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THE  
INDIAN INSTITUTE OF PUBLIC  
ADMINISTRATION

FIFTH ANNUAL REPORT

Presented to the Annual General  
Meeting on the 25th April, 1959

*58*



INDRAPRASTHA ESTATE, RING ROAD  
NEW DELHI-1

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## INDIAN INSTITUTE OF PUBLIC ADMINISTRATION

### FIFTH ANNUAL REPORT

This Report covers the activities of the Institute during the year April 1958 to March 1959. In addition, it contains the audited statement of accounts and the annual balance-sheet for the calendar year 1958.

#### ORGANISATIONAL MATTERS

##### *The Executive Council*

As required under Rule 14(5) of the Rules of the Institute, elections were held in February-March, 1958, to 8 vacancies in the membership of the Executive Council for a period of next 4 years. At the Fourth Annual Meeting of the General Body of the Institute, held on April 5 at Sapru House, New Delhi, *Shri Jawaharlal Nehru* was unanimously elected President of the Institute for the year 1958-59. The reconstituted Executive Council, at its meeting held on April 6, elected *Shri S. Rangana- than*, I.C.S., Secretary, Union Ministry of Commerce and Industry, as Honorary Treasurer of the Institute for a period of two years, in the place of *Shri S.B. Bapat*. It also co-opted *Shri N.V. Gadgil*, *Shri G.L. Bansal* and *Shri L.P. Singh*, I.C.S., as members for the year 1958-59; and re-elected *Shri V.T. Krishnamachari* as its Chairman. Later in August, the Council re-elected *Shri Gurmukh Nihal Singh*, Governor of Rajasthan, as a Vice-President for a period of 2 years; *Shri Vishnu Sahay*, I.C.S., Cabinet Secretary, Government of India, and *Gen. K.S. Thimayya*, Chief of the Army Staff, were co-opted as members for one year in place of *Shri M.K. Vellodi*, I.C.S., (retd.) and *Gen. S.M. Srinagesh*. In place of *Shri S. Ranganathan*, I.C.S., elected as the Honorary Treasurer, the Council co-opted *Shri N. N. Wanchoo*, I.C.S., Secretary, Department of Expenditure, Union Ministry of Finance. The Executive Council held five meetings during the year.

The membership of the Standing Committee also underwent a change during the year. *Shri L.P. Singh* was co-opted as a member of the Standing Committee in place of *Shri S.B. Bapat*, who had joined the United Nations as the Director of the Public Administration Division of the Technical Assistance Administration. *Shri H.C. Mathur*, M.P., was co-opted as an additional member. The Committee held seven meetings during the year.

The detailed membership of the Executive Council and the Standing Committee, as also of the Committee of Direction, the Building Advisory Committee, and the Sub-Committee on the Revision of the Rules are given in Appendix I.

### Membership

The membership of the Institute continued to rise during the year. The ordinary membership of the Institute rose by 83 (8.3 per cent), corporate membership by 17 (25 per cent) and associate membership by 20 (300 per cent). The present corporate membership of 83 includes 13 State Governments, 29 universities, 12 colleges and university institutes, 11 government bodies, and 18 private corporate organisations.

The total membership of the Institute on March 31, 1959, stood as follows :—

Ordinary	1084
Corporate	83
Life	26
Associate	27

TOTAL 1220

### Regional and Local Branches

A Regional Branch of the Institute was inaugurated in Orissa on August 9, with *Shri Y.N. Sukthankar*, the State Governor, as its President and *Shri Hare Krushna Mahtab*, the State Chief Minister, as its Chairman. The Local Branch at Jaipur was converted into a Regional Branch on January 4, 1959 with an increase in its membership, which stood at 12 on March 31, 1959. The total number of Regional Branches is 4, the other two being at Bombay and Bangalore.

There are at present 5 Local Branches—at Lucknow, Madras, Patna, Poona and Trivandrum.

The Executive Council of the Institute has decided that in future financial assistance may be given to the Regional and Local Branches as follows :

- (a) For an approved research project, of the Regional or Local Branch, up to Rs. 4,000 a year.
- (b) Rs. 500 to a Regional Branch and Rs. 300 to a Local Branch for office and similar expenses in the first year, in addition to the  $\frac{1}{4}$ th of the subscriptions; after the first year, they will be entitled

to the share of subscriptions only and they will be expected to depend upon local grants, donations and other services for any additional expenditure.

The actual financial assistance given to the Regional and Local Branches during the financial year 1958-59 was : Bombay and Mysore, Rs. 5,000 each; Orissa, Rs. 1,000; Trivandrum, Rs. 1,200; Patna and Lucknow, Rs. 500 each.

The Local and Regional Branches of the Institute have developed their own programmes of lectures and group discussions, study groups and research. The Orissa Branch set up two study groups on 'Local Governments—The Various Systems Prevailing in the State, Co-ordination and Integration—Future' and 'Recruitment and In-Service Training for the Services'. The preparation of the manual on 'Training Facilities for the Staff of the Various Departments in the Bombay State' undertaken by the Bombay Regional Branch is nearing completion, as also the work on the monograph on 'The Administrative Set-up of Kerala' undertaken by the Trivandrum Branch.

