

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

} 1913.

Enclosures

Regd.

Spare copies

G.O. No. 802, 26th August 1913.

Establishment.

Sanctioning proposals for strengthening the office — of the Director of Public Instruction.

Government of Madras.

EDUCATIONAL DEPARTMENT.

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G.O. No. 802, 28th August 1913.

Establishment.

Sanctioning proposals for strengthening the office — of the Director of Public Instruction.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

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

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

Dated—Madras, the 29th April 1913.

No.—Cur. 3482.

I have the honour to address Government on the subject of the strengthening and re-organization of my office establishment. Towards the close of the year 1911 Mr. J. H. Stone, as Acting Director of Public Instruction, asked for a "modest addition" in order to enable certain sections of the office to cope with the increased work devolving on them. Accordingly in their Order No. 74, Educational, dated 30th January 1912, Government were pleased to sanction the appointment of three additional clerks on Rs. 30, Rs. 25 and Rs. 20, a typist on Rs. 20—1—25 and an attender on Rs. 11 per mensem. Since then the general correspondence work has further increased considerably by reason of the various schemes in different stages of development, the additions to the number of sub-assistants, the frequent references in connection with the large additional allotments for 'education,' not only for this province but also for Coorg and the Civil and Military station, Bangalore, the preparation of programmes of expenditure in connection with them for periods of three years or more, the constant revisions of the scales of establishments of educational institutions involving in many cases a thorough re-organization of the existing staff—especially for girls' schools and training schools for masters and mistresses—the preparation of monthly consolidated absentee statements and of the several statements and memoranda called for in connection with the Royal Commission's visit, etc. The issues involved are often of a very important and complicated nature resulting in lengthy correspondence, particularly with reference to the acquisition of sites for school-houses and hostels, and construction of buildings for them, and subsidies to local boards. The expansion of the department in various directions has greatly increased the work particularly in the administrative section of my office, notably with regard to appointments, promotions, transfers and leave; and I am personally aware of the fact that my Personal Assistant and the office manager have for the past one year and more had to work at a very high pressure, foregoing nearly every holiday and working overtime on office days, in order to deal as promptly as possible with the increasing number of papers received in the office and to dispose as best they can of the important administrative questions that have been arising as a result of the increased activities of the department. The rapid growth of the work of this office during the past few years can be seen from the following figures :—

					Receipts.	Disposals.
1905	..	..	..	..	19,397	15,312
1910	..	..	..	..	22,797	16,192
1911	..	..	..	..	22,849	16,620
1912	..	..	..	..	24,974	18,007

These figures exclude the u.o. references which have of late been increasingly frequent and which, although in the long run economical of time and work, can rarely be answered without assistance from the office and also the numbers relating to

annual and periodical returns, lists of officers, grant-in-aid, travelling allowance and other bills, statements of receipts and charges, demand, collection and balance statements, verification of service registers, and telephonic, demi-official and confidential correspondence. An idea of the growth of the work connected with appointments and leave alone—work which, it is needless to say, involves important preliminary work by way of putting up the necessary notes after a careful consideration of the circumstances of each case—can be formed from the fact that the total number of appointments that have to be dealt with directly in this office aggregate 830 (in round numbers), excluding the gazetted appointments about which recommendation notes are submitted by the Director to His Excellency the Governor in Council, and that the total number of proceedings relating to these appointments, transfers, etc., has increased from 212 in 1908 to 367 in 1912, or by about 75 per cent. The pressure being thus mostly felt in the administrative section of the office and the necessity for strengthening that section being in the higher ranks rather than in the lower, I beg to recommend strongly that sanction may be accorded to the appointment of a *Superintendent*, i.e., of an officer of superior status, so as to afford some relief to the Personal Assistant and the manager by taking up a portion of the work now attended to by them with great difficulty in the midst of many relatively more urgent and important papers. The Superintendent will be placed in charge of a department of the administrative section of the office and be required to scrutinize the papers received from the clerks in his department and pass them on to the Director or the Special Deputy Director and also to attend to such other work as may be entrusted to him by the Personal Assistant, so that the latter may be able to devote the necessary time and attention chiefly to papers connected with schemes of re-organization, appointments and leave, revisions of establishments, and confidential work and to the general supervision of the office for which he is unable at present to find adequate time. I may mention here that for more than a year attempts have been made to fix, with reference to their total service, educational qualifications and efficiency, the rank in their own grade of the supervisors who were originally in local board and municipal service—preliminary to giving them grade promotions with reference to the existing vacancies; but for want of sufficient leisure nothing appreciable could be done in this direction.

2. The appointment of an additional clerk on account of the extra work entailed by the preparation of monthly consolidated absentee statements to be furnished to the Accountant-General is also necessary. The system was newly introduced in December last and the experience of the past four months in regard to the labour involved thereby amply justifies my request for a separate full-time clerk for the work. The number of appointments in respect of which the statements have to be prepared is about 550 and it is impossible for the existing establishment to attend promptly and adequately to the preparation of the statements and to all the correspondence incidental thereto. The work is sufficient to occupy the full time of a capable clerk every month, and the Accountant-General has already begun to complain of the delays that have occurred in this office in the consolidation and transmission of the absentee statements. Having regard to the nature and responsibilities of the work, I would fix the pay of the additional clerk at Rs. 70 per mensem.

3. The general question of a revision of the scale of pay of the whole of the clerical establishment of this office has also become one of urgent importance. The general expansion of the department in various directions and the great complexity of educational activities have not only resulted in a large increase in the quantity of clerical labour but also demand a higher quality of work. Some improvement in the pay and prospects of the clerks already employed is called for in view of this large growth in quantity, while adequate inducements as regards starting salary and further prospects are conditions of such recruitment as will secure the required standard of work. A comparison of the pay and prospects of the clerical establishment of this office with those obtaining in the Secretariat, the Board of Revenue and the other head offices in the Presidency town shows clearly the relative inferiority of this office in the matter of salaries, proportionately to the quality of work expected to be done by it. The initial pay of Rs. 20 per mensem is so low that it has become almost impossible at present to secure and retain the services of well-qualified men, while suitable substitutes for absentees are hard to find. Further, promotion is slow and the prizes are

few in number and unattractive in amount; and, as in the improvements in the emoluments of the teaching and inspection branches the clerical establishment has had no share, disappointment is already visible. Graduates in the lower ranks apply for appointments elsewhere or for admission to the Teachers' College for training with the view of eventually quitting the clerical branch of the service. This cannot be surprising when graduates entering the office on Rs. 26 have to wait on an average for not less than four years before they can get to Rs. 30 and for seven years before going up to Rs. 50, in spite of the fact that they are sometimes given special consideration in preference to their seniors who are only matriculates. It is observed that in the office of the Director of Public Instruction, Western Bengal, where the clerks are called "assistants," the establishment includes the following members: 2 (200), 1 (150), 1 (125), 3 (100), 2 (75), 5 (60) and 3 (50); in that of the Director of Public Instruction of the United Provinces there are besides one head clerk on Rs. 175—5—200 and a second clerk on Rs. 150—10—200, fourteen clerks on Rs. 50 and upwards, thus: 1 (150), 1 (140), 1 (130), 1 (120), 2 (100), 2 (90), 3 (80), 1 (70), 1 (60) and 1 (50). In the case of my office, excluding the head clerk on Rs. 100—5—125 and the three typists, there are 26 clerks in all: 1 (80), 1 (75), 1 (70), 2 (60), 3 (50), 2 (40), 2 (35), 5 (30), 5 (25) and 4 (20). In view, therefore, of the considerations stated above, I have the honour to request that the following revised scale of pay may be sanctioned:—

Twenty-seven clerks (excluding the head clerk and including the additional clerk for absentee statements)—100, (90), 2 (80), 2 (70), 3 (60), 3 (50), 3 (40), 4 (35) and 8 (30).

