

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1911.

Enclosures

Spare copies

G.O., No. 144, 13th March 1911.

Commissioner for Government Examinations.

Passing orders on the reorganization of the office of the —

Government of Madras.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

Letter—from Dr. A. G. BOURNE, F.R.S., C.I.E., Commissioner for Government Examinations

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

Dated—Madras, the 24th September 1910.

No.—175-1/D.

I have the honour to submit the following proposals for the reorganization of the office of the Commissioner for Government Examinations, in view to improving the position of the members of the establishment employed therein. Though borne on a Government establishment and entitled to the privileges relating to leave and pension, the case of these clerks is peculiar and unlike that of most other clerks in other offices and departments under the control of this Government. They have few prospects of promotion either inside or outside the office, and one entering the office on a certain rate of pay must continue on that pay until his retirement or until a vacancy occurs in the office itself, which is seldom the case. I have for some time been thinking of proposing a revision of the scale of salaries of this establishment, but have waited to do so until the scheme of secondary school-leaving certificates was an accomplished fact and the agency by which the public examination connected with it was to be conducted was settled. It is now time, I think, that something is done to introduce a scheme of reform which would improve the prospects and position of the clerks.

2. Turning to the history of the establishment, I find that it consisted until October 1899, of a Manager on Rs. 200—10—250, and three clerks on Rs. 60, Rs. 40—2—50 and Rs. 30—2—40. This establishment was, in practice, not found adequate to cope with the heavy work of the office, and to relieve the congestion of work to a desirable extent, a few temporary clerks were for some years entertained annually with the sanction of Government. This system did not work satisfactorily and had therefore to be almost abandoned, and in October 1899, *i.e.*, 11 years ago, the permanent establishment was strengthened by the addition of four clerks on salaries ranging from Rs. 20 to Rs. 30 and two copyists on a salary of Rs. 15 each. The opportunity might have been taken to raise the scale of pay of the other members of the establishment, so as to graduate the scale more evenly, but it was, I understand, thought advisable to restrict the choice to a numerical increase in the permanent establishment, which was then an absolute necessity. The scale of pay has since remained unaltered except that in 1908, when the memorials of the clerks in the Educational Department in the City of Madras for an increase of pay were considered, Government raised the pay of the two copyists from Rs. 15 to Rs. 20 and slightly raised the pay of the last three clerks from Rs. 20, Rs. 20 and Rs. 20—1—25 to Rs. 20—1—25, Rs. 20—1—25 and Rs. 25—1—30, respectively. Thus revised the present scale of establishment stands as follows:—

Rupees 50—2—60, Rs. 40—2—50, Rs. 30—2—40, 2 (Rs. 25—1—30), 2 (Rs. 20—1—25) and copyists 2 (Rs. 20).

From the above summary, Government will observe that the scale of pay of the first three clerks, at any rate, has remained at the same low figure for several years.

From the accompanying statement marked A, it will be observed how low are the salaries of the present clerks, most of whom have put in a very long service in this office. They have been doing their work ungrudgingly in the expectation that some day their grievance would be redressed and their position improved.

3. A numerical increase to the establishment is not called for at present, but an improvement in the scale of pay would seem to be a desideratum, and I am persuaded that the salaries of the clerical appointments for which men of high character are

required are altogether incommensurate with the responsible nature and the extent of the work assigned to them. I beg to recommend the following revised scale of pay for the sanction of Government with effect from 1st March next:—

	Present scale.	Present salary.	Proposed scale.
	RS.	RS.	RS.
Head clerk	50—2—60	60	80—5—100
Second „	40—2—50	50	70—2—80
Third „	30—2—40	40	60—2—70
Fourth „	25—1—30	30	50—2—60
Fifth „	25—1—30	27	40—2—50
Sixth „	20—1—25	22	30—2—40
Seventh „	20—1—25	22	25—1—30
2 Copyists	20 each	20	20—1—25

4. In proposing this revision, I have consulted the scale of pay in force in the University Registrar's office which is the only office worked on the lines of the Commissioner's office and the duties of which are more or less of the same nature.

5. I beg to point out that the Commission has of recent years been self-supporting, the receipts more than covering the expenditure. The total amount of fee receipts for the Public examination (secondary school-leaving certificates) is estimated at nearly a lakh of Rs. (8,000 × 12 = Rs. 96,000) and a large surplus will be left.

6. As the budget estimate of the Commission for 1911—12 has already been submitted to Government, I request that the extra cost of the proposals which will amount to Rs. 1,236 in that year may be provided for in the above estimate.

7. I submit herewith the usual proposition statement in duplicate for the sanction of Government.

ENCLOSURES.

(1)

STATEMENT A—Commissioner for Government Examinations office.

Name of member.	Appointment now held.	Date of first entertainment in the office.	Service.			Present salary.	Present scale.
			Before confirmation.	After confirmation.	Total.		
Ghulam Muhammad Habibullah Sahib.	Head clerk sub. <i>pro tem.</i>	October 1884 ..	YRS. ..	YRS. 26	YRS. 26	YRS. 60	RS. 50—2—60
T. Gangadhara Mudaliyar.	Second clerk sub. <i>pro tem.</i>	May 1888 ..	5	17	22	50	40—2—50
R. Krishna Rao	Third clerk sub. <i>pro tem.</i>	January 1891 ..	9	11	20	40	30—2—40
S. Vembu Aiyar	Fourth clerk sub. <i>pro tem.</i>	February 1893.	7	11	18	30	25—1—30
T. S. Ramachandra Rao ..	Fifth clerk sub. <i>pro tem.</i>	January 1896.	4	11	15	27	25—1—30
V. Gopaladesikachariar ..	Sixth clerk sub. <i>pro tem.</i>	May 1903 ..	2	5	7	22	20—1—25
W. Rajaratna Mudaliyar ..	Seventh clerk sub. <i>pro tem.</i>	January 1902.	1	7	8	22	20—1—25
Haji Muhammad Abdul Latif Sahib.	First copyist sub. <i>pro tem.</i>	June 1905 ..	3	2	5	20	20
K. C. Adivarahaachariar ..	Second copyist sub. <i>pro tem.</i>	January 1906.	5	..	5	20	20

(2)

STATEMENT B.