### Visits by the President

The President of India paid a visit to the Institute at its old premises (6, Bhagwandas Road) on November 28, 1958. He again visited the Institute on January 31, 1959, when he formally inaugurated the Institute's School of Public Administration and its buildings.

On the latter occasion the President kindly agreed to become the Institute's Patron.

### Institute's Correspondents in States

Last year, the Institute had appointed correspondents in all States and Union Territories, (except Jammu and Kashmir and Himachal Pradesh), to help it in the collection of accurate and objective information about recent events and developments in State and local administration. In view of the paucity of information forthcoming, correspondents in all other Union Territories except Delhi have been discontinued.

### Institute's New Premises

The Institute's Administrative Offices, the Library, the School, Research Division, and the office of the Editor of the Indian Journal of Public Administration moved into the new buildings at Indraprastha Estate, Ring Road, New Delhi-1, on January 2. The new site has an overall area of 6 acres, with

approximately 50,000 square feet of built-up area. In addition to the accommodation for the administrative offices, the editorial and research staff, the teaching staff of the School and lecture rooms for students, and a Conference Hall, there will also be an Assembly Hall to accommodate 500 persons when all the buildings are completed. The Hostel can accommodate 120 residents—officials of the Central, State and Local Governments and students. The Library wing has a three-tier rack accommodation for about 2,00,000 books, a large reading room, a study room and a room for research scholars.

The buildings have been planned and designed by *Shri L. M. Chitale*, Architect. The total cost of the buildings will amount to Rs. 32.41 lakhs and is being financed by a grant of Rs. 29.23 lakhs from the Central Government and of Rs. 3.18 lakhs from the Ford Foundation. The buildings were formally opened by the President of India on January 31, 1959.

The new premises of the Institute are centrally situated and easily accessible from all parts of the city. This factor is likely to be of great advantage in developing the Institute as a national centre for study, research and discussion on the contemporary administrative and allied problems.

#### *Staff Rules*

The Service Bye-laws for the Institute's staff, as approved by the Executive Council in August 1958, came into force with effect from April 1. The Service Bye-laws provide, among others, for house rent, contributory provident fund, gratuity and leave benefits and extend to the Institute's employees terms and conditions of service more or less on par with those obtaining in comparable sister institutions, keeping in view also the concept of the Institute as a model employer.

#### *Financial Bye-laws*

Detailed Financial Bye-laws have been prepared and adopted; these relate to the preparation of budget estimates, management and control of Institute's moneys, maintenance of accounts, audit, and the financial powers of the Chairman of the Executive Council, the Director, and the Administrative Officer.

#### *Appointment of a Deputy Director*

*Shri M.S. Ramayyar*, who was till recently Additional Deputy Comptroller and Auditor-General, joined the Institute as Deputy Director on January 2.

### *Publicity*

At the Fourth Annual Meeting of the General Body held on the 5th April, 1958, the President of the Institute stated that, as a matter of general policy, the Institute should give due publicity, from time to time, to all its activities; and this should also, obviously, cover the Fellowships scheme.

The Executive Council of the Institute considered the matter at its meeting held on August 11, 1958, and decided that the *Newsletter* of the Institute should in future contain a fuller account than now of such of the Executive Council's decisions as might be of interest to its members. It also decided that adequate publicity for the Fellowships scheme might be secured by notifying the offer of the Fellowships to the Registrars of the Universities and the Press Information Officers of the Government.

## ACTIVITIES OF THE INSTITUTE

### (1) PUBLICATIONS AND RESEARCH

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

*Shri L.P. Singh*, I.C.S., Member-Secretary, Central Pay Commission, took over in May 1958 as the Editor of the *Indian Journal of Public Administration* in place of *Shri S.B. Bapat*. *Shri L.P. Singh* was Chief Secretary to the Government of Bihar from 1948 to 1956 and was appointed in September 1956 as Officer on Special Duty in the Union Ministry of Home Affairs to conduct an enquiry into the organisation etc. of the All-India and Central Services. *Shri Singh* has also been the Director of the Central Directorate of Manpower since its inception in November 1956, and is at present Member-Secretary, Central Pay Commission.

A new feature which has recently been added is a section on 'Book Notes'. The feature on 'Correspondence' has been revived.

#### *I.I.P.A. Newsletter and Public Administration Abstracts*

The monthly *Newsletter* was started in February 1957 and its size was doubled in January 1958. Efforts are at present concentrated on improving the *Newsletter* both in regard to the quality and the coverage of the news and their contents so as to keep the readers fully posted with the latest developments in the field of public administration in India and abroad.

The *Abstracts* have now completed 2 years of their life; they contain a digest of important articles on public administration and allied subjects published in periodicals, both Indian and foreign, received during the previous month in the Institute's Library; an index is also given of articles which are not so digested.

By now, both the *Newsletter* and the *Abstracts* have found their roots and their utility to readers is likely to increase with the development of the other information and reference services of the Institute.

#### *The Essay Competition, 1957*

Nine entries were received by the Institute for the Public Administration Essay Competition, 1957; the essays were scrutinised by a Committee of three Judges, which considered that none of the essays merited the first prize (Rs. 1,000); and therefore two second prizes (each of Rs. 500) were awarded as follows :—

- (1) Shri N.K. Bhojwani, Secretary, Department of Parliamentary Affairs. "The Problem of Administrative Tribunals".
- (2) Dr. Iqbal Narain, Lecturer in Political Science, Agra College, Agra. "Some Aspects of the Management of Public Enterprises".

