

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Enclosures

1912.

Regd.

Spare copies

G.O. No. 831, 11th September 1912.

Sub-Assistant Inspectors of Schools.

Sanctioning, as a temporary measure, the appointment of 48 additional — for a period of one year from 1st November 1912 and requesting the Director of Public Instruction to submit complete proposals for strengthening the inspecting agency to meet all existing need and anticipated developments in the next few years.

2

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

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).
Dated—the 21st June 1912.
No.—5087.

I have the honour to submit proposals for the appointment of additional Sub-Assistant Inspectors of schools in this Presidency with effect from 1st August next. The present staff of sub-assistants of non-Muhammadan boys' schools have at present to examine about 22,000 public Elementary schools for boys, which are distributed among the various circles as shown below :—

Circle.	Number of public Elementary schools (non-Muhammadan).	Existing number of sub-assistants (non-Muhammadan).	Total number of officers required at one for 150 schools.	Additional number of officers required over and above the present number.
First	3,721	19	25	6
Second	3,685	15	25	10
Third	3,107	12	20	8
Fourth	1,123	5	7	2
Fifth	3,093	15	21	6
Sixth	3,479	14	23	9
Seventh	2,630	15	18	3
Eighth	1,093	7	7	..
Total	21,931	102	146	44

2. In the proposals of the Madras Government embodied in the letter addressed to the Government of India (*vide* G.Os. Nos. 492 and 493, Educational, dated 20th August 1902) it was laid down as a general principle that the average number of schools which an officer should be required to inspect annually should not exceed 150. The total number of additional sub-assistants should accordingly be at least 44 as shown in the statement furnished above. Further for the examination of Muhammadan schools, the total number of which is 1,212, there should, on the same principle, be eight sub-assistants or four more than the existing number. In all, there should thus be 48 additional sub-assistants; but having regard to the funds available, I propose to add only 34 to the present number—30 sub-assistants for non-Muhammadan schools, 2 for Muhammadan schools (including the additional appointment sanctioned in paragraph 4 of G.O. No. 404, Educational, dated 10th May 1912) and 2 for employment as assistant inspectors of the new Chittoor and Ramnad districts.

3. The 30 sub-assistants I propose to distribute as follows :—

Circle.	Number of Sub-Assistants.
First	5
Second	6
Third	5
Fourth	2
Fifth	4
Sixth	6
Seventh	2
Total	30

Any variation that may be necessary, I shall consider, on receipt of proposals from the inspectors for re-distribution of the ranges in their circles. With the creation of two additional Muhammadan ranges, each Muhammadan sub-assistant

inspector will have to examine about 200 schools, but considering the comparatively low standard of the Muhammadan Elementary schools they may, I think, manage for the present.

4. The cost of the clerical and menial establishments of these 34 additional officers will amount to Rs. 1,092 and the total increase in salaries to Rs. 3,050 *per mensem* in accordance with the scales shown hereunder :—

Establishment—

For each sub-assistant inspector of non-Muhammadan schools—

	Rs.
1 Clerk	15
1 Attender	10
1 Peon	6
Total	31

For 30 offices Rs. 31 × 30 = Rs. 930.

For each sub-assistant inspector of Muhammadan schools—

	Rs.
1 Clerk	15
1 Peon	7
Total	22

For 2 offices Rs. 22 × 2 = Rs. 44.

For each assistant inspector of schools—

	Rs.
1 Head clerk	30
2nd clerk	15
2 Peons at Rs. 7 each	14
Total	59

For 2 offices Rs. 59 × 2 = Rs. 118.

Salaries—

Class	I (Rs. 200)	Rs.
2 in class II (175)	350	
2 in „ III (150)	300	
2 in „ IV (125)	250	
2 in „ V (100)	200	
26 in probationary class (75)	1,950	
Total		3,050
Total		4,142

The pay of sub-assistants in the first class has been taken to be Rs. 200 in accordance with the grading proposed in G.O. No. 915, Educational, dated 22nd December 1911, in connection with the scheme of reorganization of training schools.

5. It will be seen that the total annual cost of these proposals is Rs. 49,704. This estimate is exclusive of the allotments required for travelling allowance, supplies and services and contingencies, for which the usual provision will be made in the departmental budget estimate of charges for 1913-14 and application made for an allotment for the remainder of the current year. I do not consider it desirable to add a small number each year to the existing number of sub-assistants, as that course would upset the work of many of the ranges by frequent territorial redistribution. I therefore hope to appoint this year almost all the additional sub-assistants herein proposed, and few years hence a further addition may be made.

6. With perhaps the exception of a few special cases there is no urgent necessity at present for any general strengthening of the agency of supervisors and the consideration of this question may therefore be deferred for the present at any rate.

7. The extra cost involved by these proposals can be met from the Imperial grant of 8 lakhs as the provision of an adequate inspecting agency is a very important factor in any attempt to improve Elementary education.

8. The necessary proposition statement is herewith submitted in duplicate.

ENCLOSURE.
STATEMENT of proposition for revision of establishment.

Order sanctioning present establishment.				Nature of charge.				Proposed scale.				Proposition.			
Office to which the proposition refers.				Present scale.				Proposed scale.				Proposition.			
				Pay.				Pay.				Permanent.			
Designation.				Pay.				Designation.				Increase per month.			
Number.				Pay.				Number.				Decrease per month.			
5				6 7 8				11				Amount.			
4				9				12 13 14				Amount.			
3				10				15				Amount.			
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51				63				68				Amount.			
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263				275				280				Amount.			
264				276				281				Amount.			
265				277				282				Amount.			
266				278											

* Includes the clerks on Rs. 15 sanctioned for each of the offices of the assistant inspectors of schools, Ganjam and Guntur districts in G.O. No. 426, Educational, dated 16th May 1912 and G.O. No. 510, Educational, dated 12th June 1912, respectively.

Endt. No. Spl. 2—7180, dated 6th July 1912.

Forwarded.

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

3. The increase proposed by the Director of Public Instruction will require the sanction of the Secretary of State, under article 277 (iii), clause (5) of the Civil Account Code, Vol. I, as the revision involves additional expenditure of more than Rs. 50,000 a year as per details below :—

	RS.
Increase of salary as per proposition statement for 12 months at Rs. 4,149-8-0 per mensem	49,794
Add fixed travelling allowance of Rs. 25 per mensem for 34 additional sub-assistant inspectors proposed, as per item 70, appendix 22 of the Civil Service Regulations, for 1 year ..	10,200
Total	59,994

The extra expenditure that will be necessary for "supplies and services" and "contingencies", referred to in paragraph 5 of the Director of Public Instruction's letter, has been excluded from the calculation made above.