I would further fix the starting pay of the clerks at Rs. 30. This is the lowest rate of pay at which there is the least prospect of attracting graduates, particularly as a graduate knows that if he enters my office his prospects of promotion will be confined to it unless he can proceed to the degree of L.T. Hence I have proposed the general revision of the scales of salaries of the clerical establishment which I trust will commend itself to Government.

4. In regard to the menial establishment I beg to ask for a reconsideration of the orders of Government on the proposals made in my letter C. No. 6814/11, dated 23rd September 1911. It was suggested that the pay of attenders (including the one on Rs. 11 proposed therein and since sanctioned in G.O. No. 74, Educational, dated 30th January 1912) might be fixed at 2 (12), 1 (11) and 3 (10) so as to keep them distinct from peons and to secure and retain the services of good men for employment as attenders. The minimum pay of Rs. 10 proposed is even less than the pay of attenders in colleges and in the offices of the Registrar of Books and the Curator, Oriental Manuscripts Library. The men already doing duty in this office as attenders have for some time past been seeking employment elsewhere. One of them who was working in the Record section has recently obtained a higher appointment in the Medical College and another who has passed the late Lower Secondary Examination and who is also working as a record attender with the pay of a peon on Rs. 8 has been offered a post in the office of the District Superintendent of Police, Chingleput, on Rs. 10 per mensem. The remaining attenders are consequently very much discontented.

It is also necessary to employ two additional peons (one on Rs. 9 and the other on Rs. 8), as the existing number is found to be inadequate on account of the expansion of work and the growth of office accommodation. The appointment of a Superintendent would in itself necessitate the employment of an additional peon, but for the present the whole of the duties devolving on peons might be distributed among the existing number and the two additional men asked for. I may add here that none of the officers—the Special Deputy Director, Deputy Director and my Personal Assistant—at present command the services of peons for duty at their houses and are at considerable inconvenience in consequence. The revised scale of pay of the peons would then be: 1 (11), 1 (10), 2 (9) and 12 (8), as compared with the present scale of 1 (11), 1 (10), 1 (9) and 11 (8).

5. I beg to propose that the posts of superintendent, manager and head clerk be included in the *cadre* of sub-assistant inspectors, and towards this end I request that one appointment on Rs. 200, one on Rs. 175 and one on Rs. 125 be added to

that *cadre*. This proposal is made as I consider that occasional interchanges between the men in the higher ranks in the office and the subordinate inspecting agency would be very useful.

6. Excluding the temporary establishment sanctioned for the officer on special duty and also the three permanent typists, the whole of the establishment of my office as it would stand in accordance with these proposals is compared below with the present sanctioned scales:—

	Pay.	Total or average cost.
	RS.	RS.
	<i>Present Scale.</i>	
Manager	150—3—175	168½
Head clerk	100—5—125	118½
Twenty-six clerks	{ 1 (80), 1 (75), 1 (70), 2 (60), 3 (50), 2 (40), 2 (35), 5 (30), 5 (25), 4 (20).	1,000
Twenty servants	{ 2 (12), 2 (11), 1 (10), 2 (9), 13 (8).	178
		1,465½
	<i>Proposed Scale.</i>	
Superintendent. }	Cadre of Sub-Assistants	500
Manager }	200 + 175 + 125.	
Head clerk }		
Twenty-seven clerks	{ 100, (90), 2 (80), 2 (70), 3 (60), 3 (50), 3 (40), 4 (35), 8 (30).	1,320
Twenty-two servants	{ Attenders 2 (12), 1 (11), 3 (10). Peons 1 (11), 1 (10), 2 (9), 12 (8).	200
		2,020

The extra cost is Rs. 554½ per mensem, and I consider that this is an irreducible minimum if the office is to be placed on such a footing as will enable it to cope successfully with the work that now devolves upon it and some prospect is to be afforded of the energies and intelligence of its personnel so developing as to be able to keep pace with the advance and expansion in every direction of educational effort to which Government is pledged.

7. I submit the usual reappropriation statement.

II

Endorsement of the Accountant-General, No. P.A. 3-2710, dated 14th May 1913.

Forwarded.

2. The present average cost of the establishment given in paragraph 6 of the letter of the Director of Public Instruction is correct.

	RS.
10 on Rs. 175	1,750
20 on .. 150	3,000
29 on .. 125	3,625
40 on .. 100	4,000
22 on .. 75	1,650
121	14,025
Add—	
Fixed travelling allowance for 101 at Rs. 25	2,525
12 at Rs. 37½	450
4 at Rs. 35	140
4 at Rs. 50	200
	17,340

3. The present actual cost of sub-assistant inspectors per month including their fixed travelling allowance is Rs. 17,340 as per details given in the margin.

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

5. The proposed reappropriation requires the sanction of Government in the Financial Department.

K. L. DATTA,
Accountant-General.

To the Secretary to Government, Educational Department.

III

Memorandum No. 1600-2, Educational, dated 1st August 1913.

The Director of Public Instruction is requested to re-consider his proposals for the re-organization of his office establishment with reference to the following remarks and suggestions:—

(i) *Employment of a Superintendent.*—A superintendent on Rs. 200 is proposed on the ground of growth of work. While admitting the necessity for strengthening the staff, the Government consider that it would probably be better to utilize the above amount in employing three hands—one on Rs. 100 and two others on Rs. 50 each—instead of only one. A clerk on Rs. 100 should be capable of submitting papers direct to the Director or his Deputy.

(ii) *Employment of a clerk on Rs. 70.*—For the routine work of preparing the monthly consolidated absentee statements, the proposed salary of Rs. 70 per mensem is too high; Rs. 40 should suffice for the new clerk.

(iii) *Revision of the scale of pay of clerks.*—In regard to this, the comparison instituted by the Director of Public Instruction with the pay drawn by similar clerks in other provinces cannot be accepted as a correct criterion; nor is the Secretariat an office similar to that of the Director's. A more proper standard for comparison is the scale of pay obtaining in the offices of other heads of departments in this Presidency, and the rates in the Director's office, rising from Rs. 20 to Rs. 175, do not compare unfavourably with these. The difficulties referred to in paragraph 3 of the Director's letter would largely be obviated if the clerical staff were divided into two sections, an upper and a lower, doing superior or drafting work and routine respectively. The posts in the upper division could be generally reserved to graduates, those in the lower division being open to men of lower qualifications. This would enable a higher starting salary to be given to candidates with superior educational qualifications. The following scale is suggested for adoption:—

Upper Division (excluding manager and head clerk).

	RS.
One clerk	80
One „	75
One „	70
Two clerks	60 each
Three „	50 „
Three „	40 „
Three „	35 „

Lower Division.

