

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd

} 1913.

Enclosures

Spare copies

G.O. No. 659, 15th July 1913.

Delegation of powers.

Sanctioning certain — to the Superintendent of Industrial Education and to the Superintendents of the School of Arts and the Reformatory School, Chingleput.

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GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

Read—the following paper :—

Letter—from the Hon'ble Sir ALFRED BOURNE, K.C.I.E., D.Sc., F.R.S., Director of Public Instruction.

To—the Secretary to Government, Educational Department.

Dated—Madras, the 24th April 1913.

No.—Ref. on Car. 6370 of 1911.

I have the honour to request, that the powers delegated to inspectors, inspectresses and heads of colleges in G.O. No. 567, Educational, dated 28th June 1912, and No. 473, Financial, dated 30th July 1912, may be extended to the Superintendent of Industrial Education and to the Superintendents of the School of Arts, Madras, and the Reformatory School, Chingleput. The status of these latter officers is not in any way inferior to that of the former. The Superintendent of Industrial Education may exercise powers similar to those exercised by an inspector and the other two officers, similar powers to those exercised by the principal of a College.

2. In G.O. No. 473, Financial, dated 30th July 1912, the power to countersign travelling allowance bills was delegated to inspectors and inspectresses in respect of officers and establishment subordinate to them except assistant inspectors and assistant inspectresses. On this analogy I request that heads of colleges may be permitted to countersign the travelling allowance bills of the non-gazetted staffs and establishments under them.

3. A statement showing the proposed delegations is appended.

ENCLOSURE.

Number.	Nature of power and authority under which it is exercised.	Power now exercised by the Superintendent of Industrial Education and the Superintendents of the School of Arts, Madras, and the Reformatory School, Chingleput.	Additional powers that may suitably be delegated to those officers.	Remarks.
1	2	3	4	5
1	Appointments, leave, etc., G.O. No. 101, Educational, dated 28th March 1910 and No. 2, Educational, dated 2nd January 1902.	The Superintendent of Industrial Education (late Inspector of Technical Schools) makes appointments up to Rs. 30 per mensem and grants leave to and inflicts punishment on officers appointed by him. The other two superintendents exercise no power.	The Superintendents, School of Arts, and Reformatory School, Chingleput, may be empowered to make appointments up to Rs. 30 per mensem and grant leave to and inflict punishment on officers appointed by him.	Inspectors, inspectresses and heads of colleges possess this power.
2	Extra expenditure in the case of leave granted to officers—Article 147 (iii) of the Civil Service Regulations.	Nil.	May be given power to incur extra expenditure in the case of leave granted to officers whose appointment vests with them.	Do.
3	Purchase of furniture—Item 51, Appendix F to the Madras Treasury Manual.	Can sanction the purchase of furniture up to the limit of Rs. 10.	The limit may be increased to Rs. 100 in the case of country-made articles subject to budget provision.	Do.