University office.		Commissioner for Government Examinations office.		
Clerical staff.	Scale.	Clerical staff.	Present salary.	Proposed scale.
	RS.		RS.	RS.
Head clerk	100—5—125	Head clerk	60	80—5—100
Second „	60—4—80	Second „	50	70—2—80
Third „	50—2—60	Third „	40	60—2—70
Fourth „	40—2—50	Fourth „	30	50—2—60
Fifth „	40—2—50	Fifth „	27	40—2—50
Sixth „	30—2—40	Sixth „	22	30—2—40
Seventh „	30—2—40	Seventh „	22	25—1—30
Eighth „	30—2—40	First copyist	20	20—1—25
Ninth „	30—2—40	Second „	20	20—1—25
Tenth „	30			
Eleventh „	30			

(3)
STATEMENT of proposition for revision of establishment.

Order sanctioning present establishment of Government of Madras, Educational department.		26th May 1910.		191, Educational.													
Number.	Date.	Office to which the proposition refers.		Office of the Commissioner for Government Examinations, Madras.													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		Designation.		Pay.		Designation.		Pay.		Designation.		Pay.		Average cost.		Grounds of proposition.	
		Number.	Minimum.	Increment.	Maximum.	Average cost.	Number.	Minimum.	Increment.	Maximum.	Average cost.	Amount.	Increase per month.	Decrease per month.	Permanent.	Proposition.	
		1	200 0	10	250	237 8	1	200 0	10	250	237 8	200 0	10	250	237 8	RS. A.	Vide covering letter No. 175/1-D., dated 24th September 1910.
		1	50 0	2	60	57 8	1	50 0	2	60	57 8	80 0	5	100	95 0	RS.	
		1	40 0	2	50	47 8	1	40 0	2	50	47 8	70 0	2	80	77 8	RS.	
		1	30 0	2	40	37 8	1	30 0	2	40	37 8	60 0	2	70	67 8	RS.	
		1	25 0	1	30	28 12	1	25 0	1	30	28 12	50 0	2	60	57 8	RS.	
		1	25 0	1	30	28 12	1	25 0	1	30	28 12	40 0	2	50	47 8	RS.	
		1	20 0	1	25	23 12	1	20 0	1	25	23 12	30 0	2	40	37 8	RS.	
		1	20 0	1	25	23 12	1	20 0	1	25	23 12	25 0	1	30	28 12	RS.	
		1	20 0	1	25	23 12	1	20 0	1	25	23 12	20 0	1	25	23 12	RS.	
		2	20 0	1	25	23 12	2	20 0	1	25	23 12	16 0	1	16 0	16 0	RS.	
		2	16 0	1	16 0	16 0	2	16 0	1	16 0	16 0	16 0	1	16 0	16 0	RS.	
		1	1 8	1	1 8	1 8	1	1 8	1	1 8	1 8	1 8	1	1 8	1 8	RS.	
		15	Total ..	..	..	558 8	15	Total ..	..	..	729 12	..	..	..	..	..	

Vide covering letter No. 175/1-D., dated 24th September 1910.

No. P.A. 3/ 10105, dated 28th September 1910.

Forwarded.

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

3. There is no audit objection to the proposal being sanctioned by Government.

J. F. GRAHAM,
Deputy Accountant-General.

II

Memorandum No. 1909-1, Educational, dated 9th November 1910.

With reference to his letter No. 175/1-D., dated 24th September 1910, submitting proposals for the reorganization of his office, the Commissioner for Government Examinations is requested to submit for the information of Government a statement of the business done in his office during the last three years, showing the number of letters received in each year and the number issued.

(By Order.)

C. A. INNES,
Deputy Secretary to Government.

To the Commissioner for Government Examinations.

III

Letter—from the Hon'ble Mr. J. H. STONE, M.A., Acting Commissioner for Government Examinations, Madras.

To—the Secretary to Government, Educational Department.

Dated—the 24th January 1911.

No.—15/I-D.

With reference to Memorandum No 1909-1, Educational, dated 9th November 1910, calling for a statement of the business done in the Commissioner's office during the years 1907, 1908 and 1909 showing the number of letters received and issued, I have the honour to submit statements showing the main items of the ordinary routine work and the more important items of special work in connection with the examinations. The items in the statements, except perhaps a very few of them, relate to each examination and every item of work has to be done with special care as the proper conduct of the examination concerned depends on the accuracy of the work done.

2. The slightest discrepancy would result in the elaborate arrangements made being upset and in the Commission being put to much unnecessary expense. Several of the items have to be finished by a certain date to ensure the question papers being in the hands of the Superintendents on the appointed date. Almost everything has to be carefully checked. Work has often to be done at high pressure, as the whole work of arranging for each examination has to be completed in about two months—between the date of submission of applications by candidates and the week preceding the examination. Before the work connected with one examination is completed, that of another examination has to be taken up, e.g., the work of the Special Test Examinations (1st August to 15th October) and that connected with the November Technical Examinations (1st September to 15th November). The work of arranging for two or more examinations has thus to be done concurrently. There is therefore work throughout the year, the preliminary arrangements, the arrangements themselves, the preparation and publication of the pass lists and the preparation and despatch of certificates to successful candidates and checking contingent bills, etc. There are examinations in January, March, April, May, June, October and November. In addition to the work connected with these examinations conducted by this office, there is the clerical work of the different examinations held under the Code of Regulations for European schools.

