

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1910.

Enclosures

Spare copies

G.O., No. 652, 20th December 1909.

Lawrence Asylum, Ootacamund.

Sanctioning the employment of a store clerk on Rs. 25 per mensem in the —.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1910.

Enclosures

Spare copies

G.O., No. 652, 20th December 1909.

Lawrence Asylum, Ootacamund.

Sanctioning the employment of a store clerk on Rs. 25 per mensem in the—.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

Read—the following papers:—

I

Letter—from the Rev. W. H. G. PADFIELD, M.A., Principal and Secretary,
Ootacamund Lawrence Asylum, Lovedale, Nilgiris.
To—the Director of Public Instruction, Madras.
Dated—the 4th November 1909.
No.—C. 2409.

I have the honour to request that you will be so good as to submit this letter for the favourable consideration of Government.

2. The Committee, in considering the remarks of Colonel Marriott, visiting member for the month, a copy of which is appended, decided that a store clerk was, in its opinion, an urgent necessity.

3. The question of the correct keeping and checking of stores was considered by a Sub-Committee consisting of Sir Frederick Price, K.C.S.I., W. E. Schmidt, Esq., and the Rev. Canon J. W. Foley, M.A., Acting Principal and Secretary, in October 1907, and the entertainment of a stores clerk on Rs. 25 per mensem was then recommended. No orders were however passed on this suggestion.

4. The Committee also note that—

- (i) when the post of cook-sergeant was abolished in 1895, the supervision of the kitchen and issue of cooked food devolved on the steward,
 - (ii) when the post of bootmaker-sergeant was abolished in 1899, the issue and supervision of boots and shoes of children devolved on the steward, and
 - (iii) when the post of carpenter instructor was abolished in 1901, the supervision of petty repairs to buildings was placed under the steward,
- and that the above has added very considerably to the steward's work.

5. By the amalgamation of the Military Female Orphan Asylum at Madras in 1904, 100 girls were added to the strength—this considerably increases the work to be done and the stock to be kept—though no additional assistance was allowed to the steward.

6. The steward, in addition to his work as mentioned by the visiting member and also that noted in paragraph 4, is responsible for the upkeep of the cemetery, the lighting of the premises, the checking and keeping not only of the cloth, sheeting, etc., down to hairbrushes and soap required for a large Boys' Boarding School in which children are supplied by the school with everything necessary for personal respectability and cleanliness, but also for the similar articles, which are even more difficult to efficiently check, for the Girls' branch.

7. The Committee therefore is of opinion that a store clerk, who should assist the steward, in making out and checking indents and in keeping the books, is essential and trust that Government will be pleased to sanction his appointment on Rupees 25 per mensem. In view of the urgency of the case and to meet as far as possible the requirements of the last audit report, the Committee has made a temporary appointment in the hope that Government may be pleased to make it a permanent one.

8. The Committee is of opinion that the extra expenditure can be easily borne by the Asylum funds.

ENCLOSURES.

Extract from the Ootacamund Lawrence Asylum Visitors' Book.

The steward is manifestly overworked: from 6 A.M. to 7 P.M. daily, Sunday included, is very hard work. In addition to the receipts and issues of daily rations for the boys in health, he has to issue the diets for the sick—all the petty dead-stock articles are also in his charge for which he is responsible and has to render accounts. He is also responsible for the putside work—to look after the latrines, servants' lines, conservancy and general supervision and cleanliness of buildings. In a regiment at least two or three men would be employed on these duties and I cannot too strongly recommend that an assistant store keeper on a pay of Rs. 20—25 per mensem should be sanctioned as absolutely necessary.

24th September 1909.

E. M. L. MARRIOTT, Col.,
Visiting Member for the month of September 1909.

Remarks of Principal.—I should like most strongly to endorse Colonel Marriott's suggestion; an assistant clerk on, say, Rs. 25 per mensem is absolutely essential, in my opinion, if the auditor's requirements are to be met. If possible, I should be very grateful if a man could be appointed temporarily in November.

W. H. G. PADFIELD.

Order of Committee—15th October 1909.—An assistant can be entertained at once as a temporary measure pending Government sanction at Rs. 25 per mensem.