The prizes were handed over to the recipients by *Shri Jawaharlal Nehru*, the Institute's President, at the time of the Fourth Annual General Body Meeting on April 5, 1958. Both the essays have since been published in the *Indian Journal of Public Administration*.

#### *The Research Programme*

A descriptive study, prepared by the Institute, entitled "The Organisation of the Government of India", has been published by Asia Publishing House, Bombay. It is priced Rs. 20. It is the first publication of its kind giving the overall organisation of the Government of India—its various Ministries and Departments, their field agencies and offices, the special agencies mentioned in the Constitution, the Cabinet Secretariat and the Planning Commission. There are also 30 charts illustrating the organisation of the various Ministries and Departments. A special edition of the book, priced at Rs. 15, has been made available to the Institute's members at a concession of 25 per cent.

Research studies under print are 'The System of Grants-in-Aid in India' and 'Aspects of Audit Control'. The former has been written by *Shri P.P. Agarwal*, I.C.S., and the latter consists of three lectures delivered by the Comptroller and Auditor-General of India at the Institute. Work on monographs on 'The Indian Audit and Accounts Department', 'The Union Ministry of Finance', 'The Central Social Welfare Board', 'The Election Commission', 'The Union Public Service Commission' and "The All India Radio" is in progress.

#### *Study Groups*

The Study Group on "Public Transport System in Delhi" has completed its task and the report is being finalised. The other Study Group on Organisation of the Indian Central Government (1947-57)—a historical and analytical survey—set up under the chairmanship of *Shri C.D. Deshmukh*, has made good progress. A study of 'Delay in the Disposal of Work in Government' is being undertaken shortly. The report of the Study Group on "Procedure for Granting Financial Sanctions to Schemes before Incorporating them in the Budget and again before Actual Implementation", set up by the Bombay Regional Branch last year, as screened by a Sub-Committee of the Branch, has been published in the *Indian Journal of Public Administration* for October-December, 1958.

#### *Other Publications and Reports*

Recent reports brought out by the Institute include proceedings of the Second Annual Conference, and reports of the Seminar on 'Improving City Government' and the Conference on the 'Morale in the Public Services' will follow at an early date.

#### (2) THE FELLOWSHIPS PROGRAMME

Under the Institute's Fellowships Programme for study and observation of advanced administrative techniques and practices in vogue in foreign countries, four officers from State Governments were sent to the U.K. and the United States as well as selected European countries for the study of 'O & M' for a period of six months. These were : *Shri D.R. Kohli*, I.C.S., Secretary, Planning and Development Department, Assam Government, *Shri M.G. Kaul*, I.C.S., Secretary to Government (Home), U.P., *Shri N.S. Pardasani*, Deputy Secretary, Political and Services Department, Bombay Government, and *Shri K.S. Narang*, Deputy Secretary, Punjab Government. They have now returned and a new group will follow in the latter part of 1959. The

other aspect of the Fellowships Programme relates to a year's training of university teachers abroad in the field of public administration. *Shri V.S. Murti*, Acting Head of the Department of Public Administration and Local Self-Government, University of Nagpur, was placed with the Graduate School of Public Administration, Harvard University, for a period of one year. *Dr. R.B. Das* of Lucknow University is still abroad, but expected back shortly.

The schemes relating to short-term placement of university teachers in government departments and study facilities for Government officials as well as to short-term research scholarships at the headquarters of the Institute for holders of Master's or equivalent degrees from universities will be implemented in 1959 when their details have been worked out and more accommodation is available in the new premises for research scholars.

### (3) CONFERENCES, SEMINARS AND TRAINING COURSES

The Second Annual Conference of the members of the Institute was held at New Delhi, on April 5, in two sessions. The first session on 'The Pattern of Rural Government (from the Village to the District)' was inaugurated by *Shri V.T. Krishna machari*, Deputy Chairman, Planning Commission and Chairman of the Executive Council of the Institute. The session on the 'Administrative Problems of State Enterprises' was inaugurated by *Shri Manubhai M. Shah*, Minister for Industry, Government of India. Over 200 delegates participated in the Conference.

Training Courses could not be started in the current year, because of the shortage of accommodation and of the preparatory work for the School. There are expected to be at least two to four training courses in 1959-60.

Two Seminars or Conferences were held during the year under review. The first of these on 'Improving City Government' was held at Bangalore on September 13-14. It was inaugurated by *Shri T. Subramanya*, Minister for Local Self-Government, Mysore, and attended by 25 representatives drawn from the Central Government, State Governments, Municipal Corporations and Committees, Universities, etc.

The Institute convened a Conference on 'Morale in the Public Services' on January 3-4, 1959, at Vigyan Bhawan, New Delhi, under the chairmanship of *Shri C.D. Deshmukh*, Chairman, University Grants Commission. Inaugurated by *Shri Govind Ballabh Pant*, Union Minister for Home Affairs, the Conference was attended by about 32 persons representing experience of Central and State Governments, Parliament, universities

and other spheres of national life. The agenda of the Conference was : (1) Recruitment, Training, Terms of Employment and Working Conditions; (2) Human Relations and Internal Communications; (3) Public Servants, Legislators and Ministers; and (4) Public Servants and the Public.

