

**ESTIMATES COMMITTEE  
(1963-64)**

**FIFTIETH REPORT  
(THIRD LOK SABHA)**

**Public Undertakings—Accommodation rented in  
Principal Cities ; and Guest Houses, Staff  
Cars etc. maintained by them.**



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**LOK SABHA SECRETARIAT  
NEW DELHI**

*March, 1964*

*Chaitra, 1886 (Saka)*

*Price : Rs. 1-50 nP.*

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## CORRIGENDA

FIFTIETH REPORT OF THE ESTIMATES COMMITTEE  
(THIRD LOK SABHA) ON 'PUBLIC UNDERTAKINGS-  
ACCOMMODATION RENTED IN PRINCIPAL CITIES;  
AND GUEST HOUSES, STAFF CARS ETC. MAINTAINED  
BY THEM.

Page 2, line 13 from bottom -

- (i) for '28.08' read '28.17'; and
- (ii) for '9.21' read '9.25'

Page 2, line 12 from bottom -

- (i) for '21.17' read '21.29'
- (ii) for '5.66' read '5.69'

Page 2, line 10 from bottom -

- (i) for '87.78' read '87.99'; and
- (ii) for '24.71' read '24.78'

Page 2, line 5 from bottom, for '24.71'  
read '24.78'

Page 2, line 4 from bottom, for '87.78'  
read '87.99'

Page 8, line 3, for 'such' read 'much'

Page 12, in the marginal heading, for 'head'  
read 'linison'

Page 41, line 8 from bottom, for '439'  
read '451'

Page 48, line 14, for '36.8' read '3.68'

Page 71, line 2 from bottom, for '9 2'  
read '962'

- Page 72, line 7, for '1 days' read '17 days'  
Page 89, S.No. 3, col. 17, for '2,63,836'  
read '2,68,836'  
Page 90, S.No. 16, Col. 16, for '44,001'  
read '17,685'  
Page 90, S.No. 16, Col. 17, for '17,685'  
read '24,001'  
Page 92, S.No. 31, Col. 15, for '11,78,080'  
read '1,78,080'  
Page 93, S.No. 48, col. 13, for '2,36,155'  
read '4,69,689'  
Page 93, S.No. 48, col. 15, for '2,47,988'  
read '2,74,988'  
Page 113, line 8, for 'Rs.9,500'  
read 'over Rs.9,000'

## INTRODUCTION

1, the Chairman, Estimates Committee, having been authorised by the Committee to submit the Report on their behalf, present this Fiftieth Report on 'Public Undertakings—Accommodation rented in Principal Cities; and Guest Houses, Staff Cars etc. maintained by them'.

2. The Report was considered and adopted by the Committee on the 23rd March, 1964.

3. The Committee wish to express their thanks to the various Ministries and the Public Undertakings for placing before them the material and information which they wanted in connection with the examination of the question of accommodation rented in principal cities, and guest houses, staff cars etc. maintained by the Public Undertakings. They also wish to thank the Officers of the Ministries of Industry, Steel, Mines and Heavy Engineering, Transport, Finance, Home Affairs, Labour and Employment, and International Trade as well as the Representatives of the Heavy Electricals Ltd., Heavy Engineering Corporation Ltd., Hindustan Machine Tools Ltd., Hindustan Steel Ltd., Indian Refineries Ltd. and State Trading Corporation of India Ltd. for giving evidence and placing their views before the Committee.

NEW DELHI-1;  
March 26, 1964.  

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Chaitra 6, 1886 (Saka).

ARUN CHANDRA GUHA  
Chairman,  
Estimates Committee.

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## ESTIMATES COMMITTEE

(1963-64)

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SECRETARIAT

**Shri N. N. Mallya, Deputy Secretary.**

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\*Elected w. e. f. 16th August, 1963 vice Dr. K. L. Rao ceased to be a member of the Committee on his appointment as a Minister.



## INTRODUCTORY

The Estimates Committee, in the course of their examination of the various public undertakings in the past, came across instances where undertakings had rented accommodation at varying rates for housing their offices. A number of guest houses had also been set up by them in excess of their requirements. Staff cars and other vehicles maintained by them were also on a liberal scale.

2. It appeared to the Committee that in all these matters Government, which owned these public undertakings, could have co-ordinated their requirements and met them in a co-ordinated manner thus resulting in considerable economy. The Committee, therefore, decided that a horizontal examination of the office accommodation rented in the principal cities of Delhi, Calcutta, Bombay and Madras, of the guest houses and vehicles maintained by the public undertakings may be taken up.

3. The Committee, accordingly, called for the necessary information in respect of all the public undertakings. They also examined the representatives of selected Ministries as well as undertakings on the subject. The findings of the Committee on the basis of the information furnished and the evidence tendered before them are set forth in this Report.

## II

### ACCOMMODATION

#### A.—Accommodation rented by Public Undertakings in Delhi, Calcutta, Bombay and Madras.

4. Since independence a large number of public undertakings have been set up by the Government of India. A number of them have located their Head Offices, Branch Offices, Liaison Offices, Show-Rooms, etc. in Delhi, Calcutta, Bombay and Madras. While some of the undertakings like the Life Insurance Corporation of India, Indian Airlines Corporation etc., have constructed their own buildings, others have set up their offices in rented premises in these cities. A statement showing the accommodation rented by the various undertakings in these cities together with the annual rent paid is at Appendix I.

**Total area occupied and rent paid.**

5. It will be noticed from the Appendix that the total area occupied by the various undertakings in Delhi, Calcutta, Bombay and Madras and the annual rent paid for the same, is as follows:—

Name of City	Annual rent paid (Rs. in lakhs)	Floor area (sq. ft. in lakhs)
Delhi . . .	33·83	8·38
Calcutta . . .	28·08	9·21
Bombay . . .	21·17	5·66
Madras . . .	4·70	1·46
<b>TOTAL . . .</b>	<b>87·78</b>	<b>24·71</b>

The above includes area and rent of godowns also in some cases. It does not include accommodation rented for Guest House purposes.

Thus in these four cities the public undertakings are in occupation of an area of 24·71 lakhs sq. ft. for which they pay an annual rent of Rs. 87·78 lakhs.

**Undertakings paying rent of Rs. 50,000 and above per annum**

6. The table below shows the undertakings which are paying an annual rent of Rs. 50,000 or more in each of these cities:—

*Statement showing the particulars of accommodation occupied by Public Undertakings in Delhi, Calcutta, Bombay and Madras.*

S. No.	Name of Public Undertaking	Whether Head Office or Branch Office	Area occupied (Sq. ft.)	Rent		Rate per Sq. ft. per month	
				Monthly	Annual		
1	2	3	4	5	6	7	
		<i>Delhi</i>					8
1	State Trading Corporation of India Ltd.	Head Office	73,900	73,900	8,86,800	1.00	
2	Indian Airlines Corporation	Head Office	4,53,402	48,956	5,87,472	0.11	
3	Indian Oil Company Ltd.	Northern Branch	11,033	15,789	1,89,468	1.43	
4	National Small Industries Corporation Ltd.	Head Office and Liaison Office	38,304	15,608	1,87,296	0.40	
5	National Industrial Development Corporation Ltd.	Head Office & Technological Consultancy Bureau	9,838	13,122	1,57,464	1.30	

1	2	3	4	5	6	7
			Rs.	Rs.	Rs.	Rs.
6	Indian Refineries Ltd.	Head Office	10,333	11,217	1,34,604	1.08
7	Khadi & Village Industries Commission	Office, Bhavan, Show Room etc.	35,844	10,736	1,28,832	0.30
8	Hindustan Machine Tools Ltd.	Show Room & Office	6,575	9,915	1,18,980	1.50
9	National Mineral Development Corporation Ltd.	Head Office	10,532	9,790	1,17,480	0.93
10	Industrial Finance Corporation of India	Head Office	14,346	8,694	1,04,328	0.60
11	Indian Drugs & Pharmaceuticals Ltd.,	Head Office	6,101	7,059	84,708	1.15
12	Heavy Electricals India Ltd.	Chairman's Office/Liaison Office	4,499	6,749	80,988	1.50
13	National Projects Construction Corporation Ltd.	Head Office	8,300	4,900	58,800	0.59
14	National Buildings Construction Corporation Ltd.	Head Office	7,997	4,747	56,964	0.59

*Calcutta*

1	Hindustan Steel Ltd.	Branch & Sales Office	49,927	46,694	5,60,328	0.94
2	Indian Airlines Corporation	Administration and Booking Offices etc.	4,08,708	43,441	5,21,292	0.11
3	Reserve Bank of India	Issue Department etc.	98,737	17,710	2,12,520	0.18
4	Damodar Valley Corporation	Head Office	39,740	10,558	1,26,696	0.27
5	Employee's State Insurance Corporation	Regional Office	26,859	10,499	1,25,988	0.39
6	Heavy Engineering Corporation Ltd.	Chief Controller of Stores & Purchase Office	13,726	9,980	1,19,760	0.73
7	Hindustan Machine Tools Ltd.	Show Room & Office	6,620	9,930	1,19,160	1.50
8	State Trading Corporation of India Ltd.	Regional Office	36,814	8,432	1,01,184	0.22
9	Khadi & Village Industries Commission	Office, Bhavans etc.	29,008	7,831	93,972	0.27
10	National Coal Development Corporation Ltd.	Liaison Office	23,291	7,321	87,852	0.32
11	Indian Oil Company Ltd.	Eastern Branch Office	13,713	6,794	81,528	0.50
<i>Bombay</i>						
1	Indian Oil Company Ltd.	Head Office & Western Branch Office	25,526	23,237	2,78,844	0.91

1	2	3	4	5	6	7
				Rs.	Rs.	Rs.
2	Indian Airlines Corporation	Booking Offices etc.	2,64,276	20,808	2,49,696	0.07
3	Shipping Corporation of India Ltd.	Head Office	17,901	16,644	1,99,728	0.93
4	Air India	Head Office	30,448	15,944	1,91,328	0.52
5	Reserve Bank of India	Agricultural Credit Deptt.	23,499	10,668	1,28,016	0.45
6	State Trading Corporation of India Ltd.	Regional Office	14,408	9,620	1,15,560	0.66
7	Mogul Line Ltd.	Head Office	7,331	8,890	1,06,680	1.21
8	National Small Industries Corporation Ltd.	Branch Office	10,027	5,085	61,020	0.50
<i>Madras</i>						
1	State Trading Corporation of India Ltd.	Regional Office	33,160	8,732	1,04,784	0.26
2	Indian Oil Company Ltd.	Southern Branch Office	10,286	6,114	73,368	0.60
3	Khadi & Village Industries Commission	Office, Bhavans	16,223	5,000	60,000	0.30
4	Indian Airlines Corporation	Booking Offices etc.	16,704	4,858	58,296	0.29

7. It will be seen from the above statement that 37 undertakings are paying an annual rent of more than Rs. 50,000 each in these cities. Of these, 7 are paying such heavy rents in more than one city. Further, it will be noticed that rent charges per sq. ft. differ very widely from undertaking to undertaking in the same city, apparently depending on their location and the period of occupation. The Offices of the undertakings are thus scattered, in some cases even when they are rented by the same undertaking. It is obvious that there has been no planning about the requirements of office accommodation of the various undertakings either by the public undertakings themselves or the administrative Ministries during all these years and that the accommodation has been hired at different times to suit their exigencies.

8. Considering the magnitude of the total rent paid and the area occupied by the public undertakings in each of the principal cities of Delhi, Calcutta, Bombay and Madras, it would now appear that the requirements of public undertakings admit of being pooled and met in a planned way. The Committee have considered this aspect and they feel that it would be more advantageous to construct one or two multi-storeyed buildings to house the offices of the various undertakings located in these cities. Such an arrangement would not only be economical in the long run, but would also help to ease the pressure on the private accommodation and lower the rents in these cities. It would also benefit the public undertakings in that it would bring all such offices at one place thus facilitating the easier transaction of business by the public and saving in transport and communications.

Need for construction of multi-storeyed buildings.

9. The Committee, therefore, recommend that after assessing the present and future requirements of the public undertakings, multi-storeyed building or buildings may be constructed at each one of the cities of Delhi, Calcutta, Bombay and Madras for housing their offices. While assessing the needs of public undertakings, it would be desirable to ascertain the requirements of other public bodies which are being financed out of Government funds with a view to seeing whether their accommodation requirements could be met in this way. The Committee

Construction of multi-storeyed buildings recommended.

*have no doubt that considerations of economy would be kept in view while selecting the sites as their location from the heart of the city would not make such difference as greater transport facilities are available in those places.*

10. The Secretary of the Ministry of Industry admitted during evidence that considerable economy would be effected if a multi-storeyed building could be constructed at each of these cities for accommodating the offices of the various undertakings.

S.T.C.'s  
and  
H.S.L.'s  
proposals  
to con-  
struct own  
buildings.

11. *The Committee have been informed that the State Trading Corporation proposes to construct its own building in Delhi for locating its head office and that, for this purpose, it has acquired a plot of land on Janpath at a cost of Rs. 51 lakhs. The cost of construction of the building is estimated at Rs. 87 lakhs. The Committee are not quite sure whether the head office of the State Trading Corporation should necessarily be in such an expensive site. That apart, the Committee feel that opportunity should be taken of the proposal to examine whether the offices of other Public Undertakings located in Delhi could also be accommodated in the multi-storeyed building to be constructed by the S.T.C.*

12. *The Committee were informed that Hindustan Steel Ltd. also proposes to construct a building in Calcutta for accommodating its offices which are now scattered at eight different places in that city. The Committee consider that this proposal may also be examined to see whether the offices of other public undertakings located in Calcutta could be accommodated in one building.*

**B.—Location of Head Offices of Public Undertakings in Delhi**

13. At present the head offices of the following public undertakings are located in Delhi:—

- (1) Central Warehousing Corporation.
- (2) Fertilizer Corporation of India Ltd.
- (3) Handicrafts & Handlooms Exports Corporation of India Ltd. (a subsidiary of State Trading Corporation Ltd.)
- (4) Indian Airlines Corporation.



- (5) Indian Drugs & Pharmaceuticals Ltd.
- (6) Indian Refineries Ltd.
- (7) Industrial Finance Corporation of India.
- (8) Minerals & Metals Trading Corporation Ltd.
- (9) National Buildings Construction Corporation Ltd.
- (10) National Industrial Development Corporation Ltd.
- (11) National Mineral Development Corporation Ltd.
- (12) National Projects Construction Corporation Ltd.
- (13) National Research Development Corporation Ltd.
- (14) National Seeds Corporation Ltd.
- (15) National Small Industries Corporation Ltd.
- (16) Pyrites & Chemicals Development Company Ltd.
- (17) State Trading Corporation Ltd.

14. As regards the necessity for locating the head offices of the public undertakings in Delhi, the Committee examined the representatives of the two undertakings, viz., the Indian Refineries Ltd. and the State Trading Corporation Ltd.

I.R.L.'s and  
S.T.C.'s  
Head  
Office at  
Delhi.

15. The Chairman of the Indian Refineries Ltd. stated that it was advantageous to have their head office in Delhi because they had to deal with Government on matters relating to raising of finances, foreign exchange, sanctions for large expenditure, import of plant and equipment, approval of schemes of development etc. The Chairman of the State Trading Corporation stated that it was necessary to locate their head office in Delhi to facilitate contacts with the commercial representatives of foreign countries and commercial houses set up in Delhi as also with several Ministries of the Government of India.

16. The Committee also enquired whether there was any agency or authority in the Government which decided the necessity for locating the head office of an undertaking in Delhi. The Secretary of the Ministry of International Trade stated during evidence that any proposal to have an

Accommo-  
dation  
Advisory  
Committee.

head office in Delhi is initiated by the Administrative Ministry but the Accommodation Advisory Committee of the Ministry of Works, Housing and Rehabilitation had to give its consent to such location.

Necessity  
of locating  
Head  
Offices in  
Delhi to be  
reviewed.

17. *It appears to the Committee that the location of head offices of public undertakings in Delhi do not follow any principle. The considerations urged before the Committee would apply equally to several other undertakings whose head offices are situated outside. In the Committee's view, the proper place for the location of Head Office of an undertaking is the place where its project is located, or where an undertaking has more than one project/unit, a place as central to them as possible. In such cases, it would conduce to better control and supervision over them. It would also have the additional advantage of relieving the pressure on accommodation in the capital. The Committee feel that a time has come when it is necessary for Government to go into each case and decide on merits which of the offices should continue to remain in Delhi. They are inclined to think that the Accommodation Advisory Committee of the Ministry of Works, Housing and Rehabilitation has not given an effective lead in this matter. Government could also lay down criteria for locating the head offices of public undertakings in the capital so that in future any proposal of this nature gets an effective scrutiny before a decision is taken.*

#### C.—Liaison Offices in Delhi

18. At present the following public undertakings are maintaining their liaison offices in Delhi:—

- (1) Bharat Electronics Ltd.
- (2) Heavy Engineering Corporation Ltd.
- (3) Hindustan Aircraft Ltd.
- (4) Hindustan Organic Chemicals Ltd.
- (5) Hindustan Salts Ltd.
- (6) National Coal Development Corporation Ltd.
- (7) Oil & Natural Gas Commission.
- (8) National Small Industries Corporation Ltd. (Head Office also in Delhi.)

19. As regards the functions of a liaison office, the Committee examined the representative of the Heavy Engineering Corporation Ltd. They were informed that the Liaison Office discharged the following functions:—

Liaison  
Office of  
H.E.C.

- (i) Clarification of various matters with Ministries and Government Departments,
- (ii) Contacting State Bank of India, Reserve Bank of India, Embassies concerned for various matters such as obtaining visas for trainees who are sent abroad, issue of Letters of Authority, Letters of Credit, etc., and
- (iii) Work in connection with Board meetings which are held periodically in Delhi.