Number.	Nature of power and authority under which it is exercised.	Power now exercised by the Superintendent of Industrial Education and the Superintendents of the School of Arts, Madras, and the Reformatory School, Chingleput.	Additional powers that may suitably be delegated to those officers.	Remarks.
1	2	3	4	5
4	Purchase of books—Appendix C to the Madras Treasury Manual.	Nil.	May be given power to sanction to purchase of books up to Rs. 50 subject to budget provision.	Inspectors, inspectresses and heads of colleges possess this power.
5	Printing charges—item 91, Appendix F to the Madras Treasury Manual.	Nil.	May be empowered to sanction expenditure on account of printing at private presses up to budget provision.	Do.
6	Purchase of belts and badges—item 79, Appendix F to the Madras Treasury Manual.	Nil.	May be empowered to sanction the purchase of belts and badges for officers and institutions under their control.	Do.
7	Disposal of unserviceable articles—G.O. No. 35, Educational, dated 22nd January 1910.	Nil.	May be empowered to sanction the disposal of unserviceable articles in respect of offices and institutions under their control.	Do.
8	Petty works of construction and repairs—item 81, Appendix F to the Madras Treasury Manual.	Nil.	May be empowered to incur expenditures up to Rs. 100 on account of petty construction and repairs subject to the existence of budget provision.	Do.
9	Budget reappropriation under "Supplies and Services" and Contingencies—paragraph 107, Madras Treasury Manual, Volume I.	Nil.	May be empowered to transfer funds so far as the offices and institutions under their control are concerned, provided they come under contingent heads of expenditure within the same minor head.	Do.
10	Increments to pay—Appendix C to the Madras Treasury Manual.	Nil.	May be empowered to sanction the increments of all non-gazetted officers under them.	Do.
11	Furniture grants to non-European schools—Items 57 and 60 of the Grant-in-Aid Code.	Nil.	The Superintendent of Industrial Education may be authorized to sanction furniture grants to industrial schools up to a limit of Rs. 50.	Inspectors and inspectresses exercise this power.
12	Counter-signature of travelling allowance bills.	Nil.	May be empowered to countersign the travelling allowance bills of the non-gazetted staff and establishments subordinate to them.	Inspectors and inspectresses counter sign the travelling allowance bills of officers and establishments subordinate to them except assistant inspectors and assistant inspectresses. It is proposed in the covering letter the heads of colleges may be empowered to countersign the travelling allowance bills of the non-gazetted staff and establishments subordinate to them.
13	Building grants to non-European schools—Chapter VIII of the Grant-in-Aid Code.	Nil.	The Superintendent of Industrial Education may be empowered to sanction building grants to industrial schools up to a limit of Rs. 100.	Inspectors and inspectresses exercise this power.
14	Exemption from examination rules—Public Service Notification.	Nil.	May be empowered to appoint unqualified persons and to exempt them from examination rules (both general and professional) for not more than three months, the power being restricted to posts on Rs. 30 and below which these officers will be able to fill up under item (1) supra.	Inspectors and inspectresses and heads of colleges exercise this power.
15	Batta and carriage to students.	Nil.	May be empowered to incur this charge up to budget provision in the case of institutions under their control.	Do.
16	Laboratory charges.	Nil.	May be empowered to sanction expenditure upon the purchase of necessary chemicals and upon petty contingent charges subject to budget provision in the case of institutions under their control.	Do.

X.R.—The delegations that were ordered to lie over in paragraph 3 of G.O. No. 567, Educational, dated 28th June 1912, have not been included in this statement.

Order—No. 659, Educational, dated 15th July 1913.

The Government sanction the following delegations to the Superintendent of Industrial Education and to the Superintendents of the School of Arts and the Reformatory School, Chingleput:—

Existing rule.	Nature of power.	Officers to whom delegated.
(1) G.O.s. No. 101, Educational, dated 28th March 1870, and No. 2, Educational, dated 2nd January 1902.	Power to make appointments up to Rs. 30 <i>per mensem</i> and to grant leave to, and to inflict punishment on, persons so appointed.	Superintendents, School of Arts, and Reformatory School, Chingleput.
(2) Grant-in-Aid Code, rule 60.	Power to sanction furniture grants to industrial schools up to a limit of Rs. 50.	Superintendent of Industrial Education.
(3) Grant-in-Aid Code, rule 55.	Power to sanction building grants to industrial schools up to a limit of Rs. 100.	Do.
(4) Public Service notification, articles 1 and 3.	Power to grant temporary exemption from examination rules—general and special—and to employ unqualified candidates for a period not exceeding three months when the sanctioned pay of the appointment does not exceed Rs. 30 <i>per mensem</i> .	Superintendent of Industrial Education and Superintendents of School of Arts, and Reformatory School, Chingleput.

2. The Commissioner for Government Examinations and the Director of Public Instruction will be requested to submit for the approval of Government drafts of the consequential alterations to be made in the Public Service notification and the Grant-in-Aid Code.

3. Orders in respect of the delegations suggested in items (2) to (10), (12), (15) and (16) will issue in the Financial department.

4. With reference to his remarks against items 13 and 11 in the statement of proposed delegations, the Director of Public Instruction will be informed that powers to sanction building grants up to a limit of Rs. 100 and furniture grants up to a limit of Rs. 50 have not been given to Inspectresses of Schools.

(True Extract.)

