

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1913.

Enclosures

Spare copies

G.O. No. 211, 10th March 1913.

Delegation of Powers.

Informing the Government of India of the powers under the financial Codes which may be delegated to inspectors and inspectresses of schools and principals of colleges.

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GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

Read—the following papers :—

I

G.O. No. 567, Educational, dated 28th June 1912.

ABSTRACT.—Sanctioning certain Delegation of powers to Inspectors and Inspectresses of schools and Principals of colleges.

II

G.O. Nos. 816-817, Educational, dated 7th September 1912.

ABSTRACT.—Informing the Government of India of the measures taken in this Presidency with a view to decentralization in the Department of Public Instruction.

III

Letter—from the Hon'ble Mr. H. SHARP, C.I.E., Joint Secretary to the Government of India, Department of Education (Education).

To—the Secretary to the Government of Madras, Educational Department.

Date—Simla, the 19th October 1912.

No.—2347.

With reference to your letter No. 817, dated the 7th September 1912, I am directed to invite attention to this department letter No. 2153, dated the 18th September 1912, in which it was explained that the rules as to the powers under the various codes which may be delegated by the Government of India or by the Local Government are being codified. I am to state that, if His Excellency the Governor in Council approves of the further delegations of powers proposed by the Director of Public Instruction and specified in paragraph 3 of your letter under reply, the Government of India will be prepared to incorporate them in the schedule of powers which will be submitted to the Secretary of State.

Order—No. 211, Educational, dated 10th March 1913.

The Government of India will be addressed.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

No. 212.

From

THE HON'BLE MR. L. DAVIDSON, C.S.I., I.C.S.,

Acting Secretary to the Government of Madras,

Educational Department,

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,

DEPARTMENT OF EDUCATION.

Dated Fort St. George, the 10th March 1913.

SIR,

In reply to your letter No. 2347, Education, dated the 19th October 1912, I am directed to state that His Excellency the Governor in Council has since considered the proposals submitted by the Director of Public Instruction for delegations of powers to inspectors and inspectresses of schools and principals of colleges, which were specified in paragraph 3 of my letter No. 817, Educational, dated the 7th September 1912, and approves of them with the two slight alterations indicated in the next paragraph.

2. In respect of item 4 it is proposed, with the object of introducing an element of definiteness, to substitute the words "provided that the expenditure involved can be met from sanctioned grants for temporary establishments under the control of the officer concerned" for the words "subject to budget provision which may be distributed at the beginning of the year to each circle."

As a safeguard against the perpetuation of an incorrect system, His Excellency the Governor in Council would prefer to add a proviso to item 7 in the following terms :—

"Subject to the condition that the loss is not due to a defect of system beyond the power of the officer concerned to mend."

3. A complete list of the powers in issue and the modifications proposed above is annexed.

I have the honour to be,

Sir

Your most obedient servant,

L. DAVIDSON,
Ag. Secretary to Government.

ANNEXURE.