3. The several items of work in connection with the scheme for the award of secondary school-leaving certificates and with the public examination connected therewith have not been included in the statement, only a small portion of the work having been done during the year 1909. The statement "A" consequently very incompletely represents the work that the office will have to do in this and subsequent years. The first session of the Board's meeting was in December 1909, and the office arranged for meetings in 1910 and attended to the issuing of instructions to heads of schools and to other similar work. The latest date fixed for the submission of applications for the ensuing public examination to be held in March 1911 being the 20th December last, various items will have to be attended to only during 1911.

4. Most of the duties devolving on the clerks carry with them heavy responsibility. For instance, the preparation of the statement showing which question papers and how many copies of each of them should be sent to each station, the preparation of the pass list, the calculation of remuneration to Examiners, the checking of detailed bills of contingent charges incurred by Superintendents of Examinations at the various centres in the Presidency and similar items demand the greatest care on the part of the clerks. Large quantities of work having to be turned out in a limited space of time, clerks have at once to be quick, careful and diligent to get through the work accurately and in time. It is not necessary to enlarge on the necessity for the strictest integrity in the office, nor on the fact that much of the work is of a confidential kind.

5. The office is of course organized with a view to the special nature of its work. It is divided into four sections and each section is entrusted with the work connected with two or more examinations. Each section has at least two clerks, and such temporary clerks as are from time to time assigned to it, the copying work in all the sections being done by the two permanent copyists in the office. The Head clerk is also in charge of a section and in addition exercises general supervision over the office. The general items of work, *i.e.*, the items which do not relate to any one examination in particular, are also done under his immediate supervision. Further, all papers to and from the Manager and the Secretary pass through him.

A

Statement showing the number of letters received and the number issued during the calendar years 1907, 1908 and 1909.

Year.	No. of papers received (in round numbers).	No. of papers issued (in round numbers).	Remarks.
1907	22,000	17,450	The corresponding figures for the year 1910 are far in excess of those for any of the years preceding as they include a large amount of correspondence in connection with the scheme for the award of secondary school-leaving certificates, for which nearly 7,500 applications have been received.
1908	20,400	17,100	
1909	18,650	16,700	

B

Office Routine work.

(Daily Items).

1. Docketing the letters received in the office and entering them in the receipt register.
2. Picking out references and putting up back papers.
3. Preparing notes for orders and drafting replies.
4. Making fair copies of the drafts after approval.

5. Examining the fair copies.
6. Entering the out-going papers in the despatch register and despatching them.
7. Marking off disposals in the receipt register and preparing arrear list.

C

General items other than daily items.

1. Preparing the annual indent for stationery, distributing the articles to the establishment from time to time and sending stationery to the examination halls in Madras and maintaining registers.
2. Preparing the contingent bills as often as the permanent advance is spent and preparing the monthly salary bills of the office.
3. Preparing the April returns for submission to the Accountant-General and making the necessary entries from time to time in the service books.
4. Making note of the additions and alterations and preparing drafts of the public service and such other notifications as have to be republished in the Gazette.
5. Compiling and maintaining statements relating to "Finance."
6. Making payments sanctioned to coolies employed by the office from time to time for urgent work and to coolies from the Government Press or other places and maintaining accounts.
7. Preparing the indents for forms from the Accountant-General's office and the indents for service labels.
8. Furnishing materials, statistics, etc., for the budget and the report on the examinations to be submitted to Government.
9. Revising from time to time and ordering printed forms for use in the office and for examination purposes.
10. Preparing the calendar of the Commission for Government Examinations.

D

Despatch work (other than daily routine) in connection with the arrangements for examinations.

1. Sending out letters offering Examinerships.
2. Sending out letters nominating Superintendents.
3. Sending out letters to persons selected for conducting the oral and practical examinations in the mufassal stations.
4. Sending out letters to candidates pointing out irregularities in their applications and calling upon them to correct them.
5. Despatching the plans, field books, and other "certified works" to the respective Examiners for valuation.
6. Countersigning and despatching contingent bills passed for payment, to the Superintendents of the written examinations and to the oral and practical Examiners.
7. Despatching bills of stipend to Examiners with letters of instructions for cashing bills.
8. Despatching the required supply of special paper and special ruled books to Superintendents.
9. Despatching certificates to Collectors, heads of institutions, etc.
10. Despatching group certificates and diplomas to heads of institutions and private candidates.
11. Despatching application forms to private candidates and to heads of institutions.

E

Examination work (Prover).

1. Obtaining proofs from the Press, examining them and finally publishing the several notices and time-tables for the written examination in the case of the different examinations.
2. Obtaining proofs from the Press, examining them and finally publishing the several notices and time-tables similarly for the oral and practical examinations.

