptions Receivable :						
From Ordinary Members ...	2,400	0	0			
From Corporate Members ...	250	0	0	2,650	0	0
Bills Receivable for sale of Journal :				665	12	3
Carried over ...				83,261	12	6

THE INDIAN INSTITUTE OF PUBLIC

Balance Sheet as at

CAPITAL & LIABILITIES	Rs.		As. Ps.	
	Rs.	As. Ps.	Rs.	As. Ps.
Brought forward	6,45,590	13	9	
Total	6,45,590	13	9	

Examined and found correct.

4, Kashmere Gate, DELHI
15th March, 1956.S. VAIDYANATH AIYAR & CO.,
Chartered Accountants

ADMINISTRATION, NEW DELHI.

31st December, 1955.

PROPERTY & ASSETS	Rs.		As. Ps.	
	Rs.	As. Ps.	Rs.	As. Ps.
Brought forward	83,261	12	6	
Advance to Bombay Branch : ...	500	0	0	
Prepaid Expenses : ...	468	15	0	
Cash and other Balances :				
Cash in hand	62	13	0	
Stamps in hand	16	14	6	
Stamps in Franking Machine ...	651	12	3	
With the United Commercial Bank Ltd., New Delhi in Savings Bank Account	747	10	0	
With the State Bank of India, New Delhi in Current Account	5,59,881	0	6	
Total	5,61,360	2	3	
Total	6,45,590	13	9	

S. B. BAPAT
Director, *ex officio*
Secretary and Treasurer.V.T. KRISHNAMACHARI
Chairman : Executive Council

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 ...	48,821	14	0			
Research ...	2,113	5	0	50,935	3	0
„ Travelling and Conveyance ...				11,932	2	4
„ Rent ...				9,600	0	0
„ Printing and Stationery ...				9,007	10	9
„ Publication of Journal ...				16,363	7	0
„ Postage and Telegrams ...				4,031	11	6
„ Telephones ...				1,395	15	6
„ Furniture Hire ...				1,840	12	0
„ Motor Car Expenses ...				1,681	13	3
„ Newspaper and Periodicals :						
For Library ...	1,541	7	0			
For Publication Branch ...	15	15	6	1,557	6	6
„ Advertisement ...				1,386	4	0
„ Entertainment ...				731	3	6
„ Water and Electricity Charges ...				722	9	0
„ Honorarium :						
To Auditors ...	500	0	0			
To Reporters ...	40	0	0	540	0	0
„ Peon's Uniforms ...				484	12	6
„ Binding charges of Books ...				468	0	0
„ Subscriptions to Institutions ...				416	12	6
„ Publication of Bulletins & Pamphlets ...				325	0	0
„ General Charges ...				1,840	0	3
„ Contribution to Contributory Health Scheme ...				271	4	0
„ Discount on sale of Journal ...				86	9	0
„ Depreciation ...				4,488	8	0
„ Bank Charges ...				83	8	0
Total ...				1,20,190	8	7

ADMINISTRATION, NEW DELHI.
ended 31st December, 1955.

Income	Rs.	As.	Ps.	Rs.	As.	Ps.			
By Subscriptions :									
From Ordinary Members ...	14,330	4	0						
From Corporate Members ...	2,850	0	0	17,180	4	0			
„ Subscriptions for Journal ...					1,946	10	3		
„ Sale of Journal ...					492	8	0		
„ Interest ...					85	3	0		
„ Sale of Bulletins & Pamphlets ...					32	8	0		
„ Excess of Expenditure over Income carried to Balance Sheet							1,00,453	7	4
Total ...							1,20,190	8	7

APPENDIX II

REVISED BUDGET FOR 1956-57.

<i>RECEIPTS</i>		<i>EXPENDITURE</i>	
<i>ESTIMATE</i>		<i>Recurring</i>	<i>ESTIMATE</i>
SUBSCRIPTION :		Journal	20,000
Ordinary Members	18,000	Foreign affiliation	500
Corporate	1,500	Study Group	20,000
Sale of Journal and Publications	3,000	Regional Branches	10,000
		Office expenses	1,00,000
		Meeting	2,000
		Printing	10,000
<i>Amount to be expected from Government :</i>		Office staff and library and Research staff	2,73,652
Recurring	5,34,000	Research	10,000
Non-recurring	11,00,000	Fellowship	50,000
		Honorarium to Lecturers	10,000
		Conference at Madrid	50,000
			<hr/> 5,56,152
		Non-Recurring	
		Building Programme	10,00,000
		Library	1,00,000
			<hr/> 11,00,000
		Grand Total:	<hr/> 16,56,152

Indian Institute of Public Administration



6
Aps. 9 June 1956
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Report of Proceedings of the
Second Annual Meeting of the General Body
held on the 7th April, 1956

SAPRU HOUSE
BARAKHAMBA ROAD, NEW DELHI-1

THE INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
NEW DELHI

**Report of Proceedings of the Second Annual
Meeting of the General Body held on the 7th
April, 1956**

The Second Annual Meeting of the General Body of the Institute was held at Sapru House at 4 p.m. on the 7th April, 1956, with Shri Jawaharlal Nehru, President of the Institute, in the chair.