Nature of power and authority under which it is exercised.	Powers now exercised by inspectors and inspectresses and heads of colleges and schools.	Additional powers that may suitably be delegated to those officers.
1. Transfer of charge away from head-quarters—article 53, Civil Service Regulations.	<i>Nil.</i>	Inspectors and inspectresses may have power to authorize transfer of charge away from head-quarters in the case of sub-assistants, supervisors and the staffs of training schools.
2. Extension of joining time—article 130, Civil Service Regulations.	<i>Nil.</i>	Inspectors and inspectresses may be given power to sanction extension of joining time in the case of sub-assistants, supervisors and the staffs of training schools.
3. Retention in service—article 459, Civil Service Regulations.	<i>Nil.</i>	Inspectors, inspectresses and heads of colleges may be empowered to sanction the retention in service up to their 60th year of subordinates on Rs. 30 and below whose appointments are sanctioned by them.
4. Temporary appointments—article 78, Civil Service Regulations.	<i>Nil.</i>	Inspectors and inspectresses may be given power to sanction the appointment of temporary clerks on a pay not exceeding Rs. 15 <i>per mensem</i> and temporary attendants on a pay not exceeding Rs. 10 <i>per mensem</i> in the offices of inspecting officers for a period not exceeding six months provided that the expenditure involved can be met from the sanctioned grant for temporary establishments under the control of the officer concerned.
5. Employment of menial servants.	<i>Nil.</i>	Inspectors, inspectresses and heads of colleges may be empowered to sanction within budget provision the employment of sweepers, scavengers and conductresses whose wages are payable from contingencies.
6. Rent allowances—article 98 (a), Civil Account Code.	<i>Nil.</i>	Inspectors and inspectresses may be given limited powers of sanctioning house-rent for private buildings occupied by educational institutions up to a limit of Rs. 10 <i>per mensem</i> subject to budget provision.
7. Writing off the irrecoverable value of stores or public money—article 279, Civil Account Code.	<i>Nil.</i>	Inspectors, inspectresses and heads of colleges may be given power to write off the irrecoverable value of stores or public money up to a limit of Rs. 50 provided that the loss is not due to a defect of system beyond the power of the officer concerned to mend.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. Nos. 211-12, EDUCATIONAL,
DATED 10TH MARCH 1913.[SUBJECT.—*Delegation of powers to inspectors and inspectresses of schools and principals of colleges.*]*From the Government of India, Department of Education, dated 19th October 1912, No. 2347.*

Please see paragraph 3 of letter to India No. 817, Educational, dated 7th September 1912, wherein it was stated that the Director of Public Instruction had proposed certain additional delegations to inspectors and inspectresses and heads of colleges, but that as they required the sanction of the Government of India and were closely connected with the general question of delegations which formed the subject of correspondence with the Secretary of State, this Government deferred action thereon pending receipt of information as to the outcome of that correspondence. The Government of India now say that *if the Governor in Council approves of the delegations* proposed by the Director of Public Instruction, they will incorporate them in the schedule of powers which may be delegated and which they are preparing for submission to the Secretary of State.

2. The delegations in question are seven in number, being items (1), (3), (4), (6), (18), (21), and (24) in the statement appended to the Director's letter, dated 26th January 1912, printed at pages 3 to 6 of G.O. No. 567, Educational, dated 28th June 1912. As they required the sanction of the Government of India they were not specially considered when other delegations were sanctioned in G.O. No. 567, Educational, dated 28th June 1912. In paragraph 5 of their note on page 15 of the notes with the above Government Order, the Financial Department raised a general objection that principals of colleges and inspectresses of schools were not likely to be thoroughly acquainted with the principles of the Civil Service Regulations and the Civil Account Code and that it was not therefore desirable to delegate to them the powers recommended by the Director of Public Instruction. In their Resolution No. 5523, Educational, dated 19th November 1909 (on page 2 of G.O. No. 391, Financial, dated 10th September 1910) the Government of India included only principals of colleges in the category of officers not likely to be acquainted with the principles of the Financial Codes. Inspectresses of schools are of equal rank to inspectors and like the latter they have largely to deal with questions requiring a knowledge of the provisions of the Civil Service Regulations and the Civil Account Code. In these

Inspectresses as a rule have not as much common sense; I would not press the theoretical equality.

L. DAVIDSON—29-11-12.

to inspectors. As regards principals of colleges, the Director proposes to delegate to

That is the point.

L. DAVIDSON.

Items 3, 5 and 7 in the list in paragraph 3 of Government of India's Letter No. 817, dated 7th September 1912.