W. FRANCIS,
Ag. Secretary to Government.

To the Director of Public Instruction.
" Commissioner for Government Examinations.
" Assistant-General.
" Financial department.
Editions' Table (Order only).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 659, EDUCATIONAL, DATED 15TH JULY 1913.

SUBJECT.—*Delegation of powers to Superintendent of Industrial Education and to the Superintendents of School of Arts and the Reformatory School, Chingleput.*

From the Director of Public Instruction, No. 6370, dated 24th April 1913.

The proposals of the Director of Public Instruction for the delegation of powers to the three Superintendents may be considered under two heads, viz.—

I. Delegations under the Educational Codes or Rules (items 1, 11, 13 and 14 in the Director of Public Instruction's list.

II. Delegations under the Financial Codes or rules. (All the other 12 items). The Director's statement that the officers to whom delegation is now proposed are of equal status to those to whom similar powers have already been sanctioned may be accepted. The Superintendent of Industrial Education is virtually an Inspector of Schools. The Superintendents, School of Arts and Reformatory may be regarded as equal in rank to heads of colleges. The former is an officer of the Indian Educational Service and the latter is an officer of the Indian Medical Service.

2. I. *Delegations under the Educational Codes or rules—(1) Power to make appointments up to Rs. 30 per mensem and grant leave to and inflict punishment on officers appointed by them.*—[Item 1 of the Director's list.] This power is now possessed by Page 3 of notes with G.O. No. 567, Educational, dated 28th June 1912.

the Inspectors and Inspectresses and heads of colleges and schools and also by the Superintendent of Industrial Education. The proposal to give this power to the other two Superintendents also, i.e., the Superintendents of the School of Arts and the Reformatory School, Chingleput, may be approved.

(2) *Power to sanction furniture grants to industrial schools up to a limit of Rs. 50.*—[Item 11 of the Director's list.] The proposal to give this power to the Superintendent of Industrial Education may be approved. Similar powers are exercised by Inspectors of Schools—vide item 1 of the list in paragraph 1 of G.O. No. 567, Educational, dated 28th June 1912—and the Director of Public Instruction's

note, dated 26th March 1912, on page 9 of the notes therewith. This power has not

W. FRANCIS. | been given to the Inspectresses of Schools
| as stated by the Director. This may be
| pointed out to him.

(3) Power to sanction building grants to industrial schools up to a limit of Rs. 100. [Item 13 of the list given by the Director.] The proposal to give this power to the Superintendent of Industrial Education may be approved. Similar powers are exercised by Inspectors of Schools—*Vide* item 2 of the list in G.O. No. 567, Educational, dated 28th June 1912. This power too has not been given

W. FRANCIS. | to Inspectresses of Schools as stated by
| the Director. This may also be pointed
| out to him.

(4) Power to grant temporary exemption from examination rules—general and special—and employ in their offices unqualified candidates for a period not exceeding three months when the sanctioned pay of the appointment does not exceed Rs. 30 per mensem.—[Item 14 of the Director's list.]—As in the case of the Inspectors, Inspectresses and

* It will be confined only to posts which they have power to fill on their own authority. heads of colleges, this power may be given to the three Superintendents as proposed.—*Cf.* item 3 of the list in G.O. No. 567, Educational, dated 28th June 1912, and notes on page 10 of the notes therewith against item 21.

3. II. Delegations under the Financial Codes or rules—(1) Power to incur extra expenditure in the case of leave granted to subordinates on Rs. 30 or less—*Cf.* item 2 of the Director's list with item 1 of the list in G.O. No. 473, Financial, dated 30th July 1912.

(2) Power to countersign travelling allowance bills of non-gazetted subordinates—*Cf.* item 12 of the Director's list with item 2 of the list given in G.O. No. 473, Financial, dated 30th July 1912, and notes against item 2 on page 2 of notes therewith.

(3) Power to sanction reappropriation of funds under supplies and services and contingencies under the same minor head—*Cf.* item 9 of the Director's list with item 3 of the list in G.O. No. 473, Financial, dated 30th July 1912 (and notes against item 8 on page 3 of notes therewith).

(4) Power to purchase country made articles of furniture up to a limit of Rs. 100—*Cf.* item 3 of the Director's list with item 4 of the list in G.O. No. 473, Financial, dated 30th July 1912 (and notes against item 3 on page 2 of notes therewith).

