



सत्यमेव जयते

GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL PUBLIC GRIEVANCES  
AND PENSIONS  
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NORTH BLOCK, NEW DELHI - 110001  
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New Delhi, dated the 13<sup>th</sup> December, 2013

TO MR OFFICE  
DIARY NO. 46  
DATE: 15/11/2014

Dear Secretary,

You are aware that there are large number of rules and regulations associated with the recruitment and conditions of service of Government employees covering areas from selection, empanelment, placement, promotion, posting, emoluments, disciplinary action etc. These may sometime lead to uncertainty to those who have to apply these rules and regulations. Further, these rules and regulations are getting modified which can make decision-making difficult.

A compilation titled "A Handbook for Establishment Matters" was brought out in 1956 to bring in one place relevant rules/regulations and Government orders relating to establishment matters arranged methodically with appropriate classification. Revised version of this Handbook was brought out in 1960 and 1974 when this was re-named as the "Handbook for Personnel Officers". This Handbook was last updated and revised in 1987 and may not be fully relevant today.

We therefore requested the ISTM to undertake an exercise to update the Handbook in the form of a revised compendium and incorporate all the instructions/clarifications which have since been issued by appropriate authorities on the subject. I am pleased to state that the Institute of Secretariat Training and Management (ISTM) has brought out this Handbook. This has been uploaded on the website of this Department ([persmin.gov.in](http://persmin.gov.in)). The uploaded Handbook is in digitized format with hyperlinks to relevant O.M.s/Instructions.

I am hopeful that this Handbook would be of significant help to all the Departments in handling issues concerning personnel matters of their employees and also facilitate the concerned officers to function effectively and efficiently to improve the quality and quantity of their disposals. It would also give out requisite transparency and openness in service matters to Government employees in particular and people at large so that everyone is aware of the system in place. I hope that this Handbook would be widely used and the officers in your Ministry/Department make use of this Handbook. Please feel free to send us feed back to make further improvements.

DATE: 17/11/14  
DATE: 15/11/14

DOCC  
16/11

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(A)

To  
Ao (Adm-II)  
JPK  
16/11/14

with regard,  
So (A-II)  
JPS  
17/11/14

Yours sincerely,

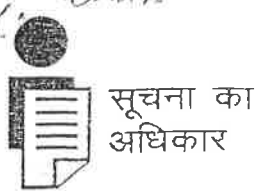
(Dr. S.K. Sarkar)

**Dr. V.M. Katoch**  
Secretary to the Government of India  
Department of Health Research  
Ministry of Health & Family Welfare

Dr. V. Ramalinga Swami Bhawan  
Ansar Nagar, Delhi

Kam. Shukla  
Mze  
27/11/14

DY NO 5602 A-II  
27/01/2014



सूचना का अधिकार