4. The extra cost involved by these proposals during the current year can be met, with the approval of Government in the Financial department, from the lump provision of 4 lakhs entered in the provincial budget under "22. Education."

J. F. GRAHAM,
Offg. Accountant-General.

To the Secretary to Government, Educational Department.

II

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

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

Dated—the 27th June 1912.

No.—Ref. on Cur. 5043.

With reference to paragraph 4 of G.O. No. 404, Educational, dated 10th May 1912, sanctioning the additional appointment of a sub-assistant inspector of Muhammadan schools and calling for the submission of the necessary proposition statement, I have the honour to state that provision for this additional sub-assistant inspector and his establishment has been included in the proposition statement for the additional 34 sub-assistants and their establishment submitted with my letter No. 5087, dated 21st June 1912.

Endt. No. Spl. 2—7340, dated 9th July 1912.

Forwarded in continuation of this office No. Spl. 2, dated 6th July 1912.

J. F. GRAHAM,
Offg. Accountant-General.

To the Secretary to Government, Educational Department.

Order—No. 831, Educational, dated 11th September 1912.

The proposals submitted by the Director of Public Instruction for the appointment of additional sub-assistant inspectors of schools represent only an instalment of the actual requirements as at present calculated and do not take sufficiently into account the new institutions for which funds have already been provided in the current year. They also indicate that a further addition to the inspecting staff will be inevitable in the near future. As the introduction of a reform of this nature by

instalments is contrary to well-known financial principles, the Government must ask the Director to elaborate a complete scheme meeting not only all existing needs but also providing for the developments anticipated in the next few years. They will then be in a position to apply for the requisite sanction. The proposals should include the necessary complement of supervisors and other subordinate staff, and consideration should be devoted to the question whether some addition will not be required to the superior inspecting agency.

2. In the meantime, to meet immediate necessities, the Government sanction as a temporary measure the appointment of an additional staff of 48 sub-assistants together with the appropriate subsidiary establishments for a period of one year from the 1st November 1912. Two of these officers are intended to relieve senior officers employed as assistant inspectors of the new Chittoor and Ramnad districts and two more (including the appointment sanctioned in paragraph 4 of G.O. No. 404, Educational, dated 10th May 1912) for the inspection of Muhammadan schools, while the remaining 44 are for general duty. All the additional appointments will be placed in the probationary grade of the inspection branch of the subordinate Educational service and will thus carry a salary of Rs. 75. The following establishment will be sanctioned for each of the two officers acting as district assistant inspectors :—

	Pay per mensem.
	RS.
One clerk	20
One clerk	15
One attender	10
One peon	7
One peon	6

The sub-assistants for Muhammadan schools will each be allowed a clerk on Rs. 15 and a peon on Rs. 7 and those employed on general duty a clerk on Rs. 15, an attender on Rs. 10 and a peon on Rs. 6.

3. Orders will issue in the Financial department providing funds to meet the cost of the temporary sub-assistants and their establishment during the current year.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction,
" Financial Department
(with copy of Financial Department notes).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 831, EDUCATIONAL, DATED 11TH SEPTEMBER 1912.

[SUBJECT.—Appointment of additional sub-assistant inspectors of schools.]

Previous papers :

G.O. No.	321-A, Educational, dated 31st July	1900.
" "	678 " " 21st November	1901.
" "	492-93 " " 20th August	1902.
" "	207 " " 31st March	1904.
" "	152 " " 20th "	1907.
" "	423 " " 3rd July	"
" "	113 " " 13th February	1908.
" "	744 " " 5th November	"
" "	3118, Revenue, " 14th "	"
" "	35-6, Educational, " 19th January	1909.
" "	140 " " 10th March	"
" "	142 " " 10th "	"
" "	2430, Revenue, " 22nd July	1910.
" "	852-3, Educational, " 2nd December	1911.
" "	915-16 " " 22nd "	"
" "	204 " " 2nd March	1912.
" "	254 " " 16th "	"
" "	404 " " 10th May	"
" "	455 " " 28th "	"
" "	536 " " 18th June	"
" "	660 " " 20th July	"

From the Director of Public Instruction, dated 21st June 1912, No. 5087.

The cadre of the sub-assistant inspectors of schools (excluding sub-assistant inspectresses of girls' schools) consists of 121 appointments as follows :—

	Rate of Pay.
	RS.
First class, 10 appointments	175
Second class, 20 appointments	150
Third class, 29 appointments	125
Fourth class, 40 appointments	100
Probationers, 22 appointments	75

In this cadre is included one appointment of sub-assistant inspector in Coorg, one in Bangalore and one sub-assistant inspector of Sanskrit schools. Excluding these three, there are 118 officers for the inspection of public elementary schools for boys in this presidency. Nine of these officers are employed as district assistant inspectors of schools, four as

sub-assistant inspectors of Muhammadan schools and three as sub-assistant inspectors of Mappilla schools. The remaining 102 officers are employed in inspecting non-Muhammadan elementary schools for boys.

2. In 1902, when the scale of appointments of sub-assistant inspectors of Schools was generally re-organized, the number of these officers, including those for girls' schools, was raised from 58 to 126 (with the sanction of the Government of India) with the object of reducing the number of schools which an officer should be required to inspect to a figure not exceeding 150. Total number of primary schools to be inspected then was about 18,000, and with the addition sanctioned an average of only about 158 schools was left for each sub-assistant.

G.O. Nos. 492-93, Educational, dated 20th August 1902.

G.O. No. 207, Educational, dated 31st March 1904.

Paragraph 2 of letter No. 493, Educational, dated 20th August 1902.