L. DAVIDSON.

these powers. Even if the proposal is negatived and the powers eventually allowed to remain with the Director of Public Instruction, he will have only to be guided by

circumstances there seem to be no necessity to make any distinction between inspectors and inspectresses and the latter may be given all the powers which it may be considered desirable to delegate to inspectors. As regards principals of colleges, the Director proposes to delegate to them *only some limited powers* to sanction retention in service and the employment of sweepers and scavengers who are paid from contingencies and to write off the irrecoverable value of stores or public money up to a limit of Rs. 50. No great acquaintance with the Financial Codes seems to be required for the exercise of

the opinions of the principals in these matters and the Director's sanction should naturally be only formal. Further the Government of India say they will include these delegations in the schedule they are preparing, if they are approved by this Government; and it may be left to that Government to decide whether they should be sanctioned or not—with these general remarks, the delegations proposed are examined separately in the following statement:—

Item.	Articles of the Civil Service Regulations, etc.	Description of power.	To be delegated to whom.	Remarks.
1	Article 53, Civil Service Regulations.	Transfer of charge away from head-quarters in the case of sub-assistants, supervisors and training school staffs.	Inspectors and inspectresses.	At present the Director of Public Instruction alone exercises this power, but there appears to be no objection to empowering inspectors and inspectresses to sanction transfers of charge in the cases mentioned by the Director of Public Instruction, especially in view of the large powers since delegated to them.
2	Article 180, Civil Service Regulations.	Extension of joining time in the case of sub-assistants, supervisors and training school staffs.	Inspectors and inspectresses.	At present the Director of Public Instruction alone exercises this power; but inspectors and inspectresses may be authorized to exercise it in the cases mentioned by the Director of Public Instruction. The cases in which the concession should be granted are specified in the articles and under article 181, the audit officer is required to bring to the notice of the local Government any improper use of this power. There are thus sufficient safeguards.
3	Article 459, Civil Service Regulations.	Retention in service up to their sixtieth year of subordinates on Rs. 30 and below, whom inspectors, inspectresses and heads of colleges can appoint.	Inspectors, inspectresses and heads of colleges.	The Government cannot now delegate this power to officers under the rank of a Collector or District Judge. But as the <i>Superintendent, Government Museum, and the Government Botanist</i> , who are not of the rank of a Collector or District Judge, have this power (page 57, Madras Supplement to Civil Service Regulations) there seems to be no reason why inspectors and inspectresses should not be given similar power. The power is to be exercised in respect of the subordinates whom the inspecting officers and heads of colleges appoint. They can be considered to be best judges of the capacity of the subordinates for further service. It is also to be limited to clerks on Rs. 30 and below. There seems to be no harm in this delegation.
4	Article 57 of the Civil Account Code and article 78 of the Civil Service Regulations.	Employment of temporary clerks on Rs. 15 and below and temporary attenders on Rs. 10 and below, subject to budget provision.	Inspectors and inspectresses.	In their letters No. 551-1, Financial, dated 28th February 1903, and No. 1410-2, Financial, dated 15th April 1903, this Government recommended that local Governments might be authorized to delegate to heads of departments, including Collectors and District Magistrates and District and Sessions Judges, the power to sanction the employment of temporary establishment subject to budget provision and to such further conditions the Government might see fit to impose; but in reply the Government of India said in their letter No. 3618-Ex., dated 19th June 1903, on page 4 of G.O. No. 299, Financial, dated 4th July 1903, that a similar question was under the consideration of the Royal Commission on Decentralization and that they would deal with it on receipt of the Commission's report. Orders on the question do not appear to have been passed as yet. The Director's proposal is however much more limited and in view of the increased budget control now exercised there appears to be no objection to accepting the proposal.
5	G.O. No. 299, Financial, dated 4th July 1903.	Employment of sweepers, scavengers and conductresses who are paid from contingencies.	Inspectors, inspectresses and heads of colleges.	All Gasetted officers who are authorized to draw contingent bills are now empowered to incur recurring contingent charges up to Rs. 10 a month and to six months' duration and to sanction such charges for officers subordinate to them subject to the condition that the necessary budget provision exists— <i>vide</i> G.O. No. 119, Financial, dated 17th March 1909. The proposed power to sanction the employment of sweepers, etc., who are paid from contingencies seems to be similar to the one referred to above and may, it is submitted, be approved. The same question was raised by the Director of Public Instruction in 1908 and the proposal would apparently have been sanctioned then if the Government had the authority to do so.
6	Article 98 (a) of the Civil Account Code and G.O. No. 27, Financial, dated 18th May 1908.	Rent of private buildings as school houses up to the limit of Rs. 10 per mensem.	Inspectors and inspectresses.	The proposal may be accepted as it will save much correspondence in the Director of Public Instruction's office. The Director of Public Instruction has power up to Rs. 100.
7	Article 279 of Civil Account Code.	Writing off the irrecoverable value of stores or public money up to the limit of Rs. 50.	Inspectors, inspectresses and heads of colleges.	The limited power recommended by the Director of Public Instruction may be granted.