### Placement of Foreign Trainees with the Institute

*Mr. Soejoto*, an official of the State Planning Bureau in Djakarta (Indonesia), spent 2 weeks with the Institute (October 28-November 8), under the U.S. Technical Assistance Programme to study recent developments in the administrative system and practices in India with particular reference to planning and development administration.

*Mr. David Potter* of the University of California, Berkeley, a Fulbright Scholar, has been placed with the Institute for a specialised study of some aspects of public enterprises in India, for a period of one year.

### (4) THE INDIAN SCHOOL OF PUBLIC ADMINISTRATION

The Institute's School of Public Administration commenced working on November 3, 1958; it was inaugurated by the President of India on January 31, 1959. A basic course leading to the award of Master's Diploma in Public Administration has been started; later short-term courses for Government servants and others engaged or interested in the study or practice of public administration will be conducted. The Diploma Course is meant for those who desire to enter the public services or university teaching or public life. It is designed to give the students a broad comprehension of the process of making of public policy as well as of the agencies, techniques and tools that facilitate its efficient administration. The minimum qualification for admission to the Diploma Course is that of being a graduate of any faculty in a university. The duration of the Course is two years, except for those who hold a Master's degree in Political Science, Public Administration, Economics or Sociology, for whom it is one year, unless otherwise prescribed in particular cases. Provision exists for admitting to the Course, on specified terms, a certain number of persons employed in Government or in public enterprises. This year, as the first year of the Course, and because of limited accommodation at 6, Bhagwandas Road, 7 students were admitted to the First Year Course and 23 to the Second Year; the latter include six Government officials on deputation from State Governments. In the teaching, special importance is given to the participation of those who have practical experience of administration and attachment

to Government units is a part of the scheme of studies. There is a provision up to 50 students in the Second Year Class and a smaller number in the First.

The Director of the Institute is also the Principal of the School. Details of the teaching faculty will be found at Appendix II. The whole-time academic staff comprises one Professor and five Assistant Professors.

Five members of the academic staff were deputed to the United Kingdom, United States and other selected foreign countries for study of recent developments in teaching and research, as well as of administrative practices about their individual fields of specialisation. Their programme of study in the United States was looked after by the Maxwell graduate School of Citizenship and Public Affairs, Syracuse University, under special arrangements with the Institute; in England, the High Commissioner's Office and the British Council were helpful; and on the Continent, the Institute of Social Studies at The Hague.

An advisory board has been set up to guide and direct the work of the School. It has *Shri S. Lall*, I.C.S. (retd.), Chairman, Air Transport Council, and formerly Assistant Secretary-General, the United Nations, as Chairman; and *Shri J.J. Anjaria*, Principal Economic Adviser to the Government of India, Department of Economic Affairs, Ministry of Finance, *Shri N.V. Gadgil*, Governor of Punjab, *Shri B.N. Jha*, I.C.S., Secretary, Ministry of Home Affairs, Government of India, *Dr. G.S. Mahajani*, Member, Union Public Service Commission, and *Shri L.P. Singh*, I.C.S., Member-Secretary, Central Pay Commission, and Editor, Indian Journal of Public Administration, as members. The School also engages itself in research in the field of Public Administration.

Both in the instruction it imparts, and the research it conducts, the School works in close association with the other activities of the Institute of which the School is a part.

The main objective of the School may be briefly described as the provision of a liberal education in a professional subject—that of Public Administration.

#### (5) LIBRARY

The Institute's Library and Information and Reference Services expanded their activities considerably during the year under review. 55 enquiries were attended to as against 23 last year and 7 bibliographies were prepared in 1958-59 as against six in 1957. The number of books and pamphlets increased by 7,678 to a total of 20,505 and the number of periodicals

by 67 to a total of 284. 315 members of the Institute utilised the Library facilities during the year as against 175 in the previous year. A printed catalogue of books purchased up to the end of 1956 has been made available to the members, and another for 1957 & 58 would be released in the course of 1959.

A special section has been set up in the Library to cater to the requirements both of the students and the teaching staff of the School.

#### (6) LECTURES

Lectures and Group Discussions held under the Institute's auspices during the period March 1958 to March 1959 were as follows :

Date	Lecturer	Subject
17th Mar. 1958	Shri L.K. Jha, I.C.S., Special Secretary, Union Ministry of Commerce.	"Government and Industry" (Third lecture in the series "Expanding Government") (Chairman : Shri Morarji R. Desai)
5th June	General S.M. Srinagesh, Principal, Administrative Staff College, Hyderabad.	"Expanding Government—Defence Organisation" (Fourth lecture in the series "Expanding Government") (Chairman : Shri V.K. Krishna Menon)
30th Aug.	Prof. Lynton K. Caldwell, Professor of Government and Director, Institute of Training for Public Service, Indiana University, U.S.A.	"New Developments in Training for Public Administration" (Chairman : Shri Vishnu Sahay, I.C.S.)
10th Sept.	Prof. Quincy Wright, Visiting Professor at the Indian School of International Studies.	"Administrative Problems of International Law" (Chairman : Shri S. Lall, I.C.S. (retd.))
3rd Dec.	Shri A.K. Chanda, Comptroller and Auditor-General of India.	"The Function of Audit in a Democracy" (Chairman : Shri V.T. Krishnamachari)