20. During the course of their examination of the National Coal Development Corporation, the Committee had examined the necessity for its maintaining a liaison office in Delhi. In para 173 of their 32nd Report (Third Lok Sabha), they made the following observation:—

Liaison  
Office of  
N.C.D.C.

“The Committee are surprised to note that the public undertakings have to set up their liaison offices in Delhi to chase references made to the Ministries/Departments as private parties may be prone to, and have to spend considerable amounts on their establishments. It is not too happy a reflection on the working of the Ministries and Government Departments. It would be necessary to streamline Government procedures which delay matters and hamper speedy disposal of work and thus necessitate the setting up of the Liaison Offices.

The Committee recommend that Government may review the need for the various Liaison Offices of the public undertakings in Delhi. The setting up of these various separate offices necessarily involves considerable expenditure. In case it is still found necessary to have such offices, the feasibility of having a common building to accommodate the offices of the undertakings..... may be examined.”

**Necessity  
of locating  
head office  
in Delhi to  
be review-  
ed**

21. *The Committee would reiterate the above recommendation and suggest that the nature and quantum of work of the existing liaison offices of the public undertakings may be examined and the necessity for their location in Delhi reviewed. In this connection, the Committee have also noticed that in some cases the names of liaison offices have recently been changed to sales offices, etc. They would suggest that the work of all such offices of the public undertakings whether they are called Liaison Office or Sales Office etc. should be scrutinized and the necessity or otherwise of having them in Delhi determined. If it is found absolutely necessary to maintain such liaison offices etc. the feasibility of having a common building for all of them may be examined.*

### III

## GUEST HOUSES

22. With a view to provide suitable boarding and lodging facilities to officers while on tour, a number of undertakings have set up their guest houses at various places.

23. Four statements showing the accommodation, occupancy ratios, expenditure on rent and maintenance, lodging charges realised from the occupants etc. of:—

- (a) Guest Houses rented by the undertakings in Delhi, Calcutta, Bombay and Madras,
- (b) Guest houses owned by the undertakings in Delhi, Calcutta, Bombay and Madras,
- (c) Guest houses rented by the undertakings at places other than Delhi, Calcutta, Bombay and Madras, and
- (d) Guest houses owned by the undertakings at places other than Delhi, Calcutta, Bombay and Madras,

are at Appendices II, III, IV and V

#### A.—Guest Houses rented in Delhi, Calcutta, Bombay and Madras

24. The following table indicates the names of public undertakings which are having guest houses in rented premises in Delhi, Calcutta, Bombay and Madras:—

	Number of Guest Houses				Total
	Delhi	Cal- cutta	Bom- bay	Madras	
1. Damodar Valley Corporation	..	..	1	..	1
2. (a) Fertilizer Corporation of India Ltd., (Head Office)	1	..	1	..	2

Rs. 4,000 per month. Regarding the use of this suite by lower grade officials, it has been stated that such officials as have to come to Delhi make their own arrangements within the allowances permitted to them.

Question  
of main-  
tenance of  
suite to  
be re-  
examined.

35. *The Committee have considered this matter. They feel that as Government money is invested in the public undertakings, they should set examples of simplicity. The hiring of a suite in an expensive hotel for the use of the top officials of an undertaking does not accord well with its public role and appears to be discriminatory for the other staff. Even if the arrangement at the Ashoka Hotel is cheaper than maintaining a guest house as has been made out by the representative of the H.M.T., it is open to criticism. Examples of this nature become precedents and tend to be followed by other public undertakings. The Committee, therefore recommend that the question of maintenance of the suite at the Ashoka Hotel by the H.M.T. should be re-examined. The facility of a common guest house, for the setting of which a recommendation has been made in para 31 ante will be available to the officers of the H.M.T. also. Until this guest house is set up, the Committee suggest that the H.M.T. may make suitable arrangements for its visiting officers in the guest houses of the Government or other public undertakings.*

**C.—Guest Houses owned by Public Undertakings in Delhi, Calcutta, Bombay and Madras**

36. The Life Insurance Corporation of India is maintaining two guest houses at each of the cities of Delhi, Bombay and Madras and one at Calcutta. The Khadi and Village Industries Commission is also maintaining a guest house at Bombay. These guest houses are in buildings owned by the undertakings concerned. The Reserve Bank of India has not constructed separate buildings for use as guest houses, but provision for such accommodation has been made in the Bank's office or residential buildings. At present the Bank is having three flats at New Delhi and two each at Calcutta and Madras for the use of its visiting officers.

37. It is noticed that the monthly occupancy ratios of these guest houses are as follows:—

Name of Public Undertaking	Monthly Occupancy Ratios		
	1960-61	1961-62	1962-63 (in % or number of days)

### GUEST HOUSES OWNED IN DELHI

#### 1. Reserve Bank of India

Flat (1)	22 days	19 days	18 days
Flat (2)			9 days
Flat (3)	14 days	10 days	10 days

#### 2. Life Insurance Corporation of India

Guest House (1)	26%	26%	26%
Guest House (2)	23%	23%	23%

### GUEST HOUSES OWNED IN CALCUTTA

#### 1. Reserve Bank of India

Flat (1)	9 days	17 days	17 days
Flat (2)	2 days	2 days	1 day

#### 2. Life Insurance Corporation of India

	5%	5%	5%
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### GUEST HOUSES OWNED IN BOMBAY

#### 1. Life Insurance Corporation of India

Guest House (1)	30%	30%	30%
Guest House (2)	33%	33%	33%

#### 2. Khadi and Village Industries Commission

	65 : 120	134 : 120	140 : 120
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### GUEST HOUSES OWNED IN MADRAS

#### 1. Reserve Bank of India

Flat (1)	7 days	10 days	4 days
Flat (2)	2 days	1 day	1 day

#### 2. Life Insurance Corporation of India

Guest House (1)	8%	8%	8%
Guest House (2)	8%	8%	8%

27. It would be seen from the above table that the total expenditure incurred on rent and maintenance of these guest houses during the year 1962-63 was Rs. 2,97,337 whereas the lodging charges realised from their occupants were only Rs. 38,836. The percentage of lodging charges realised to the expenditure incurred during 1962-63 thus comes to 13.06. This percentage was 17.58 in 1960-61 and 11.87 in 1961-62. The low recoveries from the occupants clearly indicate that the maintenance of guest houses by the public undertakings is quite expensive. It will also be seen from Appendix II that the occupancy ratios of these guest houses are generally low.

**Reasons for setting up separate Guest Houses.**

28. As regards the necessity for setting up of these guest houses, the representatives of certain public undertakings who appeared before the Committee stated that officers of the undertakings often go on tour to these cities for official work and it becomes necessary that they should be provided with suitable accommodation. The pressure on accommodation in the guest houses of the Government or other public undertakings is stated to be heavy with the result that officers often find it difficult to secure any accommodation, especially when tours are arranged at short notice. The daily allowances given by the public undertakings differ from one undertaking to another. It has however been pointed out that hotel charges in the cities are high and it would generally not be possible for the officers to meet these charges out of the daily allowances paid to them. In these circumstances the facility of a separate guest house for an undertaking is stated to be necessary.

**Economy Aspect not given due consideration.**

29. *The Committee agree that there is need to provide suitable accommodation to officers of the public undertakings when they travel on official duty. The Committee, however, notice that the various undertakings have tried to solve the requirements of their visiting officers individually by setting up separate guest houses without going into the question whether these are being adequately utilised or not. The tendency to set up more such guest houses also appears to be on the increase.*

30. *The Committee feel that in public undertakings which function on commercial principles, considerations of economy should preponderate. In the present case, this aspect has apparently not been given due consideration*



*nor has there been any co-ordinated thinking among the various undertakings.*

31. *Considering the present guest house requirements of all the public undertakings and the expenditure now being incurred on their rent and maintenance, the Committee feel that it would be more economical if a common guest house is set up in each of the cities of Delhi, Calcutta, Bombay and Madras for the use of officers of all the public undertakings. The representatives of the Ministries of Industry, and Steel, Mines and Heavy Engineering and also of certain public undertakings who appeared before the Committee, agreed with this view. The Committee, accordingly, recommend that common guest houses may be set up in these cities and would urge that early action be taken to implement this recommendation.*

**Common  
guest  
houses  
recom-  
mended.**

32. In this connection, the Committee commend the example of the Central Government Hostel at Calcutta where the occupancy ratio during 1962-63 was 73% and the lodging charges realised from the occupants were not only adequate to recoup the expenditure incurred on its upkeep and maintenance, but also left a margin.

33. *Pending the setting up of the common guest houses, the Committee recommend that in cases where the occupancy is low, the present guest house arrangements should be discontinued. It should also be ensured that no guest house is rented or constructed in any of the cities by individual public undertakings. Such requirements may be met by pooling the existing guest houses of the public undertakings.*

#### **B.—Suite in Ashoka Hotel**

34. Hindustan Machine Tools Ltd. has, from 21st July, 1962, hired a suite of two rooms on permanent basis in Ashoka Hotel, New Delhi at an average cost of Rs. 1,750 per month. The suite is stated to be for the use of senior officers of the company while on tour to Delhi. These officers are not paid daily allowance for their stay in Delhi. On an average the suite remained occupied for 15 days in a month since it was hired. It has been claimed that the arrangement at the Ashoka Hotel is cheaper because renting a house or a flat and its maintenance would have cost over

**Suite in  
Ashoka  
Hotel hired  
by H.M.T.**

	Number of Guest Houses				Total
	Delhi	Calcutta	Bombay	Madras	
(b) Fertilizer Corporation of India Ltd., (Trombay Division)	..	..	2	..	2
(c) Fertilizer Corporation of India Ltd., (Planning and Development Division)	1	..	..	..	1
3. Heavy Electricals Ltd.	1	..	1	..	2
4. Heavy Engineering Corporation Ltd.	1	1	..	..	2
5. Hindustan Shipyard Ltd.	..	..	1	..	1
6. Hindustan Steel Ltd.	1	1	..	..	2
7. Indian Oil Company Ltd.	1	1	2	..	4
8. Indian Refineries Ltd.	..	1	..	..	1
9. Indian Telephone Industries Ltd. (Guest Room)	1	1	..	1	3
10. National Coal Development Corporation Ltd.	1	1	..	..	2
11. National Mineral Development Corporation Ltd.	1	1	..	..	2
12. National Projects Construction Corporation Ltd.	1	1	..	..	2
13. Oil & Natural Gas Commission	1	..	..	..	1
14. State Trading Corporation Ltd.	..	1	1	1	3
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>7</b>	<b>2</b>	<b>31</b>

25. It will be seen that of the 31 guest houses rented by the public undertakings, 11 are in Delhi, 11 in Calcutta, 7 in Bombay and 2 in Madras.

26. The break-up of the expenditure incurred on their rent and maintenance, lodging charges realised from the occupants during the years 1960-61, 1961-62 and 1962-63 and the percentage of lodging charges realised to the expenditure incurred is given below:—

Expenditure on Guest Houses and rent realisation from occupants.

*Statement showing expenditure on rent and maintenance of Guest Houses in Delhi, Calcutta, Bombay and Madras, lodging charges realised from occupants and percentage of lodging charges realised to expenditure*

(In Rupees)

Name of City	Expenditure incurred on rent and maintenance		Lodging charges realised from occupants		Percentage of lodging charges realised to the expenditure incurred				
	1960-61	1961-62	1962-63	1960-61	1961-62	1962-63	1960-61	1961-62	1962-63
Delhi	30,088	90,680	1,18,434	2,529	6,504	13,019	8.70	7.17	11.84
Calcutta	37,677	58,035	1,20,397	5,883	7,916	14,634	15.61	13.64	12.10
Bombay	24,444	41,389	40,714	9,561	8,143	10,614	27.76	19.67	26.06
Madras	..	..	17,792	..	..	569	..	..	3.19
<b>TOTAL</b>	<b>1,02,209</b>	<b>1,90,104</b>	<b>2,97,337</b>	<b>17,973</b>	<b>22,563</b>	<b>38,836</b>	<b>17.58</b>	<b>11.87</b>	<b>13.06</b>

Use of  
Common  
Guest  
Houses  
suggested.

38. It is clear that the guest houses of the above three public undertakings do not remain adequately occupied and in a few cases the occupancy is very low. The Committee suggest that these undertakings should make use of the common guest houses for the setting up of which a recommendation has been made in para 31 ante. Till then it would be desirable that the existing guest houses are utilized by the officers of the Government or other public undertakings also so that the available accommodation is not allowed to go waste. For this purpose, more publicity may be given, if necessary, about the availability of such accommodation.

*D.—Guest Houses rented at places other than Delhi, Calcutta, Bombay and Madras*

Monthly  
occupancy  
ratios.

39. At present 30 guest houses have been rented by 13 public undertakings at places other than Delhi, Calcutta, Bombay and Madras. The names of these undertakings, and the location of the guest houses together with their monthly occupancy ratios during the years 1960-61, 1961-62 and 1962-63 are shown below:—

Sl. No.	Name of the Public Undertaking	Places where guest house is situated	Monthly Occupancy ratio			
			60-61	61-62	62-63*	7
1.	Bharat Electronics Ltd.	Bangalore	4 to 5 persons	4 to 5 persons	4 to 5 persons.	
2.	Fertilizer Corporation of India Ltd.	(i) Gorakhpur (ii) Rourkela (iii) Shillong	16 20 1	16 15 1	16 10 1	
3.	Heavy Electricals Ltd.	(i) Tiruchirappally	..	..	24%	The guest house started functioning from 1-10-62.
		(ii) Hyderabad	..	..	35%	The guest house was taken on rent from 2-1-63.
4.	Heavy Engineering Corporation Ltd. Ranchi		36%	57%	48%	
5.	Hindustan Aircraft Ltd.	Bangalore	..	..	..	The guest house started functioning from 1-7-63.
6.	Hindustan Photo Films Manufacturing Co. Ltd.	Ootacamund	..	..	..	The guest house started functioning from 1-1-63.
7.	Hindustan Shipyard Ltd.	Visakhapatnam	646	532	395	
8.	Hindustan Steel Ltd.	Durgapur	..	..	44:31	
9.	Indian Refractories Ltd.	Siliguri	94	94	94	

\*The occupancy ratios have been supplied by the undertakings in different manner, viz. in percentage, number of days or number of persons.

Occupancy  
Ratios.

43. From the above table, it would appear that the occupancy figures of many of the guest houses are low. It follows that the accommodation reserved for guest house purposes in these cases is in excess of the actual requirements. This would seem to indicate that the actual accommodation required was not properly assessed when the construction of guest house buildings was planned.

44. The Committee also note from the statement at Appendix V that in many cases the rent realised from the occupants of the guest houses has not been adequate even to cover the expenditure incurred on their maintenance. This is so in spite of the fact that these guest house buildings are owned by the undertakings concerned and thus have no rent liability.

Need to  
review the  
necessity of  
guest houses.

45. The Committee suggest that the undertakings concerned should go into the functioning of these guest houses and where the occupancy ratios are very low, the necessity for their continuance should be examined. In cases where it is found necessary to continue the arrangement, it should be ensured that the accommodation reserved for the guest house is in accordance with actual requirements releasing, where possible, the surplus accommodation for other purposes. Further, it is desirable that where the rent realised from the occupants of the guest houses is not sufficient to cover the expenditure on their maintenance, the utmost economy should be exercised.

Need to  
construct  
Guest  
Houses on  
a modest  
scale.

46. Construction of a guest house building of a size in excess of the requirements results in high capital cost and increased expenditure on maintenance. The Committee, therefore, suggest that the guest house buildings that may be constructed in future should be on a modest scale in the beginning with provision for expansion in future, so that the capital and recurring expenditure thereon is reduced to the minimum.

#### F.—Guest House Lodging Charges

47. A statement showing the lodging charges payable by the occupants of guest houses of the various public undertakings is at Appendix VI. It is noticed from this state-

ment that the basis for recovery of lodging charges from the occupants varies in the following respects:—

- (1) Some undertakings charge at lower rates from their own officers and at higher rates from officers of the Central/State Governments or other public undertakings, whereas other undertakings charge at uniform rates from all such officers.
- (2) Some undertakings have fixed uniform rates for all classes of officers, whereas others have fixed different rates according to the pay of officers.

48. *The Committee feel that some uniform principles should be followed in fixing the rates of lodging charges payable by the occupants of the guest houses. As public undertakings are owned by the Government, it would be desirable that officers of the Government and the undertakings are given equal facilities in the guest houses run by each other. Further, as the rates of daily allowances payable to officers vary according to their pay, it would be equitable if the rates of lodging charges of the guest houses are fixed according to pay drawn by them. The Committee suggest that these matters may be examined by the Government.*

Basis for  
fixation of  
lodging  
charges to  
be examined.