II

Endt. N. Ref. on C. No. 7502, dated 29th November 1909.

Submitted to Government and recommended.

A. G. BOURNE,
Director of Public Instruction.

Order—No. 652, Educational, dated 20th December 1909.

The Government sanction the employment of a store clerk on Rs. 25 per mensem in the Lawrence Asylum, Ootacamund.

(True Extract.)

N. S. BRODIE,
Ag. Secretary to Government.

To the Director of Public Instruction.
„ Committee of the Lawrence Asylum.
„ Accountant-General.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 652, EDUCATIONAL,
DATED 20TH DECEMBER 1909.

[SUBJECT.—*Employment of a store clerk in the Lawrence Asylum, Ootacamund.*]

From the Director of Public Instruction, dated 29th November 1909, No. 7502.

The Committee of the Lawrence Asylum, Ootacamund, requests the sanction of Government to the appointment of a store clerk on Rs. 25 per mensem in the Asylum.

2. The Committee states that the clerk is required "to assist the Steward in making out and checking indents and in keeping the books," and that, in view of the urgency of the case and to meet as far as possible the requirements of the last audit report, it had made a temporary appointment in the hope that Government may be pleased to make it a permanent one.

3. Colonel Marriott, who was visiting member for September 1909 (rule 9 of the Lawrence Asylum rules), noted that the Steward was overworked and suggested that he should be given an assistant. Colonel Marriott's suggestion was strongly supported by the Principal, and the Committee has accepted it.

4. The duties of the Steward are given in paragraphs 4 and 6 of the Committee's letter.

5. An assistant to the Steward seems to be necessary and the Committee's proposal may be approved.

6. The draft submitted is for approval.

T.K.—11-12-09.

Please see paragraph 8 of the Audit Report for 1908-1909, in which the auditor points out defects in the accounts of the receipts and issue of provisions for the Asylum. The present proposal to employ a store clerk on Rs. 25 per mensem is obviously the outcome of the auditor's criticisms.

2. The closing balance of 1909-1910, according to the budget estimate of the Asylum, is Rs. 13,565 (Male Branch Rs. 11,065 and Female Branch Rs. 2,500).
The following items of expenditure have been sanctioned out of the balance in the current year:—

1. G.O., No. 334, Educational, dated 7th June 1909.	Entertainment of a sweeper	Rs. 48
2. G.O., No. 483, Educational, dated 19th August 1909.	Fire protection	4,200
3. G.O., No. 566, Educational, dated 19th October 1909.	Rent allowance to the teacher in charge of the Female Branch.	300
4. G.O., No. 568, Educational, dated 19th October 1909.	nus to Miss Coppett	100

Total .. 4,648

Rs.
13,565
4,648
8,917

The balance (Rs. 8,917) is still available and the present cost may be met out of this balance.

K. RANGASWAMI AIYANGAR—13-12-09.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No. 2197 dated 1 — 12 — 1909

G.O., No. 652, dated 20 — 12 — 1909

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

Docket Lawrence asylum, Potacamund.
Sanctioning the employment of a store
clerk on Rs. 25 p.m. in the

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

Complete
correspondence
and orders.

Notes

FOR RECORD.*

Madras Records	...	...	...	30	12
Ooty Records	...	...	...	3	3
For filing with original	...	...	...	1	1
Total	...	...	...	34	16

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies (d) 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.....				
	The Comr. for Govt. Examinations.....				
	The Superintendent, Govt. Museum.....				
	The Surgeon-General.....				
	The Accountant-General.....				
	The Collector of.....				
	The P. D. B.....				
	The.....				
	The.....				
	The.....				
	The.....				
	The.....				
	The.....				
	The.....				
	The.....				
	Total				

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

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

B

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

Type may be released after usual interval.
at once.

C

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.

.....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.....28/12/59 SA	SA
First proof furnished on.....31/1/1960	SA
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....7-1-60	SA
Final copies supplied on.....14-1-60	SA

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	24	19	
" " " Issue.....	15		
For Volumes.....	16		
For E.T.....			
Total ...	65	19	