- 4th Dec. " "The Question of the Separation of Audit and Accounts"  
(Chairman : Shri Morarji R. Desai)
- 5th Dec. " "The Accountability of Public Enterprises"  
(Chairman : Shri T.N. Singh)
- 16th Dec. Prof. Henry C. Hart, "The River Valley Authority in India and America"  
University of Wisconsin, U.S.A.  
(Chairman : Shri V.T. Krishnamachari)
- 17th Dec. " "The Decision to Build"  
(Chairman : Shri N.V. Gadgil)
- 18th Dec. " "The Participation by Users of Water and Power"  
(Chairman : Shri M. Hayath)
- 19th Dec. " "The Organisation for River Valley Development"  
(Chairman : Dr. A.N. Khosla)
- 20th Dec. " "The River Valleys as Planning Units"  
(Chairman : Shri C. M. Trivedi)
- 22nd Dec. Dr. Thomas H. Carroll, "Trends in Education for Management"  
Vice-President, Ford Foundation, New York.  
(Chairman : Dr. P.S. Lokanathan)
- 1959
- 6th Jan. Dr. Clark Kerr, "University Education in the U.S.A."  
President, University of California.  
(Chairman : Prof. N.K. Sidhanta)
- 6th Feb. Sir Noel Hall, "Education for Executive Development"  
Principal, Administrative Staff College, Henley-on-Thames.  
(Chairman : Shri V.T. Krishnamachari)

- 23rd Mar. Shri K. Santhanam, Series—"Union-State Relations in India"—  
Chairman, Second Finance Commission. "Historical Background and Present Constitutional framework"  
(Chairman : Shri M. Ananthasayanam Ayyangar)
- 26th Mar. " "Legal, Administrative and Judicial Relations"  
(Chairman : Shri T.L. Venkatarama Aiyar)
- 28th Mar. " "Financial Relations"  
(Chairman : Shri B. Gopala Reddy)
- 30th Mar. " "Effects of Planning on Union-State Relations"  
(Chairman : Shri V.T. Krishnamachari)
- 31st Mar. " "Influence of Political, Linguistic and Other Factors, and Conclusions"  
(Chairman : Dr. H.N. Kunzru).

#### (7) FOREIGN CONTACTS AND VISITORS TO THE INSTITUTE

A 3-member delegation consisting of the Director of the Institute, *Shrimati Dr. Seeta Parmanand*, M.P., and *Shri R.C. Dutt*, I.C.S., Establishment Officer to the Government of India, represented the Institute at the I.I.A.S. Round Table at Leige (Belgium) from June 27 to July 3. 221 delegates drawn from 42 countries and international organisations attended. The Director presided over the Round Table sessions for the first two days, which discussed "Devolution of Powers to Autonomous Institutions". As a representative of the I.I.A.S. to the Manila Regional Conference on Public Administration, he also gave an account of its discussions and conclusions. Two papers on (1) 'Hearing and Consultation Procedure in Public Administration in India'; and (2) 'Devolution of Powers to Autonomous Institutions in India' were prepared by the Institute for, and circulated at, the Round Table; *Shrimati Dr. Seeta Parmanand* and *Shri Dutt* participated in the discussions on both these subjects.



An important development for promoting the study of public administration in South East Asia during the year was the holding of the First Regional Conference on Public Administration in Philippines from June 7 to 21. The Government of India sent a 3-man delegation, which was led by the Director. The two other members of the delegation were *Prof. M.V. Mathur*, Head of the Department of Economics, University of Rajasthan, and *Shri B.N. Tandon*, I.A.S., Under Secretary to the Government of India, Pay Commission.

The agenda for the Conference included: (1) Administration of Economic and Social Planning and Programmes (central and local governments); (2) Education, Recruitment and Training for the Public Service (central and local governments); and (3) Proposals for the Creation of a Permanent Institution of Public Administration in the Region. The business of the Conference was conducted in three Working Groups and two Plenary Sessions for the first two subjects, and in one Working Group and a Plenary Session for the third subject.

As decided at the Preliminary Conference held in Saigon in February last, the Indian Delegation had prepared the Conference Working Paper on item 1 of the agenda. *Prof. M.V. Mathur* was the General Rapporteur for the subject and *Shri B.N. Tandon* was the Rapporteur for one of the Working Groups. On the second subject, that of Education, Recruitment and Training for the Public Service, *Prof. Mathur and Shri Tandon* acted as Chairmen of two Working Groups. At the Conference sessions devoted to these two subjects, the Indian Delegation explained the Indian system and practice.