3. The number of public elementary schools has since risen considerably, the number of those for boys on the 31st March 1911, having been 23,593. Of these, 1,139 were Muhammadan, 341 Mappilla, and 22,113 non-Muhammadan schools. The sub-assistant inspectors in charge of non-Muhammadan elementary schools for boys have thus now to inspect on an average 217 schools each. It may also be pointed out that at the Education Conference held at Allahabad in February 1911, it was suggested that 90 schools should be the maximum which a single inspecting officer could supervise. In Baroda 75 is the limit. In paragraph 14 of letter No. 853, Educational, dated 2nd December 1911, submitting a programme for the expansion of elementary education, this Government however thought that with the assistance received from supervisors it should be possible for each inspecting officer to deal with 150 schools. It will thus be seen that this standard is not at all a high pitched one and that it has been accepted by this Government from a long time.

Page 134 of Volume II of Public Instruction Report.

Pages 155 and 156 of Volume II of Public Instruction Report.

Paragraph 12 on page 3 of the Conference report.

Cf. Paragraph 5 of the Director of Public Instruction's letter on page 10 of G.O. No. 852, Educational, dated 2nd December 1911.

4. Adopting this standard, 146 officers or 44 additional sub-assistant inspectors will be needed to supervise the existing non-Muhammadan elementary schools for boys. As regards Muhammadan elementary schools, the Director states that there are now 1,212 of them and that on the principle of one officer to supervise 150 schools, 8 sub-assistant inspectors or four more than the present number will ordinarily be required. But having regard to the funds available, the Director

150)22,000(146	
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600	
1,000	
900	
100	

proposes to appoint at present only 30 for the former schools and two for the latter. In addition to these, two more sub-assistants, making a total of 34, are reported to be required for employment as district assistant inspectors of the newly constituted districts of Chittoor and Ramnad in accordance with the scheme sanctioned in G.O. No. 35, Educational, dated 19th January 1909, and No. 140, Educational, dated 10th March 1909. The Director of Public Instruction's proposals seem reasonable. From the tentative distribution of the 30 sub-assistants for the non-Muhammadan schools, given in paragraph 3 of the current file and the calculations added to the figures therein, it will appear that even with the addition proposed the number of schools to be controlled by each sub-assistant is still higher than the accepted maximum in several cases. The contemplated increase in the number of schools to be opened with the aid of the Imperial grants will add further to the charge of these officers.

The addition proposed is therefore by no means large, if it is not regarded as inadequate. The increase of two officers for Muhammadan schools includes the addition of one sub-assistant sanctioned in G.O. No. 404, Educational, dated 10th May 1912, and is very modest.

5. The distribution of these additional officers according to grades given in paragraph 4 of the Director of Public Instruction's letter appears to be acceptable. The establishment for the additional sub-assistants proposed in the same paragraph is in accordance with the existing scale. The proposals in these respects also may be accepted.

L. DAVIDSON.

6. The proposal of the Director of Public Instruction involves an additional expenditure of Rs. 49,704 *per annum* or according to the Accountant-General Rs. 59,994 a year including the fixed travelling allowance payable to the sub-assistant inspectors. In the latter case the scheme will require the sanction of the Secretary of State under article 277, III, clause (5) of the Civil Account Code, Volume I. It is not however free from doubt whether the fixed travelling allowance should be taken into account for this purpose while the allowance at the ordinary rates, which will naturally be higher than a fixed rate will not usually be counted. It may perhaps be better not to dispute the point but to cut down the cost to Rs. 50,000 so as to avoid the necessity for going up to the Secretary of State. If so, the number of sub-assistants to be appointed should be reduced to 27 including the one already sanctioned in paragraph 4 of G.O. No. 404, Educational, dated 10th May 1912, the reduction being confined to the last class of probationers. If so reduced, the cost will be Rs. 49,230 as shown below:—

Number of appointments.	Class.	Rs.	Cost per mensem.
		Rs.	Rs.
2	I	175	350
2	II	150	300
2	III	125	250
2	IV	100	200
19 Probationers ..		75	1,425
—			—
27			2,525
—			—
Establishment for 23 sub-assistants of non-Muhammadan schools at Rs. 31 <i>per mensem</i> under each			
			713
Establishment for 2 sub-assistants of Muhammadan schools at Rs. 22 <i>per mensem</i> under each			
			44
Establishment for 2 district assistant inspectors			
			125½
Fixed travelling allowance for 25 officers at Rs. 25 <i>per mensem</i>			
			625
Fixed travelling allowance for 2 Muhammadan officers at the recently sanctioned rate of Rs. 35 <i>per mensem</i>			
			70
Total			4,102½
			Or 49,230 <i>per annum</i> .

G.O. No. 536, Educational, dated 18th June 1912.

The travelling allowance of the two officers who are to be appointed as district assistant inspectors has been taken at Rs. 25 for present purposes, though they are entitled to allowance according to the ordinary rules of the Civil Service Regulations—G.O. No. 142, Educational, dated 10th March 1909.

7. Thus altered, the scheme does not require either the sanction of the Secretary of State or the Government of India under the rules as recently altered. The powers of local Governments have been enhanced so as to authorize them to sanction revision of permanent establishments involving additional expenditure not exceeding Rs. 50,000.

But this is an addition to the establishment not a revision of rates.

L. DAVIDSON—23-9-12.

It is however provided that in the case when a Provincial Government propose to issue orders involving "the revision of the rates of substantive pay of any one branch of the public service alone of more than Rs. 25,000 a year", the draft order shall be submitted to the Government of India for examination of the proposals "with a view to determine whether they are likely to prove embarrassing to other Provinces or to the Government of India." The Provincial Governments are also authorized to bring the scheme into effect if no orders are received from the Government of India within three months. If the scheme is to be approved, the Government of India may be required to issue early orders on the proposals.

8. The Director of Public Instruction proposes to meet the cost of this establishment from the Imperial grant of eight lakhs. The annual recurring liability so far approved for the elementary education of boys amounts to 8.26 lakhs as shown below :—

	Rs.	Lakhs.
Stipends—		
Increased rates..	43	
Grants-in-aid ..	09	
Increase of pay to elementary teachers in public and aided schools ..	1.75	
New municipal schools ..	*32	
New board schools of 1911-12 ..	1.46	
Do. 1912-13 ..	4.21	
	8.26	
* Amount provided in G.O. No. 455, Educational, dated 28th May 1912. ..	29,962	
Deduct remaining portion relating to furniture and appliances ..	5,400	
	24,562	
For extra three months ..	8,070	
	32,632	

If the provision for additional sub-assistants is also included, the total amounts to 8.75 (8.26+.49) against the allotment of 8.63 earmarked for the additional expenditure on this account out of Imperial and Provincial funds—5.53 from Imperial grant and 3.10 included in the provision of 5.20 in the Civil Budget Estimate. This therefore involves an excess of recurring liability for the education of boys to the extent of .12 of a lakh. The Director of Public Instruction has stated in another connection that a number of schools opened and to be opened by local boards are girls' schools and that it would certainly not be an undue encroachment on the allotment of Rs. 87,000 set aside in Imperial grant for female education, if a portion of the allotments abovementioned is debited to that head. Thus the excess of .12 in the recurring liability can be debited to the provision for female education. The cost of the additional sub-assistants can be debited to the Imperial grant as proposed by the Director of Public Instruction without exceeding the recurring liability which the Government have already undertaken to provide.