(5) Power to purchase books up to a limit of Rs. 50—*Cf.* item 4 of the Director's list with item 5 of the list in G.O. No. 473, Financial, dated 30th July 1912 (and notes against item 4 on page 2 of notes therewith).

(6) Power to sanction expenditure on account of printing at private presses—*Cf.* item 5 of the Director's list with item 6 of the list in G.O. No. 473, Financial, dated 30th July 1912 (and notes against item 5 on page 2 of notes therewith).

(7) Power to sanction purchase of belts and badges—*Cf.* item 6 of the Director's list with item 7 of the list in G.O. No. 473, Financial, dated 30th July 1912, (and notes against item 6 on page 3 of notes therewith).

(8) Power to incur charges on petty construction and repairs up to a limit of Rs. 100—*Cf.* item 8 of the Director's list with item 8 of the list in G.O. No. 473, Financial, dated 30th July 1912 (and notes against item 7 on page 3 of notes therewith).

(9) Power to incur charges under batta and carriage to students—*Cf.* item 15 of the Director's list with item 9 of the list in G.O. No. 473, Financial, dated 30th July 1912 (and notes against item 9 on page 3 of notes therewith).

(10) Power to incur laboratory charges—*Cf.* item 16 of the Director's list with item 10 of the list in G.O. No. 473, Financial, dated 30th July 1912 (and notes against item 10 on page 3 of notes therewith).

(11) Power to dispose of unserviceable articles—*Cf.* item 7 of the Director's list with item 11 of the list in G.O. No. 473, Financial, dated 30th July 1912 (and notes against item 11 on page 3 of notes therewith).

(12) Power to sanction increments to non-gazetted subordinates—*Cf.* item 10 of the Director's list with item 12 of the list in G.O. No. 473, Financial, dated 30th July 1912 (and notes against item 12 on page 3 of notes therewith).

As in the case of Inspectors and Inspectresses as there appears to be no objection to the delegation to the three Superintendents of all the above powers except item (2). As regards this item, the Director's proposal is to give the power to the three Superintendents and also to the heads of colleges. This power is now exercised by Inspectors and Inspectresses. The Superintendent of Industrial Education stands in the same position as inspectors and may be given this power. It does not appear necessary to confer the power on heads of colleges or on the other two Superintendents as they are not itinerating officers and have rarely opportunities of touring themselves, or sending out their subordinates. No saving in work will therefore be effected by this delegation. It may even be advisable that such cases are brought to the notice of the controlling officer.

It may not be necessary, but as the power will seldom be used it will at least be harmless; while to make an exception in these cases will complicate the position and the order.

W. FRANCIS.

4. Before passing orders Financial powers referred to in paragraph 2 above have to issue in Educational, while those in regard to powers referred to in paragraph 3 have to issue in Financial.

B. GOPALACHARI—13-6-13.

C. RAMANUJACHARI—17-6-13

I think the delegations proposed may all be approved. Director of Public Instruction apparently overlooked these officers when he made his original proposals about Inspectors, etc.

W. FRANCIS—18-6-13.

To the Financial Department.

FINANCIAL DEPARTMENT.

Please see this department notes on pages 14 to 18 of notes to G.O. No. 567, Educational, dated 28th June 1912, on the question of the delegation of certain powers to Inspectors, Inspectresses of Schools and Principals of Colleges. The proposals in the present case relate to delegation of powers to the Superintendent of Industrial Education and the Superintendents of School of Arts and Reformatory School. The Educational Department surmises that the Director of Public Instruction apparently overlooked these officers when he made his original proposal about Inspectors.

2. The delegation of powers may be broadly divided into three classes:—

I. Powers under the Educational Grant-in-Aid Code or special to the department.

II. Powers under the Financial Codes or rules, the delegation of which requires the sanction of—

- (a) the Government of India,
- (b) the Local Government.

3. Powers under the Grant-in-Aid Code.—Items 1, 11, 13 and 14 in the list of the Director of Public Instruction come under this head.