3. The file may, it is submitted, be forwarded to the Financial Department for remarks as to whether the delegations proposed may be accepted.

T.K.—23-11-12.

C. RAMANUJACHARI—29-11-12.

This elaborate note was hardly required in view of the examination already made in the notes to G.O. No. 567, Educational, dated 26th June 1912, where Educational has expressed concurrence in the Director of Public Instruction's recommendations. The case might have gone to Financial three weeks or more since.

L. DAVIDSON—29-11-12.

To the Financial Department.

FINANCIAL DEPARTMENT.

Please see paragraphs 5 and 6 of the Financial Department notes on page 15 of notes to G.O. No. 567, Educational, dated 28th June 1912. The delegations now proposed to be recommended to inspectors and inspectresses and heads of colleges were not then examined in Financial as these delegations required the sanction of the Government of India who were in communication with the Secretary of State in regard to the general delegation of powers.

2. The Government of India now say that if the Government approve these delegations, they will be prepared to incorporate them in the schedule of powers which will be submitted to the Secretary of State.

3. The delegations proposed are:—

- | | |
|---|--|
| (1) Article 53 of the Civil Service Regulations. | To delegate to inspectors and inspectresses the power to sanction transfers of charge away from head-quarters in the case of sub-assistants, supervisors and training school staffs. |
| (2) Article 180, Civil Service Regulations. | To delegate to inspectors and inspectresses the power to sanction extensions of joining time in the case of sub-assistants, supervisors and training staffs. |
| (3) Article 459, Civil Service Regulations. | To delegate to inspectors, inspectresses and heads of colleges the power to retain in service up to their 60th year of subordinates on Rs. 30 and below whom these officers can appoint. |
| (4) Article 57, Civil Account Code and article 78 of Civil Service Regulations. | To delegate to inspectors and inspectresses the power to sanction the employment of temporary clerks on Rs. 15 and below and attenders on Rs. 10 and below, subject to budget provision. |
| (5) G.O. No. 299, Financial, dated 4th July 1903. | To delegate to inspectors, inspectresses and heads of colleges the power to sanction the employment of sweepers or scavengers and conductresses who are paid from contingencies. |
| (6) Article 98 (n), Civil Account Code. | To delegate to inspectors and inspectresses the power to rent private buildings as school houses up to a limit of Rs. 10 per mensem. |
| (7) Article 279, Civil Account Code. | To delegate to inspectors, inspectresses and heads of colleges the power to write off the irrecoverable value of stores or public money, up to a limit of Rs. 50. |

4. Please see paragraph 2 of the Educational Department note and the remarks of that department on pages 1 & 2 *ante*. In the circumstances pointed out by that Department it is submitted that no objection need be raised to recommend the delegations to inspectors also as the delegations proposed do not seem to require any great acquaintance with the principles of the Civil Service Regulations and the Civil Account Code. Acquaintance with these codes is laid down as a criterion for fixing who should be designated a head of a department for the exercise of wider financial powers, but it does not appear that this should be followed in the case of the restricted powers now proposed to be made