9. For the extra expenditure during the current year Financial will have to allot the funds needed, as the Imperial grant of 4 lakhs provided in the budget has already been exceeded to the extent of Rs. 2,03,862. The current proposals will need an allotment of Rs. 24,615 for six months from 1st September 1912 exclusive of charges for contingencies, etc. The total amount to be found by Financial will therefore be Rs. 2,28,477.

T.K.—22-7-12.

C. RAMANUJACHARI—22-7-12.

Educational may support the proposal largely to increase the staff of sub-assistant inspectors. There is no doubt about the urgency if the need for it.

2. It is not a question of revising rates but of adding to the establishment; and under the revised rules as published in the press the Local Government can, I think, sanction an aggregate increase of Rs. 50,000 *per annum*.

3. His Excellency the Governor to whom I mentioned the case was disposed to advise a reduction of the number of additional sub-assistant inspectors to an extent sufficient to bring down the total cost to Rs. 50,000. The Director of Public Instruction thought he had already done so, but the inclusion of some Rs. 10,000 for fixed travelling allowances throws his calculations out. I do not think Educational can dispute the propriety of the Accountant-General's action in taking those allowances into account.

4. If Financial accept the feasibility of bringing the total cost down to Rupees 50,000, the office-note shows how this can be done—*vide* page 3 *supra*. But there is one objection both to those suggestions and to the Director of Public Instruction's original proposal. I refer to the large addition proposed for the lowest grade, namely, the probationers on Rs. 75. This will seriously affect the even flow of promotion; and though the appointment of a large number of probationers is inevitable on the introduction of this reorganization, there will be a terrible block in a short time. The ideal ratio* between the six grades is as shown below :—

* See page 27 of letter No. 916, dated 22nd December 1911.

	Number.
First grade on Rs. 200 ..	6
Second ,, ,, 175 ..	10
Third ,, ,, 150 ..	30
Fourth ,, ,, 125 ..	30
Fifth ,, ,, 100 ..	45
Probationers ,, 75 ..	40

If the number of new appointments were reduced to 25, an assignment of Rs. 1,465½ would be required for establishments (*vide* office calculations on page 6 *infra*) and Rs. 2,701½ would be available for salaries. The distribution most in harmony with the ideal scale would seem to be—

	Rs.	Rs.
2 on ..	175 =	350
3 ,, ..	150 =	450
4 ,, ..	125 =	500
8 ,, ..	100 =	800
8 ,, ..	75 =	600
Total ..	2,700	

5. This means two less hands than the office proposes at page 3 *supra* and nine less than the Director of Public Instruction has asked for, but I am disposed to advocate this plan in view of the importance of preventing a serious block in promotion. The scale I suggest would be worked up to gradually, if the present incumbents of the probationary and lower grades were not considered fit for immediate promotion.

6. The foregoing note proceeds on the assumption that the urgency of this revision is such as to make half a loaf *now* better than a whole one after the lapse of time necessary to procure the sanction of higher authority. There is no doubt that we have a strong case for more liberal additions to the staff, and the course I should personally prefer would be to sanction 25 extra hands as above merely as an instalment and to work out a complete scheme for submission to higher authority without waiting for "a few years" as the Director of Public Instruction suggests. But probably this would be contrary to financial canons.

L. DAVIDSON—25-7-12.

The following calculations are submitted with reference to the Secretary's personal instructions:—

	Number in the ideal scale.	Percentage.	Existing scale.
First grade	6	5	..
Second „	10	6	10
Third „	30	18	20
Fourth „	30	18	29
Fifth „	45	28	40
Probationers	40	25	22
Total ..	161	100	121

If the number of officers is taken as 25, Rs. 1,465½ will have to be set apart for establishment and travelling allowances.

	RS.
2 Muhammadan sub-assistants—establishment	44
Do. travelling allowance	70
2 district assistant inspectors—establishment	125½
Do. travelling allowance	50
	289½
21 non-Muhammadan sub-assistants—establishment 21 × 31	651
Do. travelling allowance 21 × 25	525
Total ..	1,465½

* 12)50,000
4,167

The amount available for salaries of 25 officers is Rs. 2,701½ (*4,167—1,465½).

This amount may be utilized in the following manner so as to conform to the proportion in the ideal scale as much as possible:—

Number according to the ideal scale.	I.	II.	III.	IV.
	RS.	RS.	RS.	RS.
First grade Rs. 200	1 1/5	1	1	2
Second „ Rs. 175	1 1/5	1	1	2
Third „ Rs. 150	4 2/5	2	3	3
Fourth „ Rs. 125	4 2/5	4	5	4
Fifth „ Rs. 100	7	10	8	8
Probationers Rs. 75	6 2/5	7	8	8
	25	25	25	25
	2,700	2,700	2,700	2,700

If number is to be 24, the amount available for salaries is Rs. 2,756.

	RS.
1 1/5	1
1 1/5	2
4 2/5	3
4 2/5	4
6 1/5	8
6	9
Total .. 24	2,750

C. RAMANUJACHARI—24-7-12.

To the Financial Department.

FINANCIAL DEPARTMENT.

The case relates to the strengthening of the staff of sub-assistant inspectors of schools.

Paragraph 2 of letter No. 493, Educational, dated 20th August 1902 and G.O. No. 207, Educational, dated 31st March 1904.

*(Excluding sub-assistant inspectresses of girls' schools).

In 1904, the staff was reorganized at an extra cost of one lakh *per annum*, the number of officers being increased from 58 to 119,* taking the maximum number of schools to be inspected annually by an officer at 150.