The powers referred to are—

(1) Power to make appointment up to Rs. 30 per mensem and grant leave and inflict punishment on officers appointed by them to be delegated to the Superintendents of School of Arts and Reformatory School, Chingleput.

(2) Power to sanction furniture grants to non-European schools up to a limit of Rs. 50 to be delegated to the Superintendent of Industrial Education.

(3) Power to sanction building grants to non-European schools up to a limit of Rs. 100 to be delegated to the Superintendent of the Industrial Education.

(4) Power to grant temporary exemption from examination rules—general and special—and employ in their offices unqualified candidates for a period not exceeding three months when the sanctioned pay of the appointment does not exceed Rs. 30 per mensem—to be delegated to the Superintendent of the Industrial Education and to the Superintendents of School of Arts and the Reformatory School, Chingleput.

4. Attention is invited in this connection to the notes in paragraph 2 on pages

A.G.C.—9-7-13.

1 and 2 *ante*. The proposals of the Educational Department may be accepted in this department.

5. II. Delegations under the Financial Codes and Rules.—Please see paragraph 5 of the Financial department note, dated 28th May 1912, on pages 15-18 of notes to G.O. No. 567, Educational, dated 28th June 1912, in which is discussed the question whether under the strict letter of the Government of India letter No.

5525, Educational, dated 19th November 1909 (G.O. No. 391, Financial, dated 10th September 1910). Principals of Colleges and Inspectresses of Schools can be given power under the Financial Codes or rules. The Government finally decided

that such powers might be granted to Inspectors and the officers mentioned above. In view of this decision it is submitted that no objection need perhaps be raised to the delegation of such powers to the three

A.G.C.—9-7-13.

Superintendents dealt with in this file.

6. Delegation of powers that can be sanctioned by the Local Government.

Article of Civil Service Regulations or Civil Account Code.	Description of powers.	Suggestion of the Educational Department.	Remarks.
I. Civil Service Regulations.			
Item 3, Article 147 (iii).	The Superintendent of Industrial Education, Superintendents of School of Arts and Reformatory School may be empowered to incur extra expenditure in the case of leave to officers whose appointment rests with them.	The delegation is recommended by the Educational Department.	The power has been delegated to Inspectors, Inspectresses and heads of colleges. Submitted that the power may be delegated to the officers mentioned in column 2. A.G.C.—9-7-13.
Item 12, Article 1159.	The officers mentioned above and heads of colleges may be given power to counter sign the travelling allowance bills of their own establishments of the officers subordinate to them.	The Educational Department recommends that the powers may be delegated to all these officers.	"The reason alleged by Educational for the grant of power to the Superintendents of School of Arts and Reformatory School and heads of colleges is that, as the power will seldom be used it will at least be harmless, while to make an exception in these cases will complicate the position and order. It is submitted there appears to be no necessity to delegate this power to officers mentioned above. It will suffice if I agree. It is delegated to the Superintendent of Industrial Education who is of the same rank as an Inspector of schools."
II. Civil Account Code.			
Item 3, Appendix F, Treasury Manual, Item 61.	The three Superintendents may be empowered to purchase furniture up to Rs. 100 subject to the existence of budget provision.	The Educational Department recommends that this delegation may be sanctioned.	The present limit for these officers is Rs. 10. The Superintendent, Civil Veterinary Department, Special Settlement Officer, the Superintendent, Government Press, etc., Inspectors, Inspectresses, heads of colleges, Superintendent, Government Museum, and the Superintendent Archaeological Survey, exercise powers up to Rs. 100. Civil Medical officers in charge of district, Presidency, etc., hospitals, Deputy Commissioner of Salt, Akbari, etc., Revenue, exercise powers up to Rs. 20. The Superintendent of the Industrial Education has the same status as that of the Inspector of Schools. The Superintendent of Reformatory School is Indian Medical Service officer and it is stated that he and the Superintendent of School of Arts may be regarded as heads of colleges. The Superintendent, Industrial Education, may be given power up to Rs. 100. It is for consideration whether the other two officers should be given the same power. Yes. A.G.C.—9-7-13.
Item 4, item 16 of Appendix F of Treasury Manual, Vol. II.	Purchase of class book up to Rs. 50 subject to the budget provision.	Recommended in Educational.	The Inspectors, Inspectresses of Schools and heads of colleges have recently been given this power. There appears to be no objection to the grant of this power to the three officers. A.G.C.
Item 6, Appendix F, Treasury Manual, Vol. II, item 91.	Power to incur charges on account of printing in private presses subject to budget provision.	Do.	The power has to be exercised subject to the usual certificate from the Superintendent, Government Press, or other responsible officers that the work could not be executed at the Government Press at the station—Paragraph 1 of G.O. No. 117, Public, dated 16th February 1908. This power may perhaps be given to the Superintendent of Industrial Education. But as it appears there could be no occasion for the exercise of this power by the Superintendent of the School of Arts and the Superintendent of Reformatory School—the headquarters of the former being Madras and that of the latter being very near that place—it is submitted for consideration whether the power should be delegated to these two officers. A.G. Langor —9-7-13.