1	2	3	4	5	6	7	
2	Heavy Electricals Ltd.	(a) Bhopal . . . . . (b) Hardwar . . . . . (i) . . . . . (ii) . . . . .	. . . . . . . . . . . . . . . . . . . .	65 .. .. ..	214 .. .. 40%	Ratio of occupation of 11 rooms × 30 days or 11 rooms × 31 days according to the month.	
3	Heavy Corpn. Ltd.	Engg. Durgapur . . . . .	. . . . .	. . . . .	7%	The guest house started functioning from March, 1963.	
4	Hindustan Antibiotics Ltd.	Pimpri . . . . .	. . . . .	1:32	1:12	1:13	
5	Hindustan Cables Ltd.	Rupnarainpur . . . . .	. . . . .	103	139	192	Upto 31st Oct. 1963.
6	Hindustan Insecticides Ltd.	Alwaye . . . . .	. . . . .	6	7	6	
7	Hindustan Salts Ltd.	(a) Sambhar . . . . . (b) Nawa . . . . . (c) Kherghoda (i) . . . . . (ii) . . . . . (d) Jaipur . . . . .	. .	12 0.5 1 2 2 ..	15 1 2 2 ..	12 2 3 6	
8	Hindustan Steel Ltd.	Ranchi (a) } (b) } Management Training Institute, Ranchi . . . . . Bokaro . . . . . Dhanbad . . . . . Dugda . . . . . Durgapur (a) ] . . . . . (b) . . . . . (c) ] . . . . .	. .	12:18 23:20 .. N.A.] .. .. .. 5 618 ..	23:20 .. N.A.] 20% 10% 53 826 20	4:49 23:36 N.A.] 20% 10% 201 1031 61	Started functioning from 16-10-61.
9	Indian Refineries Ltd.	(a) Gauhati . . . . . (b) Barauni } . . . . .	. . . . . . . . . .	81 17	81 17	81 17	
10	Indian Telephone Industries Ltd.	Bangalore . . . . .	. . . . .	15%	12%	13%	
11	Life Insurance Corpn. of India	(a) Surat . . . . . (b) Poona . . . . . (c) Satara . . . . . (d) Nagpur (i) . . . . . (ii) . . . . .	. .	1% 18% 9% 3% 4%	1% 18% 9% 3% 4%	1% 18% 9% 3% 4%	



I	2	3	4	5	6	7
		(e) Kanpur . . . . .	3%	3%	3%	
		(f) Chidambaram . . . . .	8%	8%	8%	
		(g) Tanjore . . . . .	25%	25%	25%	
		(h) Trichy . . . . .	6%	16%	6%	
		(i) Bangalore . . . . .				
		(i) . . . . .	2%	2%	2%	
		(ii) . . . . .	24%	24%	24%	
		(j) Udipi . . . . .	6%	6%	6%	
		(k) Vijayawada . . . . .				
		(i) . . . . .	12%	12%	12%	
		(ii) . . . . .	16%	16%	16%	
		(l) Hyderabad . . . . .	33%	33%	33%	
		(m) Secunderabad . . . . .	33%	33%	33%	
12	Nahan Foundry Ltd.	(a) Ambala . . . . .				
		(i) . . . . .				
		(ii) . . . . .				
		(b) Ludhiana . . . . .				
		(c) Sonapat . . . . .				
		(d) Paripat . . . . .				
		(e) Rohtak . . . . .				
		(f) Muzaffarnagar . . . . .				
		(g) Najibabad . . . . .				
			N.A.	N.A.	N.A.	
13	National Coal Development Corporation Ltd.	15 Guest Houses . . . . .	N.A.	N.A.	N.A.	
14	National Mineral Development Corpn. Ltd.	(i) Khetri . . . . .	..	..	4 per month	
		(ii) Kiriburu . . . . .	10 days per month	10 days per month	10 days per month	
15	National Newsprint & Paper Mills Ltd.	Neeranagar . . . . .				
		(a) . . . . .	101 per annum	101 per annum	101 per annum	
		(b) . . . . .	252 p.a.	252 p.a.	252 p.a.	
16	Neyveli Lignite Corpn. Ltd.	Temporary Colony# . . . . .				
		(a) . . . . .	2 rooms per month	2 rooms per month	2 rooms per month	
		(b) . . . . .	I ,,	I ,,	I ,,	
		(c) . . . . .	13 ,,	13 ,,	11 ,,	
		Township . . . . .				
		(a) Circuit House . . . . .	38	41	53	
		(b) Visitors' Hostel . . . . .	5	25	40	
17	Oiland Natural Gas Commission	(a) Jawalamukli . . . . .	10	10	10	
		(b) Baroda . . . . .	14	14	14	
		(c) Cambay . . . . .	..	..	19	Since Feb. 1963.

1	2	3	4	5	6	7
10.	Life Insurance Corporation of India	(i) Bardoli (ii) Dabhoi (iii) Broach (iv) Mehsana (v) Nagapatam (vi) Nagarcoil (vii) Tiravelly	1% 1% Nil 7 3 .. ..	1% 1% Nil 7 3 .. ..	1% 1% Nil 7 3 .. ..	Started functioning from March 1963. Do.
11.	National Mineral Development Corporation Ltd.	(i) Panna (ii) Bailadila (iii) Jagdalpur (iv) Tatanagar	Negligible 20 days 15 days (minimum) (minimum) 6 days	Negligible 20 days 15 days (minimum) (minimum) 6 days	Negligible 20 days 15 days (minimum) (minimum) 6 days	
12.	National Projects Construction Corporation Ltd.	Patna	*	*	*	*Started functioning from June, 1963.
13.	Oil & Natural Gas Commission	(i) Hoshiarpur (ii) Badaun (iii) Ankleshwar  (iv) Sibsagar (v) Dehradun	7 3 (a) 5 (b) 10 per month per month 4	7 3 5 10 per month per month 4	7 3 5 10 per month per month 4	Since February 2, 1963. It has been stated that the guest house at times remains occupied.

40. The above table will indicate that the occupancy ratios of these guest houses are generally low. The lodging charges realised from the occupants in comparison with the expenditure incurred on them by way of rent and maintenance of the guest houses are also meagre as would be seen from the statement at Appendix IV.

41. *The Committee feel that renting of guest houses for the officers of the public undertakings should be considered necessary only when these are expected to be adequately occupied by visiting officers or in cases where hotel facilities etc. are not available. They, therefore, recommend that the undertakings concerned should examine the necessity or otherwise of maintaining the guest houses keeping these aspects in view.*

**E.—Guest Houses owned by Public Undertakings at places other than Delhi, Calcutta, Bombay and Madras.**

42. At present 17 public undertakings are having 83 guest houses in buildings owned by them. The names of public undertakings and the location of the guest houses together with their occupancy ratios during the years 1960-61, 1961-62 and 1962-63 are given below :—

Sl. No.	Name of the Public Undertaking	Place where the guest house is located	Monthly Occupancy Ratio*			Remarks
			1960-61	1961-62	1962-63	
1	2	3	4	5	6	7
1	Fertilizer Corp. of India (Namrup Div.)	Namrup	4	4	4	*The occupancy ratios have been supplied by the undertakings in different manner, viz. in % number of days or number of men.
	Fertilizer Corp. of India (Nangal Unit)	(a) Naya Nangal Hostel	31	15	8	
		(b) Udyan	4	3	5	
		(c) Mangalik	8	3	1	
		(d) Guest House Sector	30	34	28	
	Fertilizer Corp. of India (Sirdri Unit)	(a) A-1 Bungalow	25 to 30 men per day	25 to 30 men per day	25 to 30 men per day	
		(b) B-1 Bungalow	Do.	Do.	Do.	
		(c) South Hostel	Do.	Do.	Do.	

## IV

### STAFF CARS AND OTHER VEHICLES

#### A.—Number of Vehicles

49. A statement showing the number of vehicles maintained by the various Public undertakings as on 1st April, 1963, the expenditure incurred on their running and maintenance etc. during the years 1960-61, 1961-62 and 1962-63 is at Appendix VII. The break up of the types of vehicles maintained by the various undertakings is given below:—

	Number
(1) Staff cars . . . . .	679
(2) Station Wagons . . . . .	420
(3) Jeeps . . . . .	1483
(4) Buses . . . . .	451
(5) Trucks and lorries . . . . .	556
(6) Other Vehicles . . . . .	8c2
<b>TOTAL</b> . . . . .	<b>4391</b>

50. An analysis of the number of vehicles owned by individual undertakings is given below:—

(a) *Undertakings owning more than 300 vehicles:*

(1) Hindustan Steel Ltd. . . . .	1102
(2) Oil & Natural Gas Commission . . . . .	781

(b) *Undertakings owning more than 100 and less than 300 vehicles:*

(1) National Coal Development Corporation Ltd. . . . .	288
(2) Heavy Engineering Corporation Ltd. . . . .	264
(3) Hindustan Aircraft Ltd. . . . .	222
(4) Neyveli Lignite Corporation Ltd. . . . .	216
(5) Fertilizer Corporation of India Ltd. . . . .	189
(6) Indian Refineries Ltd. . . . .	171
(7) Heavy Electricals Ltd. . . . .	141

(c) *Undertakings owning more than 50 and less than 100 vehicles:*

(1) Life Insurance Corporation of India . . . . .	94
(2) Garden Reach Workshops Ltd. . . . .	87
(3) Indian Telephone Industries Ltd. . . . .	81
(4) National Mineral Development Corporation Ltd. . . . .	73
(5) Indian Airlines Corporation . . . . .	68
(6) Hindustan Machine Tools Ltd. . . . .	60
(7) Bharat Electronics Ltd. . . . .	52

(d) *Undertakings owning more than 15 and less than 50 vehicles:*

(1) Air India . . . . .	41
(2) Indian Oil Company Ltd . . . . .	41
(3) State Bank of India . . . . .	37
(4) Indian Drugs and Pharmaceuticals Ltd. . . . .	33
(5) Damodar Valley Corporation . . . . .	23
(6) State Trading Corporation Ltd . . . . .	22
(7) Reserve Bank of India . . . . .	22
(8) Fertilizers & Chemicals Travancore Ltd. . . . .	20
(9) Mazagon Dock Ltd. . . . .	20
(10) National Small Industries Corporation Ltd. . . . .	19
(11) Hindustan Shipyard Ltd . . . . .	18
(12) Hindustan Antibiotics Ltd . . . . .	17
(13) National Projects Construction Corporation Ltd. . . . .	18

51. The number of vehicles owned by the remaining 29 public undertakings is 15 or less in each undertaking.

52. *It will be seen from para 50 above that the number of vehicles maintained by some of the undertakings is very large. This may partly be due to the liberal manner in which the need for vehicles required by them was assessed and the ease with which they could be obtained on priority basis. It will be appreciated that the purchase of vehicles in large numbers by an undertaking adds to the capital and running cost of a project sizeably. Austerity and economy should, therefore, be observed by each undertaking before approving proposals for purchase of new*

*Review of requirements of vehicles suggested.*

vehicles or the replacement of old ones. The Committee would suggest that all the undertakings should now review their requirements to bring the number down to the minimum.

Need to lay down norms for assessing requirements of vehicles.

53. It is recognised that the number of vehicles required by the public undertakings may vary from one undertaking to another depending upon the nature and volume of work. Nevertheless, it should be possible to lay down some criteria for assessing the requirements. The Committee recommend that Government should examine whether norms could be laid down in terms of manpower, capital investment, output, area of operation etc. of an undertaking to determine with some approximation whether the number of vehicles required or maintained by an undertaking conform to certain accepted patterns.

#### B.—Maintenance of Vehicles

Quantity of petrol used and expenditure incurred on maintenance of vehicles.

54. An Analysis of the quantity of petrol used and the expenditure incurred on the running and maintenance of vehicles owned by the public undertakings during the years 1960-61, 1961-62 and 1962-63 is given below:—

	1960-61	1961-62	1962-63
	(Figures in Lakhs liters)		
Quantity of Petrol . . . . .	58·56	69·04	93·49
	(Figures in lakhs of Rs.)		
Cost of Petrol . . . . .	66·45	105·05	119·29
Salary and allowances of drivers, Maintenance charges and Taxes, etc.	154·95	199·17	282·64
	221·40	304·22	401·93

55. It will be seen that the quantity of petrol used in the running of vehicles rose from 58·56 lakhs litres in 1960-61 to 93·49 lakhs litres in 1962-63. The total expenditure on the running and maintenance of vehicles (excluding depreciation cost) rose from Rs. 221·40 lakhs in 1960-61 to Rs. 401·93 lakhs in 1962-63. The average expenditure

per vehicle during the year 1962-63, calculated on the basis of 4,391 vehicles maintained by the public undertakings, was Rs. 9,154.

56. The following table shows the number of vehicles maintained by each undertaking as on 1st April, 1963, the expenditure incurred on the running and maintenance of vehicles during the years 1960-61, 1961-62 and 1962-63 and the average expenditure per vehicle during 1962-63: Average expenditure per vehicle.

S. No.	Name of Public Undertaking	No. of vehicles maintained as on	Expenditure on salary & allowances of drivers, maintenance, cost of petrol taxes etc.				Average expenditure per vehicle during 1962-63
			1-4-63	1960-61	1961-62	1962-63	
1	2	3	4	5	6	7	
			Rs.	Rs.	Rs.	Rs.	
1	Bharat Electronics Ltd.	52	3,69,098	5,74,215	9,77,981	18,807	
2	Indian Airlines Corporation	68	9,32,416	10,72,700	10,92,692	16,069*	
3	Indian Telephone Industries Ltd.	81	6,48,026	8,05,186	12,60,286	15,559	
4	Hindustan Aircraft Ltd.	222	25,16,268	30,05,161	31,71,358	14,285	
5	Fertilisers & Chemicals Travancore Ltd.	20	99,908	1,52,485	2,75,912	13,795	
6	National Mineral Development Corporation Ltd.	73	2,83,240	5,43,033	9,59,202	13,138	
7	Travancore Minerals Ltd.	2	16,071	15,947	25,334	12,667	
8	Praga Tools Corporation Ltd.	4	84,184	81,693	49,037	12,259	
9	Air India	41	4,20,428	4,72,363	5,01,061	12,221**	



10	Mazagon Dock Ltd.	.	.	.	20	2,35,014	2,06,712	2,39,540	11,977
11	Hindustan Steel Ltd.	.	.	.	11025	85,14,732	99,97,069	131,62,898	11,945
12	Heavy Engineering Corporation Ltd.	.	.	.	264	1,93,245	8,03,788	15,58,655	5,904
13	Hindustan Machine Tools Ltd.	.	.	.	60	4,94,691	6,11,125	6,83,427	11,390
14	Indian Rare Earths Ltd.	.	.	.	7	47,505	70,661	75,944	10,849
15	Damodar Valley Corporation	.	.	.	23	2,80,282	2,55,118	2,44,060	10,611
16	National Newsprint & Paper Mills Ltd.	.	.	.	5	41,624	46,679	50,377	10,075
17	Hindustan Organic Chemicals Ltd.	.	.	.	7		24,362	66,050	9,435
18	Oil & Natural Gas Commission	.	.	.	781	13,96,884	41,12,247	67,89,865	8,694
19	Hindustan Insecticides Ltd.	.	.	.	8	42,624	49,260	64,260	8,032
20	Hindustan Housing Factory Ltd.	.	.	.	2	13,681	11,144	15,228	7,614
21	Pyrites & Chemicals Development Company Ltd.	.	.	.	4	13,219	23,209	30,398	7,599

\*These figures do not include passenger coaches, engineering vehicles, cabin and catering vehicles, stores vehicles and cars for station heads, maintained by the Undertaking.

\*\*These figures do not include passenger coaches, engineering vehicles, cabin and catering vehicles, stores vehicles and sales cars maintained by the Undertaking.

1	2	3	4	5	6	7
22	Hindustan Antibiotics Ltd. . . . .	17	1,22,037	1,23,560	1,26,676	7,451
23	National Instruments Ltd. . . . .	4	19,855	21,430	29,661	7,415
24	Mogul Line Ltd. . . . .	6	44,652	48,936	44,224	7,371
25	Industrial Finance Corporation of India Ltd. . . . .	1	3,655	6,326	7,366	7,366
26	Garden Reach Workshops Ltd. . . . .	87	5,61,075	5,83,968	6,16,567	7,087
27	National Projects Construction Corporation Ltd. . . . .	18	79,464	80,312	1,13,022	6,279
28	Rehabilitation Industries Corporation Ltd. . . . .	3	3,729	8,181	2,0,655	6,885
29	Shipping Corporation of India Ltd. . . . .	13	55,136	69,618	88,979	6,844
30	Life Insurance Corporation of India . . . . .	94	2,97,134	4,32,555	6,20,015	6,596
31	National Coal Development Corporation Ltd. . . . .	288	11,32,219	1,47,939	18,72,164	6,501
32	Heavy Electricals (I) Ltd. . . . .	141	4,96,429	7,45,966	9,44,331	6,697
33	Fertiliser Corporation of India Ltd. . . . .	189	11,53,905	12,10,286	12,13,959	6,323
34	State Bank of India . . . . .	37	1,55,200	2,00,768	2,27,189	6,140

35	Reserve Bank of India	22	93,431	1,08,967	1,33,342	6,061
36	National Industrial Development Corporation Ltd.	1	4,083	5,203	5,866	5,866
37	Neyveli Lignite Corporation Ltd.	216	5,89,645	9,14,988	11,99,521	5,553
38	Indian Refineries Ltd.	171	3,49,354	6,07,114	9,44,244	5,522
39	State Trading Corporation Ltd.	22	99,483	1,29,642	1,19,819	5,446
40	Export Risks Insurance Corporation Ltd.	1	4,964	4,983	5,393	5,393
41	Hindustan Salts Ltd.	4	21,633	20,219	20,805	5,201
42	Ashoka Hotels Ltd.	5	23,734	23,770	23,945	4,789
43	Hindustan Cables Ltd.	12	38,294	50,001	55,830	4,652
44	Hindustan Shipyard Ltd.	18	69,955	72,585	82,262	4,570
45	Hindustan Teleprinters Ltd.	2	..	4,861	9,023	4,511
46	Hindustan Photo Films Manufacturing Co. Ltd.	10	..	12,743	42,768	4,276
47	National Small Industries Corporation Ltd.	19	42,663	63,727	74,676	3,930
48	Khadi & Village Industries Commission	8	9,440	15,800	27,591	3,449
49	National Research Development Corporation of India Ltd.	1	3,298	3,298	3,298	3,298
50	Employees State Insurance Corporation	5	5,241	10,931	16,044	3,208
1	Indian Oil Company Ltd.	41	12,582	51,113	1,30,253	3,177

1	2	3	4	5	6	7
52	Central Warehousing Corporation . . . . .	1	5,755	3,122	3,080	3,080
53	Indian Drugs & Pharmaceuticals Ltd. . . . .	33	42,663	63,727	74,676	2,263
54	Nahan Foundary Ltd. . . . .	5	9,595	11,989	11,299	2,260
55	Film Finance Corporation Ltd. . . . .	1	..	..	2,029	2,029

57. From the table given above, it will be seen that in 15 undertakings the average annual expenditure on the running and maintenance of vehicles has been above Rs. 10,000/- and in 26 undertakings this average has ranged between Rs. 5,000/- to Rs. 10,000.