The proposals now made by the Director of Public Instruction and the Educational Department are as follow:—

	Existing number.	Additions required by adopting a standard of 150 schools for each sub- assistant inspector.	Additions proposed by the Director of Public Instruction.		Additions proposed by the Educational Secretary.	
			Number.	Cost per mensem.	Number.	Cost per mensem.
1	2	3	4	5	6	7
I. Sub-assistant inspectors of boys' schools—				RS.		RS.
(a) For non-Muhammadan boys' schools	102	44	30		21	
(b) For Muhammadan boys' schools	4	4	2		2	
(c) For employment as assist- ant inspectors in the new Chittoor and Ramnad districts		2	2		2	
Total ..	(a) 106	50	34	3,050	25	2,700
II. Travelling allowance— ..	..	..	..	870	..	645
III. Clerical and menial estab- lishment	..	..	..	1,099½	..	820½
Total ..	..	..	..	5,019½	..	4,165½
Total extra cost per annum, excluding supplies and services and contingencies	..	..	..	60,234	..	49,986

(a) Excludes sub-assistant inspectors employed as assistant inspectors, and sub-assistant inspectors of Coorg Bangalore, of Sanskrit schools, and of Mappila schools.

2. *Strength*.—In the opinion of the Government of India it is absolutely essential to have a proper and adequate inspecting staff, as will be seen from the following papers:—

(1) G.O. No. 321, Educational, dated 31st July 1900 (page 2, paragraph 4 of Resolution of Government of India).

(2) G.O. No. 678, Educational, dated 21st November 1901 (page 12, paragraph 21 of Resolution of Government of India).

(3) Letter to the Government of India No. 493, Educational, dated 20th August 1902, and letter from the Government of India in G.O. No. 207, Educational, dated 31st March 1904 (page 3).

(4) G.O. No. 113, Educational, dated 13th February 1908 (page 3, paragraphs 5 and 6 of letter from Government of India).

(5) G.O. No. 744, Educational, dated 5th November 1908 (page 3, paragraph 4 of despatch from Government of India to Secretary of State).

(6) G.O. No. 852, Educational, dated 2nd December 1911 (page 3, paragraph 5 of letter from Government of India; page 10, paragraph 5 of Director of Public Instruction's letter and paragraph 14 of this Government's letter).

3. Taking the number of elementary schools in existence on 31st March 1911 and adopting 150 as the maximum number of schools to be inspected annually by each sub-assistant inspector, an addition of 50 officers, including four officers for Muhammadan schools and two officers for the new Chittoor and Ramnad districts, is necessary. This number will have to be increased if the new schools opened in 1911-12 and to be opened in 1912-13 and future years are taken into account.

Against the addition of 50 officers necessary to meet the *present* requirements, the Director of Public Instruction proposes an addition of only 34 officers, "having regard to the funds available" and remarks that "few years hence a further addition may be made". The Director of Public Instruction also states that there is no urgent necessity at present for any general strengthening of the agency of supervisors of primary schools and that the consideration of this question may be deferred for the present at any rate. In paragraph 5 of Director of Public Instruction's letter, dated 25th August 1911, however, it was stated that two supervisors for every additional sub-assistant inspector of schools were necessary.

4. The Educational Department propose to sanction the entertainment of 25 additional sub-assistant inspectors only, *for the present*, with the main object of limiting the annual extra expenditure to Rs. 50,000. The intention seems to be to sanction another batch of additional appointments soon after the employment of the 25 additional officers now suggested by the Educational Department.

Unless it is definitely certain that the additions now proposed will be sufficient for some years to come, it is respectfully submitted that it seems very desirable to work out at once a complete scheme (including additional supervisors of primary schools) to meet present needs at any rate, and to submit it to the Government of India for obtaining the sanction of the Secretary of State, the cost being kept down as low as possible by an alteration in the grading of the appointments. The present proposal of the Educational Department seems, it is submitted, opposed to the principle that schemes should not be sanctioned piecemeal. Moreover, the Government of India have at present an undistributed reserve of 4.25 lakhs with them and if the complete scheme is now forwarded to the Government of India, there is a greater chance of a larger share being allotted to this Presidency from this reserve.

Cf. paragraph 4 of Secretary of State's despatch on page 5 of G.O. No. 3118, Revenue, dated 14th November 1908.

Paragraph 7 on page 3 of G.O. No. 204, Educational, dated 2nd March 1912.

5. Orders are therefore solicited whether the Educational Department may not be informed—

(1) that the additions should represent what are actually required to meet present circumstances (the Director of Public Instruction to be asked as to the additional supervisors) the cost being kept down as low as possible by a re-arrangement of the grading, without impairing the efficiency of the staff; and

(2) that the portion of the cost which cannot be financed from the recurring grant of eight lakhs allotted to this presidency from the 50 lakhs grant for popular education should be included in this Government's application for a share in the undistributed balance of 4.25 lakhs held in reserve by the Government of India.

6. *Grading.*—The following statement shows the grading (a) as proposed by the Director of Public Instruction for the 34 additional posts and (b) as proposed by the Educational Secretary for the 25 additional posts:—

	Rates of pay.	Existing scale (number in each grade).	Scale proposed in letter No. 916, Educational, dated 22nd December 1911.	Additions proposed by the Director of Public Instruction.	Additions proposed by Educational.	Remarks.
1	2	3	4	5	6	7
Class I	Rs. 200	..	6	Nil.	Nil.	[The additions in column (4) are in connection with the scheme of re-organisation of training schools for masters. That scheme has not yet been sanctioned by the Secretary of State.]
Class II	175	10	10	2	2	
Class III	150	20	30	2	3	
Class IV	125	29	30	2	4	
Class V	100	40	45	2	8	
Class VI	75	22	40	26	8	
Total	..	121	161	34	25	

The scales of pay in Bombay and Bengal are as follow:—

Bombay.		Bengal.	
	Cost per mensem.		Cost per mensem.
Deputy inspectors—		Rs.	
5	300	9 assistant inspectors	250 and less.
8	250	59 deputy inspectors (cost per annum is Rs. 78,860).	250 and less.
13	200	301 sub-inspectors (correspond to supervisors in Madras).	From 100 to 29
1	125		
27 (This class corresponds to the class of assistant inspectors in Madras.)			
Sub-deputy inspectors—		Rs.	
27	125		
22	100		
20	80		
22	75		
1	70		
1	60		
93			
Average pay of a sub-deputy inspector (corresponds to a sub-assistant inspector in Madras)	96½	Average pay of deputy inspector (corresponds to a sub-assistant inspector in Madras)	111

7. The average pay of a sub-assistant inspector in Madras is Rs. 116 while that in Bombay and Bengal (Old) is Rs. 96 and Rs. 111, respectively. It is therefore submitted for orders whether the additions may not be distributed among the last three grades (Rs. 125, Rs. 100 and Rs. 75) making the resultant number of appointments in each of these three grades equal to one another. There are at present 29 posts on Rs. 125, 40 on Rs. 100 and 22 on Rs. 75.