3. Printing the required supply of application and fee-receipt forms and despatching them to the various Treasury officers.
4. Revising certain special forms with reference to the instructions for each examination as issued by Examiners and supplying copies to Superintendents of Examinations, Examiners, heads of institutions, etc.
5. Opening the covers containing candidates' applications, sorting applications according to centres, according to schools, according to subjects and grades and returning candidates' post cards enclosed with applications after verifying the names and addresses on them with the corresponding entries in the applications.
6. Looking into each application and noting down the subjects brought up (with grades—higher or lower, or Elementary or Intermediate or Advanced) and making a total, separately for each centre.
7. Copying from each application—the name of the candidate the subject brought up by him, the particular grade of the subject, the school to which he belongs his age, etc., and preparing a manuscript list of candidates for the Press.
8. Examining proofs of the list as the above entries in each application are read out in view to verifying the several entries as they appear in the printed list (proof copy).
9. Preparing blank mark-books for Examiners to enter marks in, examining proofs and despatching them to Examiners.
10. Preparing a statement showing the number of copies of question papers actually required for each examination for each centre, subject and grade, separately, and submitting figures in view to the required number of copies of each paper being ordered from the Press.
11. Preparing statements of the names and addresses of Examiners for each examination for despatch to Superintendents.
12. Preparing the several papers of instructions (general and special) for the guidance of Superintendents.
13. Preparing the several papers of instructions (general and special) for the guidance of Examiners.
14. Checking candidates' applications as to—
 - (a) Candidates' Eligibility—Whether the candidate possesses the required general educational qualifications or has been specially exempted to come up for the subject brought up.
 - (b) Fees—Whether the fee remitted is correct as calculated at the different rates for the different grades—the Elementary, Intermediate or Advanced, higher or lower and whether the fee receipts are duly signed by Treasury officers and dated.
 - (c) Entries made in the applications—Whether the candidate has filled in the several columns properly.
15. Making the necessary additions and alterations in the applications on receipt of replies from candidates to references made to them.
16. Entering on each blank cover (marked confidential) for putting question papers in the grade, subject and the particular sub-division of the subject, *i.e.*, first paper, or second paper and so forth, the date of examination, the hour of examination, the particular examination centre and the number of copies of question papers to be put up in that cover.
17. Preparing statements for the despatch of special papers and special ruled books, for a number of subjects calculating at so many sheets and so many books for a subject for a candidate, as fixed by Examiners.
18. Sorting the confidential covers (sealed) containing question papers according to centres, checking them with a special statement prepared for the purpose and when they are made into parcels for each centre separately, writing the addresses of Superintendents on the parcels, and despatching them.
19. Checking the detailed bills of contingent charges received from the various Superintendents of the written and oral and practical examinations and seeing whether the expenses incurred at each station are reasonable with reference to the number of candidates at that centre, the subjects of examination, and the number of days of examination and finally passing them for payment.
20. Looking into the reports of Superintendents of the written and the oral and practical examinations and taking the necessary action in cases of copying during the examination and other similar malpractices, if any.
21. Looking into the absentee statements received, marking the absentees in the office copy of the list of candidates and keeping the list ready for reference at the time of the publication of results.
22. Preparing certificates of passed candidates.
23. Examining the entries in the certificates prepared.

24. Verifying the success in the several subjects passed in at different examinations by applicants for group certificates and diplomas (4 subjects usually on an average for each group certificate or diploma) by reference to the respective pass lists published in the Gazette from time to time and publishing in the Gazette a list of candidates qualified for group certificates and diplomas.
25. Preparing group certificates and diplomas and examining the entries made in them.
26. Verifying the entries made by Examiners in the statements of work done by them and calculating stipends with reference to question papers set, answer papers and plans, field books and other "certified works" valued, and oral and practical examinations conducted.
27. Preparing comparative statements for fixing remuneration to Examiners conducting the oral and practical examinations and the written examinations in cases where no sanctioned rates of remuneration exist.
28. Preparing stipend bills to Examiners on receipt of the sanction of Government to the disbursement of the amount.
29. Entering on each plan, field book or other "certified work" the register number, name of candidates, subject and grade and the place of examination.
30. Preparing a statement of the plans, etc., to be despatched to the several Examiners.
31. Preparing hall-tickets when the examination is held in more than one place at Madras.
32. Verifying the success of applicants for duplicate certificates by referring to the pass lists before granting the certificates.

Order—No. 144, Educational, dated 13th March 1911.

The papers read above relate to the proposals submitted by the Commissioner for Government Examinations for the reorganization of his office. The sole object of the proposals is stated to be the improvement of the position of the existing clerks in the Commissioner's office who are represented to have few prospects of promotion either inside or outside the office. The Government do not share the Commissioner's view. The Commissioner for Government Examinations is also Director of Public Instruction and as such is the head of a large office, and he should not find it difficult to give promotion to his clerks by drafting such of them as are deserving of promotion occasionally into the office of the Director of Public Instruction. There appears to be no reason why these two Offices should be kept entirely separate. The Government consider that the clerks in the Office of the Commissioner for Government Examinations should look to the Office of the Director of Public Instruction for promotion.

2 The existing scale of pay in the Office of the Commissioner for Government Examinations appears, however, to be susceptible of some improvement and it will accordingly be revised as shown below:—

	Rs.
Head clerk	70—2—80
Second do.	60
Third do.	50
Fourth do.	40
Fifth do.	30
Sixth do.	25
Seventh do.	25
Copyist	20—1—25
Do.	20—1—25

3. The proposition statement as thus altered is sanctioned. The sanction is registered as No. 18 of 1911—12.

4. A lump provision of only Rs. 300 has been entered in the budget estimate for 1911—12 towards the cost of the reorganization. The Commissioner for Government Examinations will be requested to submit a reappropriation statement for meeting the remainder of the cost.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Commissioner for Government Examinations.
" Director of Public Instruction.
" Financial Department with proposition statement.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 144, EDUCATIONAL,
DATED 13TH MARCH 1911.

[SUBJECT.—*Reorganization of the office of the Commissioner for
Government Examinations.*]

*From the Commissioner for Government Examinations, dated 24th September 1910,
No. 175/1-D.*

The office of the Commissioner for Government Examinations was last reorganized
in 1899 when the following establishment was sanctioned :—

	RS.
Manager	200-10-250
Head clerk	50-2-60
Second clerk	40-2-50
Third clerk	30-2-40
Fourth clerk	25-1-30
Fifth clerk	20-1-25
Sixth clerk	20
Seventh clerk	20
Copyist	15
Copyist	15

2. The above scale remained unaltered until 1908, when in connection with the
general increase of the minimum pay of clerks in the Educational offices in Madras
City, the pay of the copyists in the Commissioner's office was increased from Rs. 15
to Rs. 20 ; that of the sixth and seventh clerks from Rs. 20 to Rs. 20-1-25 and
that of the fifth clerk from Rs. 20-1-25 to Rs. 25-1-30—*vide* G.O., No. 627,
Educational, dated 2nd September 1908, and paragraph 4, II, of the Hon'ble
Mr. Forbes's note on page 5 of the notes with G.O., No. 598, Educational, dated 15th
August 1908.