On the third item, the Conference decided to establish a permanent Eastern Regional Organisation for Public Administration (EROPA), subject to the agreement of a majority of the countries represented at the First Regional Conference to join the regional organisation. Under its constitution the major organs of the Organisation will be the General Assembly, the Executive Council, the Secretariat General, and the Technical Services for Training and for Research and Documentation. It may be recalled that, at the Preliminary Conference at Saigon, two different types of such an organisation were considered; (1) a permanent centre at one place dealing with all matters; (2) a mobile centre dealing with all matters. At the Conference in the Philippines, a third idea was also put forward, that is, of a 'distributed' centre, and this ultimately found general acceptance. Provisionally, according to this scheme, the Secretariat would be in the Philippines, the Research and Documentation Centre at Saigon and the Training Centre in India. Such a Training Centre in India, it is understood, might be able to work for the time being

only for a short time every year, say, a month, in association with the Indian Institute of Public Administration, New Delhi, or the Administrative Staff College, Hyderabad, if not both, if the facilities there are available.

The general objectives of the EROPA are : to promote the adoption of more effective and adequate administrative systems and practices in order to advance and implement the economic and social development programmes of the Region; to develop an increasing appreciation of the value and importance of public administration; to advance the frontiers of the science and art of governmental administration in the Region; to develop managerial talent, especially at the executive and middle management levels; to foster the professionalization of public administration in the Region; and to foster affiliation, and maintain liaison, with universally recognized international bodies for public administration.

During the year under review, a number of distinguished persons visited the Institute. In addition to those who delivered lectures and are mentioned in that connection, these included : Professors Edward Wadener, Norman Palmer, Walter Sharp—all from the United States of America, Dr. C. Hill, Vice-President of the Ford Foundation, and a party of staff and students from the Institute of Public Administration, Teheran.

#### (8) FINANCE AND ACCOUNTS

##### *The Ford Foundation Grant*

Mention was made in the last report of the two instalments of the Ford Foundation Grant, each of \$ 1,66,666 had been received. The third instalment is awaited. The second instalment of the Ford Foundation grant is kept with our bankers in New York and it is primarily meant for financing Institute's activities abroad, e.g., cost of fellowships and training, pay and allowances of visiting professors, and books and equipment. The first instalment, which was received in India, is being utilised towards the Library portion of the new buildings.

##### *Accounts for 1958*

The audited accounts for the year ended December 31, 1958, are given at the end. The total expenditure in 1958 was Rs. 5,65,185 and the major items of expenditure were as follows : Establishment, Rs. 2,61,800 ; Journal, Rs. 18,894 ; Books, Rs. 1,08,407 ; Newspapers and Periodicals, Rs. 4,361.

Messrs. S. Vaidyanath Aiyar & Co. worked as Honorary Auditors for the Institute for the year.

The Government of India were generous enough to give a grant of Rs. 9,73,000 (non-recurring Rs. 4,73,000 ; recurring Rs. 5,00,000) for the year 1958-59.

#### Budget for 1959-60

The Budget estimates of the expenditure are			
Recurring	Institute	Rs. 6,39,000	
	School	Rs. 1,86,700	s. ,25,700
Non-Recurring :			
	Institute	Rs. 7,19,000	
	School	Rs. 25,000	Rs. 7,44,000
TOTAL			Rs. 15,69,700

Details will be found in the statement appended.

The main increase in the estimates is against "Pay and Allowances of the Staff" and the "Office Expenses". This is due to the fact that the Research Programme of the Institute would assume its intended proportions for the first time only in 1959-60, after the starting of the School and shifting to the new premises.

The budget estimates provide for a non-recurring expenditure of Rs. 7,44,000 as against Rs. 18.95 lakhs last year to meet costs of buildings, Library and furnishings.

As against last year's estimate of receipts of Rs. 50,500 (both for the Institute and the School) the total estimate for the year 1959-60 is Rs. 70,465. The higher figure is based on the expected income from the increased number of members, students and a larger sale of periodicals and other publications which have been now priced.

#### CONCLUSION

It seems appropriate to place on record the valuable help received by the Institute from certain organisations and individuals from time to time. Without the generous grants given by the Government of India, and the financial aid received from the Ford Foundation, for which the Institute is deeply grateful, it would not have been possible to organise its activities and facilities in their present form and quantum. As already mentioned, the total cost of the Institute's buildings, when completed,

will be Rs. 32.41 lakhs, to be met by a grant of Rs. 29.23 lakhs from the Government of India and of Rs. 3.18 lakhs from the Ford Foundation.

The Institute is also profoundly indebted to *Shri S.B. Bapat*, who was its Honorary Treasurer and the founder-Editor of its quarterly Journal till April 1958 when he joined the United Nations as Director of the Public Administration Division of the U.N.T.A.A. *Shri Bapat* was one of the two honorary joint organisers who organised the Institute initially in March 1954 ; he was also its second Director (1955-56). What the Institute is today is to a considerable measure due to his relentless efforts and sincere and unflinching interest in developing its programme of activities.

On the whole, the Institute has made good progress during 1958 in regard to both operational and organisational aspects of programme of work. Membership has reached the figure of 1220 ; regional activities have been expanded and the Institute has now a building of its own. The publications and research programmes also show progress, though relatively less but nonetheless very solid; the programmes of training have received a further impetus with the establishment of the Indian School of Public Administration; and the foreign contacts have been extended.

## APPENDIX I

## EXECUTIVE COUNCIL

(1959-60)

*President*

Shri Jawaharlal Nehru Prime Minister of India.