If 25 additional posts are to be created, as proposed by Educational, the number of appointments on Rs. 125, Rs. 100 and Rs. 75 will be 38, 39 and 39.

If 34 additional posts are created, as proposed by Director of Public Instruction, the number in the three grades Rs. 125, Rs. 100 and Rs. 75 will be 41, 42 and 42.

If 50 additional posts are created, the number in the three grades will be 47, 47 and 47.

8. *Fixed travelling allowances and office establishment.*—The travelling allowances and office establishments to be allowed to the additional sub-assistant inspectors of schools will be as follows:—

(i) Travelling allowances—

Item 70, Appendix 22, Civil Service Regulations (for exceptions, please see items 67 and 69 <i>ibid</i>).	(a) sub-assistant inspectors of non-Muhammadan schools.	Rs. 25 per mensem.
G.O. No. 536, Educational, dated 18th June 1912.	(b) sub-assistant inspectors of Muhammadan schools.	Rs. 35 per mensem.
G.O. No. 142, Educational, dated 10th March 1909.	(c) two sub-assistant inspectors to be employed as assistant inspectors of the new Ramnad and Chittoor districts.	Travelling allowance according to Civil Service Regulations about Rs. 25 per mensem.

(ii) Establishment—

(a) for sub-assistant inspectors of non-Muhammadan schools—

1 clerk	15
1 attender	10
1 peon	6
3	31

(b) for sub-assistant inspectors of Muhammadan schools—

1 clerk	15
1 peon	7
2	22

(c) for two sub-assistant inspectors to be employed as assistant inspectors—

According to Director of Public Instruction's present proposal.		Establishment now allowed to existing nine sub-assistants employed as assistant inspectors.	
	RS.		RS.
Paragraphs 1 and 2 of Director of Public Instruction's letter on page 2 of G.O. No. 35, Educational, dated 19th January 1909, and paragraph 5 on page 2 of notes to G.O. <i>ibid.</i>			
1 clerk	30	1 clerk	20
1 „ (15—1—20) ..	18 $\frac{3}{4}$	1 „	15
2 peons (7)	14	1 attender	10
		2 peons (7) (6) ..	13
[In the case of Ganjam and Guntur one additional clerk on Rs. 15 per mensem has recently been sanctioned.]			
4	62 $\frac{3}{4}$	5	58

Submitted that the usual scale costing Rs. 58 *per mensem* may be allowed, as no reasons have been adduced for treating the offices of the two new district inspectors alone specially.

9. *Sanctioning authority.*—According to rule II (4) of Government of India, Finance Department Resolution No. 249 E.A., dated 15th July 1912, without the authority of the Government of India, revisions of permanent establishments may not be sanctioned if they involve *additional expenditure* exceeding Rs. 50,000 a year. For the purpose of this limit the Accountant-General has in the present case included, besides pay proper, fixed travelling allowances. The Accountant-General's view is presumably based on the term “*additional expenditure*”; but it is not clear why he has not included other recurring charges such as *supplies* and *services* and *contingencies*

E.g. the revision of the Deputy Collector's Cadre.

G.O. No. 2430-1, Revenue, dated 22nd July 1910.

Cf. paragraph 130 of Decentralization Commissions Report, Volume I.

of the pay alone of establishments should

C. REILLY.

as well. Moreover, in the past it has not been usual to take into account recurring charges such as “*allowances*,” “*supplies* and *services*” and “*contingencies*”; and the intention of the rule is clearly that the additional expenditure on account is submitted, be pointed out to the Accountant-General separately by official memorandum.

So far as the present case is concerned, if it be decided that the full complement of 50 officers should be appointed, the sanction of the Secretary of State will be necessary.

10. *Source from which the recurring cost will be met.*—This Government have provided a recurring grant from 1912-13 of 3.10 lakhs for the elementary education of boys from Provincial funds and the

Imperial recurring grant of eight lakhs includes a provision of 5.53 lakhs for the elementary education of boys, so that the total amount available is (3.10+5.53) or 8.63 lakhs. Of this sum, Government have till now approved of proposals for utilising a sum of 8.26 lakhs. The balance is .37 lakh.

Paragraph 7 on page 3 of G.O. No. 204, Educational, dated 2nd March 1912. | A The Government of India have at present an undistributed reserve of 4.25 lakhs out of the 50 lakhs grant for education and is also likely that this recurring grant of 50 lakhs will be supplemented in future years.

The cost in the present case may be met in part from the 8 lakhs and the Government of India asked to allot the remainder from the grants referred to at A above.

11. *Provision of funds for charges during the current year.*—Out of the recurring Imperial grant of 8 lakhs, only 4 lakhs have actually been provided in the budget

estimate for 1912-13 and this has been utilized. The amount required during the current year on account of the present proposals may be met, for the present, from the resumptious with Financial, the Government of India being addressed about the beginning of October for an additional allotment if necessary.

C.P.K.—17-8-12.

V.G.K.—18-8-12.

We may advise Educational that the more correct course from the financial point of view would be to sanction the entertainment of the additional inspecting agency *absolutely essential* on a temporary basis for a year, pending the obtaining of the sanction of proper Financial authority to the permanent scheme.

2. This latter scheme should provide completely for existing requirements including the inspection of the new elementary schools for which funds have been already provided this year, as also the necessary complement of supervisors. It is not regular to split up the cost of schemes for the purpose of introducing them under cover of the Local Government's powers

Paragraph 5, page 10 of G.O. No. 852, Educational, dated 2nd December 1911.

of financial sanction, and this Department has hitherto always refrained from countenancing such a device, *e.g.*, the most recent case, viz., the revision of the clerical establishment of the Registration Department.