58. *The Committee recommend that where the average running expenditure on a vehicle has exceeded the overall average of over Rs. 9,000/- (para 55 ante) which by itself would appear to be on the high side, the matter should be looked into not only by the undertaking but by the Governments as well.*

Review of expenditure on maintenance recommended.

59. *The Committee feel that the procedure regarding the allotment of vehicles to officers and others and the method of control and supervision exercised over their running and maintenance should be reviewed and suitable measures adopted to reduce expenditure on them.*

60. *In this connection, the Committee have, on the basis of the evidence tendered before them, gathered the impression that the public undertakings, especially the larger ones, do not appear to attach sufficient importance to these matters. The Committee cannot but deprecate this tendency and trust that all the undertakings will give adequate attention to it in future.*

#### C.—Staff Cars for Exclusive use

61. The Ministry of Finance have laid down (see Appendices VIII & IX) that when a Managing Director or any other Government Officer (s) serving under a Government owned and/or controlled company is permitted the use of the company's car for official and non-official journeys (including journeys between residence and office), a sum of Rs. 150/- should be recovered from him on that account every month if the horse power of the car is above 16 and that the rate of recovery should be Rs. 100/- per month if the horse power of the car is 16 or less. These rates of recovery were enforced with effect from the 1st January, 1963. Prior to that, the rates were Rs. 100/- per month in the case of cars above 16 horse power and Rs. 75/- per month in the case of cars of 16 horse power or less.

Instructions issued by Government.

62. While many of the public undertakings have enforced these rates of recovery, there are a few undertakings like Air India, Damodar Valley Corporation, Indian Airlines

Corporation, Indian Oil Company and Life Insurance Corporation of India which follow different procedure regarding the rates of recovery from their officers.

Undertakings which have permitted facility of car for exclusive use.

63. A statement showing the names of public undertakings and the designations of officers who have been permitted the use of cars against monthly payment is at Appendix X.

It will be seen that 40 undertakings have availed of this facility.

Reasons for provision of car facility.

64. The representative of the Ministry of Finance stated during evidence that the Chairmen and Managing Directors of public undertakings had to do considerable travelling and often difficulties arose in determining the journeys which were to be treated as official and those which were private. Hence Government arrived at the present decision to permit such officers the use of a car owned by the undertaking and to charge a fixed monthly sum for its private use. Under the present arrangement no log books are maintained in respect of each journey to show whether it was official or private. The representative of the Ministry of Industry who appeared before the Committee stated that the facility of a car was provided to Chairman, Managing Director etc. as a minor form of inducement to get people to take up these jobs. There were transport difficulties in many places and it was not always possible for the officers to keep their own cars. As regards use of cars by officers other than the Chairman or the Managing Director, it was stated that the intention was to keep the number as restricted as possible. It was also stated that in some cases like that of Resident Director, who may be performing the functions similar to that of a Managing Director, the facility of a car might be provided.

Car facility as incentive.

65. The Committee have considered this matter carefully. It is recognised that some incentives may be necessary for suitable persons to take up posts of Chairman, Managing Director etc. They are, however, not sure whether the facility of a car should be regarded as one of the incentives.

Car facility uneconomical.

66. *The Committee feel that this matter should be looked into from the following angles:—*

- (i) *In the absence of log books and any upper limit on the mileage covered or cost of petrol consumed, there is likelihood of laxity in the use of such cars.*

- (ii) Provision of car facility is uneconomical to the undertaking inasmuch as the recoveries made from the officers concerned are not sufficient even to meet the pay and allowances of drivers not to speak of running and maintenance cost of the car.
- (iii) When a facility of this kind is extended by some undertakings, it is probable that other undertakings may also grant similar facilities to their officers irrespective of the actual needs of such officers.
- (iv) Such a facility invokes public criticism.

67. It is a recognised practice that staff cars are meant to serve official purposes. The Committee are, therefore, doubtful whether the provision of the facility of a car for exclusive use is justified. Considering that even the senior-most officials of the Government of India are not permitted such a facility, the Committee are inclined to think that the instruction issued by the Ministry of Finance permitting the use of cars for exclusive use by the officers of the public undertakings was not apparently well advised. In the opinion of the Committee, if it is necessary to give some incentives, the proper course would be to allow a suitable conveyance allowance to the Chairman/Managing Director etc. of an undertaking or at least to keep a log book to be filled by the Officer concerned. While allowing this concession, it would be desirable to restrict it to a few top persons only and for this purpose suitable principles should be laid down by Government. The Committee, therefore, recommend that the existing procedure may be examined in the light of their observations made above.

Payment of conveyance allowance suggested.

#### D.—Use of Vehicles on Monthly Payment

68. The Committee have been informed that certain public undertakings provide cars/station wagons/jeeps to their officers for journeys from residence to place of work and back on payment of monthly charges. This facility has been provided by five undertakings details of which are given below:—

Monthly rates of recovery.

#### *Hindustan Steel Limited*

Rs.

- (a) When a vehicle is used exclusively by one officer. . . . . 36/- p.m.
- (b) When a vehicle is shared by two officers . . . . . 18/- p.m. (each)

- (c) When a vehicle is shared by more than two officers . . . . . Rs. 12/- p.m. (each)

**Bharat Electronics Ltd. Executives Cars**

- (a) For members, Board of Management . . . . . 45/- p.m.  
 (b) For other senior officers . . . . . 30/- p.m.  
     Jeeps and vans  
 For officers in grade Rs. 350/- and above . . . . . 15/- p.m.

**Fertilizer Corporation of India Ltd., Namrup**

- (a) For Officers drawing over Rs. 1000/- p.m. . . . . 12.50 p.m.  
 (b) For officers and staff drawing between Rs. 501/- and Rs. 1000/- . . . . . 10/- p.m.  
 (c) For officers and staff drawing upto Rs. 500/- . . . . . 5/- p.m.

**Fertilizer Corporation of India, Ltd., Nagal**

- (a) Senior Officers . . . . . 25/- p.m.  
 (b) All other officers and staff using station wagons . . . . . 15/- p.m.  
 (c) Staff using pick-up . . . . . 10/- p.m.

**Heavy Electricals Ltd., at Hardwar**

- For jeep . . . . . 6/- p.m.  
 For Station wagon . . . . . 9/- p.m.

**Hindustan Aircraft Ltd.**

- (a) Call bus service . . . . . 15/- p.m.  
 (b) Van service . . . . . 30/- p.m.

Car facility  
uneconomical.

69. *The provision of such facility by the undertakings is unusual, inasmuch as similar facilities are not extended by other undertakings. Also, the rates of recoveries made which range from Rs. 5 to Rs. 45 per month are low. On merits, the provision of such a facility seems to be neither economical nor desirable for the following reasons:—*

- (1) *It necessitates larger number of vehicles being required by the undertaking and thus results in increased capital expenditure.*
- (2) *It involves more expenditure on pay and allowances of drivers, petrol, maintenance, depreciation cost etc. which would not be commensurate with the recoveries made from officers.*



- (3) *It virtually amounts to a commitment by the undertaking to provide transport at any cost. Such commitment is not desirable because journeys between residence and place of work are treated as private.*
- (4) *It is likely to cause difficulties in restricting the running of vehicles between residence of officers and factory/project etc. only.*
- (5) *It is likely to give an impression of exclusiveness over the use of vehicles and to lead to misuse of the privilege.*
- (6) *It will have repercussions in other public undertakings.*
- (7) *It invokes public criticism and creates discontent among the staff not getting this privilege.*

70. The Committee accordingly consider that there is not sufficient justification for permitting the facility of car etc. to officers for journeys between residence and place of work on payment of monthly charges. They feel that other means of transport are also available at these places and these officers should have no difficulty in availing of those means of transport. The Committee recommend that the undertakings concerned should examine the matter and modify their present transport arrangements suitably.

Modification of transport arrangements recommended.

#### E.—Buses

71. The Committee have been informed that a number of public undertakings are running buses between the project/factory and the town for transport of employees and in some cases their children and dependents also on payment of monthly charges. It is noticed from the statement at Appendix VII that 24 undertakings are running 439 buses for such purposes. An idea about the magnitude of the buses run by certain undertakings can be had from the following figures:—

Number of buses run by undertakings.

Name of Undertaking	Number
(1) Hindustan Aircraft Ltd., Bangalore	96
(2) Indian Telephone Industries Ltd.	44
(3) Hindustan Machine Tools Ltd., Bangalore	27

Name of Undertaking	Number
(4) Bharat Electronics Ltd., Bangalore . . . . .	27
(5) Neyveli Lignite Corpn. Ltd., Neyveli . . . . .	35
(6) Hindustan Steel Ltd. . . . .	
(a) Bhilai . . . . .	49
(b) Durgapur . . . . .	55

Subsidy provided by undertakings.

72. The Committee understand that the amount recovered from the employees by way of passenger fare is generally insufficient to cover the expenditure incurred by the undertakings on the running and maintenance of the buses. The representative of the Hindustan Machine Tools Ltd. stated during evidence that the company had to subsidise the running of buses to the extent of Rs. 15/- to Rs. 20/- per passenger per month. Subsidy is also provided for the buses maintained by the Hindustan Steel Ltd. at their Durgapur and Bhilai Steel Plants.

Need to run buses on no loss basis.

73. The Committee realise that at some places buses may have to be provided by an undertaking as a facility to the employees in the absence of other suitable means of public transport. It is to be noted that the purchase and maintenance of buses including depreciation is expensive and increases the cost of a project to the extent to which this expenditure is subsidized by an undertaking. *It is, therefore, desirable that the undertakings which are running buses should aim that the income from buses is not less than the expenditure incurred on their running and maintenance. Where this is not possible, efforts should be made to entrust the work to the State Transport Departments or private transport agencies who might be able to run the buses on commercial basis.*

Pooling of buses by public undertakings at Bangalore.

74. As stated in para 71 ante, the number of buses maintained by the four public undertakings at Bangalore, viz., HAL, ITI, BEL and HMT, is 96, 44, 27 and 27 respectively giving a total of 194 at one station. The Committee examined the Secretary of the Ministry of Industry and the Managing Director of the HMT to find out whether the requirements of buses of these undertakings could be pooled. It has been stated that difficulties are likely to arise because of the location of the undertakings at different places and also due to the fact that their shift hours of working generally coincide.

75. The Committee feel that some idle capacity and empty trips are unavoidable if each undertaking keeps its own buses. In their view, if the buses required by these four undertakings are run under one agency and if the shift hours of their working are staggered, it would be possible to reduce the present number of 194 buses. The Committee suggest that the matter may be examined.

#### F.—Purchase of Petrol

76. A statement showing the quantity of petrol used and the expenditure incurred on purchase of petrol for the running of staff cars and other vehicles maintained by the various public undertakings during the years 1960-61, 1961-62 and 1962-63, is at Appendix VII.

Quantity of petrol used and expenditure thereon.

77. An analysis of the quantity of petrol used and its cost is given below:—

Year	Quantity of petrol	Cost of petrol
	(in lakhs of liters)	(In Rs. lakhs)
1960-61 . . . . .	58.56	66.45
1961-62 . . . . .	69.04	105.05
1962-63 . . . . .	93.49	119.29

78. An idea of the quantity of petrol required by certain undertakings and the expenditure incurred on purchase of petrol can be had from the following figures:—

1960-61

1961-62

1962-63

## Name of the Public Undertaking

Name of the Public Undertaking	1960-61		1961-62		1962-63	
	Quantity of Petrol (in lakhs of litres)	Cost of Petrol (in lakhs of Rs.)	Qty. of petrol (in lakhs of litres)	Cost of petrol (in lakhs of Rs.)	Qty. of petrol (in lakhs of litres)	Cost of petrol (in lakhs of Rs.)
1. Oil & Natural Gas Commission	6.09	2.91	9.83	20.88	27.12	25.22
2. Heavy Engineering Corporation	..	0.20	..	3.64	..	7.42
3. National Coal Development Corporation	5.78	4.19	6.30	6.60	8.80	7.67
4. Hindustan Aircraft Ltd.	N.A.	4.92	N.A.	5.54	N.A.	6.31
5. National Minerals Development Corporation Ltd.	..	1.79	..	3.79	..	5.83
6. Indian Telephone Industries Ltd.	3.10	1.58	3.48	1.78	5.50	3.40
7. Neyveli Lignite Corporation Ltd.	3.54	2.36	4.11	2.75	4.69	3.15
8. Fertilizer Corporation of India	1.86	2.55	2.86	2.83	3.04	2.93
9. Bharat Electronics Ltd.	..	1.00	..	1.17	..	2.19
10. Garden Reach Workshop Ltd.	1.99	2.31	1.85	1.25	1.94	1.13

79. The Committee were informed by the representatives of certain public undertakings that petrol and other lubricants required for the vehicles maintained by them were being purchased from private agencies. It seems that at present private oil companies are the major supplier of petrol etc. required by the various public undertakings.

80. The Committee understand that the Indian Oil Company has not approached the public undertakings for supplying petrol etc. to them nor have many of the undertakings themselves contacted the I.O.C. in this connection. The Committee consider it desirable that all the public undertakings should make their purchases of petrol etc. from the Indian Oil Company to the extent to which the latter is able to meet the demands. The I.O.C. should also enter into negotiations with all the undertakings and work out plans for supplying its products to them. It may also be ensured that the terms offered by the Indian Oil Company are competitive with those of the private companies and the public undertakings are not in any way placed at a disadvantage on this account. In case the I.O.C. is unable to make arrangements for the supply of Petrol, Oil and Lubricants (P.O.L.) to the undertakings at all the places, the feasibility of meeting their requirements through and on the rates of D.G.S. & D. may be examined.

Purchase of petrol from I.O.C. recommended.

#### G.—Maintenance Workshops

81. The Committee understand that certain public undertakings have made arrangements for the servicing and repairs of vehicles in their own workshops. It was learnt from the representatives of some of the undertakings that no commercial accounts were being kept in respect of the workshops maintained by them.

82. The Committee consider that the public undertakings which are having a fairly large number of vehicles should have their own workshops for the servicing and repairs of their vehicles. It is, however, necessary to assess the utility of the workshops in terms of services rendered and economy effected thereby. The Committee would, therefore, recommend that separate commercial accounts should be kept in respect of all such workshops to see whether their maintenance has been economical.

Keeping of separate accounts suggested.

One Workshop for all undertakings in one station suggested.

83. The Committee also feel that in places like Ranchi and Bangalore where there are a number of public sector projects, arrangements should be made in the workshop of an undertaking to accept work from other undertakings so that any possible idle capacity of the workshop is minimised and the expenditure on maintenance reduced thereby.

#### H.—Staff Car Rules

Undertakings not having own staff car rules.

84. The following undertakings have not framed staff car rules governing the use of vehicles maintained by them. The number of vehicles maintained is also mentioned against each:—

	<i>Number of Vehicles</i>
1. Life Insurance Corporation of India . . . . .	94
2. Garden Reach Workshops Ltd. . . . .	87
3. Indian Telephone Industries Ltd. . . . .	81
4. Indian Airlines Corporation . . . . .	68
5. Hindustan Machine Tools Ltd. . . . .	60
6. Air India . . . . .	41
7. State Bank of India . . . . .	37
*8. Reserve Bank of India . . . . .	22
9. Mazagon Dock Ltd. . . . .	20
10. Fertilizers & Chemica's Travancore Ltd.	20
11. Hindustan Shipyard Ltd. . . . .	18
12. Indian Rare Earths Ltd. . . . .	7
13. Hindustan Organic Chemicals Ltd. . . . .	7
14. Mogul Line Ltd. . . . .	6
15. Nahon Foundry Ltd. . . . .	5
16. National Newsprint & Paper Mills Ltd.	5
17. Praga Tools Corporation Ltd. . . . .	4
18. Hindustan Teleprinters Ltd. . . . .	2
19. Travancore Minerals Ltd. . . . .	2
20. Hindustan Housing Factory Ltd. . . . .	2

85. Of the remaining undertakings, some have framed their rules while others are following the Government of India Staff Car Rules.

\*At the time of factual verification, it was stated that there were certain administrative orders and instructions governing the use of staff cars.

86. It is not clear to the Committee as to how in the absence of rules, it is ensured that the vehicles are being utilised properly. The method of requisitioning and allotment of vehicles, the categories of officials entitled to use them, manner of control and supervision over their maintenance are all matters which should be specifically laid down for the guidance of all concerned. This is all the more important because in the absence of adequate control, car facilities become susceptible to misuse.

87. The Committee, therefore, recommend that all the public undertakings should have their own rules governing the use of vehicles maintained by them. They would suggest that the staff car rules of the Government of India which are quite comprehensive may be suitably adopted by the public undertakings.

Adoption of  
Govt. staff  
car Rules  
suggested.

V

AEROPLANES

A.—Aeroplanes Maintained by Hindustan Steel Ltd.

88. The Hindustan Steel Ltd. has two aeroplanes, viz. (1) Twin Bonanza and (2) Queen Air maintained from August and September, 1962 respectively. Prior to the purchase of these aircrafts, the company owned one Heron aircraft since April, 1958. This was sold away in September, 1962. The expenditure incurred on their maintenance was as follows:—

(Rupees in lakhs)

Year	Running Maintenance	Salary	Depreciation	Total
1961-62	2.38	0.30	4.11	6.79
1962-63	1.62	0.49	36.8	5.79

89. The capacity of Twin Bonanza and Queen Air is 5 and 6 passengers respectively. The capacity of Heron was 9 passengers.

No. of days and hours flown, passengers carried etc.

