

Government of Madras.
EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1910.

Enclosures.

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G.O., No. 240, 6th May 1910.

N. P.

University of Madras.

Approving the proposals of the Syndicate to increase the clerical and menial establishments of the office of the Registrar of the University and to make the service of the menial establishment pensionable.

Government of Madras.

EDUCATIONAL DEPARTMENT.

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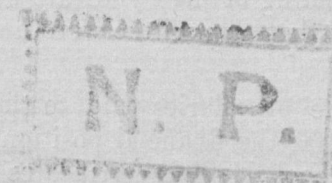
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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O., No. 676, Educational, dated 5th October 1907.

ABSTRACT.—Approving the revision of establishment of the office of the Registrar, Madras University, made by the Syndicate.

II

Letter—from F. DEWSBURY, Esq., B.A., LL.B., Registrar, University of Madras.
To—the Secretary to Government, Educational Department.
Dated—Senate House, the 7th April 1910.
No.—1352.

In consequence of the changes in procedure involved in the introduction of the new regulations, the Syndicate found it necessary to revise its Standing Orders. Such revision necessarily included consideration of the clerical and menial establishments of the Registrar's office. A Committee was appointed to consider what alterations should be made, and at a meeting of the Syndicate held on the 5th April 1910 the following recommendations of that Committee were unanimously accepted by the Syndicate :—

(a) That the present scale of salaries paid to the office staff be revised as soon as it can be ascertained how far the financial position of the University will be affected by the introduction of School leaving certificates and by the examinations under the new regulations.

(b) That the following additions be made to the permanent office establishment :—

	RS.
One typist and stenographer.. ..	30—40 (increment Rs. 2)
One clerk	30—40 (" " 2)
"	40—50 (" " 2)
"	30 (no increment)
Office attender	15 (")
Maistri	25 (")

(c) That the following menial establishment be approved :—

	RS.
Head peon.. ..	12
Three peons	9 each.
Two "	8 "
Two "	7 "
Two sweepers	6 "
Two night peons	8 "

and that the services of the menial establishment be made pensionable.

I am directed by the Syndicate to request that Government will be pleased to sanction the additions to the clerical and menial establishments now proposed as from the 1st April 1910.

2. The clerical and menial establishments sanctioned for the Registrar's office (vide G.O., No. 676, Educational, dated 5th October 1907) is given in detail hereunder :—

(a) Clerical establishment —

	Salary.		Annual increment.
	Minimum.	Maximum.	
Manager	Rs. 150	Rs. 250	Rs. 20
Head clerk	100	125	5
One clerk	60	80	4
Record-keeper.. ..	50	60	2
One clerk	40	50	2
Two clerks	30	40	2
One clerk	30	30	..

(b) Menial establishment —

	Per mensem.		
	RS.	A.	P.
Head peon on	12	0	0
Three peons on	9	0	0 each.
One peon on	8	0	0
Two sweepers on	6	0	0 each.
Two night peons on	7	0	0
One punkah boy	5	0	0 "
"	3	8	0

This staff has been found quite insufficient to cope with the work of the office, and temporary clerks have, with the sanction of the Syndicate, been regularly employed, some of whom have been permanently retained in the office throughout the last three or four years. It is now proposed to increase the permanent staff so that temporary clerks will be required only for times of great pressure. The duties of the maistri will include the general supervision of the menial establishment, the oversight of the newly installed electric lights and fans, and of such repairs as may, from time to time, be in operation in the Senate House.

3. The Syndicate has hitherto recognised the services of the menial establishment by gratuities made on the termination of service. The Syndicate is of opinion that these services should be made pensionable so as to place the menial establishment in a position more nearly equal in advantage to that of Government servants.

4. It will be observed that a further revision of the salaries paid to the clerical establishment will be made as soon as it is ascertainable how far the income of the University will be affected by the introduction of the new regulations and the Secondary School-leaving Certificate scheme.

Order—No. 240, Educational, dated 6th May 1910.

The Government approve the additions proposed by the Syndicate to the clerical and menial establishments of the office of the Registrar of the University as well as the proposal of the Syndicate to make the service of the menial establishment of that office pensionable.