2. The following members were present :

- (1) Shri Jawaharlal Nehru
- (2) Shri V. T. Krishnamachari
- (3) Shri N.N. Agarwal
- (4) Shri P.P. Agarwal
- (5) Shri V.M. Albuquerque
- (6) Shri J.S. Bajaj
- (7) Shri V. Balasubrahmanian
- (8) Shri G.W. Balchandani
- (9) Shri S. Banerji
- (10) Shri S.B. Bapat
- (11) Shri A.K. Basu
- (12) Shri H. C. Bhanjai
- (13) Shri M.S. Bhatia
- (14) Shri V.M. Bhide
- (15) Dr. Bool Chand
- (16) Shri H.K.L. Capoor
- (17) Shri Khazan Singh Chaudri
- (18) Shri G.D. Chakrabarty
- (19) Shri N.C. Chatterjee
- (20) Shri M.K. Chaturvedi
- (21) Shri J.L. Chopra
- (22) Shri L.D. Chugh
- (23) Shri S.L. Dang
- (24) Shri J.N. Dhamija
- (25) Shrimati L.W. Dhume
- (26) Shri Din Diyal
- (27) Shri Manohar Lal Dua
- (28) Shri V.B. Eswaran
- (29) Shri N.V. Gadgil
- (30) Shri B.B. Ghosh
- (31) Shri J.C. Ghosh
- (32) Shri M.S. Gidwani
- (33) Shri R.K. Goel

- (34) Shri Gopeshwar Nath
 (35) Shri Harbans Lal
 (36) Shri Harish Chandra
 (37) Shri Jai Prakash Jain
 (38) Brigadier B.D. Kapur, Indian Army
 (39) Shri S.N. Kaul
 (40) Shri C.S. Kedarnath
 (41) Shri B. K. Kelkar
 (42) Shri S.S. Khera
 (43) Prof. S. V. Kogekar
 (44) Shri M.R. Kothandaraman
 (45) Commander Krishen Dey, Indian Navy
 (46) Shri P.L. Kumar
 (47) Dr. T. Lakshminarayana
 (48) Shri Brij Bhushan Lal
 (49) Shri S. Lall
 (50) Shri Mahesh Prasad
 (51) Shri Harish Chander Mathur
 (52) Shri H.K. Mathur
 (53) Prof. Mukut Vehari Mathur
 (54) Shri D.L. Mazumdar
 (55) Prof. V.K.N. Menon
 (56) Shri K.P. Misra
 (57) Shri R.A. Misra
 (58) Shri B.P. Mital
 (59) Shri Ajit Mozoomdar
 (60) Shri R.G. Mulgund
 (61) Shri R.G. Mundkur
 (62) Shri Prem Narain
 (63) Shri B.S. Narula
 (64) Shri P. R. Nayar
 (65) Shri A.V. Pai
 (66) Shri A.D. Pandit
 (67) Shri H.E.J. Pant
 (68) Shri M.L. Parashar
 (69) Shri M.K. Palwankar
 (70) Dr. Seeta Parmanand
 (71) Shri Parshotam Lal
 (72) Shri H.M. Patel
 (73) Shri J.C. Paul
 (74) Shri H.N. Prasad
 (75) Shri Balak Ram Puri
 (76) Shri M.V. Pylee
 (77) Shri N. Srinivasan Raghavan
 (78) Shri B.B. Rajwanshi
 (79) Shri B. Ramamoorthy
 (80) Shri Khem Lal Rathee
 (81) Shri T.D. Sachdeva
 (82) Shri M.L. Sahadeva
 (83) Shri K.K. Saran