90. The details regarding the number of days and hours flown, passengers carried, etc., during the years 1961-62 and 1962-63 are given below:—



Month	No. of days flown	Hours flown	No. of empty flights	Hours of empty flights	No. of passengers carried	No. of passengers other than H.S.L.'s employees				
1	2	3	4	5	6	7				
HERON										
April '61	.	.	.	.	11	25.50	9	10.35	37	..
May '61	.	.	.	.	11	17.55	8	8.55	36	..
June '61	.	.	.	.	5	10.20	2	1.15	N.A.	..
July '61	.	.	.	.	3	8.55	1	2.10	N.A.	..
August '61	.	.	.	.	26	59.55	20	20.20	103	27
September '61	.	.	.	.	20	65.05	15	15.55	77	19
October '61	.	.	.	.	21	46.55	12	15.50	77	24
November '61	.	.	.	.	22	43.20	19	17.15	66	3
December '61	.	.	.	.	22	49.55	11	11.05	115	26
January '62	.	.	.	.	23	58.30	18	18.05	118	17
February '62	.	.	.	.	17	38.30	6	5.50	104	24

	1	2	3	4	5	6	7
March '62	.	19	64.30	19	19.55	173	63
April '62	.	22	61.40	11	11.45	76	28
May '62	.	21	65.35	13	18.58	52	11
June '62	.	21	51.55	16	19.00	89	39
July '62	.	16	48.45	16	11.40	154	64
August '62	.	3	4.40	2	2.35	3	..
<b>TOTAL</b>	.	283	717.75	198	205.45	1280	345

**TWIN BONANZA**

Average per month	.	16	42.22	11.6	12.09	75	20
August '62	.	19	47.00	13	13.15	80	8
September '62	.	23	61.00	19	19.15	109	38
October '62	.	24	73.35	21	20.45	128	40
November '62	.	24	72.15	19	22.25	99	57
December '62	.	1	0.40	1	0.40	..	..

January '63	.	.	.	.	.	.	.	3	10.10	3	2.10	15	7
February '63	.	.	.	.	.	.	.	9	17.30	7	7.20 <sup>1</sup>	16	1
March '63	.	.	.	.	.	.	..	..	..	..	..	..	..
<b>TOTAL</b>	.	.	.	.	.	.	105	281.30	83	84.70	447	151	
<b>Average per month</b>	.	.	.	.	.	.	13	35.16	10	10.59	56	19	

**QUEEN AIR**

September '62	.	.	.	.	.	.	1	1.50	..	..	..	5	2
October '62	.	.	.	.	.	.	..	..	..	..	..	..	..
November '62	.	.	.	.	.	.	1	3.10	1	0.35	12	12	12
December '6	.	.	.	.	.	.	20	64.40	17	17.30	170	73	73
January '63	.	.	.	.	.	.	17	42.45	12	10.50	87	29	29
February '63	.	.	.	.	.	.	14	31.50	14	9.35	57	37	37
March '63	.	.	.	.	.	.	13	36.00	9	10.00	49	30	30
<b>TOTAL</b>	.	.	.	.	.	.	66	178.95	53	47.50	380	184	
<b>Average per month</b>	.	.	.	.	.	.	9	25.56	8	6.79	54	26	

91. From para 88 above, it is noticed that the expenditure incurred on the maintenance of these planes during the years 1961-62 and 1962-63 was Rs. 6.79 and Rs. 5.79 lakhs respectively.

Average number of days and hours flown, passengers carried etc.

92. It will also be noticed from the above statement that the Heron aircraft flew on 283 days during the period April, 1961 to August, 1962 (average 16 days per month) and included 198 empty flights. It flew for 717.75 hours out of which hours of empty flights amounted to 205.45 hours. It carried 1,280 passengers belonging to the company (average 75 passengers per month) and 345 passengers other than those of the Company (average 20 passengers per month).

93. The Twin Bonanza flew on 105 days during a period of eight months from August, 1962 to March, 1963 (average 13 passengers per month) and included 83 empty flights. It flew for 281.30 hours out of which hours of empty flights amounted to 84.70 hours. It carried 447 passengers belonging to the company (average 56 passengers per month) and 151 passengers other than those of the company (average 19 passengers per month), as against its capacity to carry five passengers per flight.

94. The Queen Air flew on 66 days during a period of seven months from September, 1962 to March, 1963 (average 9 days per month) and included 53 empty flights. It flew for 178.95 hours out of which hours of empty flights amounted to 47.50 hours. It carried 380 passengers belonging to the Company (average 54 passengers per month) and 184 passengers other than those of the Company (average 26 passengers per month), as against its capacity to carry six passengers per flight.

Frequent use due to easy availability of planes.

95. *The above figures reveal that during the period August, 1962 to March 1963, the Company's planes flew on 22 days and carried 155 passengers per month on an average. The Committee presume that the planes are meant for use of senior officers of the Company who are required to travel on urgent work. Such occasions can only be infrequent as the Committee feel that with a little pre-plan such urgency can be avoided. The Committee are, therefore, unable to appreciate the nature and urgency of work which necessitates the officers of the Company to travel by air so frequently and in such large numbers. It is rather surprising that the Company should*

need two planes for these purposes. The Committee cannot help feeling that the easy availability of the planes rather than the nature of work has been the guiding factor in their use.

96. It is also seen from the above statement that during the period April, 1961 to March, 1963, the Company's planes flew for 1178 hours out of which hours of empty flights amounted to 337.65 hours, i.e. 29 per cent of the total flying hours. It follows that a little less than one-third of the total expenditure on oil and fuel has been on account of empty flights.

97. It is further noticed that during the period April, 1961 to March, 1963, the Company's planes carried 680 passengers other than H.S.L.'s employees, i.e. 23 passengers per month on an average. The Committee are not aware of the circumstances in which such passengers were permitted to travel by the Company's planes and whether recoveries were made from them for such journeys. They would suggest that the matter may be looked into.

98. In the present stage of development of public undertakings, the maintenance of an aeroplane by an undertaking can hardly be justified on grounds of economy or necessity. Apart from being expensive, such a facility gives an impression of lavishness on the part of the undertaking and is open to criticism. The Committee see no reason why the Hindustan Steel Ltd. should be placed on a separate footing than other public undertakings or even Government Departments in the matter of having their own planes. They would suggest that the matter may be examined by the Government considering also the fact that Ranchi (where H.S.L.'s Head Office is located) is now on the air route to Calcutta.

#### B.—Aeroplane maintained by Hindustan Aircraft Ltd.

99. The Hindustan Aircraft Ltd. is having a six seater aircraft since November, 1957. An expenditure of Rs. 20,883 was incurred on its maintenance during the year 1962-63. The number of passengers carried by it are:—

1960-61	..	..	..	8
1961-62	..	..	..	Nil
1962-63	..	..	..	13

100. The details about the passengers and the purpose of the trips are given below :—

Date	From	To	Number of Passengers	Particulars
<b>1960-61</b>				
26-2-1961	Bangalore	Begumpet	2	Managing Director and General Manager (Technical).
28-2-1961	Begumpet	Bangalore	..	Return trip.
4-3-1961	Bangalore	Begumpet	..	Special Test Flight to ascertain the aircraft performance.
5-3-1961	Begumpet	Bangalore	..	
13-3-1961	Bangalore	Poona	3	Two German Technicians and one HAL Officer.
14-3-1961	Poona	Bangalore	3	Do.
<b>TOTAL</b>			<u>8</u>	
<b>1961-62—NIL</b>				
<b>1962-63</b>				
23-5-1962	Bangalore	Madras/Bhubaneswar	1	Chief Minister of Orissa from Madras to Orissa.
26-5-1962	Bhubaneswar	Bangalore	..	Return trip.

2-6-1962	. Bangalore	. Arkonam	. Arkonam	}	2	Managing Director and Chief Plant Design, Construction & Maintenance Department.
2-6-1962	. Arkonam	. Arkonam	. Arkonam			
16-6-1962	. Bangalore	. Madras	. Madras	}	1	Managing Director.
16-6-1962	. Madras	. Bangalore	. Bangalore			
24-6-1962	. Bangalore	. Vizag	. Vizag	}	1	Chief, Plant Design, Construction and Main- tenance Department.
26-6-1962	. Vizag	. Bangalore	. Bangalore			
1-10-1962	. Bangalore	. Madras	. Madras	}	1	Managing Director Return Trip.
1-10-1962	. Madras	. Bangalore	. Bangalore			
7-10-1962	. Bangalore	. Vizag	. Vizag	}	1	Chief, Plant Design Construction and Main- tenance Department.
8-10-1962	. Vizag	. Bangalore	. Bangalore			
27-10-1962	. Bangalore	. Madras	. Madras	}		Test Flight
	. Madras	. Bangalore	. Bangalore			
29-10-1962	. Bangalore	. Madras	. Madras	}	1	Shri G. L. Nanda, Minister for Planning and Party.
29-10-1962	. Madras	. Bangalore	. Bangalore			
31-10-1962	. Bangalore	. Madras	. Madras	}	3	Managing Director, Deputy General Manager (Railcoach) and Controller of Purchase.
31-10-1962	. Madras	. Bangalore	. Bangalore			
18-11-1962	. Bangalore	. Begumpet	. Begumpet	}	2	Managing Director and Financial Controller.
18-11-1962	. Begumpet	. Bangalore	. Bangalore			
TOTAL					13	

101. It is noticed from the above statement that this aircraft made a total of 25 flights and carried 21 passengers only during a period of three years. The expenditure on the maintenance of the aircraft during 1962-63 alone was Rs. 20,883.

Maintenance  
of plane un-  
economical.

102. *The Committee consider that there is no necessity for the Hindustan Aircraft Ltd. to maintain this aircraft and incur expenditure thereon. The small number of passengers carried by the plane also indicate that the emergent requirements of the company for which the plane is supposedly kept are few and far between. The Committee would suggest that the plane may be disposed of as its maintenance is neither economical nor very necessary.*

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NEW DELHI;  
March 26, 1964  
Chaitra 6, 1886 (Saka)

ARUN CHANDRA GUHA,  
Chairman,  
Estimates Committee.



## APPENDIX I

(Vide para 4)

*Statement showing the Accommodation rented by the Public Undertakings in Delhi, Calcutta, Bombay and Madras.*

Sl. No.	1	2	3	4	Rent (Rs.)		Rate per sq. feet per mon h (Rs.)
					Monthly	Annual	
				5	6		7
			DELHI				
1	Air India . . . . .	Administration and Sales Office		9,308	2,212	26,544	0.24
2	Bharat Electronics Ltd. . . . .	Liaison Office		300	Nil	Nil	..
3	Central Warehousing Corporation. . . . .	Head Office		5,258	2,629	31,548	0.50
4	Employees' State Insurance Corporation. . . . .	Office/Dispensaries		32,411	4,223	50,676	0.13
5	Fertiliser Corporation of India Ltd. . . . .	Head Office		4,000	2,200	26,400	0.55

1	2	3	4	5	6	7
6	Heavy Electricals (I) Ltd. . .	Chairman's Office	4,499	6,749	80,988	1.50
7	Heavy Engineering Corporation Ltd.	Liaison Office	3,022	800	9,600	0.26
8	Hindustan Aircraft Ltd. . .	Liaison Office	2,597	1,400	16,800	0.54
9	Hindustan Antibiotics Ltd. . .	Sales Depot	1,456	655	7,860	0.45
10	Hindustan Machine Tools Ltd. . .	Show Room & Office	6,575	9,915	1,18,980	1.50
11	Hindustan Organic Chemicals Ltd.	Liaison Office	1,680	700	8,400	0.42
12	Hindustan Salts Ltd. . .	Liaison Office	1,621	750	9,000	0.46
13	Hindustan Shipyard Ltd. . .	Registered Office	116	358	4,296	0.58
14	Hindustan Steel Ltd. . .	Branch Sales Office	3,615	500	6,000	0.14
15	Indian Airlines Corporation . .	Head Office	4,53,402	48,956	5,87,472	0.11
16	Indian Drugs & Pharmaceuticals Ltd.	Head Office	6,101	7,959	84,708	1.15
17	Indian Oil Company Ltd. . .	Northern Branch	11,933	15,789	1,89,468	1.43
18	Indian Refineries Ltd. . .	Head Office	10,333	11,217	1,34,604	1.08
19	Indian Telephones Industries Ltd.	Sales & Service	1,240	450	5,400	0.56

₹

20	Industrial Finance Corporation of India.	Head Office	14,346	8,694	1,04,328	0.60
21	Khadi and Village Industries Commission.	Office, Bhavan, Show Room etc.	35,844	10,736	1,28,832	0.30
22	Life Insurance Corporation of India	Branch Offices	40,189	8,619	1,03,428	0.21
23	National Buildings Construction Corporation Ltd.	Head Office	3,810 4,187	2,500 2,247	30,000 26,954	0.66 0.54
24	National Coal Development Corporation Ltd.	Liaison Office	1,994	550	6,600	0.27
25	National Industrial Development Corporation Ltd.	Head Office & Technological Consultancy Bureau.	9,838	13,122	1,57,464	1.30
26	National Mineral Development Corporation Ltd.	Head Office	2,224 3,025 5,283	1,800 3,500 14,490	21,600 42,000 53,880	0.79 1.15 0.85
27	National Projects Construction Corporation Ltd.	Head Office	8,300	14,900	58,800	0.59
28	National Research Development Corporation of India Ltd.	Head Office	35,30	1,765	21,180	0.50
29	National Seeds Corporation Ltd.	Head Office	4,378	1,854	22,248	0.42
30	National Small Industries Corporation Ltd.	Head Office	38,304	1,5,608	1,87,296	0.40
31	Oil & Natural Gas Commission	Liaison Office	6,035	2,776	33,312	0.46

1	2	3	4	5	6	7
32	Pyrites and Chemicals Development Co. Ltd.	Head Office	6,012	1,150	13,800	0.19
33	Rehabilitation Housing Corporation	Head Office	488	244	2,928	0.50
34	State Bank of India	Branches	17,440	6,919	83,028	0.40
35	State Trading Corporation of India Ltd.	Head Office	73,900	73,900	8,86,800	1.00
TOTAL			8,38,194	2,81,936	33,83,232	0.34

CALCUTTA

1	Air India	Administration and Sales Office	6,243	3,500	42,000	0.56
2	Damodar Valley Corporation	Head Office	39,740	10,558	1,26,696	0.27
3	Employees' State Insurance Corporation.	Regional Office	26,859	10,499	1,25,988	0.39
4	Export Risks Insurance Corporation Ltd.	Branch Office	250	220	2,640	0.88
5	Fertiliser Corporation of India Ltd.	Purchase Office	3,500	1,100	13,200	0.31

6	Heavy Electricals Ltd.	Liaison Office	955	625	7,500	0.66
7	Heavy Engineering Corporation Ltd.	Chief Controller of Stores and Purchase.	12,849 877	9,637 343	1,15,644 4,116	0.75 0.39
8	Hindustan Cables Ltd.	Branch Office	1,938	750	9,000	0.38
9	Hindustan Machine Tools Ltd.	Show Room	6,620	9,930	1,19,160	1.50
10	Hindustan Steel Ltd.	Branch and Sales Office	49,927	46,694	5,60,328	0.94
11	Indian Airlines Corporation	Admm. & Accts. Office etc.	4,08,708	43,441	5,21,292	0.11
12	Indian Oil Company Ltd.	Branch Office	13,713	6,794	81,528	0.50
13	Indian Refineries Ltd.	Transportation Depit.	4,456	1,671	20,952	0.38
14	Indian Telephone Industries Ltd.	Sales & Service	2,500	1,125	13,500	0.45
15	Industrial Finance Corporation of India.	Branch Office	4,503	1,645	19,740	0.36
16	Khadi & Village Industries Commission.	Office, Bhavans, etc.	29,008	7,831	93,972	0.27
17	Life Insurance Corporation of India	Office/Branches	54,548	12,329	1,47,948	0.23
18	National Coal Development Corporation Ltd.	Liaison Office	23,291	7,321	87,852	0.32
19	National Mineral Development Corporation Ltd.	Office of the Dy. Purchase Officer	838	1,008	12,096	1.20

1	2	3	4	5	6	7
20	National Projects Construction Corporation Ltd.	Cor- E. Zonal Office	3,000	1,500	18,000	0.50
21	National Small Industries Corporation Ltd.	Cor- Branch Office	12,415	4,100	49,200	0.33
22	Oil & Natural Gas Commission	Branch Office	9,193	2,553	30,636	0.28
23	Rehabilitation Industries Corporation Ltd.	Head Office	6,450	2,000	24,000	0.31
24	Reserve Bank of India	Issue Deptt. etc.	9,294 10,176 79,267	5,379 5,500 6,831	64,548 66,000 81,972	0.58 0.54 0.09
25	Shipping Corporation of India Ltd.	Branch Office	10,300	2,500	30,000	0.24
26	State Bank of India	Branches	57,076	18,971	2,27,512	0.33
27	State Trading Corporation of India Ltd.	Regional Office	36,814	8,432	1,01,184	0.22
TOTAL			9,25,308	2,34,787	28,17,444	0.25
BOMBAY						
1.	Air India . . . . .	Head Office	30,448	15,944	1,91,328	0.52

2	Export Risks Insurance Corporation Ltd.	Head Office	1,000	412	4,944	0.41
3	Employees' State Insurance Corporation.	Office/Dispensaries	43,617	9,955	1,08,660	0.20
4	Fertiliser Corporation of India Ltd.	Liaison Office	2,900	1,700	20,400	0.58
5	Film Finance Corporation Ltd.	Head Office	1,200	637	7,644	0.53
6	Heavy Electricals (I) Ltd.	Liaison Office	1,900	1,200	14,400	0.63
7	Hindustan Aircraft Ltd.	Receiving and Shipping Cell	100	(Rent free)		
8	Hindustan Antibiotics Ltd.	Sales Depot				
9	Hindustan Machine Tools Ltd.	Show Room	2,700	4,050	48,600	1.50
10	Hindustan Organic Chemicals Ltd.	Head Office	3,000	400	4,800	0.13
11	Hindustan Steel Ltd.	Branch Office	2,719	470	5,640	0.17
12	Indian Airlines Corporation	Booking Offices etc.	2,64,276	20,808	2,49,696	0.08
13	Indian Oil Company Ltd.	Head Office and Branch Office	25,526	23,237	2,78,844	0.91
14	Indian Rare Earths Ltd.	Head Office	2,754	1,027	12,324	0.37
15	Indian Telephone Industries Ltd.	Sales & Service	1200	485	5,820	0.40
16	Industrial Finance Corporation of India.	Branch Office	1,950	806	9,672	0.41