Two clerks	40 each
Two „	30 „
Four „	25 „
Four „	20 „

(iv) *Revision of the scale of pay of menials.*—The Government are not satisfied with the reasons given for the revision of the scale of pay and establishment of attenders and peons. No useful comparison can be instituted between the work of the attenders in colleges and the duties of those in the Director's office. The offices of the Board of Revenue and the Accountant General employ attenders on the pay at

present available for similar servants in the Director's office. In view of the increased facilities for locomotion now provided in Madras and the quicker postal delivery, increases in the number of peons can be allowed only in rare cases.

W. FRANCIS,
Ag. Secretary to Government.

To the Director of Public Instruction.

IV

Letter—from the Hon'ble Sir ALFRED GIBBS BOURNE, K.C.I.E., D.Sc., F.R.S.,
Director of Public Instruction.
To—the Secretary to Government, Educational Department.
Dated—Madras, the 11th August 1913.
No.—Ref. on Cur. 3482.

With reference to Government Memorandum No. 1600-2, Educational, dated 1st August 1913, I have the honour to request that, in the event of sanction not being accorded to the appointment of a Superintendent, Government will be pleased to sanction the employment of two additional clerks on Rs. 100 each, in place of one on Rs. 100 and two on Rs. 50 each as suggested in the memorandum. Three additional drafting clerks are not necessary at present, while the creation of two posts on Rs. 100 each would enable me to secure the services of really good men, capable of doing responsible work.

2. I agree to the pay of the clerk for absentee statements being fixed at Rs. 40 and to the proposed division of clerks into *Upper* and *Lower*.

3. The favour of early orders is requested.

Order—No. 802, Educational, dated 28th August 1913.

The Government sanction the employment in the office of the Director of Public Instruction of three additional clerks—two on Rs. 100 each and one on Rs. 40 per mensem—and the revision of the scale of pay of clerks in the lower grades of that office detailed in paragraph 1 (iii) of Memorandum No. 1600-2, dated 1st August 1913. The clerical staff of the office as thus re-organized, excluding the posts of manager and head clerk, will then be as follows:—

	Per mensem. RS.
<i>Upper Division.</i>	
Two clerks	100 each.
One clerk	80
One „	75
One „	70
Two clerks	60 each.
Three „	50 „
Four „	40 „
Three „	35 „
<i>Lower Division.</i>	
Two clerks	40 each.
Two „	30 „
Four „	25 „
Four „	20 „

2. The proposal of the Director of Public Instruction to include the posts of manager and head clerk of his office in the cadre of sub-assistant inspectors is approved, but these officers will, of course, not draw the usual permanent travelling allowance granted to sub-assistants. Two appointments will accordingly be added to that cadre, one to the second grade on Rs. 175 and the other to the fourth on Rs. 125.

3. This sanction has been registered as No. 141 of 1913-14.

(True Extract.)

W. FRANCIS,
Ag. Secretary to Government.

To the Director of Public Instruction.
Financial Department (with reappropriation statement).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 802, EDUCATIONAL, DATED
28TH AUGUST 1913

[SUBJECT.—*Re-organization of the office of the Director of Public Instruction,
Madras.*]

From the Director of Public Instruction, dated 29th April 1913, No. 3482.

The Director proposes the re-organization of his office establishment in the following respects at a total extra cost of Rs. 554½ per mensem or Rs. 6,654 per annum and considers that the proposals represent "an irreducible minimum" if the office is to be placed on such a footing as will enable it successfully to cope with the work that devolves on it:—

- (1) employment of a superintendent on Rs. 200,
- (2) entertainment of an additional clerk on Rs. 70,
- (3) revision of the scale of pay of the twenty-six clerks in the office involving a monthly increase in cost of Rs. 250,
- (4) inclusion of the superintendent, manager and head clerk in the cadre of sub-assistants; and
- (5) revision of the scale of pay and establishment of menials.

It wasn't a "re-organization"; Government wouldn't have that; the Director then came up begging for reconsideration of the refusal at least in respect of certain items, and Government conceded a good deal less than even then he asked for.

W. FRANCIS—24-6-13.

The addition was four men (on Rs. 30, 25, 20, 20—1—25) and an attender on Rs. 11.

W. FRANCIS—24-6-13.

Page 2 of G.O. No. 74, Educational, dated 30th January 1912.

present proposals relate to the correspondence and menial sections. Though the Director in paragraph 2 of his letter No. 6814, dated 23rd September 1911, stated that all the members of the clerical establishment were working at a high pressure, he then only submitted proposals in respect of sections that required immediate relief.

2. The scale of establishment of the Director's office was last re-organized after considerable discussion in 1904—G.O. No. 641-A, Educational, dated 22nd October 1904. Another large addition to the establishment was made in 1912, but in this case it was only the reference and current sections of the establishment that were strengthened—G.O. No. 74, Educational, dated 30th January 1912. The present proposals relate to the correspondence and menial sections. Though the Director in paragraph 2 of his letter No. 6814, dated 23rd September 1911, stated that all the members of the clerical establishment were working at a high pressure, he then only submitted proposals in respect of sections that required immediate relief.

3. *Appointment of a superintendent.*—This appointment is proposed to afford some relief to the Personal Assistant and the manager by taking away a portion of the work now attended to by them. The superintendent is to be placed in charge of a department of the administrative section of the office and to pass papers on directly to the Director or the Special Deputy Director. The Director has now under him two officers, the Deputy Director and the Personal Assistant, and there are two ministerial heads, the manager and the head clerk. Under the arrangement suggested in G.O. No. 641-A, Educational, dated 22nd October 1904, the manager deals with the administrative section of the office and submits his papers through the Personal Assistant, while the head clerk deals with the finance and audit sections and submits his papers to the Deputy Director. Under the proposed scheme there will be three officers, instead of two, submitting papers to the Director, namely the Deputy Director, the Personal Assistant and the Superintendent. In paragraph 1 of

his letter the Director details the work that now falls to the Personal Assistant's section. It will be observed that no portion of this work relates to the initiation of proposals for the expansion of education, which is the legitimate duty of the special officer who has a separate temporary establishment under him, but almost of the whole of it represents the natural addition to the existing work caused by the increased activity in the educational world. The figures to indicate the growth of work furnished by the Director show that since 1905, when the office was last re-organized, the receipts have increased by nearly 30 per cent. and disposals by 17 per cent., the smaller proportion under the latter head being due to the introduction of the "disposal system." The growth in the last year alone is 9 per cent. under receipts and 7 per cent. under disposals. Though the increase does not denote any abnormal addition to the work numerically, the statement of the Director that he is personally aware that his Personal Assistant and office manager are working at a very high pressure may be accepted. Please compare paragraph 7 of Dr. Bourne's letter on page 9 of G.O. No. 641-A, Educational, dated 22nd October 1904.

Paragraph 2 of G.O. No. 641-A, dated 22nd October 1904. Probably the head clerk cannot stand any addition to his work. Besides the finance and audit work, which it was originally intended he should be in charge of, it is understood that he is in charge of confidential papers also and submits correspondence connected with them to the Personal Assistant. The growth of work in the office should also naturally have affected his section. It is not likely that the state which the work has now reached will be appreciably decreased in the near future to warrant only temporary arrangements for the present. It is therefore for consideration whether the Director's proposal to create an additional appointment should be accepted.