Paragraph 2, Government of India Resolution No. 5525-Ex., dated 16th November 1909, page 2, G.O. No. 391, Financial, dated 10th September 1910.

in the present case. Accordingly no objection need be raised to the delegation of

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Nos. 211-12, EDUCATIONAL, 10TH MARCH 1913.

the powers proposed to inspectresses and heads of colleges. It may also be pointed out that, in the exercise of these powers now vested in the Director of Public Instruction, he will apparently have to be guided solely by the recommendations of the authorities to whom it is now proposed to

Page 15 of notes to G.O. No. 567, Educational, dated 28th June 1912.

note, dated 14th May 1912, if the powers are now delegated to these officers, other heads of departments are likely to press for similar delegations to their subordinates.

See letter from the Government of India, Department of Education, No. 1156, dated 9th August 1911, page 2 of G.O. No. 567, Educational, dated 28th June 1912.

delegate the powers. As pointed out in paragraph 5 of the Financial Department But it is submitted that the case of the Educational Department officers appears special and this consideration need not stand in the way of making the recommendation.

5. The only items calling for remarks are—

Item 4.—In connection with the recommendations of the Royal Commission on Decentralization in the matter of delegations of power for the creation of appointments, the Government of India have

Paragraph 2 of letter from the Government of India, Finance Department, No. 789-C.S.R., dated 19th November 1912.

decided to recommend to the Secretary of State the following rule so far as it relates to authorities lower than a head of a department:—

“to an authority lower than that of a head of a department power to create purely temporary appointments on a pay not exceeding Rs. 50 per mensem, and for a period not exceeding six months, in any case, provided that the extra expenditure involved can be met by re-appropriation from sanctioned grants for temporary establishments and contingent grants under the control of the officer concerned.”

In the delegation now proposed no limit of time is fixed. A six months will have to be altered to “provided that concerned” in order to make the delegation in line with the Government of India’s rule quoted above. It may also be suggested that, so far as this item is concerned, it is immaterial whether it is now recommended to India or whether it is kept pending the sanction of the Secretary of State to the Government of India’s rule referred to above.

A. G. CARDEW—20-12-12.

Item 5.—This Government suggested to the Government of India in 1908 that heads of offices may be empowered to entertain sweepers, scavengers and men employed for the supply of drinking water to Government offices, provided that the men are not whole-time servants and that their allowances are treated as contingent charges. But the Government of India sanctioned the delegation subject to the further conditions that it will not be made to officers of lower rank than Collectors of districts and that there is budget provision. In 1909 the Director of Public Instruction proposed the delegation of the power to inspectors, inspectresses and principals of colleges but the Government

Paragraph 4 (iv) of letter to India on page 2 of G.O. No. 299, Financial, dated 4th July 1908.

Paragraph 2, proposal (v) of letter on page 5 of Government Order *ibid.*

G.O. No. 119, Financial, dated 17th March 1909.

Ibid.

A. G. CARDEW—20-12-12.

Item (6).—Here also the delegation should, it is submitted, be subject to budget provision.

6. The file may, it is submitted, be returned to Educational with the above remarks.

P. GOVINDA MENON—17-12-12.

I would suggest that the power of making temporary appointments—item 4 on

I don’t think this is feasible.

A. G. CARDEW—20-12-12.

Otherwise we shall probably be having attenders under inspectresses acting continuously as “temporary” clerks.

Item (7)—Power to write off money

A. G. CARDEW—20-12-12.

page 2 *ante*—be subject to the condition that it is not used to give promotion to members of permanent establishments. and stores up to Rs. 50.—This may be subject to the condition that the loss is not due to a defect of system beyond the powers of inspectors and inspectresses to amend.