3. As regards the temporary establishment referred to in paragraph 1, this will be within the Local Government's powers of sanction. There is no necessity for considering any question of grading as the establishment will be temporary for a year within which time the sanction of higher authority will be received to the permanent scheme, when the temporary establishment may be distributed amongst the grades that may be therein approved. Till then the temporary establishment may as usual be in the last grade.

4. If the foregoing is approved, Educational may be asked to revise their proposals and send them to us for sanction to the necessary temporary establishment. They will in ordinary course send to us for acceptance the draft letter to higher authority asking for sanction to the permanent scheme, when this has been elaborated after consultation with the Director of Public Instruction.

5. The funds which may be required can be found in the manner suggested in the previous note.

C. REILLY—19-8-12.

Apart altogether from the question (several times referred to in the Financial office-note) whether the Government of India has an undistributed reserve which we might get part of by forwarding a complete scheme, it is quite impossible I think for Financial to accept the proposal of the Educational Department to introduce the scheme piecemeal in order to avoid a reference to the Government of India or the Secretary of State. The Educational Department notes leave no room for doubt that the proposals are not intended to be more than an instalment. They are consciously framed so as to evade the limitation placed by financial rules on the Local Government's powers of sanction, and if we accepted this proposal, we should find it impossible to defend our acceptance, should we be ever called on to do so. I agree with Mr. Reilly that a complete scheme should be worked out, and if necessary, sent up for sanction of the Government of India or Secretary of State and that meantime immediate necessities may be met by entertaining additional temporary sub-assistant inspectors.

A. G. CARDEW—21-8-12.

I agree. In working out the complete scheme it would be wise to allow for the growth anticipated in the next few years.

H. A. S[TUART]—22-8-12.

To the Educational Department.

A. G. CARDEW—23-8-12.

EDUCATIONAL DEPARTMENT.

I have telephoned about this case to Dr. Bourne who accepts the solution indicated. He considers 48* additional sub-assistant inspectors (including the post sanctioned in G.O. No. 404, Educational, dated 10th May 1912, to be immediately necessary, agree to their temporary appointment for one year pending elaboration of a complete scheme taking future developments into account (a factor which may mean additions to the grade of inspector) and states that assuming orders to issue in a week the extra posts will on the average be filled upon 1st November. Please work out the cost on the basis of four months pay falling due in this official year. The case will then go to Financial again.

* He would have proposed this number originally but for the Rs. 50,000 limit.

L. DAVIDSON.

Yes, the Director of Public Instruction has data readily available for the arrangement of additional charges on this basis.

L. DAVIDSON—24-8-12.

inspectors. Though according to the standard of 150 schools for each sub-assistant, there should be four additional hands for the Muhammadan schools, only two extra inspectors may be accepted as sufficient in view of the Director of Public Instruction's remarks at the close of paragraph 3 of his letter.

Please compare the Financial Registrar's note on page 11 *supra*, paragraph 3.

2. All the additional sub-assistant's in the temporary scale are to be on the last scale of Rs. 75.

3. For the two sub-assistants to be employed as assistant inspectors, the Financial Department propose to adopt the scale of establishment of the monthly cost of Rs. 58, as against Rs. 62 $\frac{3}{4}$ proposed by the Director of Public Instruction. Please see the Financial note paragraph 8 (ii) (c) on page 10 above. The former will be adopted for the purpose of calculating the cost.

Yes: the Director of Public Instruction may come up again if he wishes the scale changed.

L. DAVIDSON—24-8-12.

4. The total cost on account of the additional sub-assistants falling due within the current year will be Rs. 25,376, as shown below:—

	Cost per mensem. Rs.
(i) Pay of 48 sub-assistants at Rs. 75	3,600
(ii) Establishment—	
(a) For 44 sub-assistants for non-Muhammadan schools at Rs. 31.	1,364
(b) For two sub-assistants for Muhammadan schools at Rs. 22.	44
(c) For two sub-assistants to be employed as assistant inspectors at Rs. 88.	116
(iii) Travelling allowances—	
(a) For 46* sub-assistants at Rs. 25	1,150
(b) For two Muhammadan sub-assistants at Rs. 35	70
	6,344

* 44 for non-Muhammadan schools at the fixed rate of Rs. 25.
2 for employment as assistant inspectors in whose case the travelling allowance Civil Service Regulations rates has been assumed to be Rs. 25.

46

The cost for four months in this year will be (6,344 × 4 or) Rs. 25,376.

K | This amount can be met from the Imperial grant of eight lakhs.

C.R.—23-8-12.

Financial for remarks if any before circulation to His Excellency the Governor.

L. DAVIDSON—24-8-12.

Portion **K** above.—What is apparently meant is that the remaining four lakhs

Of. Financial note, dated 2nd July 1912, at page 8 of notes to G.O. No. 660, Educational, dated 20th July 1912.

later on (in October 1912) when an application for additional allotment will be made

But it can't be spent all at once—only month by month from date of entertainment and meanwhile we are going to ask the Government of India to allot the remaining four lakhs under 22. Education.

A. G. CARDEW—24-8-12.

out of the Imperial grant of eight lakhs for education will be allotted by the Government of India on the *Expenditure* side of the budget for the current year to the Government of India. For the present, however, the charge during the current year (Rs. 25,376) will have to be met from the resumpions with Financial, as stated in paragraph 11 on pages 10 and 11 *ante*.

2. As for recurring charges which will be incurred in the *ensuing* years (when permanent additions are sanctioned) attention is solicited to paragraph 10 on page 10 *ante* and to paragraph 5 on page 11 *ante*.

In the draft telegram to the Government of India (which was recently received in this Department from Educational) regarding the demand from this Government for a share in the undistributed reserve of 4.25*

* Recurring.

has been suggested by this Department that the present scheme might be mentioned as one of the schemes for which funds were required.

V.G.K.—24-8-12.

C. REILLY—24-8-12.

The telegram to the Government of India was subsequently altered, in consultation with Dr. Bourne, so as to exclude all reference to details of proposed expenditure.

2. This establishment can't be entertained till 1st September and no charge will arise till 1st October.

A. G. CARDEW—24-8-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Now circulate to His Excellency the Governor.

L. DAVIDSON—26-8-12.

I agree to the proposal to entertain the additional sub-inspectors as temporary and to go up to the Government of India with a complete scheme as soon as possible. Let this be done and get the temporary establishments sanctioned as soon as possible.