4. As regards the pay of the new appointment the Director proposes Rs. 200. This is apparently proposed with reference to the present pay of the manager and the head clerk, which are Rs. 150—5—175 and Rs. 100—5—125, and a desire to secure an officer of superior status. In the Secretariat, superintendents who send up papers direct to the Secretaries or Under Secretaries, have a scale of pay ranging from Rs. 150 to Rs. 375. The following scale compares the pay of the ministerial heads in a few of the other offices in the Presidency town :—

	Director of Public Instruction's office.	Surgeon-General's office.	Office of Inspector-General of Police.	Office of Inspector-General of Registration.	Sanitary Commissioner's office.
Superintendent	Rs. 200	Rs. 200	Rs. 250—300	Rs. 150	Rs. 200
Manager	150—175	200	120—150	..	..
Head clerk	100—125	110	..	..	..

Now proposed.

If the proposed superintendent is to have a higher status than the manager, as he should be, the pay proposed is not unreasonable. It is for consideration whether the scale of pay proposed should be accepted.

5. *Additional clerk on Rs. 70.*—This clerk is required for the preparation of monthly consolidated absentee statement to be furnished to the Accountant-General under the system newly introduced in December last. No information is available under whose orders and under what circumstances this system was introduced. Article 60 of the Civil Account Code requires absentee statements to be furnished along with pay-bills. Why a consolidated statement for the whole of the department was needed and why that work should be imposed upon the Director it is not possible to state. The Accountant-General who forwards the Director's present letter does not offer any information on the point. It is not also known whether similar statements are required from other heads of departments and what arrangements are being made by them for the preparation of the statements. It is understood that no application has

been received for increase of establishment on this account from any other heads of departments. It therefore seems necessary that further information on this point should be called for. Perhaps the Financial Department may be able to throw some light on this question. It may, however, be observed that even if it is conceded that a separate clerk is necessary the pay of Rs. 70 for the purpose seems to be high.

6. *Revision of the scale of pay of the clerical establishment.*—The present scale of pay ranges from Rs. 20 to 80. The Director proposes to raise it from Rs. 30 to 100. The reasons put forward by the Director are explained in paragraph 3 of his letter. Briefly they are—

- (1) the initial pay of Rs. 20 is too low to secure and retain the services of well-qualified men ;
- (2) the prospects offered by the office are not encouraging ;
- (3) a comparison of the pay and prospects of the clerical establishments in the Secretariat, Board and other Presidency offices shows that the scale in the Director's office is low ; and
- (4) the scale of pay in the Director's office in other provinces is high.

7. The following statement compares the existing scale of clerical establishment in the Director's office with that proposed and those obtaining in other Presidency offices.

802, Edl.—2

"inspecting agency." The training in the office may not always qualify an officer for the inspecting staff and any "occasional" need for importing an officer from the inspecting staff may be met by a transfer for the time without permanent addition to the cadre.

W.F.—24-6-13.

11. The present and the proposed scales of the menial establishment are as follows:—

ATTENDERS.		PEONS.	
Existing scale.	RS.	Existing scale.	RS.
2 attenders	12 each	1 duffadar	11
1 attender	11	1 peon	10
1 "	10	1 "	9
1 "	9	1 "	8
1 "	8	11 peons	8 each
6		14	
—		—	
ATTENDERS.		PEONS.	
Proposed scale.	RS.	Proposed scale.	RS.
2 attenders	12 each	1 duffadar	11
1 attender	11	1 peon	10
3 attenders	10 each	2 peons	9 each
6 Total increase, Rs. 3 per mensem.		12 "	8 "
—		16	

An addition of one man on Rs. 8 and one on Rs. 9.

A similar proposal of the Director to raise the minimum pay of the attenders to Rs. 10 was considered and disallowed in G.O. No. 74, Educational, dated 30th January 1912. The only new reason now adduced by the Director is that the pay of attenders in colleges is more than that in his office and that there are frequent applications from his attenders for the former appointments. It is observed that the duties of attenders in colleges are of quite a different nature from those in the offices. The duties of the former are more onerous in that they are generally attached to laboratories.

In view of the reasons given in paragraph 4 of the Director's letter, the proposal to appoint two additional peons may be approved. If this is sanctioned, their pay may be fixed at Rs. 9 and Rs. 8 respectively as proposed.

12. The remarks of the Financial Department may be obtained.

C. RAMANUJACHARI—19-6-13.

First—The new Superintendent on Rs. 200.—Sir Alfred Bourne doesn't idle and doesn't, I should say, let his men idle either. And he says that he is personally aware that his Personal Assistant and the office manager "have for the past one year or more had to work at very high pressure, foregoing nearly every holiday and working over time on office days". Therefore he asks for a new "Superintendent" on Rs. 200 to help them.

Overleaf is an abstract of the establishments entertained in three other

* Perhaps their system differs—they may, for example, leave to local bodies the detailed control which here is exercised by the Director of Public Instruction, or their Government Secretariat may do work which here the Director of Public Instruction does. Anyhow, they have only 11 colleges against our 41; 106 high schools to our 159; and 9,485 elementary schools to our 21,379. Their money seems to go in higher payments to institutions.

Directors' offices. They seem to afford a better criterion of what our Director of Public Instruction may be allowed than any comparisons with other heads of departments in Madras, whose work is of a totally different kind. Bombay gets along somehow* with an astonishingly small staff, both higher and lower; but Bengal and United Provinces have already far more of the higher paid clerks than the Director of Public Instruction proposes now.

	Bengal.	Bombay.	United Provinces.	Madras.	
				At present.	Proposed.
Clerks on Rs. 200	3	..	..	..	1
" " 175	..	..	1	..	..
" " 150	1	..	2	1	1
" " 125	2	..	3	..	..
" " 100	..	..	(on 120, 130, 140)	..	..
Less than " 100	1	1	2	1	2
	39	21	26	27	26

The United Provinces budget for education is six lakhs less than ours, but they have four times as many men on Rs. 100 and over as we have.

[Taken from Civil Budget Estimate for 1912-13.]

BENGAL.	BOMBAY.	UNITED PROVINCES.	MADRAS.
Total expenditure 78.46 lakhs.	66.85 lakhs.	52.13 lakhs.	58.80 lakhs.
2 Assistant Directors on Rs. 700 and 500.	1 Personal Assistant on Rs. 800.	1 Assistant Director of Public Instruction Rs. (500-1000).	1 Deputy Director of Public Instruction (Rs. 500-1000).
1 Personal Assistant on Rs. 380.	1 Head Assistant on Rs. 250.	1 Manager Rs. (250-1000).	1 Personal Assistant (Provincial Educational Service) present pay Rs. 300.
1 Head clerk on Rs. 200.		1 Head clerk Rs. (175-5-200).	1 Manager (Rs. 150-175). 1 Head clerk (Rs. 100-5-125).
<i>Clerks.</i> 3 on Rs. 200 each 1 " 150 2 " 125 each 1 " 100 439 below Rs. 100	<i>Clerks.</i> 1 on Rs. 100 1 " 80 1 " 75 1 " 70 2 " 60 each. 2 " 55 " 4 " 50 " 2 " 45 " 3 " 40 " 3 " 35 " 2 " 30 "	<i>Clerks.</i> 1 on Rs. 150-10-200 1 " 150 1 " 140 1 " 130 1 " 120 2 " 100 each 2 " 90 " 4 " 80 " 1 " 70 " 3 " 60 " 1 " 50 " 3 " 40 " 2 " 35 " 2 " 30 " 3 " 25 " 3 " 20 "	<i>Clerks.</i> Present. Proposed. 1 on Rs. 80 1 Superintendent on Rs. 300. 1 " 75 1 on Rs. 100 2 " 60 each 1 " 90 2 " 50 " 2 " 80 each 2 " 40 " 2 " 70 " 3 " 35 " 3 " 60 " 5 " 30 " 3 " 50 " 3 " 25 " 3 " 40 " 4 " 20 " 4 " 35 " 8 " 30 "
		34	

* Designation assumed.