- (84) Shri K.T. Satarawala
 (85) Dr. K.N.V. Sastri
 (86) Shri P.N. Sharma
 (87) Shri Parmatma Sharan
 (88) Shri Sri Ram Sharma
 (89) Shri S.S. Srivastava
 (90) Shri B. Shukla
 (91) Shri J.L. Sehgal
 (92) Shri S.K. Sinha
 (93) Shri Balwant Singh
 (94) Shri Bhagwan Singh
 (95) Shri Dalip Singh
 (96) Shri Gurmukh Nihal Singh
 (97) Shri K. Gajendra Singh
 (98) Shri H.A. Sujan
 (99) Shri Y.N. Sukthankar
 (100) Shri P. C. Suri
 (101) Shri Shanti Swaroop
 (102) Shri Tara Chand
 (103) Shri S.D. Udhrain
 (104) Shri B.D. Vashist
 (105) Shri Vedavrata
 (106) Shri K.V. Venkatachalam
 (107) Shri M.R. Yardi
- (108) Shri B.V. Gupta } Representing
 Metropolitan Book
 Co., Delhi.
- (109) Shri P.A. Narielwala } Representing Tata
 Industries Ltd.
- (110) Dr. V.K.R.V. Rao } Representing Delhi
 School of Economics,
 University of Delhi,
 Delhi.
- (111) Mr. C.P.G. Wade } Representing Burmah-
 Shell Oil Co., Ltd.,
 New Delhi.

3. Item 1 of the Agenda : Preliminary remarks by the Chairman of the Executive Council

Welcoming the President and members to the meeting on behalf of *Shri V.T. Krishnamachari*, Chairman of the Executive Council, *Shri S.B. Bapat*, Director, stated that as the Chairman was suffering from laryngitis and was prohibited from public speaking, Item 1 might be considered as having been passed over.

4. Item 2 of the Agenda : Announcement of the Result of Election of Fifteen Members of the Executive Council for 1956-57 under Rule 14 of the Rules of the Institute

The Director announced that as a result of scrutiny of nomination papers received up to the prescribed date, leaving out of account the nomination papers of candidates who had withdrawn, it was found that fifteen candidates mentioned below were validly nominated for the elections. As the number of candidates validly nominated did not exceed the number of members to be elected to the Executive Council under Rule 14 of the Rules of the Institute, they stood duly elected to the Executive Council for the year 1956-57.

- (1) Shri Din Diyal
- (2) Shri Jai Paul
- (3) Shri Hamayun Kabir
- (4) Prof. D.G. Karve
- (5) Prof. S.V. Kogekar
- (6) Shri V.T. Krishnamachari
- (7) Shri Harish Chander Mathur
- (8) Prof. Mukut Vehari Mathur
- (9) Prof. V.K.N. Menon
- (10) Dr. Seeta Parmanand
- (11) Shri H.M. Patel
- (12) Shri S. Ranganathan
- (13) Dr. K.N.V. Sastri
- (14) Shri N.K. Sidhanta
- (15) Shri Y.N. Sukthankar

5. Item 3 of the Agenda : Confirmation of the Report of Proceedings of the First Annual Meeting of the General Body held on the 1st April, 1955

The report of the proceedings as circulated to members was confirmed.

6. Item 4 of the Agenda : Consideration of the Annual Report for 1955

The Director, *Shri S.B. Bapat*, observed that the Second Annual Report had been circulated to all members well in advance and spare copies had also

been placed on the table of the house. Accordingly, if there were no objections, the report could be taken as read. He emphasised that though the progress in the activities of the Institute had been slow, it was assuredly solid and real. The library was coming on very well, and an information and reference section was also being opened which would attend to all queries received from members regarding information on matters concerning public administration in all aspects of the subject. This section was in due course expected to prove very useful to everybody in the country.

Referring further to the Seminar on "The Study and Teaching of Public Administration at Indian Universities" which was being convened by the Institute in New Delhi on the 11th and 12th May, 1956, *Shri Bapat* pointed out that the Institute was bringing out a complete descriptive treatise on the structure and functions of the machinery of the Government of India. The Central Government were at the moment performing an extraordinary variety of functions and there had been a tremendous expansion of staff and organisation in recent times. The Institute had prepared a Preliminary Draft of certain chapters of this treatise, which would be placed before the Seminar to elicit the views and suggestions of the representatives of the universities to fill in any gaps which they might be able to point out and to make adjustments or clarifications required to complete the treatise.

The President invited comments on the Report.

Prof. M. V. Mathur pointed out that the Report indicated that only two or three research projects had been started. In view of the great importance of some of the other problems, he stressed the need for instituting other research projects at an early date. He further observed that the planning machinery at the State level would be a very suitable subject for research. This matter was at the moment not being given the attention it deserved.