Articles of Civil Service Regulations or Civil Account Code.	Description of powers.	Suggestion of the Educational Department.	Remarks.
II. Civil Account Code—cont.			
Item 6, Treasury Manual, Appendix F, item 73.	Renewal of cloth belts for peons in two years and supply and renewal of badges.	Recommended in Educational.	Inspectors, Inspectresses of Schools and heads of colleges have been delegated this power. The delegation proposed for the three officers referred to in this file may be accepted.
Item 8, Item 21, of Treasury Manual, Appendix F, of Vol. 11.	Power to incur charges on petty construction and repairs up to a limit of Rs. 100 subject to the budget provision.	Do.	Divisional officers and District Superintendents of Police are given this power. Inspectors, Inspectresses of Schools and heads of colleges have been recently given this power. The Superintendent of Industrial Education may be granted this power. It is submitted for consideration whether this power should be delegated to other two officers, viz., Superintendent of School of Arts and the Superintendent of the Reformatory School, Chingleput.
Item 9, Madras Treasury Manual, Vol. 1, paragraph 107.	Power to the three* officers to sanction reappropriation of funds under "supplies and services" and "contingencies" so far as the office and institutions under their control are concerned. Provided they come under Contingent heads of expenditure in the same minor heads.	Do.	In connection with the delegation of similar powers to Inspectors, Inspectresses and heads of colleges it was pointed out that such a power is exercised by the heads of departments, and that from the Resolution of the Government of India (Finance) No. 2189-A, dated 31st May 1911 (G.O. No. 383, Financial, dated 2nd August 1911), it would appear that the delegation could only be made to heads of departments. Nevertheless Government considered that such delegation may be sanctioned for Inspectors, etc. It is submitted that the power may be delegated to the Superintendent of Industrial Education and it is for consideration whether the power may be delegated to the other two officers. The delegation may, it is submitted, be accepted.
Item 15, Treasury Manual, Appendix F, Item 13.	Batta and carriage to students.	Do.	A.G.C. —9-7-13.
Item 16, Treasury Manual, Appendix F, Item 15.	Laboratory charges to be incurred by the Superintendent of Industrial Education and the Superintendent of School of Arts and Reformatory Schools subject to budget provision.	Do.	Do.
III General.			
Item 7	Power to Superintendents of Industrial Education and to the Superintendent of School of Arts and the Reformatory School, Chingleput, to dispose of unserviceable articles in the offices and institutions under them.	Recommended in Educational.	In connection with similar delegation to the Inspectors, Inspectresses and heads of colleges it was pointed out that the delegation should be subject to the condition that the power is restricted to articles of the same type which, owing to the supply of new articles, have become unnecessary or from any cause unserviceable—viz. Accountant-General's note on page 2 of notes to G.O. No. 36, Educational, dated 22nd January 1910. Submitted that the delegation in the present case may perhaps be sanctioned subject to this condition.
	Power to Superintendent of Industrial Education and Superintendent of School of Arts and Reformatory School to sanction increments of all non-delegated officers under them.	Do.	A.G.C. —9-7-13.

7. The list from the Director of Public Instruction does not contain any item which requires the sanction of the Government of India.

8. As stated in the Educational Department note on page 4 *ante* orders may issue in this department on the delegations of power referred to in paragraph 4 *ante*. Please compare G.O. No. 473, Financial, dated 30th July 1912. The Educational Department may be requested to send this department a copy of the notes along with their order on this case.