3. The scale of the office Establishment therefore stands at present as follows :—

	RS.
Manager	200-10-250
Head clerk	50-2-60
Second clerk	40-2-50
Third clerk	30-2-40
Fourth clerk	25-1-30
Fifth clerk	25-1-30
Sixth clerk	20-1-25
Seventh clerk	20-1-25
Copyist	20
Copyist	20

4. The Commissioner for Government Examinations now recommends that the pay of the clerks of his office, with the exception of that of the manager, may be revised with effect from the 1st March 1911 as follows :—

	Present scale.	Average pay.	Salary drawn at present.	Proposed scale.	Average pay.
	RS.	RS. A. P.	RS.	RS.	RS. A. P.
Head clerk	50—2—60	57 8 0	60	80—5—100	95 0 0
Second clerk	40—2—50	47 8 0	50	70—2—80	77 8 0
Third clerk	30—2—40	37 8 0	40	60—2—70	67 8 0
Fourth clerk	25—1—30	28 12 0	30	50—2—60	57 8 0
Fifth clerk	25—1—30	28 12 0	27	40—2—50	47 8 0
Sixth clerk	20—1—25	23 12 0	22	30—2—40	37 8 0
Seventh clerk	20—1—25	23 12 0	22	25—1—30	28 12 0
Copyist	20	20 0 0	20	20—1—25	23 12 0
Copyist	20	20 0 0	20	20—1—25	23 12 0
Total ..		287 8 0			458 12 0

5. The reasons urged by the Commissioner for the revision of the scale are—

(1) that the clerks in his office have few prospects of promotion either inside or outside the office ; and

(2) that the salaries of the clerks of his office, for which men of high character are required, are altogether incommensurate with the responsible nature and the extent of the work assigned to them.

6. In paragraph 4 of his letter, the Commissioner states that in proposing to revise the pay of the clerks of his office, he has consulted the scale of pay in force in the office of the Registrar of the University of Madras. The scale in force in the University Registrar's office is compared below with the scale now proposed for the office of the Commissioner for Government Examinations :—

	Scale of the University office.	Proposed scale for the Commissioner's office.
	RS.	RS.
Manager	150—20—250	200—10—250
Head clerk	100—5—125	80—5—100
Second clerk	60—4—80	70—2—80
Third clerk (or Record clerk)	50—2—60	60—2—70
Fourth clerk	40—2—50	50—2—60
Fifth clerk	40—2—50	40—2—50
Sixth clerk	30—2—40	30—2—40
Seventh clerk	30—2—40	25—1—30
Eighth clerk	30—2—40	..
Ninth clerk (Typist and Stenographer)	30—2—40	..
Tenth clerk	30	..
Eleventh clerk	30	..
Copyist	..	20—1—25
Copyist	..	20—1—25
Average cost Rs. ..	781 4 0	696 4 0

7. The average monthly cost of the scale proposed for the office of the Commissioner for Government Examinations is thus Rs. 85 less than that of the scale in force at the University Registrar's office.

8. The scale proposed by the Commissioner involves an increased cost of Rs. 171—4—0 per mensem or Rs. 2,055 per annum. The Commissioner does not propose to employ any additional hands, his proposal is only to raise the pay of the existing clerks. The Commissioner states that the increased cost involved by his

proposals may be met from the surplus receipts of his office. During the past three years, the surplus receipts of the Commissioner's office averaged Rs. 3,088 as follows :—

Year.	Receipts.	Charges.	Surplus.
	RS.	RS.	RS.
1907—1908	67,247	64,224	3,023
1908—1909	60,919	66,558	— 5,639
1909—1910	70,377	58,497	11,880
		3	2,268
			3,088

9. The request contained in paragraph 6 of the Commissioner's letter will be noted and, if the Commissioner's proposals are sanctioned by Government, provision for meeting the extra cost of the proposals in 1911—1912 will be inserted in the Commissioner's budget, when it is received.

T.K —14—10—10.

In 1893, the Commissioner for Government Examinations proposed that his office establishment should be strengthened in consideration of the great expansion the work of the office had undergone during the preceding few years, mainly, owing to the institution of the Primary School examination and the Upper Secondary and Government Technical examinations. The Commissioner then asked for three additional clerks and in order to meet the cost of the additional establishment, he proposed to reduce the salary of the manager from Rs. 200—10—250 to Rs. 200 per mensem. These proposals were approved in G.O., No. 755, Educational, dated 13th October 1893, but effect was not given to them until 1899, when the Commissioner asked for renewal of sanction. He however then withdrew the proposal to reduce the pay of the manager and proposed the addition to the office of two copyists.

2. The proposals now made do not affect the post of manager ; nor do they involve the creation of extra appointments. They only aim at increasing the pay of the existing clerks, on the ground mainly that their present pay is inadequate and that they have few prospects of promotion either inside or outside the office.

3 It is, however, observed that with the abolition of the Primary School examination and the Lower Secondary examination in 1905, and that of the Upper Secondary examination from the current year, the actual amount of work in the office of the Commissioner must have been materially reduced. The public examination in connection with the scheme for the award of Secondary School Leaving Certificates, the clerical work in connection with which is to be done in the office of the Commissioner, and the transfer to that office of the clerical work connected with the European School and Scholarship examinations, will, on the other hand, contribute to entail extra work on the office, although it is difficult to say whether the additional work thus entailed would fully counterbalance the relief granted by the abolition of the Primary, Lower Secondary and Upper Secondary examinations. It must however be noted that it is not on the ground of increase of work that the increase of salary is proposed.

G.O., No. 409, Educational, dated 15th June 1905 and No. 443, Educational, dated 29th June 1905.

G.O., No. 427, Educational, dated 21st July 1909.

Paragraph III (3) of the scheme sanctioned in G.O., No. 427, Educational, dated 21st July 1909.

G.O., No. 269, Educational, dated 3rd May 1909.