Shri Bapat, replying to *Prof. Mathur's* observations, stated that the suggestion made by him would be carefully considered. He further drew the attention of the members to the organisation of regional branches of the Institute in different States. A regional branch had already been formed in Bombay and was functioning extremely well. It had also undertaken a few research studies. A regional branch at Patna had recently been established, and there was full cooperation between the State Government and the academic circles. A branch at Calcutta was in the process of being formed.

Prof. S.V. Kogekar proposed that the Annual Report be adopted. *Shri Vedavrata* seconded the proposal.

The Report was adopted unanimously.

7. Item 5 of the Agenda : Consideration of the Balance Sheet and the Audited Accounts for 1955

Shri H.M. Patel moved that the Balance Sheet and the Audited Accounts for 1955 be passed.

Shri M. R. Kothandaraman seconded the proposal.

The Balance Sheet and the Audited Accounts for 1955 were approved unanimously.

8. Item 6 of the Agenda : Election of the President and the Honorary Treasurer of the Institute

Shri N.V. Gadgil proposed that *Shri Jawaharlal Nehru* be elected President of the Institute for the year 1956-57. The proposal was seconded by *Shri B. B. Ghosh*. As no other proposal was put forward, **Shri Jawaharlal Nehru** was declared elected unanimously.

Shri Turaga Lakshminarayana proposed that *Shri S.B. Bapat* be elected Honorary Treasurer for 1956-57. *Shri J.C. Paul* seconded the proposal.

As there was no other proposal, **Shri S.B. Bapat** was declared elected unanimously.

9. Item 7 of the Agenda : Appointment of Auditors for 1956

Shri A.D. Pandit proposed that *Messrs. S. Vaidyanath Aiyar & Co.*, be elected Honorary Auditors of the Institute for the year 1956. *Shri M. K. Palwankar* seconded the proposal.

The resolution was carried unanimously.

10. The President then invited the members to come forward and let the meeting have the benefit of their suggestions and advice, if any.

Shri G. W. Balchandani suggested that the Institute should provide adequate opportunities for the members to get into contact with each other and develop informal relations.

Shri Dalip Singh pointed out that with proper advance planning a good deal of unnecessary work could be cut off and efficiency improved considerably. He emphasised that the Government departments, especially those which came into contact with the public, should devote more attention to planning. Planning of work, in turn, would create greater confidence in the public and secure its cooperation as well as more revenue.

Dr. Seeta Parmanand felt that the progress of activities of the Institute had not been up to the expectations. Even in regard to membership, though many new members had been enrolled, a number of old members had not renewed their subscription. The Institute must, she thought, develop some definite programme of work, which might, among others, include extra-mural lectures and tours of different States by senior, experienced officers of the services to spread the knowledge of improved methods of work and forms of organization, especially at the district level.

Dr. Seeta Parmanand further suggested that, before the meeting of the General Body, the Institute could, with advantage, celebrate a 'Public Administration Week' or hold seminars on selected subjects with a view to formulating specific suggestions and recommendations which might then be placed before the General Body.

Shri Prithi Raj Nayar suggested that the proposed refresher course on public personnel administration should not be limited to the representatives of the ministries and departments, but members of the Institute might in their own right also be permitted to participate. *Shri Bapat*, in reply, explained that the course was specially meant for persons who are actually engaged in 'establishment work'. Being in the nature of in-service training it would not serve any useful purpose for the ordinary members of the Institute to participate in the course unless they happened to possess the requisite experience in the field. The commencement of the course was at the moment held up due to the delay in the publication, by the Government of India, of the Revised Classification, Control and Appeal Rules, which constituted one of the most important items to be covered. *Shri Bapat* hoped that the ordinary members of the Institute might be able to participate in other courses which might be started in the proposed School of Public Administration.

Dr. K.N.V. Sastri pointed out that there was not* a single military officer among the members of the Institute, though many original ideas had been contributed to the science and art of public administration by the army. He further suggested that the collection of letters written by senior officers to junior officers would constitute valuable material for purposes of study and research. *Dr. Sastri* supported *Shri Balchandani* in his plea for personal contacts among the members. This could

* The Institute had, actually, two military officers among its members at the time.

be achieved by arranging a series of lectures by senior Government officers and by conferences in which papers on various aspects of public administration might be read by eminent authorities. The Institute could also profitably assist the Government of India in the revision of the Gazetteer of India

Shri P.P. Agarwal observed that the various Acts and rules made by the States were not available at one place, and frequent reference had to be made to the various State Governments. The Institute should collect together and place in its library all the State enactments and rules for the benefit both of research students and government officials.