(Two rooms rent Re. 1/- p.a. under lease)

3

1	2	3	4	5	6	7
17	Khadi & Village Industries Com - mission.	Head Office	12,400	3,947	47,364	0.32
18	Life Insurance Corporation of India	Office/Branches	79,165	34,209	4,10,508	0.43
19	Mogul Line Ltd.	Head Office	4,564 2,767	3,340 5,550	40,080 66,600	0.73 2.00
20	National Industrial Development Corporation Ltd.	Office of Dy. Tech. Officer	650	177	2,124	1.30
21	National Newsprint & Paper Mills Ltd.	Head Office	1,000	750	9,000	0.75
22	National Small Industries Corporation Ltd.	Branch Office	10,027	5,085	61,020	0.50
23	Oil & Natural Gas Commission	Branch Office	3,000	536	6,432	0.18
24	Reserve Bank of India	Head Office	15,999 75,000	7,668 3,000	92,016 36,000	0.48 0.40
25	Shipping Corporation of India Ltd.	Head Office	11,000 6,901	8,801 7,843	1,05,612 94,116	0.80 1.13
26	State Bank of India	Branches	14,951	6,673	80,076	0.45



27	State Trading Corporation of India Ltd.	Regional Office/godown	8,500	5,967	71,604	0.70
			5,908	3,663	43,956	0.62
TOTAL			5,69,622	1,77,440	21,29,280	0.31

### MADRAS

1	Air India	Administration & Sales Section	4,515	1,250	15,000	0.28
2	Bharat Electronics Ltd.	Clearing Office	500	240	2,880	0.48
3	Employees' State Insurance Corporation.	Regional Office	13,714	1,133	13,596	0.08
4	Export Risks Insurance Corporation Ltd.	Branch Office	208	47	564	0.23
5	Hindustan Aircraft Ltd.	Receiving and Shipping Cell	400	110	1,320	0.28
6	Hindustan Machine Tools Ltd.	Show Room	1,875	1,000	12,000	0.53
7	Hindustan Photo Films Manufacturing Co. Ltd.	Branch Office	2,400	1,425	17,100	0.59
8	Indian Airlines Corporation	Booking Offices etc.	16,704	4,858	58,296	0.29
9	Indian Oil Company Ltd.	Branch Office	10,286	6,114	73,368	0.60
10	Indian Telephone Industries Ltd.	Main Office & Sub-Office	2,015	925	11,100	0.46

1	2	3	4	5	6	7
11	Industrial Finance Corporation of India.	Branch Office	2,200	600	7,200	0.27
12	Khadi & Village Industries Commission.	Com-Office/Bhavan	16,223	5,000	60,000	0.30
13	Life Insurance Corporation of India	Office/Branches	7,499	1,500	18,000	0.20
14	National Small Industries Corporation Ltd.	Branch Office	5,300	2,014	24,168	0.38
15	Neyveli Lignite Corporation Ltd.	Transport-cum-Reception Office.	2,008	350	4,200	0.17
16	State Bank of India	Branches	26,411	3,883	46,596	0.15
17	State Trading Corporation of India Ltd.	Regional Office godown	17,550 15,010	4,575 4,157	54,900 49,884	0.26 0.26
TOTAL			1,45,418	39,181	4,70,172	0.27

### APPENDIX III

[Vide para 23 ]

Statement showing the Occupancy Ratios, Expenditure on Maintenance, Lodging Charges realised from Occupants etc., in respect of Guest Houses owned by Public Undertakings at D-III, Calcutta, Bombay and Madras

Serial No.	Name of Public undertaking	No. of beds,	Monthly occupancy ratios	Expenditure on Maintenance		Lodging charges realised from occupants		Remarks				
				'60-61	'61-62	'60-61	'61-62		'61-62	'62-63		
1	2	3	4	5	6	7	8	9	10	11	12	13
								Rs.	Rs.	Rs.	Rs.	Rs.
DELHI												
1	Life Insurance Corporation of India:											
	(1)	4	26 %	26 %	26 %	7,177	6,163	5,911	2,798	3,514	3,468	
	(2)	4	23 %	23 %	23 %							
2	Reserve Bank of India:											
	(1)	4	22 days	19 days	18 days	2,065	2,468	3,260	2,059	1,996	1,796	
	(2)	4	..	..	9 days	..	..	2,058	..	..	648	
	(3)	4	14 days	10 days	10 days	600	1,743	843	977	978	..	
<b>TOTAL</b>						9,842	10,374	12,072	5,834	6,472	5,912	

1	2	3	4	5	6	7	8	9	10	11	12	13
<b>CALCUTTA</b>												
1	Life Insurance Corporation of India . . . . .	4	5%	5%	5%	2,976	4,832	3,478	926	926	926	Proportionate lodging Charges re- lised.
2	Reserve Bank of India:											
	(1) . . . . .	4	9 days	1 days	17 days	5,386	6,630	7,289	839	1,841	1,584	
	(2) . . . . .	4	2 days	2 days	1 day	3,450	3,707	4,358	300	285	225	
	<b>TOTAL</b> . . . . .					11,812	15,169	15,125	2,065	3,052	2,735	
<b>BOMBAY</b>												
1	Khadi and Village Industries Commission . . . . .	5	65:120	134:120	104:120	947	1,279	1,125	307	810	1,546	
2	Life Insurance Corporation of India . . . . .											
	(1) . . . . .	6	30%	30%	30%	2,744	1,548	5,058	4,106	4,572	2,105	
	(2) . . . . .	6	33%	33%	33%	322	470	712	1,725	3,100	1,697	
	<b>TOTAL</b> . . . . .					4,013	3,297	6,895	6,138	8,482	5,348	
<b>MADRAS</b>												
1	Life Insurance Corporation of India :											
	(1) . . . . .	2	8	8	8	8	N.A.	N.A.	..	..	316	
	(2) . . . . .	2	8	8	8	8	N.A.	N.A.	163	210	619	

2 Reserve Bank of India:

(1)	.	.	4	7	10	4	N.A.	N.A.	N.A.	493	755	420	The flats are the part of the Bank's office building and no separate maintenance or up-keep charges are incurred in respect of these flats.
(2)	.	.	4	2	1	1	N.A.	N.A.	N.A.	390	220	208	

TOTAL

1,046 1,185 1,554

**APPENDIX V**  
(Vide paras 23 and 44)

Statement showing the Occupancy Ratios Expenditure on Maintenance Lodging Charges realised from Occupants etc. in respect of Guest Houses owned by Public Undertakings at places other than Delhi, Calcutta, Bombay and Madras

Sl. No.	Name of Public undertaking	Place where Guest House is situated	No. of beds	Monthly Occupancy Ratios			Expenditure on Maintenance (in Rs.)			Lodging Charges realised from Occupants (in Rs.)			Remarks
				60-61	61-62	62-63	00-61	61-62	62-63	60-61	61-62	62-63	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	(a) Fertilizer Corporation of India Ltd., (Namrup Dn.)	Namrup	6	4	4	4	..	..	2,400	..	..	239	
	(b) Fertilizer Corporation of India Ltd. (Nangal Unit).	(1) Naya Nangal Hostel	48	31	15	8	24,864	18,864	19,864	1,55,700	1,06,332	39,747	
		(2) Udyan	8	4	3	5	3,400	3,400	3,400	N.A.	N.A.	N.A.	
		(3) Mangalik	6	8	3	1							
		(4) Guest House Sector I	12	30	34	28	245	245	245	30,740	26,917	28,212	
	(c) Fertilizer Corporation of India Ltd., (Sindri Unit).	(1) A-1 Bungalow	8	25 to 30	25 to 30	25 to 30	men per day	men per day	men per day	men per day	men per day	men per day	
		(2) B-1 Bungalow	6	Do.	Do.	Do.	69,816	67,117	66,371	N.A.	1,956	3,988	
		(3) South Hostel	32	Do.	Do.	Do.							
2	Heavy Electricals Ltd.	(1) Bhojal	16	..	65°	214°	2,295	5,256	7,318	..	..	..	* Started from March 1963.
		(2) Hardwar :											
		(i)	3	..	..	..	..	..	..	..	..	..	
		(ii)	18	..	..	40%	..	..	2,500	..	..	150	
3	Heavy Engineering Corporation Ltd.	Durgapur	6	..	..	7%	..	..	..	..	..	..	
4	Hindustan Antibiotics Ltd.	Pimpri	18	32	12	13	5,510	4,050	3,989	1,325	5,199	2,831	

	1	2	3	5	6	7	8	9	10	11	12	13	14
5 Hindustan Cables Ltd.				5	103	139	192	5,000	5,000	5,000	1,000	1,826	1,070
6 Hindustan Insecticides Ltd.				8	6	7	6	1,888	2,236	2,335	5,659	1,989	5,937
7 Hindustan Salts Ltd.				8	12	15	12	1,486	1,973	1,843	95	251	159
(1) Sambhar				3	0.5	1	2	1,046	1,766	..	6	15	25
(2) Nawa				2	1	2	1	1,000	1,000	1,000	34	188	36
(3) Kherghoda:				10	2	2	3	1,850	1,850	1,850	176	144	208
(i)				2	..	..	6**	..	..	..	..	..	..
(ii)				..	..	..	..	..	..	..	..	..	..
(4) Jaipur				..	..	..	..	..	..	..	..	..	..
													**There was no guest house before 7-4-62.
8 Hindustan Steel Ltd.													
Hdqqr. Ranchi :													
(1) }				17	12:18	23:20	4:49	13,500	18,460	17,443	1,704	2,509	3,103
(2) }				15	..	..	23:36	..	..	26,765	..	..	..
Management Training Institute—Ranchi.													†Generally participants arranged & M.T.I. stay & they are treated as guests.
Bokaro				8	N.A.	N.A.	N.A.	..	..	5,934†	..	333†	Started from 4-7-62
Dhanbad				6	..	20%	20%	..	2,038	3,008	..	512	726
Dugda				3	..	10%	10%	..	940	2,000	..	276	422
Durgapur :													
(1)				16	5	53	201	950	6,150	6,490	NIL	NIL	NIL
(2)				16	618	826	1,031	5,630	5,680	5,645	1,585	4,140	11,180
(3)				50	..	20	61	..	4,715	5,800	..	16	185
Rourkela Project :													
(1)				24	65	75	71	..	1,95,902	1,68,668	..	42,042	43,057
(2)				12	..	..	..	..	..	..	..	..	..





1	2	3	4	5	6	7	8	9	10	11	12	13	14
---	---	---	---	---	---	---	---	---	----	----	----	----	----

13 National Coal Development Corporation Ltd.

(1) Ranchi Rest House, Ranchi.	22	N.A.	N.A.	N.A.	N.A.	N.A.	8,355	13,221	15,885	5,769	5,880	7,598	
(2) Giridih Colly. Rest House.	4	N.A.	N.A.	N.A.	N.A.	N.A.	5,615	5,935	7,350	Nil	Nil	152	
(3) Bachra Colly. Rest House.	4	N.A.	N.A.	N.A.	N.A.	N.A.	1,341	1,987	2,646	Nil	25	218	
(4) Argada Colly. Rest House.	3	N.A.	N.A.	N.A.	N.A.	N.A.	3,160	3,390	3,384	Nil	Nil	221	
(5) Kurasia Colly. Rest House.	6	N.A.	N.A.	N.A.	N.A.	N.A.	5,713	5,797	6,892	Nil	Nil	1,089	
(6) Talcher Colly. Rest House.	4	N.A.	N.A.	N.A.	N.A.	N.A.	2,663	3,084	3,981	559	778	1,284	
(7) Bhurkunda Colly. Rest House.	8	N.A.	N.A.	N.A.	N.A.	N.A.	6,905	7,470	8,946	Nil	Nil	1,375	
(8) Soyal 'D' Colly. Rest House.	8	N.A.	N.A.	N.A.	N.A.	N.A.	Nil	Nil	1,760	Nil	Nil	73	
(9) Saunda Colly. Rest House.	8	N.A.	N.A.	N.A.	N.A.	N.A.	2,700	3,000	4,000	Nil	Nil	389	
(10) Karba Colly. Rest House.	13	N.A.	N.A.	N.A.	N.A.	N.A.	5,000	5,100	5,300	Nil	Nil	329	
(11) Sudandih Colly. Rest House.	6	N.A.	N.A.	N.A.	N.A.	N.A.	Nil	Nil	3,006	Nil	Nil	132	
(12) Gidi 'A' Colly. Rest House.	8	N.A.	N.A.	N.A.	N.A.	N.A.	3,252	4,446	4,540	Nil	285	64	
(13) Karyali Colly. Rest House.	4	N.A.	N.A.	N.A.	N.A.	N.A.	8,000	8,000	8,000	203	170	345	
(14) Central Workshop Barakana Rest House.	2	N.A.	N.A.	N.A.	N.A.	N.A.	Nil	Nil	431	Nil	Nil	29	
(15) Kathara Colly. Rest House.	8	N.A.	N.A.	N.A.	N.A.	N.A.	1,800	2,200	3,500	1,120	1,280	1,420	

(1) Khetri	3	74	4	4	4	4	..	252	1,754	61	478		
(2) Kiriburu	7	10 days	10 days	10 days	10 days	10 days	2,573	933	876	1,158	3,274	1,802	Proportionate cent.

15 National Newsprint and Paper Mills Ltd.

(i)	.	.	.	.	.	7	101 pa	101 pa	9,982	9,982	472	..	..
(ii)	.	.	.	.	.	5	252 pa	252 pa	11,592	11,592	1,739	..	..

16 Neyveil Lignite Corporation Ltd.

(i)	.	.	.	.	.	7	2	2	1,850	2,110	2,500	1,735	2,060	1,554
(ii)	.	.	.	.	.	4	1	1	980	1,240	1,500	951	1,402	906
(iii)	.	.	.	.	.	25	13	11	2,780	3,700	3,980	6,554	6,760	4,278

Township :

(1) Circuit House	42	38	41	53	3,990	4,300	3,970	17,341	26,140	33,796
(2) Visitors Hostel	60	5	25	40	300	3,000	3,200	274	8,066	13,037
(1) Jawalamulhi	6	10	10	10	..	2,835	1,173	1,011	406	420
(2) Baroda	5	14	14	14	2,904	2,904	2,904	1,164	1,164	1,164
(3) Cambay	8	10	19	19	..	..	5,310*	..	..	739*
					1,68,797	3,67,275	3,54,567	2,34,795	2,42,881	1,95,943

17 Oil and Natural Gas Corporation Ltd.

\*From February, 1963 to 23.9.63.

## APPENDIX VI

(Vide para. 47)

*Statement showing the rates of lodging charges in respect of Guest Houses maintained by the Public Undertakings*

Sl. No.	Name of Public Undertaking	Rates charged from officers of the Public Undertaking concerned.	Rates charged from officers of Central Government and other Public Undertakings.
1	2	3 (Rs. per day)	4 (Rs. per day)
1	Bharat Electronics Ltd. Bangalore . . . . .	3	5
2	Damodar Valley Corporation, Calcutta—		
	(a) Inspection Bungalow . . . . .	Nil	4
	(b) Circuit House . . . . .	Nil	4
	(c) Calcutta Guest House—		
	Class I Officers . . . . .	5	7
	Class II Officers . . . . .	2	7

3 Fertiliser Corporation of India Ltd.—

For Rest Houses in Delhi, Calcutta and Bombay . . . . .	1	50	..
For Rest Houses in other than Delhi, Calcutta and Bombay . . . . .	1		..
For occupation of Udyan at Nangal . . . . .	2		..

*Gorakhpur Division—*

(i) Employees in receipt of scales of pay exceeding Rs. 500 and above . . . . .	1		..
(ii) Employees in receipt of scale of pay of Rs. 500/- and less . . . . .	0	50	..