4. The extra cost of the revised scale suggested by the Commissioner is Rupees 171—4—0 per mensem or Rs. 2,055 per annum, an increase of about 60 per cent. on the existing cost of the section of the establishment affected. The present * Secretary to the Commissioner is a whole-time officer and is paid Rs. 350 per mensem and it

* Mr. MADDOX.

does not appear that a manager on Rs. 200—10—250 under him is necessary. If it is conceded that a case has been made out for increasing the salaries of the clerks, it would perhaps be expedient to reduce the pay of the manager from Rs. 200—10—250 to, say, Rs. 200 fixed or Rs. 150—10—200, so as to meet a portion of the additional cost of the present proposals. The salaries proposed for the clerks may also be rearranged as shown below so as to keep down the cost of the revision and at the same time, improve the position and prospects of the existing clerks. The statement below shows the present pay of the several clerks, the pay proposed by the Commissioner and the pay which may be fixed for them:—

	Existing scale of pay.	Scale proposed by the Commissioner.	Scale suggested for adoption.
	RS.	RS.	RS.
Manager	200—10—250	200—10—250	150—10—200
Head clerk	50—2—60	80—5—100	70—5—100
Second clerk	40—2—50	70—2—80	60
Third clerk	30—2—40	60—2—70	50
Fourth clerk	25—1—30	50—2—60	40
Fifth clerk	25—1—30	40—2—50	35
Sixth clerk	20—1—25	30—2—40	30
Seventh clerk	20—1—25	25—1—30	25
Copyist	20	20—1—25	20—1—25
Copyist	20	20—1—25	20—1—25
Total ..	525	696½	567

5. The scale suggested above costs Rs. 129—4—0 less than the one proposed by the Commissioner and only Rs. 42 more than the existing scale. The reduction in the pay of the manager will take effect only when the present incumbent vacates the appointment.

K. RANGASWAMI AIYANGAR—17-10-10.

With a full-time Secretary, a highly paid manager does not seem necessary, and a salary of Rs. 150—10—200 for the latter appears adequate. Incremental salaries may be justifiable in the case of the manager and also the head clerk in consideration of their usefulness increasing each year and of the fact that they cannot rise higher, but this reason does not hold good in the case of the subordinate clerks who can get promotions in the office as vacancies occur. Hence fixed salaries are suggested in their case. The copyists are not likely to be fit for anything except fair copying and hence they may be allowed progressive salaries. Before orders are passed on the present scheme, the Director of Public Instruction may be requested to state the educational qualifications of each member of the existing establishment.

M. S. MASCARENHAS—18-10-10.

I think we had better keep to the incremental scales of salary, for as the Director of Public Instruction points out vacancies seldom occur in the Commissioner's office and the clerks have little prospect of promotion inside the office or out of it.

The reorganisation proposed by the Director of Public Instruction is all for the benefit of the men at present in the office. He would give the first four clerks an immediate increase of pay of Rs. 20 per mensem each, with the prospect of rising by annual increments another 10 Rs. (20 in the case of the head clerk) within five years.

The immediate increase proposed is, I submit, excessive. I would limit it to Rs. 10 in the case of the first four clerks. The scales would then compare as follows:—

Present pay.	Director of Public Instruction's scale.	Proposed.
RS.	RS.	RS.
60	80—5—100	70—2—80
50	70—2—80	60—2—70
40	60—2—70	50—2—60
30	50—2—60	40—2—50
27	40—2—50	30—2—40
22	30—2—40	25—1—30
22	25—1—30	25—1—30
20	20—1—25	20—1—25
20	20—1—25	20—1—25

The Director of Public Instruction may be asked whether the above proposed scale would not adequately suffice for the office and provide at the same time for the legitimate claims of the present staff to promotion.

As suggested in the office note, the Director of Public Instruction might be asked to consider at the same time whether the pay of the manager's post should not be reduced seeing that there is now a full-time Secretary. The present man might get a personal allowance so that he would not suffer.

L. M. WYNCH—23-10-10.

Finance had better see first and see what they suggest. In any case I do not think we need further consult the Director of Public Instruction. He has made his suggestion, it is for us now to pass final orders.

I think however that it might be well to ask the Director of Public Instruction whether he can give us the figures of the work done in the office during the past three years. How many letters came into the office and how many went out.

Has not the Secretary to the Commissioner always been a full-time officer, if not, when was the arrangement of a full-time officer first made?

M. H[AMMICK]—5-11-10.

The information required at A may be called for first, before sending to Financial.

M. S. MASCARENHAS—7-11-10.

A draft memorandum to the Commissioner for Government Examinations calling for the information required at A is submitted for approval.

No pay is attached to the post of Secretary to the Commissioner for Government Examinations, but only a local allowance, which is paid to any officer who performs the duties of Secretary in addition to his own—*vide* G.O., No. 740, Educational, dated 16th December 1904. The post is not a whole-time appointment. Please see the notes with G.O., No. 315 R., Educational, dated 28th July 1908.

2. The post is now held by Mr. George Maddox who is not a Government servant and it is understood that he devotes his whole time to the work.

3. After the issue of the memorandum the file may be passed on to Financial.

T.K.—8-11-10.

K. RANGASWAMI AIYANGAR—8-11-10.

Issue the official memorandum and let the file lie over. It should not go to Financial Department until a reply has been received from the Commissioner for Government Examinations.

C. A. INNES—8-11-10.

[Issued as Official Memorandum No. 1909-1, dated 9th November 1910.]

From the Commissioner for Government Examinations, No. 15-1/D., dated 24th January 1911.

In Memorandum No. 1909-1, dated 9th November 1910, the Commissioner for Government Examinations was requested to furnish a statement of the business done in his office during the last three years, showing the number of letters received in each year and the number issued. The Commissioner now furnishes the information. He submits five statements. Statement A shows the number of letters received and issued from the Commissioner's office during the years, 1907, 1908 and 1909. The Commissioner observes that the receipts and issues during 1910 are considerably larger owing to the correspondence connected with the scheme for the award of Secondary School Leaving Certificates.