Shri Ajit Mozoomdar said that a complete set of the reports of debates in the Constituent Assembly and in Parliament was not available in the Institute's Library and suggested that arrangements should be made to obtain these regularly, including past reports and reports of the Estimates Committee. He also suggested that papers relating to International meetings on subjects connected with Public Administration, at which the Government of India were represented, such as the Rangoon Seminar on Public Enterprise, should be obtained from the Ministries, which could easily afford to spare them a year or so after the meeting.

Shri N.S. Raghavan pointed out that the Annual Report of the Institute was for the calendar year 1955 while the budget was for the financial year 1956-57. He suggested that the matter should be fully examined with a view to securing the same coverage. Referring to the amount of Rs. 10 lakhs provided for the building programme in the Institute's budget, he observed that in the initial stages of its development, the Institute should go rather slow with its building programme and devote greater attention to other items of vital importance. He wanted to know fuller details of the expenditure of a sum of Rs. 2,113-5-0 shown under the head 'Research'. *Shri Bapat* explained that the financial year was

adopted for the purpose of budget in view of the need to have the Balance Sheet passed by the Executive Council before it is circulated to the Annual General Meeting in time. This happened in the case of all the limited companies and the Institute was no exception.

As regards the budget provision of Rs. 10 lakhs for the building programme, it was necessitated at this stage by the need for having the building ready before the Institute's School of Public Administration could start functioning. It was proposed to house the Institute, the School and the Library in *one* building. The project was being financed partly from the generous grant received from the Ford Foundation. With respect to details of expenditure on research, *Shri Bapat* invited *Shri Raghavan* to have a look at the Institute's books of accounts after the meeting and satisfy himself.

11. **President's Speech**

[The full text of the speech delivered by the President of the Institute, **Shri Jawaharlal Nehru**, is being published separately]

12. The meeting was followed by an At Home given by the Chairman of the Executive Council.

Indian Institute of Public Administration



Report of Proceedings of the
Special Meeting of the General Body
held on the 25th August, 1956

6, BHAGWANDAS ROAD
NEW DELHI-1

*Printed at
The New India Press, New Delhi.*

THE INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
NEW DELHI

Report of Proceedings of the Special Meeting of the
General Body held on the 25th August, 1956, at Constitution Club
New Delhi

I. Introduction

The Executive Council, at its meeting held on the 10th May, 1956, appointed a Sub-Committee consisting of the following members to examine the Rules of the Institute in the light of two years of their working and to propose any necessary amendments :—

1. Shri N.V. Gadgil (Chairman)
2. Shri H.C. Mathur
3. Prof. V.K.N. Menon
4. Shri S.B. Bapat

The Sub-Committee's recommendations were considered by the Executive Council on the 27th July, 1956, and a draft Resolution (please see pp. 2-6) proposing certain amendments was approved for being placed before a Special Meeting of the General Body of the Institute.

In exercise of the powers conferred by Rule 22 of the Rules of the Institute, the President, *Shri Jawaharlal Nehru*, convened the Special Meeting of the General Body on the 25th August, 1956, to consider the draft Resolution.

An explanatory note on the amendments proposed was also circulated to members and is appended.

Shri V.T. Krishnamachari, Chairman of the Executive Council, was in the chair. The following members were present at the meeting.

1. Shri N.N. Agarwal
2. Shri P.P. Agarwal
3. Shri Amba Prasad
4. Shri V.M. Albuquerque
5. Shri G.L. Bansal
6. Shri S.B. Bapat
7. Shri H.C. Bhanjai
8. Shri B.N. Bishnoi
9. Shri L.D. Chugh

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10. Shri J.N. Dhamija
11. Shri N.V. Gadgil
12. Shri G.C.L. Joneja
13. Shri R.C. Gupta
14. Shri B.V. Gupta (Representing Metropolitan Book Co.)
15. Shri Hira Lal (Representing All India Local Bodies Officers' Association)
16. Shri Jai Prakash Jain
17. Prof. D.G. Karve
18. Commander Krishan Dev
19. Shri V.T. Krishnamachari
20. Shri H.N. Kunzru
21. Shri Lal Chand
22. Shri K.C. Madappa
23. Shri H.K. Mathur
24. Shri M.N. Mathur
25. Shri Mahesh Prasad
26. Shri D.L. Mazumdar
27. Prof. V.K.N. Menon
28. Shri K.P. Misra
29. Shri B.P. Mital
30. Shri R.G. Mulgund
31. Shri B.S. Narula
32. Shri P.N. Natu
33. Shri Prakash Narain
34. Shri H.E.J. Pant
35. Shri J.C. Paul
36. Shri B.B. Rajwanshi
37. Shri T.V. Rangarajan
38. Shri Manohar Lal Sahdev
39. Shri K.K. Saran
40. Prof. K.N.V. Sastri
41. Shri Shanti Swaroop
42. Shri G.M. Sinha (Representing All India Local Bodies Officer's Association)
43. Shri K.N. Subbanna
44. Shri Ram Prakash Sharma (Representing D.A.V. College, Hoshiarpur)
45. Shri Ved Vrata

2. The Draft Resolution

Shri N.V. Gadgil, on behalf of the Executive Council, moved the following Resolution :—

“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.”