*Chairman : Executive Council*

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

*Vice-Presidents*

Pandit Govind Ballabh Pant Union Minister for Home Affairs.

Shri T.T. Krishnamachari Ex-Finance Minister of India.

Shri Gurmukh Nihal Singh Governor of Rajasthan.

Pandit H.N. Kunzru Member of Rajya Sabha.

Dr. G.S. Mahajani Member, Union Public Service Commission.

Shri Shri Ram Leading Industrialist.

*Hon. Treasurer*

Shri S. Ranganathan, I.C.S. Secretary, Ministry of Commerce and Industry.

*Elected Members*

Shri C.D. Deshmukh Chairman, University Grants Commission.

Shri N.H. Athreya Director, Modern Management Council, Bombay.

Shri Din Diyal Chief Education Officer, Delhi Municipal Corporation.

Shri Jai Prakash Jain Section Officer, Planning Commission.

Shri Humayun Kabir Minister for Cultural Affairs and Scientific Research.

Prof. D.G. Karve Chairman, Standing Sub-Committee on Co-operative Training, Agricultural Credit Department, Reserve Bank of India.

Shri H.C. Mathur Member of Lok Sabha.

Prof. M.V. Mathur Head of the Department of Economics, University of Rajasthan.

Shri P.R. Nayak, I.C.S. Commissioner, Delhi Municipal Corporation.

Shri A.D. Pandit, I.C.S. Chief Commissioner of Delhi.

Shri H.M. Patel, I.C.S. Principal Secretary, Ministry of Finance (on leave).

Dr. K.N.V. Sastri Retired Professor of History.

Prof. N.K. Sidhanta Vice-Chancellor, Calcutta University.

Prof. S.V. Kogekar Principal, Fergusson College, Poona.

Shri N.N. Wanchoo, I.C.S. Secretary, Ministry of Finance, Department of Expenditure.

*Co-opted Members*

Shri G.L. Bansal Secretary-General, Federation of Indian Chambers of Commerce &amp; Industry.

Shri N.V. Gadgil Governor of Punjab

Shri Vishnu Sahay, I.C.S. Cabinet Secretary, Government of India.

Shri L.P. Singh, I.C.S. Member-Secretary, Pay Commission, Government of India.

Gen. K.S. Thimmaya Chief of the Army Staff.

*Ex-officio Member and Secretary*

Prof. V.K.N. Menon Director.

## STANDING COMMITTEE

Shri V.T. Krishnamachari	Deputy Chairman, Planning Commission.
Dr. G.S. Mahajani	Member, Union Public Service Commission.
Shri S. Ranganathan, I.C.S.	Secretary, Ministry of Commerce and Industry, Government of India.
Shri H.M. Patel, I.C.S.	Principal Secretary, Ministry of Finance, (on leave).
Shri G.L. Bansal	Secretary-General, Federation of Indian Chambers of Commerce & Industry.
Shri H.C. Mathur	Member of Lok Sabha.
Shri L.P. Singh, I.C.S.	Member-Secretary, Pay Com- mission, Government of India.
Prof. V.K.N. Menon	Director.

## COMMITTEE OF DIRECTION

Prof. D.G. Karve	Chairman, Sub-Committee on Co- operative Training, Agricultural Credit Department, Reserve Bank of India.
Shri L.P. Singh, I.C.S.	Member-Secretary, Pay Commission, Government of India.
Shri R.C. Dutt, I.C.S.	Joint Secretary, Ministry of Home Affairs, Government of India.
Dr. G.S. Mahajani	Member, Union Public Service Com- mission.
Prof. M.V. Mathur	Head of the Department of Econo- mics, University of Rajasthan, Jaipur.
Prof. S.V. Kogekar	Principal, Fergusson College, Poona.
Prof. V.K.N. Menon	Director.

## BUILDING ADVISORY COMMITTEE

Shri S. Ranganathan, I.C.S.	Secretary, Ministry of Commerce & Industry, Government of India.
Shri J.M. Rijhwani	Chief Engineer, C.P.W.D.
Shri S.K. Joglekar	Chief Architect and Town Planner, C.P.W.D.
Shri Gurdev Saran	Under Secretary, Ministry of Finance.
Shri K.S. Krishnaswami	Joint Secretary, Ministry of Works, Housing & Supply.
Shri M.S. Bhatia	Housing Adviser, Ministry of Works, Housing & Supply.
Prof. V.K.N. Menon	Director.

## SUB-COMMITTEE ON THE REVISION OF THE RULES

Shri H.C. Mathur	Member of Lok Sabha.
Shri B.N. Lokur	Joint Secretary, Ministry of Law, Government of India.
Shri L.P. Singh, I.C.S.	Member-Secretary, Pay Com- mission, Government of India.
Shri G.L. Bansal	Secretary-General, Federation of Indian Chambers of Com- merce & Industry.
Prof. V.K.N. Menon	Director.

## APPENDIX II

## INDIAN SCHOOL OF PUBLIC ADMINISTRATION

*Participants in Seminars*

Among the participants in Seminars for 1958-60 will be—  
Shri J.J. Anjaria, Chief Economic Adviser, Department of Economic Affairs, Ministry of Finance.