4 Heavy Electricals (I) Ltd.—

Officers of the rank of Junior Administrative Officer and above . . . . .	2		2
Officers of the rank of Asstt. Executive Engineer/Executive Engineer . . . . .	1		1

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5 Heavy Engineering Corporation Ltd. . . . .	1		2
6 Hindustan Aircraft Ltd. . . . .	2		..
7 Hindustan Antibiotics Ltd., Pimpri . . . . .	3		5
8 Hindustan Cables Ltd., Burdwan . . . . .	1		2
9 Hindustan Insecticides Ltd., Alwaye . . . . .	3		5

1	2	3	4
10	Hindustan Photo Films Manufacturing Company Ltd., Ootacamund	1	5
11	Hindustan Salts Ltd. Jaipur . . . . .	2	6
12	Hindustan Shipyard Ltd. Visakhapatnam . . . . .	3	3
13	Indian Oil Company Ltd.—		
	<i>Bombay</i> —		
	G.H. No. 1—		
	Room A . . . . .	5	7
	Room B . . . . .	4	6
	Room C . . . . .	3	5
	G. H. No. 2 . . . . .	4	6
	<i>New Delhi</i> —		
	Directors and Officers on pay of Rs. 1300 and above per month . . . . .	3.50	6
	Officers on pay of less than Rs. 1300/- per month . . . . .	2	..
	<i>Calcutta</i> —		
	Officers drawing pay of Rs. 1500 and above per month . . . . .	3.50	3.50
	Officers drawing pay less than Rs. 1500/- per month . . . . .	2.00	2.00

*Calcutta—*

Directors and Officers on pay of Rs. 1500 and above per month . . . . .	3.50
Officers on pay of less than Rs. 1500 per month . . . . .	2
	3.50

*Gauhati/Hatheidah—*

Officers on pay of less than Rs. 1500 per month . . . . .	1.50
	1.50

*Siliguri—*

Directors and officers on pay of Rs. 1500/- and above per month . . . . .	2.50
Directors on pay of less than Rs. 1500/- per month . . . . .	1.50
	1.50

15 Life Insurance Corporation of India

Delhi . . . . .		
Calcutta . . . . .		
Bombay . . . . .		
Madras . . . . .		
Kanpur . . . . .		5
Chidambaram . . . . .		
Thanjavur . . . . .		1.50
Trichy . . . . .		1.50
Bangalore . . . . .		3
		4 and
		6.00
Udipi . . . . .		6.00
Vijayawada . . . . .		{ 1 and
		{ 2

4

3

2

1

Hyderabad . . . . .	2.50			
Secundersabad . . . . .	3.00			
Nagappattinam . . . . .	1.50			
Nagercoil . . . . .	3.00			
Tiruvelly . . . . .	3.00			

## 16 Nahan Foundry Ltd.

Ambala Depot No. 1 . . . . .	1			
Ambala Depot No. 2 . . . . .	0.25			
Ludhiana . . . . .	0.50			
Sonepat . . . . .	0.25			
Panipat . . . . .	0.25			
Narela (Delhi) . . . . .	0.50			
Rohtak . . . . .	0.05			
Muzaffarnagar . . . . .	0.50			
Najibabad . . . . .	0.25			

## 17 National Coal Development Corporation Ltd.—

Calcutta/Delhi/Ranchi . . . . .	2.50			3.50
---------------------------------	------	--	--	------

18 National Mineral Development Corporation Ltd.

Calcutta/Delhi . . . . .	3		3.00
	2		
	1		
	0.35		
Other places . . . . .	2		
	1		
	0.50		
	0.25		
Kiriburu Project Guest House . . . . .	2.50		4.00

19 National Newsprint and Papers Mills Ltd.—

*Nepanagar*—

Director's bungalow . . . . .	3		..
Bechelors' Hostel . . . . .	2		..

20 National Projects Construction Corporation Ltd.

Officers . . . . .	1		
Subordinates . . . . .	0.50		

21 Neyveli Lignite Corporation Ltd.—

<i>Dormitory Block</i> —			
Non-Gazetted Officers . . . . .	..		0.50



*Rest House, Neyveli—*

Visitors' Hostel (Neyveli)	.	.	.	1	
Circuit House (Neyveli)	.	.	.	2.50	5
22 Oil and Natural Gas Commission—					
(i) Dormitory Type	.	.	.	0.75	50% more than the prescribed rates.
(ii) Single suite	.	.	.	1.50	
(iii) Double suite (without office room)	.	.	.	2.50	
(iv) Double suite with attached dressing room/officers' room	.	.	.	3.50	

23 Reserve Bank of India—

Governor	.	.	.	15	8
Dy. Governor	.	.	.	12/50	8
Officers drawing pay of more than Rs. 1150 p.m.	.	.	.	5	8
Officers drawing pay of Rs. 1150/- per month or less	.	.	.	3	8

24 State Trading Corporation Ltd.—

Calcutta	—Grade II Officer	.	.	3.50	50% over and above the prescribed rates.
	—Grade I Officer	.	.	5	
Madras	—Grade II Officer	.	.	3.50	
	—Grade I officer	.	.	5	
Bombay	—Grade II Officer	.	.	4.50	
	—Grade I Officer	.	.	6	

## APPENDIX VIII

(Vide para 61)

COPY OF MINISTRY OF FINANCE (DEPARTMENT OF EXPENDITURE) OFFICE  
MEMO No. F.14(43)-E.IV(B)/58, DATED THE 14TH DECEMBER,  
1960 ADDRESSED TO ALL MINISTRIES OF GOVERNMENT OF INDIA ETC.  
ETC.

SUBJECT:—*Payment of Conveyance Allowance etc. to Managing Directors etc. of Government owned and or controlled Companies—Thirteenth Report (1957-58) of the Estimate Committee.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 14(43)-E.IV/58, dated the 2nd December, 1958 on the above subject, wherein it was stated that in the case of persons whose terms and conditions of appointment to posts of Managing Director etc. in Government owned and/or controlled Companies require the approval of the Government of India, free use of a car, if any provided at the expense of the Company, should be limited to official journeys only (journeys between residence and office/place of employment are not treated as official journeys). The Administrative Ministries were also requested that the existing terms and conditions under which cars have been placed by the Companies at the disposal of their Managing Directors etc. for journeys (including private journeys) might be reviewed accordingly.

2. After careful consideration of the whole question it has been decided that where the Managing Director or other Government officer serving under a Government owned and/or controlled Company is allowed free use of a car supplied by the Government or by the company and the car is used by him both for official and non-official journeys including journeys between residence and place of work, a fixed amount per month should be recovered from him for private purposes. The amount should be Rs. 125 p.m. for a large car as his contribution for the use of the car (above 16 h.p.) and Rs. 75 p.m. for a smaller car. If an officer remains absent from his headquarters continuously for a period of a fortnight, whether that period falls within one month or two months, and the car is used by members of the family etc. during the period of absence, the entire expenses of propulsion and use of the car, excluding the cost of the driver, should

be recovered from him, pro-rata rebate being allowed to the officer on the monthly charges for the period in question.

3. The decision in paragraph 2 above should apply in all future cases. In cases, where the privilege of free use of a car for both official and private purposes has already been allowed in accordance with the sanctioned terms of appointment, the existing arrangements may continue until the expiry of the contracted period of employment and the decision in paragraph 2 above brought into operation from the dates on which the appointments are further extended or fresh appointments are made.

## APPENDIX IX

(Vide para 61)

COPY OF MINISTRY OF FINANCE (DEPARTMENT OF EXPENDITURE) OFFICE  
MEMORANDUM No. 14(43)-E.IV(B)/58, DATED THE 1ST JANUARY,  
1963 ADDRESSED TO ALL MINISTRIES OF GOVERNMENT OF INDIA ETC.

SUBJECT:—*Rates of recovery for non-official use of official cars allotted to Managing Directors and other officers of Government owned Companies—Enhancement of.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum of even number dated the 14th December, 1960, wherein it was decided that when a Managing Director or any other Government owned and/or controlled company is permitted the use of the Company's car for official and non-official journeys (including journeys between residence and office), a sum of Rs. 125 should be recovered from him on that account every month if the horse-power of the car is above 16 and that the rate of recovery should be Rs. 75 p.m. if the horse-power of the car is 16 or less.

2. The matter has been reconsidered in the light of the experience gained during the past two years. After careful consideration of all the relevant factors, it has been decided to enhance the rates of recovery as follows:—

Big cars above 16 H.P.—From Rs. 125 per month to Rs. 150 per month.

Small cars of 16 H.P. or less—From Rs. 75 per month to Rs. 100 per month.

3. It has also been decided that private use of the official cars should in such cases, be restricted to the limits of the headquarters town where the officer is stationed.

4. These orders take effect from the 1st January, 1963.

(Sd.) C. R. KRISHNAMURTHY

*Deputy Secretary to the Government of India.*

To

All Ministries of the Government of India etc.

APPENDIX X

( Vide Para 63)

*Statement showing the names of Public undertakings and designations of Officers to whom cars have been provided for exclusive use against monthly payment.*

S. No.	Name of the Public Undertaking	Designation of Officer	Rate of recovery per month from Officer	Remarks.	
1	2	3	4	5	
Rs.					
1. Air India	.	.	150	Monetary limit of monthly consumption of Fuel and Oil up to which the undertaking bears expenses.	
	.	.	100		(with driver)
	.	.	75		(with driver)
		(a) General Manager		150	
		(b) Asstt. Genl. Manager		250	
		(c) Commercial Director			

			Rs.	
	(d) Financial Controller		75	250
	(e) Director of Planning & International Relations		150	250
	(f) Operations Manager		150	150
	(g) Engineering Manager		75	150
	(h) Controller of Stores & Purchases		50	150
	(i) Commercial Manager (Sales)		50	150
	(j) Commercial Manager Customer Service		50	150

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2. Bharat Electronics Ltd. . . . . Mg. Director . . . . . 150
  
3. Damodar Valley Corporation.
 

{	(a) Chairman	. . . . .	200	(in Calcutta)
{	(b) General Manager	. . . . .	*50	(in out-station units)
{	(c) Dy. General Manager	. . . . .		
{	(d) Engineering officers of and above the rank of Supdt. Engineer	. . . . .		
  
4. Export Risks Insurance Corporation Ltd. . . . . Managing Director . . . . . 100
  
5. Fertilizer Corporation of India Ltd.—  
 Head Office . . . . . (a) Managing Director . . . . . 150

\*Mileage restriction up to 200 miles per month up to which the Corporation bears expenses.

Nangal Division . . . . .	(b) Chief Medical Officer . . . . .	@	@He is getting Rs. 150 p.m. as car allowance
Sindri Unit . . . . .	(c) Resident Director . . . . .	150	
6. Film Finance Corporation Ltd. . . . .	Chairman . . . . .	100	
7. Garden Reach Workshops Ltd. . . . .	(a) Dy. Genl. Manager@ . . . . .	N.A.	@Prior to acquisition of the undertaking by Govt., these officers were allotted free cars under terms of their service. This privilege is still continuing.
	(b) Secretary@ . . . . .	N.A.	Do.
	(c) Mg. Director . . . . .	100	
	(d) Finance Manager . . . . .	100	
8. Heavy Electricals (I) Ltd. . . . .	Project Administrator (Tiruchirappalli)	75	
9. Heavy Engineering Corporation Ltd. . . . .	Chairman . . . . .	150	
10. Hindustan Aircraft Ltd. . . . .	Chairman . . . . .	100/150	According to horse-power of the car provided for use.
	Managing Director . . . . .	100/150	Do.
11. Hindustan Antibiotics Ltd. . . . .	Managing Director . . . . .	150	
12. Hindustan Cables Ltd. . . . .	Managing Director . . . . .	100*	*There is a mileage restriction up to 500 miles (805 Kilometer) up to which the Company bears expenses.
13. Hindustan Insecticides Ltd. . . . .	Managing Director . . . . .	100	

				Rs.	
14.	Hindustan Machine Tools Ltd.	Mg. Director	.	150	
15.	Hindustan Photo Films Manufacturing Company Ltd.	Managing Director	.	150	
16.	Hindustan Shipyard Ltd.	(a) Managing Director*	.	Nil*	*They are provided with cars for their exclusive use subject to a maximum mileage of 1000 miles per month. The mileage in excess of 1000 miles is chargeable for the cost of fuel. Monetary Limit of monthly consumption of fuel and oil upto which the corporation bears expenses.
		(b) Director of Ship (Construction)*	.	Nil*	
		(c) Chief Shipyard Mgr.*	.	Nil*	
17.	Indian Airlines Corporation	(a) General Manager	.	100	(with driver) 250
		(b) Financial Comptroller	.	100	(with driver) 250
		(c) Chief Operations and Planning Manager	.	100	(with driver) 250
		(d) Engineering Manager	.	100	(with driver) 250
		(e) Chief Traffic Manager	.	150	(with driver) 250
		(f) Chief Administration Mgr.	.	50	150
		(g) Controller of Stores	.	100	(with driver) 150



	(h) Area Managers . . . . .	100	(with driver)	250
	(i) Chief Engineers . . . . .	100	(with driver)	150
	(j) Operations Managers . . . . .	100	(with driver)	150
	(k) Traffic Managers . . . . .	100	(with driver)	150
	(l) Dy. Area Mgr. Madras . . . . .	100	(with driver)	150
	(m) Operations Manager (Trg) Hyderabad.. . . . .	50		
18.	Indian Durgs and Pharmaceuticals Ltd.	100		
19.	Indian Oil Co. Ltd. . . . .	75@	@No company's driver is pro- vided with the transport for private purposes.	100
	(a) Heads of Deptts. . . . .	45*	*According to scale of pay.	
	(b) Branch Managers . . . . .	60*	No company's driver is pro- vided.	
	(c) Installation Manager . . . . .			
20.	Indian Rare Earths Ltd. . . . .	150		
	(a) Managing Director . . . . .			
	(b) Manager Always Estt. . . . .	100		
21.	Indian Refineries Ltd. . . . .	100/150	According to horse-power of car provided for use.	
	(a) Managing Director . . . . .			
	(b) General Managers . . . . .	100/150		Do.
22.	Indian Telephone Industries Ltd. . . . .	150		
	Managing Director . . . . .			
23.	Industrial Finance Corporation of India . . . . .	150		
	Chairman . . . . .			

24. Life Insurance Corporation of India (a) Chairman . . . . . Rs. \*100/150 \*According to horse-power of car provided for use.

(b) Financial Adviser . . . . . 75

(c) Asstt. Dnl. Managers and above @

@The officers bear the running expenses on petrol, oil etc. and pay of drivers and in consideration thereof are paid a monthly conveyance allowance of Rs. 225/- in case of cars of more than 15 H. P. and Rs. 200/- in case of cars of 15 HP or less. They are required to contribute a sum of Rs. 75/- p.m. for the private use of the cars.

25. Mazagon Dock Ltd. . . . . (a) Managing Director . . . . . 100/150 According to horse power of car provided for use.

(b) Director/Financial Mgr. . . . . }  
 (c) Asstt. Shipyard Manager . . . . . }  
 (d) Asstt. Engr. Manager. . . . . }

26. Mogul Line Ltd. . . . . Managing Director . . . . . 100/150 Do.

27. National Buildings Construction Corp. Ltd. . . . . Managing Director . . . . . 100/150 Do.

28. National Coal Development Corporation Ltd. . . . . Chairman/Managing Director . . . . . 100

29.	National Instruments Ltd.	Managing Director	100
30.	National Minerals Dev. Corp. Ltd.	Chairman	100
31.	National Newsprint and Paper Mills Ltd.	Managing Director-cum-Works Manager	150
32.	National Small Industries Corp. Ltd.	Chairman	100
33.	Neyveli Lignite Corp. Ltd.	Chairman	100
34.	Rehabilitation Industries Corp. Ltd.	Managing Director	100
35.	Reserve Bank of India	(a) Governor	150
		(b) Dy. Governor	100
36.	Shipping Corp. of India	(a) Managing Director	*100/150
		(b) Some senior officers of the Corporation	*100/150
	(c) Present Chief Commercial and Traffic Manager**	Nil	

\*According to horse power of car provided for use.

\*\*The terms of appointment of the present incumbent of the post of the Chief Com. and Traffic Manager provide that he will be entitled to the free use of the Corp.'s car for official and personal purpose without any payment. The facility will not be extended to the new incumbent.



## APPENDIX XI

### Statement showing the Summary of Conclusions/Recommendations of the Estimates Committee in the Report

Sl. No.	Reference to Para No. in the Report	Summary of Conclusions/Recommendations.
(1)	(2)	(3)

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It is obvious that there has been no planning about the requirements of office accommodation of the various undertakings either by the public undertakings themselves or the administrative Ministries during all these years and that the accommodation has been hired at different times to suit their exigencies.

Considering the magnitude of the total rent paid and the area occupied by the public undertakings in each of the principal cities of Delhi, Calcutta (Bombay and Madras, it would now appear that the requirements of public undertakings admit of being pooled and met in a planned way. The Committee have considered this aspect and they feel that it would be more advantageous to construct one or two multi-storeyed buildings to house the offices of the various undertakings located in these cities. Such an arrangement would not only be economical in the long run, but would also help to ease the pressure on the private accommodation and lower the rents in these cities. It would also benefit the public undertakings in that it would bring all such offices at one place thus facilitating the easier transaction of business by the public and saving in transport and communications.

The Committee, therefore, recommend that after assessing the present and future requirements of the public undertakings, multi-storeyed

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building or buildings may be constructed at each one of the cities of Delhi, Calcutta, Bombay and Madras for housing their offices. While assessing the needs of public undertakings, it would be desirable to ascertain the requirements of other public bodies which are being financed out of Government funds with a view to seeing whether their accommodation requirements could be met in this way. The Committee have no doubt that considerations of economy would be kept in view while selecting the sites as their location from the heart of the city would not make much difference as greater transport facilities are available in those places.

The Committee have been informed that the State Trading Corporation proposes to construct its own building in Delhi for locating its head office and that, for this purpose, it has acquired a plot of land on Janpath at a cost of Rs. 51 lakhs. The cost of construction of the building is estimated at Rs. 87 lakhs. The Committee are not quite sure whether the head office of the State Trading Corporation should necessarily be in such an expensive site. That apart, the Committee feel that opportunity should be taken of the proposal to examine whether the offices of other public undertakings located in Delhi could also be accommodated in the multi-storeyed building to be constructed by the S.T.C.

The Committee were informed that Hindustan Steel Ltd. also proposes to construct a building in Calcutta for accommodating its offices which are now scattered at eight different places in that city. The Committee consider that this proposal may also be examined to see whether the offices of other public undertakings located in Calcutta could be accommodated in one building.

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do not follow any principle. The considerations urged before the Committee would apply equally to several other undertakings whose head offices are situated outside. In the Committee's view, the proper place for the location of Head Office of an undertaking is the place where its project is located or where an undertaking has more than one project/unit, a place as central to them as possible. In such cases, it would conduce to better control and supervision over them. It would also have the additional advantage of relieving the pressure on accommodation in the capital. The Committee feel that a time has come when it is necessary for Government to go into each case and decide on merits which of the offices should continue to remain in Delhi. They are inclined to think that the Accommodation Advisory Committee of the Ministry of Works, Housing and Rehabilitation has not given an effective lead in this matter. Government could also lay down criteria for locating the head offices of public undertakings in the capital so that in future any proposal of this nature gets an effective scrutiny before a decision is taken.