Statements B and C specify the ordinary routine work of the Commissioner's office, while statements D and E enumerate the items of the special work of the office in connection with the various examinations with the conduct of which it is charged. The nature of this work is further explained in the Commissioner's letter.

2. The information furnished seems to show that the work of the Commissioner's office is varied and responsible.

3. The file may now be sent to the Financial Department for remarks with reference to Honourable Member's note on page 5 *supra*.

T.K.—27-1-11.

K RANGASWAMI AIYANGAR—27-1-11.

C. A. INNES—28-1-11

To the Financial department.

FINANCIAL DEPARTMENT.

The proposals made to reorganize the office of the Commissioner for Government Examinations do not involve the addition of new appointments, but only the revision of the existing scale of pay. The existing scale, the Director of Public Instruction's scale, and the scale suggested by Educational are shown below :—

Details of establishment.	Existing scale.		Director of Public Instruction's scale.		Educational Department scale.	
		Cost per mensem.		Cost per mensem.		Cost per mensem.
One Manager	200—10—250	237½	200—10—250	237½	200—10—250	237½
One head clerk	50—2—60	57½	80—5—100	95	70—2—80	77½
One second clerk	40—2—50	47½	70—2—80	77½	60—2—70	67½
One third clerk	30—2—40	37½	60—2—70	67½	50—2—60	57½
One fourth clerk	25—1—30	28½	50—2—60	57½	40—2—50	47½
One fifth clerk	25—1—30	28½	40—2—50	47½	30—2—40	37½
One sixth clerk	20—1—25	23½	30—2—40	37½	25—1—30	28½
One seventh clerk	20—1—25	23½	25—1—30	28½	25—1—30	28½
One copyist	20	20	20—1—25	23½	20—1—25	23½
One copyist	20	20	20—1—25	23½	20—1—25	23½
Total cost ..		525		696½		630

Extra cost Director of Public Instruction's scale is Rs. 171½ per mensem or Rs. 2,055 per annum.
Extra cost Educational Department scale is Rs. 105 per mensem or Rs. 1,260 per annum.

2. It is suggested in the Educational department notes that now that there is a Secretary (Mr. Maddox) who devotes his full time for his work, the necessity for a highly paid manager ceases to exist, and that his pay should therefore be reduced, the savings thus effected being utilized to meet the cost of raising the pay of the rest of the establishment. The suggestion would have been a good one had the sanctioned appointment of the Secretary been full-time. As it is, however, the appointment carries with it only a local allowance of Rs. 350 per mensem and may be held by any one in addition to other duties. That Mr. Maddox, the present Secretary, devotes his whole-time to the work is an

accident which may or may not always occur. So long as the Secretary is remunerated by a local allowance, it does not appear to be advisable to reduce the pay of the manager. In any case such reduction will not effect the present incumbent and will not be of advantage now; and we do not know whether when he vacates the appointment, the Secretaryship will be held by an officer who would devote his full time for the work. The matter seems to be mixed up with the question of having a full-time Secretary and, it is submitted, will have to be taken up separately for consideration.

3. As regards the scale of pay proposed for the rest of the establishment, the only establishment with which a useful comparison can be made is that* of the Registrar of the University. The only question appears to be whether an incremental scale should be allowed in all cases as proposed. On this point attention is solicited to the following note by Sir William Meyer :—

“Incremental scales involve additional accounts work and a certain amount of complication in respect to acting allowances, and tend to encourage mediocrity, for it is rarely that a man is punished for unsatisfactory work by stopping his increments.”

Incremental pay is now being discouraged as much as possible both by the Government of India and the Local Government.

4. The incremental scale as proposed by the Educational is open to the objection that the maximum pay in each scale is the same as the minimum in the next higher grade. Perhaps the incremental pay may be retained for the head clerk and the last two clerks, who are copyists, and the scale may be modified as follows :—

	Cost per mensem.	
	RS.	RS.
One head clerk	70—2—80	77½
One second clerk	60	60
One third clerk	50	50
One fourth clerk	40	40
One fifth clerk	30	30
One sixth clerk	25	25
One seventh clerk	25	25
One copyist	(20—1—25)	23½
One copyist	(20—1—25)	23½

Total cost including the cost of the manager is Rs. 592-8-0.

Extra cost is Rs. 592-8-0 - 625 = 67-8-0 per mensem.

Total cost per mensem 355

Educational Department scale is Rs. 1,260 per annum scale suggested above Rs. 810 = Rs. 450 per annum.

The extra cost involved is Rs. 67-8-0 per mensem or Rs. 810 per annum. This involves a reduction of expenditure of Rs. 450 per annum over that proposed by the Educational.

5. If, however, it is considered desirable that in view of the special character of the office and the fact that the clerks have little scope for promotion, the incremental scale should be retained, the scale suggested by Educational seems suitable

but for the objection mentioned above, viz., that the maximum of a grade is the same as the minimum of the next higher grade. If this is to be avoided the immediate increments proposed in Educational will have to be reduced from Rs. 10 to Rs. 5 in the case of the second, third and fourth clerks. It is for consideration whether this should be done.

6. In case any expenditure is incurred during the current year the Commissioner for Government Examinations will have to reappropriate for the charge or should apply for additional allotment if no reappropriation is possible. For next year a lump provision of Rs. 300 has been made on account of the present proposals under 260. SCIENTIFIC, ETC., DEPARTMENTS EXAMINATIONS—Government Examinations. The Commissioner for Government Examinations may be left to reappropriate in the course of next year for meeting the rest of the extra cost.

T.C.N.—7-2-11.

K.P.A.—7-2-11.

It is doubtful whether an increase of pay to the office of the Commissioner

A. G. CARDEW—13-2-11.

* Year.	No. of papers received.	No. of papers issued.
1907	22,000	17,450
1908	20,400	17,100
1909	18,650	16,700

† Part III (3) of the scheme sanctioned in G.O., No. 427, Educational, dated 21st July 1909.