† (Details not given. Those in Director of Public Instruction's letter do not agree with the entries in the Civil Budget Estimate.)

So I don't think the request for a Superintendent on Rs. 200 is extravagant.

2. *Second—Entertainment of a new clerk on Rs. 70* for consolidated absentee statements—Unless Financial can say that these new patent statements are and that they are really necessary, Educational, will enquire of the Accountant-General and find out if they are unavoidable. It would seem simpler to abolish them if possible than appoint a new clerk to do them.

3. *Third—General revision of scale of pay of clerks*, raising the steps from the present Rs. 20 to Rs. 30 to Rs. 100.—I doubt if a good case has been made out for abolishing the Rs. 20 grade. *Someone* has to do despatching, registering, docketing, etc., and such work is not worth more than Rs. 20 in the market. Of the eight men proposed to be put on Rs. 30 by the Director of Public Instruction, four may be kept on Rs. 20.

As to the other clerks the Director of Public Instruction's proposals appear in the last column in the statement above and it will be seen that they involve a general enhancement all along the line. For the reasons already given relative to the establishment in other Provinces, this may be sanctioned. The expenditure is a flea-bite compared with the expenditure of the department as a whole, and the work

of the department is done by the Director of Public Instruction here and not by the Government office. If Madras is to retain its position as a pioneer in education, its Director of Public Instruction ought to be decently staffed. Omitting the Rs. 70 clerk above referred to, and leaving four clerks on Rs. 20, the extra cost per mensem is only Rs. 210. The petty whittlings-down of the Director of Public Instruction's proposals effected in G.O. 641-A, dated 22nd October 1904, are not very edifying reading.

4. *Fourth—Inclusion of Superintendent, Manager and Head Clerk in the Sub-Assistant cadre.*—I can see no objection at all to this and would sanction it.

5. *5th, Menials, attenders and peons.*—The office has six attenders—see page 6 *supra*—and the Director of Public Instruction proposes to raise the pay of two of them as there shown by Rs. 2 and Re. 1 per mensem each. Total cost Rs. 36 per annum. This was refused in G.O. No. 74, Educational, dated 30th January 1912, as he had “made out no case”. He returns to the charge. A good clerk with a fool of an attender is as handicapped as a good swordsman with a tin sword. Rs. 36 per annum will not break the Educational budget. Submitted that it is difficult to refuse the request.

6. The Director of Public Instruction asks for two extra peons on Rs. 8 and Rs. 9. For the reasons, please see page 8, current file. He has made out a good case and the men may be sanctioned.

W. FRANCIS—24-6-13.

To the Financial Department.

FINANCIAL DEPARTMENT.

The extra cost involved in the proposals for the reorganisation of the office establishment of the Director of Public Instruction is shown below:—

Existing scale.	Scale proposed by the Director of Public Instruction.	Scale proposed by the Educational Department.
1	2	3
Cost per mensem. Rs.	Cost per mensem. Rs.	Cost per mensem. Rs.
<i>Superior clerical staff.</i>		
1 Manager (140-5-175) .. 168½	1 Superintendent } To be included in the 200	1 Superintendent 200
1 Head clerk (100-5-125) .. 112½	1 Manager } cadre of 125	1 Manager 175
	1 Head clerk } Sub-Assistant Inspector of Schools in the Rs. 200, Rs. 175, and Rs. 125 grades.	1 Head clerk 125
<i>Ordinary clerical staff.</i>		
1 Clerk 80	1 Clerk 100	1 Clerk 100
1 do. 75	1 do. 90	1 do. 90
1 do. 70	2 Clerks (80) each .. 160	2 Clerks (80) each .. 160
2 Clerks (60) each .. 120	2 do. (70) 140	1 Clerk (70) 70
3 do. (40) 120	3 do. (60) 180	3 Clerks (60) 180
2 do. (40) 80	3 do. (50) 150	3 do. (50) 150
2 do. (35) 70	3 do. (40) 120	3 do. (40) 120
5 do. (30) 150	4 do. (35) 140	4 do. (35) 140
5 do. (25) 125	8 do. (30) 240	4 do. (30) 120
4 do. (20) 80		4 do. (20) 80
26 .. 1,000	27 .. 1,320	26 .. 1,210

[Exclusive of the clerk for the preparation of absentee statements.]

Existing scale.	Scale proposed by the Director of Public Instruction.	Scale proposed by the Educational Department.
1	2	3
Cost per mensem. Rs.	Cost per mensem. Rs.	Cost per mensem. Rs.
<i>Attenders.</i>		
2 Attenders (12) each .. 24	2 Attenders (12) each .. 24	2 Attenders (12) each .. 24
1 Attender (11) .. 11	1 Attender (11) .. 11	1 Attender (11) .. 11
1 do. (10) .. 10	3 Attenders (10) each .. 30	3 Attenders (10) each .. 30
1 do. (9) .. 9		
1 do. (8) .. 8		
<i>Peons.</i>		
1 Peon (11) 11	1 Peon (11) 11	1 Peon (11) 11
1 do. (10) 10	1 do. (10) 10	1 do. (10) 10
2 Peons (9) each .. 18	2 Peons (9) each .. 18	2 Peons (9) each .. 18
12 Peons (8) 96	12 Peons (8) 96	12 do. (8) 96
Grand Total .. 1,485½	Grand total .. 2,020	Grand Total .. 1,910
	Extra cost .. 534½ per mensem.	Extra cost .. 444½ per mensem.

2. The proposals of the Director of Public Instruction may be classified as follow:—

(a) Creation of a new post of *Superintendent* of a higher status than that of the existing (i) Manager and (ii) Head clerk;

(b) Inclusion of the posts of (i) the new Superintendent, (ii) Manager, and (iii) Head clerk in the cadre of *Sub-Assistant Inspectors of Schools* in the grades of Rs. 200, Rs. 175, and Rs. 125 respectively;

(c) Creation of a new appointment of clerk on Rs. 70 for the preparation of absentee statements;

(d) An all-round revision of the pay of the clerks;

(e) Fixing the minimum pay of attenders at Rs. 10 per mensem.

(f) Addition of two peons (one on Rs. 10 and one on Rs. 9).

3. *Item (a)—New post of Superintendent.*—The new appointment is proposed in view of the expansion of the department in various directions and the consequent increase in work particularly in the Administrative section of the office, notably with regard to appointments, promotions, transfers and leave. The Director of Public Instruction states that he is personally aware that his Personal Assistant and his office Manager have for the past one year and more had to work at a very high pressure, foregoing nearly every holiday and working overtime on office days. At present the Personal Assistant, and the Deputy Director submit papers to the Director, and under the proposed arrangement those two officers as well as the new Superintendent will submit papers to the Director. The Educational Department consider that a case has been made out by the Director of Public Instruction for the creation of the new appointment of Superintendent and propose to sanction it.

Educational Secretary's note pages 6-7 *ante*.