T. HARI RAO—8-7-13.

C. REILLY—5-7-13.
A. G. CARDEW—9-7-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Draft.

W. FRANCIS—11-7-13.

A draft order is submitted for approval.

B.G.—13-7-13.
C. RAMANUJACHARI—13-7-13.

Approved.

W. FRANCIS—14-7-13.

[G.O. No. 659, Educational, dated 15th July 1913.]

[L. & M. 95]

4,000-22-10-10.

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LOCKPORT MEMORIAL DEPARTMENT.

Papers to be read in Proceedings :-

Again G.O., No. *A*, dated

191 .

Again G.O., No. , dated

191 .

Current No. *1370 Pa* From the *D-P J*, No. *6370*, dated *24-4-1913*.

" " " " " " " " " " " "

" " " " " " " " " " " "

ORDER. No. *659 38*, dated *15-7-1913*.

PS

Spent 17.

The Govt. sanction the following delegations to the Supts. of Industrial Education and to the superintendents of the School of Arts and the Reformatory School, -
Chinghapok -

P.T.O.

Existing rule	Nature of power	Officers to whom delegated
(1) Govt No. 101 Ed 3, 2-2-70 and No. 2 Ed 3, 2-1-02	Power to make appointments up to Rs 30 per. and to make leave, and to give permission up to, persons so appointed.	Supdt., School of Arts, and Representative School, Chitlang.
(2) Grant in aid Code, rule 60	Power to sanction furniture grants to industrial schools up to a limit of Rs 50	Supdt. of Industrial Education.
(3) Grant in aid Code, rule 55	Power to sanction building grants up to a limit of Rs 100 to industrial schools	do
(4) Public Service Notice, articles 1 and 2	Power to grant temporary exemption from examination rules - general and special - and to employ unqualified candidates for a period not exceeding three months when the sanctioned pay of the appoint - ment does not exceed Rs 30 per.	Supdt. of Industrial Education, Supdt. of School of Arts, Representative School, Chitlang.

With reference to his remarks against items 13 & 14 in the staff of proposed delegation.

The Director of Public Instruction will be informed that the powers to sanction building grants up to a limit of Rs 100 and furniture grants up to a limit of Rs 50 have not been given to Inspectors of Schools. ~~as stated in the order of the Government to the effect that the powers of the Director of Public Instruction will be delegated to the Inspectors of Schools.~~

Orders in respect of delegations suggested in items (2), (10), (12), (15) and (16) will issue in the financial department.

The Commissioner for Govt. Examinations and the Director of Public Instruction will be requested to submit for the approval of Govt. drafts of the consequential alterations to be made in the Public

S.T.

Public Service Notification
and the Grant in aid Code.

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REFERENCE

URGENT (a).

LOCAL AND MEMORANDUM DEPARTMENT.

Current No. 1272, dated 28.2.1913.

G.O., No. 15029, dated 15.2.13.

Number of MS. pages sent { Correspondence including order or orders (b) 6
Notes (b) 15

Docket: Delegation of powers - Same -

to be sent to the Secretary of the Government of Madras for the purpose of the Delegation of powers - Same -
Refers to the Delegation of powers - Same -

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	The P. D. B.....				
	The Accountant-General.....	4			
	The Director of Public Instruction.....	10			
	The Surgeon-General.....				
	The Sanitary Commissioner.....				
	Do. Engineer.....				
	Do. Board.....				
	The President, Corporation of Madras.....				
	The.....	4			
	The.....				
	The.....				
	The.....				
	Total	...			

* Copies distributed on..... (Press Clerk.)

† Copies distributed on..... (Despatcher.)

* To be initialled and dated.

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 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.

TO PRESS, MADRAS,
GOVT.

A	B	C
Please send proof in triplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	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 <u>after usual interval</u> at once.	Type may be released after usual interval.
.....Clerk.	Clerk.	Clerk.
.....Supdt.	Supdt.	Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	18/7/12
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	28/7/12

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	41		
" " " Issue.....	28		
For Volumes.....	16		
For E.T.....			
Total ..	85		