Explaining the draft Resolution, *Shri N.V. Gadgil* said that the main objects of the proposed amendments were four : (1) to introduce a new class of Associate Members consisting of *bona fide* post-graduate students of Public Administration, below the age of 25; (2) to make provision for the establishment of local branches; (3) to increase the term of the Vice-Presidents from one to two years and of the elected members of the Executive Council from one to four years, half the number retiring at intervals of one and two years respectively; and (4) to enable members to bring any matter before the Annual Meeting of the General Body after giving an appropriate notice of at least seven days. *Shri Gadgil* observed that the first, second and fourth points needed no elaborate explanation. On the second, the changes proposed in regard to the term of office of the elected members of the Executive Council, and the provision concerning the biennial retirement and replacement of half of the members, he said, that they aimed at greater continuity of policy in the management of the affairs of the Institute, without prejudicing in any way the representative character of the Executive Council.

3. General Discussion

At this stage, *Shri V.T. Krishnamachari* left the meeting and *Pandit H.N. Kunzru* took the chair.

The Chairman suggested that members might first express their views on the draft Resolution as a whole. Specific amendments to the various parts of the draft Resolution might be moved later. These would, if adopted, be incorporated in the Resolution.

In the general discussion which followed, several speakers stated that, under the amended Rules, an elected member of the Council would hold office for four years, which was rather long and could, with advantage, be reduced to two years. Some speakers held that annual elections were likely to create greater interest among the members. Others were of the view that it was necessary that universities and local bodies also should have separate representation in the Executive Council. The opinion was also expressed that it would be more appropriate to have a new Executive Council elected after the Rules had been amended as proposed, rather than to extend the term of the present Executive Council.

4. Amendments moved by Members to the different parts of the draft Resolution

Part A & B

No amendments were moved by any member.

Part C

Shri B.B. Rajwanshi proposed that Part C of the draft Resolution be substituted by the following amendment :

“*Vice-Presidents* : Six Vice-Presidents of the Institute shall be elected by the members of the Executive Council as referred to in clause (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 for a maximum period of two more consecutive terms and no more in the same continuation :

Provided,

(i) that the term of office of all the Vice-Presidents, as elected in the year 1956, under the Rules as in force just before the date of this amendment, shall expire on the 31st of March, 1957 ;

(ii) that the term of office of such three of the Vice-Presidents, as may be elected just immediately after the 31st day of March, 1957, may be determined by the Chairman of the Executive Council by drawing lots at a full meeting of the Executive Council, in such manner as he may deem fit, shall expire on the 31st day of March, 1958.”

Explaining his proposals, *Shri Rajwanshi* added that, under

the amendments as proposed in Part C of the draft Resolution, the Institute would have to elect five new Vice-Presidents after the 31st March, 1957.

Shri H.C. Bhanjai seconded the amendment proposed by *Shri Rajwanshi* and further observed that, as the existing Executive Council had been elected only for a period of one year, it would be improper to extend its term. Accordingly, an altogether new Executive Council should be elected next year.

Shri S.B. Bapat observed that the existing two vacancies of Vice-Presidents would be filled long before the end of the financial year 1956 and the difficulty apprehended by *Shri Rajwanshi* was not likely to arise.

On being put to the vote, the amendment proposed by *Shri B.B. Rajwanshi* was declared lost.

Part D

No amendment was moved.

Part E. Rule 13, Sub-Rule (1), Clause (iv):

Shri N.N. Agarwal observed that, under the amendment proposed in the draft Resolution, the Executive Council would have as one of its members the 'Chairman of each of the Regional Branches or his representative'. *Shri Agarwal* moved that the original position should be restored by substituting 'a' for 'his' so that the Regional Branch would be properly represented.

Prof. D.G. Karve pointed out that the underlying idea of the original provision was to give representation to the Regional Branch and not to its Chairman.

Prof. V.K.N. Menon stated that, if any election of the representative was made necessary, it would cause some administrative inconvenience as a meeting of the Regional Branch would have to be specially called for the purpose.

