

Government of Madras.

EDUCATIONAL DEPARTMENT

Recd.

Regd.

} 1908.

Enclosures

Spare copies

G.O., No. 728, 24th October 1908.

Establishment.

Sanctioning the proposition statement for the employment of an additional Assistant on Rs. 35 per mensem for the Government School of Commerce, Calicut.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper:—

Letter—from the Hon'ble Mr. A. G. BOURNE, D.Sc., F.R.S., C.I.E., Director of Public Instruction.

To—the Secretary to Government, Educational Department (through the Accountant-General), Madras.

Dated—Madras, the 29th September 1908.

No.—Ref. on Cur. No. 5513.

I have the honour to request you will be so good as to obtain the sanction of Government for the entertainment from 1st October 1908 of an additional assistant on Rs. 35 per mensem for the Government School of Commerce, Calicut.

2. The Headmaster reports that the strength of the school has risen very high

* Book-keeping and Type-writing (Intermediate) 143
Commercial Practice (Intermediate) 118
Shorthand (Elementary) 124
English Composition and Letter-writing 128

and that the subject classes noted in the margin * have become so unwieldy as to necessitate their being split up into more divisions than at present for purposes of efficient instruction. It is stated that the necessity for opening an additional section in each of the classes was even felt two years ago and that as the Headmaster thought it would be premature to apply for additional staff then, he waited to see whether the strength continued to be maintained. There are already two sections in each of the above four classes and it is now proposed to divide them into 3 sections on the principle of Rule 29 of the Madras Educational Rules. It is reported that the total number of subject students this term is 693 against 597 last year and that the fee collections of July 1908 amounted to Rs. 760 or Rs. 91 more than in the corresponding month of last year.

	Hours.
Headmaster—	
Teaching	12
Supervision	9
Office work	6
Correction of students' exercises	6
Total	33

First Assistant—	
Teaching	23
Correction of exercises	12
Total	35

Second Assistant—	
Teaching	20
Correction of exercises	12
Total	32

Third Assistant—	
Teaching	21
Correction of exercises	12
Total	33

Fourth Assistant—	
Type-writing Class, [.. .. .]	35

The staff now consists of a Headmaster and four Assistants, and from the details as to the total number of hours per week devoted by them to teaching and other work, it will be seen that they have already quite enough to do. The work that will have to be done by the additional Assistant now proposed will be about 20 hours per week besides the correction of exercises.

In these circumstances, I consider that the immediate appointment of an additional teacher is necessary.

3. The necessary reappropriation and proposition statements are, herewith, submitted, in duplicate.

ENCLOSURES.

RE-APPROPRIATION statement to accompany all applications for sanction to expenditure not provided for in the budget, or for additional allotments.

Major, minor, sub and detailed heads of budget.	Heads of estimate proposed to be increased.				Heads of estimate proposed to be reduced.			
	Amounts as in the sanctioned estimate.	Actual expenditure up to date.	Probable expenditure during remainder of the year.	Amount of additional allotment required.	Amounts as in the sanctioned estimate.	Actual expenditure up to date.	Probable expenditure during remainder of the year.	Amount available for re-appropriation.
1	2	3	4	5	6	7	8	9
	RS.	RS.	RS.	RS.	RS.	RS.	RS.	RS.
22-F. Education—Government schools, Special—School of Commerce, Calicut—Salaries ..	4,080	4,255	175	..	..	..	..	..
22-D. Education—Government Colleges, Professional—Law College—Salaries	..	..	..	31,719	30,517	..	..	* 902

* Includes Rs. 727 already proposed to be reappropriated.

STATEMENT of proposition for revision of establishment.

Order sanction- ing present establishment, Government of Madras, Educational department.	Nature of charge.			Proposed scale.										Proposition.		Grounds of proposition.		
	Number.	Date.	Office to which the proposition refers.	Present scale.					Proposed scale.					Permanent.	Increase per month.		Decrease per month.	
				Designation.	Number.	Average cost.	Minimum.	Increment.	Maximum.	Designation.	Number.	Average cost.	Minimum.					Increment.
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

vide letter, Ref. on. G.O. No. 6518,
dated 29th September 1908.

No. T. 4-Mal. 2/6593, dated 10th October 1908.

Forwarded to Government.

The entries in the column "Present scale" have been compared with the registers of this office, and are correct with the exception of the items altered.

There is no audit objection to the proposal and the reappropriation being sanctioned by Government in the Financial Department.

A. MONTAGU BRIGSTOCKE,
Accountant-General.

Order—No. 728, Educational, dated 24th October 1908.

The proposition statement is sanctioned with effect from the 1st October 1908.