(True Extract.)

L. M. WYNCH,
Ag. Secretary to Government.

To the Registrar of the University of Madras.
,, Accountant-General.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 240, EDUCATIONAL,
DATED 6TH MAY 1910.

[SUBJECT.—*Revision of the office establishment of the Registrar of the University of Madras.*]

From the Registrar, Madras University, dated 7th April 1910, No. 1352.

The Registrar of the University of Madras requests the sanction of Government for the following :—

- (1) to make certain permanent additions to the establishments, clerical and menial, of his office,
- (2) to make the menial establishment pensionable.

2. *Permanent additions to the existing establishment.*—The existing establishment as sanctioned in G.O., No. 676, Educational, dated 5th October 1907, is as follows :—

Clerical establishment.

	RS.
One manager	150—20—250
One head clerk	100— 5—125
One clerk	60— 4— 80
One record-keeper	50— 2— 60
One clerk	40— 2— 50
Two clerks	30— 2— 40 each.
One clerk	30

Menial establishment.

	RS.
One head peon	12
Three peons	9 each.
One peon	8
Two sweepers	6 each.
Two night peons	7
One punkah boy	5
One do.	3½

3. It is now proposed to make the following permanent additions to the above establishment :—

Clerical establishment.

	Pay.	Average.
	RS.	RS.
One typist and stenographer	30— 2—40	37½
One clerk	30— 2—40	37½
One do.	40— 2—50	47½
One do.	30	30
One office attender	15	15
One maistry	25	25

Menial establishment.

One peon	8	8
Two peons	7 each.	14
Two night peons (on Rs. 8 instead of Rs. 7 each as formerly—increase at Re. 1 each)		2
Total		216½

The posts of the two punkah boys on Rs. 5 and Rs. 3½ have been abolished in the revised scale of establishment, owing to the installation of electric fans. Deducting this sum of Rs. 8½ the total cost of the additional establishment is Rs. 208 per month or Rs. 2,496 per annum.

4. At its meeting held on 5th April 1910 the Syndicate has unanimously approved of the proposed additional establishment. The grounds for the additions are given in the Registrar's letter. The scale proposed calls for the following remarks:—

(i) No information is available as to the temporary staff said to have been continuously employed for the last three or four years. It is not known what portion of the temporary staff the proposed permanent addition will displace.

(ii) Typists, who are also stenographers, in Secretariat offices and elsewhere are paid Rs. 20—1—25, 25—1—35, 35—1—50, according as they have passed the Elementary, Intermediate or Advanced examination in Typewriting. It is not clear why the Government scale should not be adopted for the University office also, where the conditions of service are almost the same as those in Government service.

(iii) The salary proposed for the attender (Rs. 15) is liberal and is the maximum pay given for attenders in Secretariat offices. Seeing that there is to be only one attender on the establishment, it is for consideration whether a progressive scale, say, Rs. 10—1—15, will not be more suitable. The salary of the maistry seems also high for the duties required of him.

5. The Registrar of the University states that, even after the increase of establishment now proposed, "temporary clerks will be required for times of great pressure". He also observes that "a further revision of the salaries paid to the clerical establishment will be made as soon as it is ascertainable how far the income of the University will be affected by the introduction of the new Regulations and the Secondary School Leaving Certificates scheme." It is, therefore, for consideration whether the Syndicate may not be requested to defer these proposals until after the financial effects referred to above are known, the existing arrangement of getting work done by temporary men being continued in the meantime.

6. The sanction of Government appears to be required under section XV of the Act of Incorporation of 1857. In this connection attention is solicited to G.Os., No. 52, Educational, dated 1st February 1901, and No. 676, Educational, dated 5th October 1907, and the notes therewith, in which the question of the financial control of Government over the funds of the Senate is discussed.

7. *Grant of pension to menials.*—The clerical establishment of the Registrar's office has been made pensionable already—*vide* G.O., No. 52, Educational, dated 1st February 1901. There seems to be no objection to extend this concession to the menial establishment also as now proposed.

S.R.R.—21-4-10.