Prof. K.N.V. Sastri agreed with *Prof. V.K.N. Menon* on this point.

Shri N.V. Gadgil, at this stage, accepted, on behalf of the Executive Council, the amendment moved by *Shri N.N. Agarwal*.

Shri S.B. Bapat explained that the Chairman of the Regional Branch was expected to nominate his representative to the Executive Council in his official, and not in his personal, capacity.

Part F. Clause (i) :

No amendment was moved.

Part F. Clause (ii) :

Representation of Local Bodies

Shri Hira Lal moved that the amendment proposed in the Resolution under clause (ii) of Part F should be deleted and the text as it originally stood in sub-rule (2) of Rule 14 be substituted in its place. In the latter, local authorities had been given two seats on the Executive Council. Two seats had also been reserved for 'other statutory corporations'. Under the amendment proposed in the draft Resolution, the separate representation of local authorities would altogether be wiped out and three seats would be jointly reserved for the members in the service of 'Local Authorities, Statutory Corporations or Government Companies'. The merging of the representation of local bodies with that of statutory corporations and government companies was hardly fair, as, in practice, the new arrangements were not likely to work in favour of local authorities.

Shri G.M. Sinha pointed out that the explanatory note did not state any reason for taking away the existing separate representation, in the Executive Council, of the services of the local authorities and for merging it with the services of the statutory corporations. The local authorities constituted the basic units of the government in the country and included 12 Municipal Corporations, 1946 Municipalities, 56 Cantonment Boards, 379 Small Town and Notified Area Committees, 196 District Boards, and 90,000 Village Panchayats. There had recently been no changes in the service conditions and the organisation of the Central and State services to justify the proposed increase from 3 to 4 in their representation. Accordingly, the local authorities should continue to be represented in the Executive Council as a separate class and the scale of their representation should be allowed to remain unchanged, if not increased.

Shri S.B. Bapat explained that the experience of the Institute in regard to separate representation of local bodies on the Executive Council was hardly encouraging. The number of employees of local bodies who were members of this Institute was small and the restoration of the original position would give them undue weightage.

The amendment proposed by *Shri Hira Lal* was put to the vote and declared lost.

Representation of Universities

Shri B. B. Rajwanshi moved the following amendment :—

The word 'and' between the words 'a state' and 'at least' in the draft Resolution shall be omitted.

After the words 'or Government Companies' in the draft Resolution, the following shall be added : and at least one shall be in the service of a university, college or institution, where teaching or research or study in public administration is carried on.

Explaining the amendment, *Shri Rajwanshi* stated that neither the original Rules nor the amendments proposed in the draft Resolution accorded to universities any representation on the Executive Council. As the number of elected members was being increased from fifteen to sixteen, the additional seat should be given to universities.

Shri N.N. Agarwal seconded the amendment which, when put to the vote, was declared lost.

Part F. Clause (iii) :

Shri P.P. Agarwal moved that the term of the Executive Councillors should be two years. He explained that the present system of annual elections ensured continuous interest of the members in the work of the Institute. In any case, as in the case of Vice-Presidents, the term of the elected members of the Executive Council should be not more than two years.

Prof. D.G. Karve pointed out that the new provisions concerning the extension of the term of office of the elected members from one to four years, and the biennial retirement of half of the members, were necessitated by considerations of continuity of policy. The Institute had to enter into long-term commitments in regard to contracts of services and buildings and also organise a special school for higher teaching of administrative sciences. The extension of the term of the existing Executive Council and the new arrangements, if viewed in this context, were hardly objectionable.

Prof. K.N.V. Sastri said that he agreed with *Prof. Karve* that the longer term was necessary in the interest of the Institute.

Shri P.P. Agarwal observed that the past experience of the Institute showed that no major decision involving commitments for a period longer than one year had been postponed.

The amendment moved by *Shri P.P. Agarwal* was put to vote and declared lost.

Part G

No amendment was moved.

Part H

Shri S.B. Bapat explained that the condition that a member of the Standing Committee must be a member of the Executive Council was meant to provide for changes in the membership of the Committee.

No amendment was moved.

Part K

Shri P.N. Natu moved that the words "or business of which notice has been given to the Director at least seven days before the date of the meeting" be deleted. He explained that the new provisions would hardly be of any advantage, as the Director would have been notified but the members generally would have no knowledge of the business proposed by any member.

Shri S.B. Bapat explained that, under the existing Rules, a member could raise a matter in the meeting of the General Body only with the permission of the President. The proposed amendment was designed to enable the members to bring any matter before the Annual Meeting of the General Body irrespective of what the President thought of it.