Smt. Durgabai Deshmukh, Chairman, Central Social Welfare Board.

Shri R.C. Dutt, I.C.S., Establishment Officer to the Government of India, and Director, Administrative Vigilance Division, Ministry of Home Affairs.

Shri L.K. Jha, I.C.S., Special Secretary to the Government of India, Ministry of Commerce and Industry.

Shri S.S. Khera, I.C.S., Secretary to the Government of India, Department of Mines & Fuel.

Shri V.K.R. Menon, I.C.S. (retd.), Director, International Labour Office, India.

Shri M.V. Rangachari, I.A. & A.S. Special Secretary, Department of Economic Affairs, Ministry of Finance.

Shri L.P. Singh, I.C.S., Member-Secretary, Pay Commission, Government of India.

Shri Tarlok Singh, I.C.S., Additional Secretary, Planning Commission.

Shri K.V.K. Sundaram, I.C.S., Chief Election Commissioner.

*Principal*

V.K.N. Menon, M.A. (Oxon), Director, Indian Institute of Public Administration.

*Academic Staff*

N. Srinivasan, M.A. B.Sc. (Econ.) (London), Professor of Political Science.

V. Jagannadham, M.A., M. Litt., B.L., M.S.S. (The Hague), L.L.D. (Amsterdam), Assistant Professor of Social Administration.

A. Avasthi, M.A., Ph. D., M.P.A. (Harvard), Assistant Professor of Public Administration.

B.S. Khanna, M.A., Ph. D. (London), Assistant Professor of Public Administration.

H.K. Paranjape, M.A., Ph. D. (Bombay), Assistant Professor of Economic Administration.

R.N. Bhargava, M.A., D. Litt. (Allahabad), Assistant Professor of Economic Administration.

## INDIAN INSTITUTE OF PUBLIC ADMINISTRATION

## Budget Estimates for 1959-60

Receipts		Expenditure	
		<i>Recurring</i>	
	Rs.		Rs.
Subscription		Publications	
Ordinary	25,000	(i) Periodicals	25,000
Associate	200	(ii) Other Publications	25,000
Private Organisations	2,500	Research & Study Groups	20,000
State Governments	6,500	Contributions to Regional Branches	10,000
Universities	2,000	Honorarium to Lecturers	5,000
Sale of Journals and other priced publications	10,000	Training Courses	5,000
Interest	5,000	Seminars	15,000
		Fellowships	10,000
		Meetings	12,000
		Conferences Abroad	20,000
		Pay & Allowances	3,70,000
		Office Expenses	1,20,000
		Foreign Affiliation	2,000
		<b>Total</b>	<b>6,39,000</b>
		<i>Non-Recurring</i>	
Grants required from the Government of India		Building Programme	5,19,000
Recurring	5,87,800	Library	1,00,000
Non-Recurring	7,19,000	Initial expenditure for furnishing Institute	1,00,000
<b>Grand Total</b>	<b>13,58,000</b>	<b>Grand Total</b>	<b>13,58,000</b>

**Budget Estimates of the Indian School of Public  
Administration for 1959-60**

Receipts		Expenditure	
		<i>Recurring</i>	
	Rs.		Rs.
School Fees	9,720	Teaching Staff—	
Hostel Rent	11,625	Regular	79,200
Rent on account of Short Term Courses	2,000	Visiting Professors—	
Rent from Staff Quarters	6,300	Part-time	10,000
		Office Staff	23,500
		Hostel Establishment	17,000
		Add. 15% for Incre- ments and C.P. Fund	20,000
<b>Total</b>	<b>29,645</b>	Scholarships for stu- dents	6,000
		Scholarships for foreign students	6,000
		Office Expenditure	25,000
		<b>Total</b>	<b>1,86,700</b>
		<i>Non-Recurring</i>	
<b>Grants required from the Government of India</b>		<b>Furniture and Fur- nishing</b>	<b>25,000</b>
Recurring	1,57,055		
Non-Recurring	25,000		
<b>Grand Total</b>	<b>2,11,700</b>	<b>Grand Total</b>	<b>2,11,700</b>

STATEMENT OF FINANCIAL ADMINISTRATION, NEW DELHI

Statement of Account for the year ended 31st December 1959

Particulars	Rs.	P.	Rs.	P.
By Grant from the Govern- ment of India for the financial year 1959-60	2,11,700			
Subscriptions:				
From Ordinary Members	21,902			
From Corporate Members	2,973			
From Associate Members	12			
From State Government	—			
From Universities	—			
Subscriptions for Journals	2,973			
Sale of 1st Annual Report	1,453			
Sale of Bulletin	220			
Interest	12,310			
Miscellaneous Income	377			
Loss etc. received from	—			
Balance being carried over from previous year	—			
Total	2,11,700			
Payments:				
Teaching Staff—				
Regular	79,200			
Visiting Professors—				
Part-time	10,000			
Office Staff	23,500			
Hostel Establishment	17,000			
Add. 15% for Incre- ments and C.P. Fund	20,000			
Scholarships for stu- dents	6,000			
Scholarships for foreign students	6,000			
Office Expenditure	25,000			
Furniture and Furnishing	25,000			
Total	2,11,700			