‡ Primary School examination, Lower Secondary examination in 1905, Upper Secondary examination from the current year.

Please see the present pay shown by the Local and Municipal Secretary on page 4 above; cf. existing scale shown on page 6 above.

and perhaps this circumstance is not without significance in connection with the present proposals having been made. A comparison has been made with the pay of the appointments in the office of the Registrar of the University. It is submitted, however, that we have no knowledge of the actual amount of work done by the clerks in the two offices and it is further to be borne in mind that the expenditure on the Registrar's office is not a charge on the Provincial Funds. The Commissioner's office will probably come up for an increase of strength after they have had some experience of the School Final examination and it would probably be time enough then to consider whether the office should be regraded.

2. In the preceding notes, proposals for modifying the pay of the manager are discussed mainly on the ground that there is now a full-time Secretary. Submitted that, though the present Secretary devotes his full time to the post, he is not a full-timed officer and that the appointment is only remunerated on a part-time basis, viz., G.O., No. 740, Educational, dated 16th December 1904, and notes thereto. by a local allowance of Rs. 350. The next incumbent of the appointment might perhaps not be able to devote his full time to the duties of the office and, if the pay is now reduced, it might conceivably be an argument in future for putting in a full-time Secretary on enhanced pay. As pointed out in the preceding note, in any case any reduction in the pay of the appointment could have no immediate effect as the present incumbent would have to be compensated by a personal allowance.

C. REILLY—8-2-11.

I agree with Mr. Reilly that it is not clear that any case for revision of scale of pay has been made out. The Commissioner of Government Examinations is also Director of Public Instruction and as such he is the head of a large office, and controls much other patronage. It is quite easy for him to give promotion to the clerks in the office of the Commissioner for Government Examinations by drafting the senior clerks into the office of the Director of Public Instruction occasionally.

If a revised scale of pay is, however, to be given, the Educational Department's proposals may perhaps be accepted.

A. G. CARDEW—13-2-11.

The Director of Public Instruction should be told that obviously the clerks in the office of the Commissioner for Government Examinations should look to the office of the Director of Public Instruction for promotion. There seems to be no reason why these two offices should be kept entirely separate. If that is done, it seems unnecessary to give incremental salaries to these clerks and at present the rules of the Government of India discourage the grant of incremental salaries. I am not in favour of reducing the pay of the manager of the office at present. The statement of work submitted by the Director of Public Instruction shows that at all events at present there is no great pressure over and above what has existed in previous years.

We may wait and see whether the institution of the Secondary School Leaving certificates adds very much to the work of the office but it has not done so apparently as yet. Taking these circumstances into consideration I think that the statement of the scale of office mentioned on page 7 of these notes is the preferable one and that may be adopted.

M. H[AMMICK]—20-2-11.

To the Educational department.

EDUCATIONAL DEPARTMENT.

A draft order is submitted for approval. If approved, it may be sent to the Financial department for acceptance.

T.K.—1-3-11.

K. RANGASWAMI AIYANGAR—2-3-11.

G. F. PADDISON—2-3-11.

To the Financial department.

FINANCIAL DEPARTMENT.

Please see the Financial department notes on pages 6 to 8 ante. The extra charge likely to be incurred next year is about Rs. 480. There is a lump provision Page 188, Civil Budget Estimate, Second of only Rs. 300 in the budget estimate Edition under the head 260. "Scientific, for 1911-1912, on account of the etc., Departments Examinations—Government reorganisation of the office of the Commissioner for Government Examinations. A reappropriation statement for meeting the remainder of the cost, viz., Rs. 180, will have to be called for from the Commissioner for Government Examinations. A paragraph to this effect may be added to the draft order which may otherwise be accepted, the sanction being registered as No. 18 of 1911-1912.

T.C.N.—4-3-11.

K.P.A.—4-3-11.

C. REILLY—6-3-11.

A. G. CARDEW—7-3-11.

To the Educational department.

EDUCATIONAL DEPARTMENT.

A paragraph has been added to the draft as desired by the Financial department. The order may now issue.

T.K.—11-3-11.

K. RANGASWAMI AIYANGAR—11-3-11.

Issue.

G. F. PADDISON—13-3-11.

[G.O., No. 144, Educational, dated 13th March 1911.]

Rad

1911.

Desk 7/12
13/3

The Government consider that the clerks

The Government consider that the clerks
in

2/20/26 P

in the office of the Commissioner for Government Examinations should look to the office of the Director of Public Instruction for promotion. ~~Director of Public Instruction will be informed accordingly.~~

2. The existing scale of pay in the office of the Commissioner for Government Examinations appears, however, to be susceptible of some improvement and it will accordingly be revised as shown below:--

Head clerk.	Rs.70 -- 2 -- 80
Second clerk.	Rs.60
Third clerk.	Rs.50
Fourth clerk.	Rs.40
Fifth clerk.	Rs.30
Sixth clerk.	Rs.25
Seventh clerk.	Rs.25
Copyist	Rs.20 -- 1 -- 25
Do.	Rs.20 -- 1 -- 25.

3. The proposition statement as thus altered is sanctioned. The sanction is registered as No. 18 of 1911-12

7/4
2-3-11

To
The C.G.E.
" D.P.I.
" Finl. Dept. with propn. stat^e

13/14.2.11

40
2-3-11

50
2/3/11

4. A lump provision of only Rs 300 has been entered in the budget estimate for 1911-12 towards the cost of the reorganization. The C.G.E. will be requested to submit a reappropriation statement for meeting the remainder of the cost.

RD 11.3.11

PRESS SLIP.

ORDINARY.

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URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No....., dated.....190

G.O., No. 144, dated 12.2.11 190Number of MS. pages sent { Correspondence including order or orders
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