C.R.V.—21-4-10.

It is submitted that the proposals for permanently increasing the clerical establishment of the Registrar's office may well wait until it is known how the income of the University would be affected by the new Regulations and by the scheme for Secondary School Leaving Certificates. The proposed addition to the menial establishment may perhaps be sanctioned.

2. The proposal as regards pension to the menial establishment may also be approved. The Syndicate of the University may be requested to frame rules for the grant of these pensions.

K. RANGASWAMI AIYANGAR—25-4-10.

I submit that the Syndicate may be asked to defer their entire proposals till the financial effect of the new Regulations is known. Government do not know what revision is contemplated in the pay of the existing establishment—a point which should affect the question of an additional establishment.

2. Moreover, a considerable increase in the cost of the Registrar's establishment was made only as lately as 1907; and it was remarked then that the Syndicate seemed to be paying more attention to improving the circumstances of the clerks than to furthering the despatch of business by enlarging the establishment.

3. The Syndicate will be tying their own hands by getting their proposals sanctioned piece-meal. If Government are to exercise effectively the control vested in them by section 15 of the Universities Act, they should, I submit, require the scheme to be submitted as a whole.

S. H. SLATER—25-4-10.

The Syndicate propose to increase the Registrar's establishment by three clerks and a typist and attender, and to add a maistry to supervise the menial establishment and look after the electric installation, and to add three peons.

2. The new clerks are to take the place of temporary hands who are said to have been employed almost continuously for the last three or four years. The number of temporary clerks to be replaced has not been stated.

3. The proposals have been framed by a committee and passed unanimously by the Syndicate. In these circumstances I do not think we should defer sanction till experience has been gained of the financial effect of the Leaving School Certificate scheme, which can hardly be gathered for another two or three years at least.

4. The proposals of the Syndicate are open to the criticism that—

(a) the pay of the typist is not in accord with the Government scale. It corresponds, however, with the last grade but one of the scale of pay of the Registrar's establishment and may, I think, be allowed.

(b) the pay of the attender is rather high, and might well start lower and be made incremental.

(c) the necessity for the appointment of a maistry does not seem to be very pressing.

These are however minor details.

5. The proposal to make the service of menials pensionable may, I submit, be approved.

L. M. WYNOR—26-4-10.

I do not think we should make any criticisms on the minor details. Our supervision is not intended, I imagine, to do more than see that the University is not outrageously extravagant or foolish in this matter. There is no reason to bind them down to an establishment paid on exactly the same scale as the Government. The proposals may be sanctioned.

M. H[AMMICK]—2-5-10.

Please draft.

L.M.W.—3-5-10.

Draft submitted for approval.

T.K.—4-5-10.

K. RANGASWAMI AIYANGAR—4-5-10.

Issue.

S.H.S.—5-5-10.

L.M.W.—6-5-10.

[G.O., No. 240, Educational, dated 6th May 1910.]

READ AGAIN G.O., No. 676 Col., dated 5 - 10 - 1907.

" " " " , " 19 .

READ ALSO :—

C. No. 746, From the Registrar M. T. , No. 1352, dated 7. 4. 1910.

19

” ” ” ” , ” ” 19

ORDER.

No. 240, dated 6 - 5 - 1910

ps

The Government approve the additions proposed by the Syndicate to the clerical and menial establishments of the office of the Registrar of the University as well as the proposal of the Syndicate to make ^{the} ~~the~~ establishment of that office the service of ^{the} menial ^{establishment} pensionable.

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Sum
5.5.10

Lunt.
- 6/5/60

Sayın 27/5/10

To
The Registrar of the University
of Madras - (P20)
Accountant General (H5).

✓
✓ ^{Scaps}
9/5/10

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

PRESS, MADRAS.

Current No., dated..... 19 ..

G.O., No. 240, dated 6-5-1910.

(b)

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

Docket: *University of Madras Approving the proposals of the Syndicate to increase the clerical and manual establishment of the Office of the Registrar of the University and to make the service of the manual establishment pensionable.*

(c)
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[P.T.O.]

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11 MAY 1910

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

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