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The Committee would reiterate their earlier recommendation and suggest that the nature and quantum of work of the existing liaison offices of the public undertakings may be examined and the necessity for their location in Delhi reviewed. In this connection, the Committee have also noticed that in some cases the names of liaison offices have recently been changed to sales offices, etc. They would suggest that the work of all such offices of the public undertakings whether they are called Liaison Office or Sales Office etc. should be scrutinised and the necessity or otherwise of having them in Delhi determined. If it is found absolutely necessary to maintain such liaison offices etc., the feasibility of having a common building for all of them may be examined.

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4 29—31, 33

The Committee agree that there is need to provide suitable accommodation to officers of the public undertakings when they travel on official duty. The Committee, however, notice that the various undertakings have tried to solve the requirements of their visiting officers individually by setting up separate guest houses without going into the question whether these are being adequately utilised or not. The tendency to set up more such guest houses also appears to be on the increase. The Committee feel that in public undertakings which function on commercial principles, considerations of economy should preponderate. In the present case, this aspect has apparently not been given due consideration nor has there been any co-ordinated thinking among the various undertakings.

Considering the present guest house requirements of all the public undertakings and the expenditure now being incurred on their rent and maintenance, the Committee feel that it would be more economical if a common guest house is set up in each of the cities of Delhi, Calcutta, Bombay and Madras for the use of officers of all the public undertakings. The Committee, accordingly, recommend that common guest houses may be set up in these cities and would urge that early action be taken to implement this recommendation.

Pending the setting up of the common guest houses, the Committee recommend that in cases where their occupancy is low, the present guest house arrangements should be discontinued. It should also be ensured that in future, no guest house is rented or constructed in any of the cities by individual public undertakings. Such requirements may be met by pooling the existing guest houses of the public undertakings.

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The Committee feel that as Government money is invested in the public undertakings, they should set examples of simplicity. The hiring of a suite in an expensive hotel for the use of the top offi-



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		<p>cials of an undertaking does not accord well with its public role and appears to be discriminatory for the other staff. Even if the arrangement at the Asoka Hotel is cheaper than maintaining a guest house as has been made out by the representative of the H.M.T., it is open to criticism. Examples of this nature become precedents and tend to be followed by other public undertakings. The Committee, therefore recommend that the question of maintenance of the suite at the Ashoka Hotel by the H.M.T. should be re-examined. The facility of a common guest house, for the setting up of which a recommendation has been made in para 31 will be available to the officers of the H.M.T. also. Until this guest house is set up, the Committee suggest that the H.M.T. may make suitable arrangements for its visiting officers in the guest houses of the Government or other public undertakings.</p>
6	38	<p>It is clear that the guest houses of the three public undertakings viz., Reserve Bank of India, Life Insurance Corporation of India and Khadi &amp; Village Industries Commission maintained in Delhi Calcutta Bombay Madras do not remain adequately occupied and in a few cases the occupancy is very low. The Committee suggest that these undertakings should make use of the common guest houses for the setting up of which a recommendation has been made in para 31. Till then it would be desirable that the existing guest houses are utilised by the officers of the Government or other public undertakings also so that the available accommodation is not allowed to go waste. For this purpose, more publicity may be given, if necessary, about the availability of such accommodation.</p>
7	41	<p>The Committee feel that renting of guest houses for the officers of the public undertakings should be considered necessary only when these are expected to be adequately occupied by visiting officers or in cases where hotel facilities are not available. They, therefore, recommend that the</p>

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undertakings concerned should examine the necessity or otherwise of maintaining the guest houses keeping these aspects in view.

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The occupancy figures of many of the guest houses owned by the public undertakings at places other than Delhi, Calcutta, Bombay and Madras are low. It follows that the accommodation reserved for guest house purposes in these cases is in excess of the actual requirements. This would seem to indicate that the actual accommodation required was not properly assessed when the construction of guest house buildings was planned. The Committee also note that in many cases the rent realised from the occupants of the guest houses has not been adequate even to cover the expenditure incurred on their maintenance. This is so in spite of the fact that these guest house buildings are owned by the undertakings concerned and thus have no rent liability.

The Committee suggest that the undertakings concerned should go into the functioning of these guest houses and where the occupancy ratios are very low, the necessity for their continuance should be examined. In cases where it is found necessary to continue the arrangement, it should be ensured that the accommodation reserved for the guest house is in accordance with actual requirements releasing, where possible, the surplus accommodation for other purposes. Further, it is desirable that where the rent realised from the occupants of the guest houses is not sufficient to cover the expenditure on their maintenance, the utmost economy should be exercised.

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Construction of a guest house building of a size in excess of the requirements results in high capital cost and increased expenditure on maintenance. The Committee, therefore, suggest that the guest house buildings that may be constructed in future should be on a modest scale in the beginning with provision for expansion in future, so that the

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capital and recurring expenditure thereon is reduced to the minimum.

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The Committee feel that some uniform principles should be followed in fixing the rates of lodging charges payable by the occupants of the guest houses. As public undertakings are owned by the Government, it is desirable that officers of the Government and the undertakings are given equal facilities in the guest houses run by each other. Further, as the rates of daily allowances payable to officers vary according to their pay, it would be equitable if the rates of lodging charges of the guest houses are fixed according to pay drawn by them. The Committee suggest that these matters may be examined by the Government.

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It will be seen from para 50 that the number of vehicles maintained by some of the undertakings is very large. This may partly be due to the liberal manner in which the need for vehicles required by them was assessed and the ease with which they could be obtained on priority basis. It will be appreciated that the purchase of vehicles in large numbers by an undertaking adds to the capital and running cost of a project sizeably. Austerity and economy should, therefore, be observed by each undertaking before approving proposals for purchase of new vehicles or the replacement of old ones. The Committee would suggest that all the undertakings should now review their requirements to bring the number down to the minimum.

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It is recognised that the number of vehicles required by the public undertakings may vary from one undertaking to another depending upon the nature and volume of work. Nevertheless, it should be possible to lay down some criteria for assessing the requirements. The Committee recommend that Government should examine whether norms could be laid down in terms of manpower,

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capital investment, output, area of operation etc. of an undertaking to determine with some approximation whether the number of vehicles required or maintained by an undertaking conform to certain accepted patterns.

13 58-60

The Committee recommend that where the average running expenditure on a vehicle has exceeded the overall average of Rs. 9,500 (para 55) which by itself would appear to be on the high side, the matter should be looked into not only by the undertaking but by the Government as well.

The Committee feel that the procedure regarding the allotment of vehicles to officers and others and the method of control and supervision exercised over their running and maintenance should be reviewed and suitable measures adopted to reduce expenditure on them.

In this connection, the Committee have, on the basis of the evidence tendered before them, gathered the impression that the public undertakings, especially the larger ones, do not appear to attach sufficient importance to these matters. The Committee cannot but deprecate this tendency and trust that all the undertakings will give adequate attention to it in future.

14 66-67

The Committee feel that the provision of the facility of a car for exclusive use to the Chairman, Managing Director etc. of an undertaking should be looked into from the following angles:—

- (i) In the absence of log-book and any upper limit on the mileage covered or cost of petrol consumed, there is likelihood of laxity in the use of such cars.
- (ii) Provision of car facility is uneconomical to the undertaking inasmuch as the recoveries made from the officers concerned are not sufficient even to meet the pay and allowances of drivers not to speak of running and maintenance cost of the car.

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(iii) When a facility of this kind is extended by some undertakings, it is probable that other undertakings may also grant similar facilities to their officers irrespective of the actual needs of such officers.

(iv) Such a facility invokes public criticism.

It is a recognised practice that staff cars are meant to serve official purposes. The Committee are, therefore, doubtful whether the provision of the facility of a car for exclusive use is justified. Considering that even the seniormost officials of the Government of India are not permitted such a facility, the Committee are inclined to think that the instruction issued by the Ministry of Finance permitting the use of cars for exclusive use by the officers of the public undertakings was not apparently well advised. In the opinion of the Committee, if it is necessary to give some incentives, the proper course would be to allow a suitable conveyance allowance to the Chairman|Managing Director etc. of an undertaking or at least to keep a log-book to be filled by the officer concerned. While allowing this concession, it would be desirable to restrict it to a few top persons only and for this purpose suitable principles should be laid down by the Government. The Committee, therefore, recommend that the existing procedure may be examined in the light of their observations made above.

15 69-70

The provision of the facility of cars station wagons jeeps provided by a few undertakings to their officers for journeys from residence to place of work and back on payment of monthly charges seems to be neither economical nor desirable for the following reasons:—

(1) It necessitates larger number of vehicles being required by the undertaking and thus results in increased capital expenditure.

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- (2) It involves more expenditure on pay and allowances of drivers, petrol, maintenance, depreciation cost etc. which would not be commensurate with the recoveries made from officers.
- (3) It virtually amounts to a commitment by the undertaking to provide transport at any cost. Such commitment is not desirable because journeys between residence and place of work are treated as private.
- (4) It is likely to cause difficulties in restricting the running of vehicles between residence of officers and factory/project etc. only.
- (5) It is likely to give an impression of exclusiveness over the use of vehicles and to lead to misuse of the privilege.
- (6) It will have repercussions in other public undertakings.
- (7) It invokes public criticism and creates discontent among the staff not getting this privilege.

The Committee accordingly consider that there is not sufficient justification for permitting the facility of car etc. to officers for journeys between residence and place of work on payment of monthly charges. They feel that other means of transport are also available at these places and these officers should have no difficulty in availing of those means of transport. The Committee recommend that the undertakings concerned should examine the matter and modify their present transport arrangements suitably.

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It is desirable that the undertakings which are running buses should aim that the income from buses is not less than the expenditure incurred on their running and maintenance. Where this is not possible, efforts should be made to entrust the work to the State Transport Departments or pri-

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		vate transport agencies who might be able to run the buses on commercial basis.
17	75	The Committee feel that some idle capacity and empty trips are unavoidable if the four public undertakings at Bangalore, viz. Hindustan Aircraft Ltd., Indian Telephone Industries Ltd., Bharat Electronics Ltd., and Hindustan Machine Tools Ltd. keep their own buses. In their view, if the buses required by these four undertakings are run under one agency and if the shift hours of their working are staggered, it would be possible to reduce the present number of 194 buses. The Committee suggest that the matter may be examined.
18	80	The Committee understand that the Indian Oil Company has not approached the public undertakings for supplying petrol etc. to them, nor have many of the undertakings themselves contacted the I.O.C. in this connection. The Committee consider it desirable that all the public undertakings should make their purchases of petrol etc. from the Indian Oil Company to the extent to which the latter is able to meet the demands. The I.O.C. should also enter into negotiations with all the undertakings and work out plans for supplying its products to them. It may also be ensured that the terms offered by the Indian Oil Company are competitive with those of the private companies and the public undertakings are not in any way placed at a disadvantage on this account. In case the I.O.C. is unable to make arrangements for the supply of Petrol, Oil & Lubricants (P.O.L.) to the undertakings at all the places, the feasibility of meeting their requirements through and on the rates of D.G.S. & D. may be examined.
19	82-83	The Committee consider that the public undertakings which are having a fairly large number of vehicles should have their own workshops for the servicing and repairs of their vehicles. It is, however, necessary to assess the utility of the workshops in terms of services rendered and economy effected thereby. The Committee would,

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therefore, recommend that separate commercial accounts should be kept in respect of all such workshops to see whether their maintenance has been economical.

The Committee also feel that in places like Ranchi and Bangalore where there are a number of public sector projects, arrangements should be made in the workshop of an undertaking to accept work from other undertakings so that any possible idle capacity of the workshop is minimised and the expenditure on maintenance reduced thereby.

20 86-87

It is not clear to the Committee as to how in the absence of rules, it is ensured that the vehicles are being utilised properly. The method of requisitioning and allotment of vehicles, the categories of officials entitled to use them, manner of control and supervision over their maintenance are all matters which should be specifically laid down for the guidance of all concerned. This is all the more important because in the absence of adequate control, car facilities become susceptible to misuse. The Committee, therefore, recommend that all the public undertakings should have their own rules governing the use of vehicles maintained by them. They would suggest that the staff car rules of the Government of India which are quite comprehensive may be suitably adopted by the Public undertakings.

21 95-98

During the period August, 1962 to March, 1963, the planes maintained by the Hindustan Steel Ltd. flew on 22 days and carried 155 passengers per month on an average. The Committee presume that the planes are meant for use of senior officers of the Company who are required to travel on urgent work. Such occasions can only be infrequent as the Committee feel that with a little pre-plan such urgency can be avoided. The Committee are, therefore, unable to appreciate the nature and urgency of work which necessitates the officers of the

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Company to travel by air so frequently and in such large numbers. It is rather surprising that the Company should need two planes for these purposes. The Committee cannot help feeling that the easy availability of the planes rather than the nature of work has been the guiding factor in their use.

It is also seen that during the period April, 1961 to March, 1963 the Company's planes flew for 1178 hours out of which hours of empty flights amounted to 337.65 hours, i.e. 29 per cent of the total flying hours. It follows that a little less than one-third of the total expenditure on oil and fuel has been on account of empty flights.

It is further noticed that during the period April, 1961 to March, 1963, the Company's planes carried 680 passengers other than H.S.L.'s employees, i.e. 28 passengers per month on an average. The Committee are not aware of the circumstances in which such passengers were permitted to travel by the Company's planes and whether recoveries were made from them for such journeys. They would suggest that the matter may be looked into.

In the present stage of development of public undertakings, the maintenance of an aeroplane by an undertaking can hardly be justified on grounds of economy or necessity. Apart from being expensive, such a facility gives an impression of lavishness on the part of the undertaking and is open to criticism. The Committee see no reason why the H.S.L. should be placed on a separate footing than other public undertakings or even Government Departments in the matter of having their own planes. They would suggest that the matter may be examined by the Government considering also the fact that Ranchi (where H.S.L.'s Head Office is located) is now on the air route to Calcutta.

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22	102	<p>The Committee consider that there is no necessity for the Hindustan Aircraft Ltd. to maintain aircraft and incur expenditure thereon. The small number of passengers carried by the plane also indicate that the emergent requirements of the company for which the plane is supposedly kept are few and far between. The Committee would suggest that the plane may be disposed of as its maintenance is neither economical nor very necessary.</p>

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## APPENDIX XII

### *Analysis of the recommendations contained in the Report*

#### I.—Classification of recommendations :

A. Recommendations for improving the organisation and working :

S. Nos. 2, 10, 19 and 20

B. Recommendations for effecting economy :

S. Nos. 1, 3, 4, 5, 6, 7, 8, 9, 11, 13, 14, 15, 16, 17, 21 and 22.

C. Miscellaneous :

S. Nos. 12 and 18.

#### II.—Analysis of more important recommendations directed towards economy :

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S. No.	S. No. as per summary of recommendations (Appendix XI)	Particulars
1.	1	Construction of multi-storeyed buildings in Delhi, Calcutta, Bombay and Madras
2.	4	Setting up of common guest houses in Delhi, Calcutta, Bombay and Madras.
3.	13	Review of expenditure on running and maintenance of staff cars and other vehicle

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Sl. No.	Name of Agent	Agency No.	Sl. No.	Name of Agent	Agency No.
29.	Law Book Company, Sardar Patel Marg, Allahabad-1	48	44.	Lakshmi Book Store, 42, Municipal Market, Janpath, New Delhi	23
30.	Goel Traders, 100-C, New Mandi, Muzaffarnagar	84	45.	Kitab Mahal (W.D.) Private Ltd., 28, Faiz Bazar, Delhi	25
31.	B. S. Jain & Company, 71, Ahupura, Muzaffarnagar	90	46.	Bahri Brothers, 188, Lajpat Rai Market, Delhi-6	27
<b>WEST BENGAL</b>			47.	Jayana Book Depot, Chapparwala Kuan, Karol Bagh, New Delhi.	66
32.	Granthaloka, 5/1, Ambica Mookherjee Road, Belgharia, 24 Parganas.	10	48.	Oxford Book & Stationery Company, Scindia House, Connaught Place, New Delhi-1	68
33.	M. C. Sarkar & Sons (Private) Limited, 14, Bankim Chatterjee Street, Calcutta-12	42	49.	People's Publishing House, Rani Jhansi Road, New Delhi	76
34.	W. Newman & Company Limited, 3, Old Court House Street, Calcutta.	44	50.	Mehra Brothers, 50-G, Kalkaji, New Delhi-19.	85
35.	Thacker Spink & Company (1933) Private Ltd., 3, Esplanade East, Calcutta-1	45	51.	Dhanwantra Medical & Law Book House, 1522, Lajpat Rai Market, Delhi-6	87
36.	Firma K. L. Mukhopadhyay, 6/1A, Banbharam, Akur Lane, Calcutta-12	82	52.	The United Book Agency, 48, Amrit Kaur Market, Paharganj, New Delhi	88
<b>DELHI</b>			53.	Hind Book House, 82, Janpath, New Delhi	95
37.	Jain Book Agency, Connaught Place, New Delhi	1	54.	Bookwell, 4, Sant Narankari Colony, Kingsway Camp, Delhi-9	96
38.	Sat Narain & Sons, 3141, Mohd. Ali Bazar, Mori Gate, Delhi	3	<b>MANIPUR</b>		
39.	Atma Ram & Sons, Kashmir Gate, Delhi-6	9	55.	Shri N. Chooba Singh, New Agent, Ramlal Paul High School, Annexe, Imphal	77
40.	J. M. Jaina & Brothers, Mori Gate, Delhi.	11	<b>AGENTS IN FOREIGN COUNTRIES</b>		
41.	The Central News Agency, 23/90, Connaught Circus, New Delhi.	15	56.	The Secretary, Establishment Department, The High Commission of India, India House, Aldwych, LONDON, W.C.-2.	59
42.	The English Book Store, 7-L, Connaught Circus, New Delhi.	20			
43.	Rama Krishna & Sons, 16-B, Connaught Place, New Delhi.	21			



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