As to funds they must be found. And either we must get them from India or by a reallocation from Finance.

M. HAMMICK—27-8-12.

A draft order is submitted for approval.

T.K.—31-8-12.

C.R.—1-9-12.

Re-type and mark for Financial please.

L. DAVIDSON—2-9-12.

To the Financial Department.

FINANCIAL DEPARTMENT.

Last sentence in paragraph 1 of the draft.

K | " . . . Consideration should be devoted to the question whether some addition will not be required to the superior inspecting agency."

No. 831, EDUCATIONAL, 11TH SEPTEMBER 1912.

(Also on what Doctor Bourne heard at Simla in July 1912.

L. DAVIDSON.

Honourable Member), dated 29th February 1912, on pages 6-8 of notes to G.O. Nos. 254-5, Educational, dated 16th March 1912.

This clause is apparently based on the Director of Public Instruction's u. o. note, dated 26th January 1912, and His Excellency the Governor's note (written as the superior inspecting agency, *although it was proposed to entertain 11 additional assistant inspectors, 100 extra sub-assistant inspectors, and 200 extra supervisors.

In the comprehensive working plan (for the next five years) for the improvement of elementary education forwarded to the Government of India with letter No. 853, Educational, dated 2nd December 1911, however, neither the Director of Public Instruction nor this Government took into account any increase on account of the superior inspecting agency, *although it was proposed to entertain 11 additional assistant inspectors, 100 extra sub-assistant inspectors, and 200 extra supervisors.

* Cf. Paragraphs 6 and 14 of letter No. 853, Educational, dated 2nd December 1911.

The present proposal to ask the Director of Public Instruction to consider the question at *K supra* may, it is submitted, be accepted.

2. Paragraph 2 of draft.—“Two of these officers are intended for employment as assistant inspectors of the new Chittoor and Rāmnād districts.”

The intention is that the two temporary officers on Rs 75 each will take the place of the permanent senior officers who will be employed as assistant inspectors. For orders whether portion referred to may not be slightly altered so as to bring out the intention.

C. REILLY.

A. G. CARDEW.

3. Paragraph 3 of draft.—There is at present a reserve of 2 lakhs available with Financial, and the expenditure in the current year on account of the proposals in the present case, viz., about 25 lakh can, it is submitted, be met from that reserve.

4. The draft may, it is submitted, be accepted, subject to orders on the suggestion in paragraph 2 *ante*.

C.P.K.—6-9-12.

V.G.K.—7-9-12.

A.H.—7-9-12.

C. REILLY—7-9-12.

A. G. CARDEW—9-9-12.

I have amended paragraph 2 as suggested by Financial. The draft may issue.

L. DAVIDSON—11-9-12.

[G.O. No. 831, Educational, dated 11th September 1912.]

C.No.1876, from the D.P.I., No.5087/12, dated 21-6-1912. 12

ORDER: P.S.

The proposals submitted by the D.P.I. for the appointment of additional sub-assistant inspectors of schools represent only an instalment of the actual requirements as at present calculated and do not take sufficiently into account the new institutions for which funds have already been provided in the current year. They also indicate that a further addition to the inspecting staff will be inevitable in the near future. As the introduction of a reform of this nature by instalments is contrary to well-known financial principles, the Government must ask the Director to elaborate a complete scheme meeting not only all existing needs but also providing for the developments anticipated in the next few years. They will then be in a position to apply for the requisite sanction. The proposals should include the necessary complement of supervisors and other subordinate staff, and consideration should be devoted to the question whether some addition will not be required to the superior inspecting agency.

Page 22-23, 25,
and 30 of notes.

16th.

H.M.'s note on
page 25 of notes.

Page 26 of notes.

13 108

2. In the meantime, to meet immediate ~~necessaries~~ necessities, the Government sanction as a temporary measure the appointment of an additional staff of 48 sub-assistants together with the appropriate subsidiary establishments for a period of one year from the 1st November 1912.

Two of these officers are intended ^{to relieve senior officers employed} ~~for employment~~ as assistant inspectors of the new Chittoor and Ramnad districts and two more (including the additional appointment sanctioned in para.4 of G.O.No.404, Edl., dated 10th May 1912) for the inspection of Muhammadan schools, while the remaining 44 are for general duty. All the additional appointments will be placed in the probationary grade of the inspection branch of the Subordinate Educational Service and will thus carry a salary of Rs.75. The following establishment will be sanctioned for each of the two officers acting as district assistant inspectors:--

	Pay per mensem.
1 clerk	20
1 clerk	15
1 attender	10
1 peon	7
1 peon	6

The sub-assistants for Muhammadan schools will each be allowed a clerk

on

† page 26 of notes.

* this.

page 26 of notes.

Page 140 C.A.E.
1912-13.Para 8 ii (iii)
Pages 19-20 of notes.

14 110

Page 19 of notes.

L.D.
2-9-12.

924

" Financial Department.
(with copy of Finl Dept. notes)

Shorebirds date 7/10/12

9/19/12

ORDINARY

PREFERENCE

URGENT (a).



EDUCATIONAL DEPARTMENT.

Current No., dated 190 ..
G.O., No. 831, dated 11 .. 9 .. 1912

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

Docket Sub. Assistant to the Inspector of Schools

Sanctioning the appointment of
forty copies additional staff of 1st class
for a period of one year from
1st January 1912 onwards
complete the list to submit to the
for the purpose of the following
to meet all existing needs and anticipated
requirements in the next few
years.

Madras Records	...	...	30	15
Ooty Records	...	...	4	4
For filing with original	...	...	1	1
Total	...	...	35	20

FOR ISSUED

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			No.	Papers.	
India Office.....					
Govt. of India..... Dept.					
Revenue Department.....					
Public Works Department.....					
Educational Department.....					
<u>Print</u> Dept.		2			1
..... Dept.					
..... Dept.					
..... Dept.					
Total					1
Spare copies.					
The C. M. C.....					
The Collector of.....					
The P. D. B.....					
The Accountant-General.....					
The Director of Public Instruction.....		5			
The Surgeon-General.....					
The Sanitary Commissioner.....					
Do. Engineer.....					
Do. Board.....					
The President, Corporation of Madras.....					
The.....					
The.....					
The.....					
The.....					
Total					7

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 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 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.

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Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	30.9.12 Lb
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