C. REILLY—18-12-12.

A. G. CARDEW—20-12-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The Financial Department accepts the proposed delegations subject to the following modifications:—

(a) that in item (4)—*appointment of temporary clerks and attenders*—(i) a limit of six months be fixed for the appointment and (ii) for the words “subject to budget provision” is substituted the following proviso, viz:—

“provided that the extra expenditure involved can be met by re-appropriation from sanctioned grants for temporary establishments and contingent grants under the control of the officer concerned.”

(b) that in items (5) and (6)—*employment of sweepers, scavengers and conductress and renting of private buildings as school-houses*—the exercise of the power to be delegated be subject to “budget provision.” and

(c) that in item (7)—*writing off of irrecoverable value of stores or public money*—the delegation be subject to the proviso that the “loss is not due to a defect of system beyond the power of the officer concerned to mend.”

2. *Delegation No. (4).*—The limit of six months suggested for the appointment of temporary clerks and attenders may be accepted. The proviso which, it is suggested, should be substituted for the words “subject to budget provision” is taken bodily from the delegation proposed by the Government of India to heads of departments and others in paragraph 2 of their letter No. 789, dated 19th November 1912, and will in fact give wider powers to inspectors and inspectresses, inasmuch as they can under the proviso not only sanction temporary appointments to be met from sanctioned grants for such appointments, but also from the grants for contingent charges. Inspectors and inspectresses have no power of re-appropriations at present; and the Director of Public Instruction’s powers in that respect do not extend to sanctioning re-appropriations to meet establishment charges. As delegation could obviously be proposed only in respect of powers now possessed by the Director of Public Instruction, it is for consideration whether the reference to re-appropriations from allotments for contingencies may be omitted. The proviso may, in that case, be modified as follows:—

“provided that the expenditure involved can be met from sanctioned grants for temporary establishments under the control of the officer concerned.”

If the larger powers proposed by the Government of India come to be accepted eventually by the Secretary of State, the powers of inspecting officers as well as that of the Director of Public Instruction will then be simultaneously raised.

3. *Delegations (5) and (6)—Employment of sweepers, etc., and renting of private buildings.*—Financial's proposal may be accepted. The power to be delegated in these two cases are only to be exercised subject to "budget provision"—please see items (18) and (21) on page 5 of G.O. No. 597, Educational, dated 28th July 1912, and items (5) and (6) in the list given in paragraph 3 of letter No. 817, Educational, dated 7th September 1912.

4. *Delegation (7)—Writing off of irrecoverable losses.*—The proviso suggested by Financial may be accepted.

5. A draft letter to India is submitted for approval. If approved, it may be sent to Financial for acceptance.

T.K.—7-2-13.

C. RAMANUJA CHARI—7-2-13.

L. DAVIDSON—8-2-13.

To the Financial Department.

FINANCIAL DEPARTMENT.

The draft may, it is submitted, be accepted.

P. GOVINDA MENON—13-2-13.

C. REILLY—14-2-13.

A. G. CARDEW—15-2-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Orders are solicited as to whether the draft may now issue.

C. RAMANUJA CHARI—17-2-13.

Yes.

L. DAVIDSON—18-2-13.

[G.O. Nos. 211-12, Educational, dated 10th March 1913.]

G.O. No. 567 Educational, dated 28th June 1912.

G.O. No. 816/7 Educational, dated 7th September 1912.

C.No. 2845, from the Government of India, No. 2347, dated 19th Octr. 1912.

ORDER:- *Pro 1568/18-2-13*
20
~~PS.~~ *do 219/10.3.13*

The Government of India will be

addressed.

M. CR
7-2-13

LETTER:- *Pro 1568/18-2-13*
do 219/10-3-13

The Secretary to the Government

of India,

Department of Education.

