

should be ensured that all such appeals and petitions receive prompt attention and are disposed within a reasonable time. If it is anticipated that an appeal or a petition cannot be disposed of within a month of its submission, an acknowledgement or an interim reply should be sent to the individual within a month.

6. The instructions contained in paragraph 2 of this Ministry's Office Memorandum No. 113/52-Ests. dated the 30th April, 1952, will be modified to the extent indicated in the paragraphs 3.4 and 5 above.

Sd/-

(P.S.Ventateswaran)

Under Secretary to the Government of India.

To

All Ministries/Departments of the Government of India etc. with usual number of spare copies.

STATEMENT-II

Subject:- Representations from Government servants on service Matters - advance copies.

Reference are frequently received in this Ministry enquiring whether the submission of advance copies of representations to higher authorities is permissible and as to the treatment that should be accorded to such copies. The matter has been carefully considered and the following instructions are issued for the guidance of all concerned.

2. Whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of his office, or such other authority at the lowest level as he is competent to deal with the matter. An appeal or representation to a higher authority must not be made unless the appropriate lower authority has already rejected the claim or refusal of relief or ignored or unduly delayed the disposal of the case. Representations to still higher authorities (e.g. those addressed to the President of the Government or to Hon. Ministers) must be submitted through the proper channel (i.e. the Head of Office, etc. concerned). There will be no objection at that stage, but only at that stage to an advance copy of the representation being sent direct.

3. The treatment by the higher authorities of advance copies of representations so received should be governed by the following general principles-

- (a) If the advance copy does not clearly show that all means of securing attention or redress from lower authorities have been duly tried and exhausted, the representation should be ignored or rejected summarily on that ground, the reasons being communicated briefly to the Government servants. If the Government servant persists in thus prematurely

addressing the higher authorities, suitable disciplinary action should be taken against him.

- (b) If the advance copy shows clearly that all appropriate lower authorities have been duly addressed and exhausted, it should be examined to ascertain whether on the facts as stated some grounds for interference or for further consideration appear. *prima facie* to exist. Where no such grounds appear, the representation may be ignored or summarily rejected, the reasons being communicated briefly to the Government servant.
- (c) Even where some grounds for interference or further consideration appear to exist, the appropriate lower authority should be asked, within a reasonable time, to forward the original representation, with its report and comments on the points urged. There is ordinarily no justification for the passing of any orders on any representation without thus ascertaining the comments of the appropriate lower authority.

4. Some Government servants are in the habit of sending copies of their representations also to outside authorities, i.e. authorities who are not directly concerned with the consideration thereof (e.g. other Honourable Minister, Secretary, Members of Parliament, etc.) This is a most objectionable practice, contrary to official propriety and subversive of good discipline and all Government servants are expected scrupulously to eschew it.

5. Separate instructions exist in respect of officers of the All India Services and these instructions do not apply to those officers.

6. It is requested that the above instructions may be brought to the notice of all Government servants.

[English]

Housing Problems in Gujarat

2323. SHRI P.S. GADHAVI : Will the PRIME MINISTER be pleased to state :

(a) the details of the schemes undertaken/under consideration to solve the housing problems in Gujarat particularly in Saurashtra-Kutch region of Gujarat;

(b) the details of schemes completed;

(c) the details of schemes chalked out for Saurashtra-Kutch region; and

(d) the amount earmarked for each scheme?

THE MINISTER OF STATE IN THE MINISTRY OF URBAN AFFAIRS AND EMPLOYMENT AND MINISTER OF STATE IN THE MINISTRY OF PARLIAMENTARY AFFAIRS (DR. U. VENKATESWARLU) : (a) and (b). As on 31.5.66, HUDCO has sanctioned 1007 housing

schemes envisaging loan assistance of Rs.570.93 crores for construction/upgradation of 5000127 dwelling units. Out of these, 202 schemes pertain to the Saurashtra-Kutch region of the State, for which loan assistance of Rs.104.89 crores has been sanctioned for construction of 94,338 dwelling units. Out of these 202 schemes,

138 schemes have since been completed. Details of these schemes are given in the statement.

(c) and (d). One rural housing scheme pertaining to Saurashtra-Kutch region of the State is in the pipeline of HUDCO. This pertains to Rajkot district, for which loan assistance of Rs. 1.98 crores has been sought.

STATEMENT

Details of Housing Schemes Sanctioned by HUDCO for Kutch and Saurashtra Region

S.No.	Name of District/ City	No. of Schemes	Project cost (Rs. in Crores)	Loan Amount	Dwelling Units	Schemes Completed
1.	Junagadh	14	9.91	6.98	2,498	10
2.	Junagadh District	16	11.45	4.81	22,241	6
3.	Jam Nagar	24	35.65	21.10	4,641	17
4.	Jam Nagar District	1	0.50	0.25	1,000	4
5.	Bhav Nagar	42	35.83	25.26	7,861	27
6.	Bhav Nagar District	17	8.75	3.35	14,916	12
7.	Kutch District	6	3.62	1.42	2,925	1
8.	Rajkot	42	70.74	29.90	9,722	31
9.	Rajkot District	11	6.54	3.11	11,852	8
10.	Amerli	5	4.81	3.50	1,006	1
11.	Amreli District	9	2.35	1.08	5,725	9
12.	Surendr Nagar	7	2.99	2.09	1,307	6
13.	Surender Nagar District	8	4.38	2.04	8,644	6
Total		202	197.52	104.89	94,338	138

[Translation]

Transmission and Distribution

2324. KUMARI UMA BHARATI :
DR. MAHADEEPAK SINGH SHAKYA :
PROF. PREM SINGH CHANDUMAJRA :
SHRI PANKAJ CHOWDHARY :
SHRI SANAT KUMAR MANDAL :

Will the PRIME MINISTER be pleased to state :

(a) whether the Government have made any assessment of the loss of power during transmission and distribution during a year;

(b) if so, the estimated power loss during 1995-96;

(c) whether the power loss has been on the rise with every passing year;

(d) if so, the details thereof;

(e) whether a significant part of the transmission and distribution losses are due to pilferage; and

(f) if so, the measures taken or proposed to be taken throughout the country to check these transmission and distribution losses?

THE MINISTER OF STATE IN THE MINISTRY OF POWER AND MINISTER OF STATE IN THE MINISTRY OF NON-CONVENTIONAL ENERGY SOURCES (DR. S. VENUGOPALACHARI) : (a) The energy losses that occurred in the process of transmission and distribution of power in GWH and as a percentage of energy available for supply in the country during the years 1989-90 to 1994-95 were as under :

Year	Transmission & Distribution Losses (GWH)	(%)	Reduction in losses as Compared to previous year (Percentage point)
1989-90	53260	23.28	
1990-91	56521	22.89	0.39
1991-92	61439	22.83	0.06
1992-93	61565	21.80	1.03
1993-94	65010	21.41	0.39
1994-95	68729	20.85	0.56
			(Provisional)