Shri Natu withdrew his amendment.

Parts L., M., N., O. & P :

No amendments were moved.

5. Voting on the Draft Resolution

Putting the draft Resolution to vote, the Chairman explained that each of the amendments proposed by members had already been individually voted on and lost. The Resolution as a whole was now before the Governing body for voting.

Shri B.B. Rajwanshi pointed out that one of the amendments proposed by a member, when put to the vote, had been rejected by a narrow majority. This meant that the relevant amendment proposed by the Executive Council in the draft

Resolution did not have the support of two-thirds of the members present.

Shri N.V. Gadgil observed that the provisions of the Rules in regard to the two-thirds majority were applicable to the Resolution as a whole and not to its parts in isolation.

The Chairman agreed with *Shri Gadgil* and ruled that the Resolution should be voted upon as a whole.

Shri P.P. Aggarwal stated, that though the amendment moved by him had been lost, he would support the Resolution as it embodied a number of improvements.

Shri Hira Lal opposed the Resolution on the ground that the special reservation of seats for backward civil servants, *i.e.* municipal employees, had been taken away.

Supporting *Shri Hira Lal*, *Shri G.M. Sinha* stated that the Resolution contained not one but four principal amendments. As according to the ruling of the Chairman, these could not be separated from one another, there was no choice for him but to oppose the Resolution as a whole.

Before putting the Resolution to the vote, the *Chairman* ascertained that 40 members who were entitled to vote were present in the Hall at the time of the voting.

The *Chairman* next put the Resolution to vote.

The result of the voting was as follows :—

For the Resolution 32

Against the Resolution 5

As the number of votes in favour of the Resolution was greater than the two-thirds majority of the members present in the Hall (*i.e.* 27), the *Chairman* declared the Resolution carried.

The meeting concluded with a vote of thanks to the chair.

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION

Sapru House, Barakhamba Road
New Delhi-1

Dated the 31st July, 1956

Explanatory note on the amendments proposed to be made in the Rules of the Indian Institute of Public Administration

The amendments covered by paragraphs (A), (B) and (N) of the Resolution deal with the creation of a new class of "Associate Members".

It has been suggested that some of the facilities provided by the Institute could usefully be made available to post-graduate students interested in the study of public administration. Most of them are under 25 years of age and cannot afford to pay the full subscription of Rs. 25/- per year and are, therefore, prevented from applying for ordinary membership. It is, therefore, felt that they should be made eligible for a special class of membership at a fee of Rs. 12/- per year. Such members would have no voice in the election of the office-bearers, or management of the Institute's affairs. The details of the facilities which should be made available to them will be prescribed in the form of rules to be made by the Executive Council.

2. Paragraphs (C), (D), (E), (F) and (I) cover amendments designed to provide better continuity of policy in the management of the Institute's affairs.

Under the present rules, the President, the Vice-Presidents, the Honorary Treasurer and the Members of the Executive Council, all hold office for one year and have to be re-elected every year. Apart from the fact that the organising of an annual election by postal ballot for the 15 elected Members of the Executive Council takes up a lot of the time and labour of the Institute's staff, there is natural hesitation on the part of the Members of the Executive Council, especially towards the last few months in each year, to enter into commitments relating to major policy decisions due to a feeling that it would be only fair to leave such decisions to be taken by the Council to be formed after the annual elections have been completed. It has, therefore, been felt that it will make for greater firmness and continuity of policy in the management of the Institute, if the composition and tenure of those who constitute the Executive Council is suitably altered, so that the retirement and replacement of members would take place by instalments at suitable intervals.

The proposed draft amendments will have the following effects :—

- (a) The President will continue to be elected at the Annual General Meeting each year.
- (b) The Honorary Treasurer will hold office for two years and would be elected by the Executive Council, instead of by the General Body.
- (c) The Vice-Presidents will hold office for two years but the system will ensure annual retirement and replacement for half the number.
- (d) The elected Members of the Executive Council will hold office for four years but the system will ensure retirement and replacement for half of the number at intervals of two years.
- (e) In order to facilitate such periodical retirements, the number of elected members will be raised from 15 to 16.

3. Paragraphs (G), (L) and (M) cover amendments which provide for the creation of Local as well as Regional branches.

It is felt that apart from Regional branches which can only relate to a State as a whole, it may be possible and desirable to have Local branches, especially at the university centres, of which there may be more than one in some States.

4. The remaining amendments are simple and obvious and need no explanation.

S. B. BAPAT

Director & Secretary