It is submitted that the Director of Public Instruction has not referred in his letter to the various delegations of power which have very recently been made to the officers subordinate to the Director of Public Instruction, and to the further delegations which will be made to them when the Government of India revise the financial codes—all which will lead to a material reduction of work in the Director of Public Instruction's office. The

Educational Department have not considered this aspect of the question and it is for consideration in that department whether, until the effect of the delegations is known, the proposed appointment may not be *temporary* in the first instance.

This is a favourite suggestion of Financial office but it is, I think, in general an infructuous expedient. Once a post like this is created, it is impossible to get rid of it, and to make it temporary merely causes extra correspondence. Better allow or disallow at once.

A. G. CARDEW—16-7-13.

4. Item (b)—Inclusion of the three posts of the new Superintendent, the Manager, and the Head clerk in the cadre of Sub-Assistant Inspectors * of Schools.—The circumstance urged by the Director of Public Instruction in favour of the course is that occasional interchanges between the men in the higher ranks in the office, and in the Subordinate Inspecting agency would be very useful. The Educational Department do not see any objection to the course proposed.

	RS.
* First class	200 (Very recently sanctioned).
Second class	175
Third	150
Fourth	125
Fifth	100
Probationers	75

Paragraph 4 of Educational Secretary's note on page 8 ante.

It is submitted that the Director of Public Instruction's proposal appears to be open to objection from the following point of view. Under the new arrangement proposed the clerks in the Director of Public Instruction's office cannot hope to obtain promotion to the posts of Head clerk, † Manager, or Superintendent, and will ordinarily have to stop at the

† Since they will have to be filled in by Sub-Assistant Inspectors, maximum pay allowed to the clerks (this maximum is at present Rs. 80, and under the Director of Public Instruction's proposals it is Rs. 100). The Director of Public Instruction has remarked that even at present when the clerks can ordinarily rise to the posts of the Head clerk, and Manager,

"Promotion is slow, and the prizes are few in number, and unattractive in amount; and as in the improvements in the emoluments of the teaching and inspection branches the clerical establishment has had no share, disappointment is already visible. Graduates in the lower ranks apply for appointments elsewhere or for admission to the Teachers' college for training with the view of eventually quitting the clerical branch of the service."

It is submitted that the new arrangement proposed by the Director of Public Instruction, which Educational propose to accept, far from remedying the existing defects referred to in the foregoing extract, will aggravate the same. Submitted, that in the circumstances, Educational may be requested to reconsider the point. If it is decided not to include the posts in the cadre of Sub-Assistants, the existing rates of pay of the Manager and the Head clerk may be retained. In regard to the pay of the new Superintendent, a pay of Rs. 150 would appear to suffice which is the pay of the last grade of Superintendents in the Secretariat, the arrangement of work in the office being re-distributed so that the incumbent of the post of manager who will be then drawing the highest rate of pay among the three members of the superior clerical staff may hereafter submit papers direct to the Director, instead of the new Superintendent doing so as contemplated by the Director of Public Instruction.

5. Item (c)—Clerk for the preparation of absentee statements, pay Rs. 70.—The absentee statements mentioned by the Director of Public Instruction are those referred to in the new article 60-A of the Civil Account Code. According to this article, the controlling authority concerned (Director of Public Instruction in the

present case) has to furnish the Accountant-General monthly in the case of provincial or amalgamated establishments (e.g., Sub-Assistant Inspectors of Schools) a consolidated

absentee statement showing the complete chain of arrangements during the month concerned. The consolidated absentee statement takes the place of separate absentee statements in regard to such establishments which were hitherto being furnished to the Accountant-General.

Cf. article 60-A of the Civil Account Code.

In form 7 on page 363 of Civil Account Code, Vol. I.

10th March 1913, to Civil Account Code, Vol. I.

Establishments which were hitherto being furnished to the Accountant-General.

Against this additional work in the office of the Director of Public Instruction, there will be a corresponding reduction of work in the Accountant-General's office, and it is apparently for affording the Accountant-General's office facilities for checking the pay bills that the Comptroller-General has introduced the new statement with the approval of the Government of India. It is submitted that it will *not* be possible to dispense with the consolidated absentee statement without reference to the Government of India.

As noted in Educational, no separate clerk has been allowed in the past in any of the controlling offices solely for the preparation of the new consolidated absentee statements, but it is likely that other heads of departments may later on apply for additional clerical staff. The Director of Public Instruction states that the preparation of the statement will engage the full-time of a clerk; and if it is thought that

Rs. 30, it is thought, should suffice. The employment of a clerk may be sanctioned a rate of pay of Rs. 40 per work is a more or less mechanical compilation. mensem would appear to suffice as the

C. REILLY—15-9-13.

work consists mainly of consolidation of statements received from various heads of offices subordinate to the Director of Public Instruction.

6. Item (d)—A general revision of pay of the clerks.—The circumstances necessitating this are—

- (i) increase in the quantity of work in recent years;
- (ii) necessity for securing a higher quality of clerical work;

(iii) poor prospects as when compared with the prospects of clerks in the Secretariat, and the Board of Revenue offices; and

This argument, if generally followed, would bring all establishments throughout India up to the standard of the most expensive K province regardless of variations in local conditions between provinces.

C. REILLY—15-7-1.

(iv) poor prospects also when compared with the prospects of clerks in the offices of Director of Public Instruction in the United Provinces and Western Bengal.

Paragraph 3 of Educational Secretary's note on page 7 ante.

the circumstance at K above. They also point out that the extra expenditure proposed is a flea-bite compared with the expenditure of the department as a whole, and that the work of the Educational department is done by the Director of

Ind.

Public Instruction in this province and *not* by the Government office.

It is submitted that increase of work has not usually been considered as justifying an increase of pay to existing men though it may be a good ground for an increase in the number of clerks.

In regard to comparison with other provinces, submitted that it has been repeatedly noted in this department that living in Madras is comparatively cheaper than in other provinces. It is submitted that increases of pay have very rarely been sanctioned in respect of clerical establishments in this Presidency on the sole ground that clerks employed on similar duties in other provinces get more.

Sir William Meyer's note on the margin of notes on page 6 of notes to G.O. No. 807 L., dated 29th June 1910. Financial Honourable Member's note (written as Chief Secretary), dated 14th November, 1911, on page 4 of notes to G.O. No. 249 W., dated 31st January 1913.

7. Necessity for securing a higher quality of work from the clerical staff.—The following were the qualifications of the clerks in the office of the Director of Public

Instruction on the 1st January 1912 (later information is *not* available in the Secretariat):—

	Pay.	Qualifications of the incumbent (permanent or officiating).
	RS.	
(Pages 216-216 and 120-130 of list of officers and appointments in the Educational department as it stood on 1st January 1912.)		
Head clerk	100—5—125	Metric.
Second clerk	80	Middle school.
Third	75	Metric.
Fourth	70	B.A.
Fifth	60	B.A.
Sixth	60	Metric.
Seventh	50	Metric.
Eighth	50	B.A.
Ninth	50	B.A.
Tenth	40	Metric.
Eleventh clerk	40	Metric.
Twelfth	35	Metric.
Thirteenth	35	Metric.
Fourteenth clerk	30	F.A.
Fifteenth	30	B.A.
Sixteenth	30	F.A.
Seventeenth	30	Metric.
Eighteenth	25	F.A.
Nineteenth	25	F.A.
Twentieth	25	Metric.
Twenty-first	25	B.A.
Twenty-second clerk	20	B.A.
Twenty-third	20	Lower secondary.
Twenty-fourth	20	B.A.