Sir,

In reply to your letter No. 2347, Education, dated the 19th October 1912, I am directed to state that His Excellency the Governor in Council has since considered the proposals submitted by the Director of Public Instruction for delegations of powers to inspectors and inspectresses of schools and principals of colleges, which were specified in paragraph 3 of my letter No. 817, Educational, dated the 7th September 1912, and approves of them with ~~only~~ *5* two slight alterations indicated ~~below~~ *in the next paragraph.*

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Sp. C. and S. C. v.
depts 18-3-13
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2. In respect of item 4 of the powers referred to above, it is proposed, with the object of introducing an element of definiteness, to substitute the words "provided that the expenditure involved can be met from sanctioned grants for temporary establishments under the control of the officer concerned" for ^{the words} "subject to budget provision which may be distributed at the beginning of the year to each circle".

3. As a safe-guard against the perpetuation of an incorrect system, His Excellency the Governor in Council would prefer to add a proviso to item 7 in the following terms:--

"Subject to the condition that the loss is not due to a defect of system beyond the power of the officer concerned to ~~amend~~ mend".

3/ 4. A complete list of the ^{in use and the} powers ~~and~~ modifications proposed above is annexed.

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Nature of power and authority under which it is exercised.	Powers now exercised by inspectors and inspectresses and heads of colleges and schools.	Additional powers that may suitably be delegated to those officers.	Remarks
1. Transfer of charge away from head-quarters - article 53, Civil Service Regulations.	N I L.	Inspectors and Inspectresses may have power to authorize transfer of charge away from head-quarters in the case of Sub-Assistants, Supervisors and the staffs of training schools.	
2. Extension of joining time - article 180, C.S.R.	N I L.	Inspectors and Inspectresses may be given power to sanction extension of joining time in the case of Sub-Assistants, Supervisors and the staffs of training schools.	
3. Retention in service - article 459, C.S.R.	N I L.	Inspectors, and Inspectresses and heads of colleges may be empowered to sanction the retention in service up to their 60th year of subordinates on Rs. 30 and below whose appointments are sanctioned by them.	
4. Temporary appointments. Art 78, C.S.R.	N I L.	Inspectors and Inspectresses may be given power to sanction the appointment of temporary clerks on a pay not exceeding Rs. 15 per mensem and temporary attenders on a pay not exceeding Rs. 10 per mensem in the offices, for a period not exceeding six months provided that the expenditure involved can be met from the sanctioned grant for temporary establishments under the control of the officer concerned.	of inspecting officers
5. Employment of menial servants.	N I L.	Inspectors, and Inspectresses and heads of colleges may be empowered to sanction within budget provision the employment of sweepers, scavengers and conductresses whose wages are payable from contingencies.	

Nature of power
and authority under
which it is exercised

Powers now ex-
ercised by ins-
pectors and ins-
pectresses and
heads of colleges
and schools.

Additional powers that
may suitably be delegated
to those officers.

Remarks

6. Rent allowances.

Art. 98 (a), C. A. Code

N I L.

Inspectors and Inspectress-
es may be given limited
powers of sanctioning
house-rent for private
buildings occupied by
educational institutions
up to a limit of Rs.10
per mensem subject to
budget provision.

7. Writing off the
irrecoverable
value of stores
or public money.

Art. 279, C. A. Code.

N I L.

Inspectors, Inspectresses
and heads of colleges
may be given power to
write off the irrecover-
able value of stores or
public money up to a
limit of Rs.50 provided
that the loss is not due
to a defect of system
beyond the power of the
officer concerned to mend.

7.2.13 *7.2.13*

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ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No., dated.....190

G.O., No. 2442, dated 6-2-1903

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principals of colleges.Number (c) of copies required when struck off (not including
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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.

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

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

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

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

INSTRUCTIONS FOR THE PRESS.

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

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

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

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

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

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.

Print urgent

7/1
18-2-13

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press Official.
Received in Press on.....	19-2-13 <i>2/13</i>
First proof furnished on.....	18-2-13 <i>2/13</i>
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	19-2-13 <i>2/13</i>
Final copies supplied on.....	17-3-13 <i>2/13</i>

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	40		
" " " Issue.....	84		
For Volumes.....	10		
For E. T.			
Total ...	60		