(True Extract.)

H. D. TAYLOR,
Secretary to Government.

To the Director of Public Instruction.
,, Financial Department (with proposition and re-appropriation statements).
Editors' Table.

NOTES CONNECTED WITH G.O., No. 728, EDUCATIONAL,
DATED 24TH OCTOBER 1908.[SUBJECT.—Appointment of an additional Assistant in the Government School of
Commerce, Calicut.]*From the Director of Public Instruction, dated 29th September 1908, No. 5513.*

The Director of Public Instruction requests the sanction of Government for the employment of an additional assistant on Rs. 35 per mensem in the Government School of Commerce, Calicut, with effect from the 1st October 1908.

2. The Director of Public Instruction states that the strength of the school has risen very high—from 597 last year to 693 in the current year—and that the following classes have become “so unwieldy as to necessitate their being split up into “more divisions than at present for purposes of efficient instruction” :—

	Strength.
Book-keeping and Type-writing class (Intermediate)	143
Commercial Practice class (Intermediate)	118
Short-hand class (Elementary)	124
English composition and Letter-writing class	128

Each of these classes is now divided into two sections, but the Director of Public Instruction considers that, on the principle laid down in rule 29 of the Educational Rules “no section of a class shall have more than forty pupils upon “the rolls”, each of the above named classes should be split up into three sections.

3. The teaching staff of the school at present consists of a Headmaster and four assistants and each of them has, on the average, 33.6 hours' work per week to do—*vide* paragraph 2 of the Director of Public Instruction's letter. The Director of Public Instruction considers that the teachers have already quite enough to do and that the immediate appointment of an additional teacher is necessary.

4. There is no provision in the current year's budget to meet this charge. The Director therefore proposes to provide funds by a reappropriation from the provision for “salaries” under “Law College.”

5. The draft placed below is for approval. If approved, it may be sent to the Financial Department for acceptance.

T.K.—15-10-08.

The Director of Public Instruction seems to have made out a case for the employment of an additional assistant (on Rs. 35 per mensem) permanently to the school. The statement below shows the total number of students and of subject candidates at the close of each of the five years ending 1906-1907 :—

	Total number of students.	Subject candidates.
1906-1907 *	180	410
1905-1906	154	314
1904-1905	146	296
1903-1904	135	238
1902-1903	165	328

* The figures have been taken from appendix D in Volume II of the Public Instruction Reports.

70 The D.P.R. 140
 -- Final Sept-140
 with proposed reappropriation statements.

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL DEPARTMENT.

Current No., dated 190 ..

G.O., No. 728, dated 24-10 1908.

Number of MS. pages sent { Correspondence including order or orders (b)
(b¹)
Notes. 4

Docket. Establishment - Sanctioning
the proposition statement for the
employment of an addl. Assistant
on Rs. 35 p.m. for the Govt. School of
Commerce, Calcutta.

Number (c) of copies required when struck off (not including copies for volumes and editors' table which are returned in the Press).

Complete Correspondence and orders.

Notes

FOR RECORD.*

Madras Records	...	...	...	30	15
Ooty Records	...	...	...	3	
For filing with original	...	...	...	1	
Total	...	...	...	34	15

FOR ISSUE.†

	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
Signature copies.....					
India Office.....					
Govt. of India.....Dept.					
Public Department.....					
Judicial Department.....					
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
.....Dept.					
Total					
Spare copies.					
The Director of Public Instruction.....		5			
The Comr. for Govt. Examinations.....					
The Superintendent, Govt. Museum.....					
The Surgeon-General.....					
The Accountant-General.....					
The Collector of.....					
The P. D. B.....					
The.....					
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The.....					
The.....					
Total		10			

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b¹) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public, dated 30th November 1900.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Deputy Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Deputy Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

* Copies distributed on.....*(Press Clerk.)

† Copies distributed on.....*(Despatcher.)

TO PRESS, MADRAS.
OOTY.

A

B

C

Please send proof in triplicate. The papers have been carefully edited.

Proof returned corrected. Please strike off and send number of copies as indicated.

As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval at once.

Type may be released after usual interval.

Clerk.

Clerk.

Clerk.

Supdt.

Supdt.

Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.		
Received in Press on.....	29/10/08	[Signature]	
First proof furnished on.....	4/11/08	[Signature]	
Call for revised proof received on.....			
Revised proof furnished on.....			
Corrected proof received for striking on.....	7/11/08	[Signature]	
Final copies supplied on.....	13/11/08	[Signature]	

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34	16-	
" " " Issue.....	10		
For Volumes.....	16		
For E. T.....	38		
Total	98	16-	