It will be seen that out of the thirteen posts on Rs. 35 and above, the incumbents of four are graduates, while the incumbents of the remaining nine are matriculates or men with inferior qualifications. The Director of Public Instruction points out that graduates entering the office on Rs. 20 have to wait on an average for not less than four years before they can get to Rs. 30 and for seven years before going up to Rs. 50 in spite of the fact that they are sometimes given special consideration in preference to their seniors who are only matriculates.

It is submitted that, unless the Director of Public Instruction intends to replace all the men of inferior qualifications with graduates, an all-round revision of pay now proposed does not appear to be justified. A general revision of pay unaccompanied by any change in personnel will, it is submitted, lead to claims being put forward on behalf of clerks in other offices for similar revision of pay.

The Director of Public Instruction's object, viz., to secure clerks of a better quality, could probably be achieved by offering graduates a higher starting salary than Rs. 20. In order to facilitate this step, the division of the clerical staff in his office into two grades—upper and lower—may be necessary, and the Director of Public Instruction may perhaps be asked to consider the advisability of that course. In connection with memorials submitted in 1909 by certain subordinate officials employed in Madras town, the Government thought that several of the offices at the Presidency town could be placed on a more satisfactory footing by the separation of the clerical staff in them into an upper and a lower division; but it was decided to leave it to the heads of offices concerned to submit proposals in this direction.

In respect of the clerical staff in the secretariats, and of the subordinates* in the Revenue department in the mufassal, this division has been carried out. If the scheme is extended to the Director of Public Instruction's office the posts in the upper division being hereafter offered to

graduates only, the object of the Director of Public Instruction to secure a better quality of clerks could be attained without much extra cost, by adopting rates of pay somewhat as follow:—

For the existing rates of pay please see column (1) page 8 ante. Upper division (excluding Manager and Head Clerk).

	Pay.
	RS.
1 clerk	80
1	75
1	70
2 clerks (60)	120
3 .. (50)	150
3 .. (40)	120
3 .. (35)	105
Lower division.	
2 clerks (40)	80
2 .. (30)	60
4 .. (25)	100
4 .. (20)	80

Total .. 1,040 per mensem.

Paragraph 5, page 10 ante.

(exclusive of the clerk for the preparation of absentee statements).

The Educational department may, it is submitted, be requested to consider the feasibility of the foregoing suggestion.

It may be noted in this connection that there is separately under consideration in this department a proposal to raise the salaries of subordinate officials on Rs. 30 and below with a view to the abolition of grain compensation allowance. The case of the clerks in the office of the Director of Public Instruction on Rs. 30 and below will be then dealt with, and the proposal of Educational in the present case Paragraph 3 of Educational Secretary's note, to retain the minimum pay of clerks at Rs. 20 may, it is submitted, be accepted.

8. Item (e)—Fixing the minimum pay of attenders at Rs. 10.—In the Accountant-General's office there are now attenders on Rs. 9 and in the office of the Board of Revenue there are attenders on Rs. 9 and Rs. 8. It is submitted that pending the general revision of salaries referred to at X above, the existing rates of pay of attenders in the Director of Public Instruction's office may remain at their present figure [viz., 2 (12), 1 (11), 1 (10), 1 (9) and 1 (8)].

9. Item (f)—Addition of two peons, 1 (10) and 1 (9).—The reasons for the proposed increase are contained in paragraph 4 of the Director of Public Instruction's letter (pages 7 and 8, current file). It is submitted that this department has always held that in view of the increased facilities for locomotion now provided in Madras, by trams and bicycles, and the quicker postal delivery increases in the number of peons should be sanctioned only in cases where they are absolutely necessary. It is for orders whether the additional peons proposed in the present case may not be negated.

[It is submitted that, in any case, there does not appear to be sufficient justification for granting the additional peons the higher rates of pay of Rs. 10 and Rs. 9.]

10. If the foregoing suggestions were accepted, the extra cost of revision will be reduced to Rs. 960 per annum under permanent establishments, and Rs. 1,800 per annum under temporary establishments. The Director of Public Instruction has forwarded a re-appropriation statement for the extra charge during 1913-14.

C. P. KRISHNA AYYAR—13-7-13.

C. REILLY—15-7-13.

802, Ed1.-4

Of the five proposals included in the Director of Public Instruction's letter, the weakest is that for a general revision of the pay of the clerical establishment. The comparison which the Director institutes with the pay drawn by similar clerks in other provinces cannot be allowed the least weight unless it is shown that the market price of clerical labour in those provinces is the same as in Madras. As a matter of fact, it is well known that the supply of high class clerical labour is far larger in Madras than in the United Provinces and elsewhere, and hence the price is lower. In fact these comparisons between the scale of salaries in different Presidencies are misleading and the real test is what clerks in other similar offices are getting in the same place. The Secretariat is not a similar office, and the correct subject for comparison is the scale of pay in the offices of other heads of departments. It is not shown that the scale in the Director of Public Instruction's office, rising from Rs. 20 to Rs. 175, compares unfavourably with that obtaining in the office of the Inspector-General of Police or Surgeon-General, and the Director of Public Instruction's proposals for the introduction of a general revision of the scale of pay in his office certainly cannot be accepted in Financial. We might, however, agree to a more modest revision such as is suggested in paragraph 7 of the financial office-note.

2. The proposed revision of the pay of menials is a small matter, but unless better grounds are given for it I do not think we can accept it.

3. There remain the more important proposals for *strengthening* the staff of the Director of Public Instruction's office as opposed to mere *enhancement of pay*. These include the creation of the following new posts:—

One Superintendent on Rs. 200 per mensem.

One clerk on Rs. 70 per mensem.

The latter is needed for the new return prescribed by the Comptroller-General, and we may agree that assistance may legitimately be given to meet the new demand. I agree, however, with the Registrar, Financial, that Rs. 70 per mensem is altogether too high a rate for routine work of this kind and that Rs. 30 per mensem would suffice. In view, however, of the large number of men in the Rs. 30 grade in the Director of Public Instruction's present scale, we may accept a proposal to create a post on Rs. 40 per mensem for this purpose. The Superintendent on Rs. 200 per mensem is asked for on the ground of increase of work. It must be admitted that the activities of the Educational department of the Government of India and the great increase in the Educational allotments in this Presidency must have led to a great growth of work. I should have thought that the Director of Public Instruction would have been better advised to have asked for one man on Rs. 100 and two on Rs. 50, thus securing three additional hands for the same money. I think this plan should still be put to him.

Please put this and other points similarly suggested to Director of Public Instruction for his consideration by official memorandum.

[PLINTLAND]—23-7-13.

of Public Instruction to decide as he likes, and we may agree to a proposal to add one or more clerks costing not more than Rs. 200 per mensem in all to the Director of Public Instruction's establishment in addition to the Rs. 40 clerk required for the new absentee list. This involves the acceptance of increased outlay in the Director of Public Instruction's office of no less than Rs. 2,380 a year on additional clerks, a very heavy addition, and Educational may be asked to circulate the file to the Honourable Member in charge of Financial before orders are passed.

A. G. CARDEW—16-7-13.

To the Educational Department.

His Excellency the Governor—
The Hon'ble Sir Harold Stuart—

EDUCATIONAL DEPARTMENT.

W. FRANCIS—18-7-13.

H. A. S[UART]—26-7-13.

Draft.

W. FRANCIS—28-7-13.

Approved.

W. F.—31-7-13.

A draft memorandum is submitted for approval.

2. In the draft memorandum nothing is said about the inclusion of the manager and head clerk in the cadre of sub-assistants, as Financial has presumably no objection to it.

B.G.—29-7-13.

C. RAMANUJACHARI—30-7-13.

[Memorandum No. 1600-2, Educational, dated 1st August 1913.]

From the Director of Public Instruction, dated 11th August 1913,
R.O.C. No. 3482/13.

The Director of Public Instruction proposes to have two clerks on Rs. 100 each in place of the one Superintendent on Rs. 200 originally proposed. The Financial Department have already accepted the proposal to employ one or more clerks costing not more than Rs. 200 per mensem in all (excluding the special clerk for preparing absentee lists). The Director of Public Instruction's present proposal may therefore be approved.

W.F.—15-8-13.

2. The other suggestions put to him in Memorandum No. 1600-2, Educational, dated 1st August 1913, viz., the fixing of the pay of the absentee statement clerk at Rs. 40 and the division of the establishment into upper and lower sections have all been accepted by him. Apparently he has no stronger reasons to urge in favour of his proposals for the revision of pay of menials.

* For the present strength of the cadre, please see proposition statement, on page 11 of G.O. No. 512, Educational, dated 4th June 1913.

W.F.—15-8-13.

S.K.—13-8-13.

C. RAMANUJACHARI—14-8-13.

To the Financial Department for acceptance.

W. FRANCIS—15-8-13.

FINANCIAL DEPARTMENT.

Please see Financial Department notes on pages 8 to 14 *ante*. The Educational Department have now adopted the suggestions contained in the Chief Secretary's note, dated 16th July 1913. The total extra cost of the revision now proposed to be sanctioned is as follows:—

Extra cost,
per mensem.
RS.

- | | |
|--|---------------|
| (1) Inclusion of the posts of Manager on Rs. 150—5—175 (=168½), and of the head clerk on Rs. 100—5—125 (=118½) in the cadre of Sub-Assistant Inspectors of schools in the Rs. 175 and Rs. 125 grades, respectively | + 12½ |
| (2) Addition of two clerks (Rs. 100 each), one clerk on Rs. 40 for the preparation of absentee statements, and revision of pay of the existing clerks (Rs. 200 + 40 + 40) = 280 | + 280 |

Total cost .. 292½
or Rs. 3,510 per annum.

2. The Educational Department are satisfied that the inclusion of the two posts of Manager and of head clerk in the cadre of sub-assistant inspectors of schools is desirable, and that no inconvenience will result from such arrangement.

According to item 70 of Appendix 22 to Civil Service Regulations, sub-assistant inspectors of schools are ordinarily entitled to a permanent monthly travelling allowance of Rs. 25 per mensem.

As in the case of the Manager and the head clerk of the Director of Public Instruction's office *no* travelling has to be done, submitted that the Educational Department may be requested to mention in the draft order that the holders of the two posts will *not* draw any permanent monthly travelling allowance, though the posts are to be included in the cadre of sub-assistant inspectors of schools.

3. The draft order may, it is submitted, be otherwise accepted, the sanction being registered as No. 141 of 1913-14.

C.P.K.—21-8-13.

A. SAVARINATHAM PILLAI—22-8-13.

C. REILLY—22-8-13.

A. G. CARDEW—24-8-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Proviso added about the travelling allowance. Issue.

W. FRANCIS—28-8-13.

[G.O. No. 802, Educational, dated 28th August 1913.]

& L.]
74.]
7-1-13

READ AGAIN G.O. No. _____, dated _____ 191

” ” ” ” ” ” 191

C. No. 1600, From the SPJ C, No. 3482, dated 29.4.1913

End of the Ry. R.A.S. 14. 5. 1913

2479 SPJ C 3482 11. 8. 1913

ORDER

No. 80255, dated 28.8.1913

The govt sanction the em-
ployment in the office of the D.P.
of three additional clerks, two
on Rs 100 each and one on Rs
per mensem and the revision
of the scale of pay of clerk
in the lower grades of that off
detailed in para 1(iii) of memo
N 1600-2 dated 1st August.
The clerical staff of the
office is thus reorganizing
excluding the posts of man-
+ head-clerk, with ^(Kun) be as follo

Upper br

Page 14-15 CF.
and Page 16 CF.

Upper Division

Two clerks on	Rs 100 each
one clerk on	80
one " "	75
one " "	70
Two clerks "	60 "
Three " "	50 "
Four " "	40 "
Three " "	35 "

Lower Division

Two clerks on	40 each
Two " "	30 "
Four " "	25 "
Four " "	20 "

29 2. The proposal of the S.P.D. to include the posts of Manager head-clerk of his office in the cadre of Sub-Assistant Inspectors is approved. Two appointments will accordingly be added to that cadre, one to the 2nd grade on Rs 175 and the other to the fourth on Rs 125.

3. This sanction has been registered as No 141 of 1913.

2/Jan 29/13
5297/13-14
339/13

but these officers will of course not draw the usual permanent travelling allowance payable to Sub-Assistants.

15.7.13
12.8.13

29-8-13

To The S.P.D.
" Secy. Dept. of H. & M.
(with reapp. No. 12-8-13)

13.8.13

18/9/13
to over-see
for details

ORDINARY.

PREFERENCE.

URGENT (a).

DEPARTMENT.

Current No. dated 1913.

G.O. No. 802, dated 28. 8. 1913.

Number of MS. pages sent { Correspondence. (b)
Notes. (b)

Brief subject: Establishment

(c) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).	(d) Complete copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
For RECORD.*			
Madras Records		30	15
Ooty Records		4	4
For filing with original			
Total		35	20

FOR ISSUE.†	Letter only.	Complete G.O.	Special issue copies of G.O.	Notes.
	No.	Papers.		

Signature copies.....				
India Office.....				
Govt. of India..... Dept.				
Revenue Department.....				
Public Works Department.....				
Local and Municipal Department.....				
Educational Department..... Dept.				
Public Dept.....				
Judicial Dept.....				
Political.....				
Financial Dept.....				
Marine Dept.....				
Ecclesiastical Dept.....				
Total		2		

Spare copies				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
Total				

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 rule 315 of the office Manual.

(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, 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 (Press Despatcher.)

TO PRESS, MADRAS GOVT.

A
Please send proof in duplicate. The papers have been carefully edited.

B
Proof returned corrected. Please strike off and send number of copies as indicated.

C
As the matter is clear ^{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 at once.
Type may be released after usual interval.

Referencer.
Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

Abstract.

Establishment - Sanctioning proposals for strengthening the office establishment of the Director of Public Instruction.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	9/9/13
First proof furnished on.....	10/9/13
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	10/9/13
Final copies supplied on.....	23/9/13

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition
Supplied to Secretariat for Record.....	25	51		
" " " Issue.....	7			
" " " for Extra E.T. copies to supply requisitions for sale to the public.				4
For Volumes.....	16			
For supply to newspapers and institutions admitted to the privileges of the E.T.				
Total ...	58			