

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1915.

Enclosures.

Spare copies

G.O. No. 69, 23rd January 1915. ✓

Establishment.

Approving the proposal of the Director of Public Instruction to retain the post of clerk on Rs. 100 in his office, the abolition of which was directed in G.O. No. 779, Educational, dated 4th July 1914, and to employ an additional clerk on Rs. 100 per mensem in place of the Superintendent sanctioned in the Government order.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O. No. 779, Educational, dated 4th July 1914.

ABSTRACT.—Sanctioning the proposal of the Director of Public Instruction to employ in his office a Superintendent on Rs. 200 per mensem and an additional type-writing clerk and peon.

II

Letter—from the Hon'ble Mr. J. H. STONE, M.A., F.R.H.S., C.I.E., Director of Public Instruction.

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

Dated—Madras, the 19th December 1914.

No.—Ref. on Cur. 3459.

In my letter R.C. No. 3459, dated 9th April 1914, I pointed out the necessity for strengthening the establishment of my office and accordingly proposed the following additional establishment :—

	Per mensem.
	RS.
One Superintendent on	200
„ Typist on	25
„ Peon on	8

In sanctioning my proposal in their order No. 779, Educational, dated 4th July 1914, Government imposed the condition that from the date of entertainment of the Superintendent one of the posts in the office on Rs. 100 per mensem should be abolished, and although this condition was inserted with my knowledge I did not then realize that the substitution of one post on a higher salary for another on a lower pay would not altogether satisfy the requirements of the office and facilitate such readjustment of the work in the office as to give the Director's Personal Assistant and the Deputy Director the relief contemplated and they have been so long in need of. When last year the departmental budget estimates for 1914-15 prepared in this office were subjected to a little unfavourable criticism by Government the opportunity afforded by the budget clerk's absence on long leave was availed of to introduce an intelligent and energetic graduate Sub-Assistant Inspector into this office, and he has since been entrusted with the preparation of the various budgets due to Government and with the disposal of the local fund and municipal papers. As he was at first new to the work I thought it desirable to have a Superintendent either to supplement or supervise his work hoping to save the future budget estimates from similar adverse criticism. The new budget clerk has, so far as I can gather, mastered the necessary details and bestowed great care and attention on the preparation of the budget estimates for the ensuing year. The arrangement sanctioned in G.O. No. 779, Educational, dated 4th July 1914, unfortunately necessitates the transfer from the office of a clerk who has thus proved useful since he permanently holds one of the two appointments on Rs. 100 and the incumbent of the other post on that salary cannot be transferred elsewhere, being qualified neither for the scholastic line nor for the inspectorate. In view of these facts I have the honour to request that in lieu of an expenditure of Rs. 200 per mensem on account of the Superintendent diminished

by the pay of one of the clerkships on Rs. 100 per mensem, the abolition of which has been authorized, Government will be pleased to sanction, with effect from the 1st proximo, the employment of an additional clerk on Rs. 100 per mensem. The work of the manager and the senior clerks in the office can then be redistributed in such a way as to set the manager free to undertake much of the duties of Superintendent contemplated in paragraph 2 of my letter C. No. 3459, dated 9th April 1914.

I beg to add that owing to the difficulty explained above, the portion of the G.O. No. 779, Educational, dated 4th July 1914, relating to the Superintendent's appointment has not yet been given effect to.

No. P.A. 2-20359, dated 17th December 1914.

Forwarded.

2. There is no audit objection to the proposal being sanctioned.

T. P. R. RUSSELL STRACEY,
Asst. Accountant-General.

To the Secretary to Government, Educational Department.

Order—No. 69, Educational, dated 23rd January 1915.

In partial modification of G.O. No. 779, Educational, dated the 4th July 1914, the Government approve the proposal of the Director of Public Instruction to retain the post of clerk on Rs. 100 in his office, the abolition of which was directed in that Government Order, and to employ an additional clerk on Rs. 100 per mensem in place of the Superintendent on Rs. 200 also sanctioned in it.

(True Extract.)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Director of Public Instruction.
„ Financial Department.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 69, EDUCATIONAL,
DATED 23RD JANUARY 1915.

[SUBJECT.—*Director of Public Instruction's office establishment.*]

From the Director of Public Instruction, R.O.C. No. 3459, dated the 9th December 1914.

In 1913, when submitting proposals for the general reorganization of his establishment, the Director of Public Instruction requested that the following additions to the clerical staff should be sanctioned by the Government:—

	Per mensem.
	RS.
Paragraphs 1 and 2 of letter on pages 1 and 2 of G.O. No. 802, Educational, dated 28th August 1913	200
One superintendent on	70
One clerk on	

The additional clerk was sanctioned by the Government on a pay of Rs. 40. But as regards the Superintendent, it was pointed out to the Director of Public Instruction that it would probably be better to utilize the sum of Rs. 200 in employing three hands—one on Rs. 100 and two others on Rs. 50 each instead of only one, as a clerk on Rs. 100 should be capable of submitting papers direct to the Director or his Deputy. In reply, the Director stated that if the Superintendent was not sanctioned, he would have two clerks on Rs. 100 each instead of one on Rs. 100 and two on Rs. 50, his reason for this proposal being that there was then no necessity for three additional drafting clerks. This proposal was finally sanctioned by the Government in G.O. No. 802, Educational, dated the 28th August 1913.

2. In April last, the Director of Public Instruction again addressed the Government in regard to the employment of a Superintendent on Rs. 200 in his office. His reasons for the proposal were—

- (i) that the finance section of his office was in need of a highly-paid officer trained in budget and account work;
- (ii) that the Superintendent would dispose of routine papers, sign fair copies, and issue memoranda to subordinate officers and thus grant some relief to the personal assistant and the Deputy Director who were badly in need of it; and
- (iii) that by the appointment of the Superintendent, it would be possible to cope with the additional work that would be thrown on the office by the abolition of the temporary establishment of the special Deputy Director.

The Government, while sanctioning the appointment of a Superintendent, directed that one of the two additional posts on Rs. 100 created in 1913 should be abolished. The Director of Public Instruction, however, has not given effect to this order. He states that in the circumstances explained in his letter, it is not possible to abolish one of the posts on Rs. 100 and requests that, in the place of the Superintendent, another clerk on Rs. 100 may be sanctioned in addition to the two clerks on that pay already sanctioned. He now wants three clerks on Rs. 100 (total cost Rs. 300) instead of one Superintendent on

Rs. 200 and a clerk on Rs. 100 sanctioned by the Government (total cost Rs. 300).
G.O. No. 779, Educational, dated 4th July 1914.

This alteration is apparently the outcome of the order of the Government to abolish the post of the clerk on Rs. 100. It is sought to be justified on the grounds,—

(a) that the clerk on Rs. 100, who is now doing budget work, is found to be capable of attending to the finance section of the office for which a Superintendent on Rs. 200 was asked; and

(b) that the additional clerk on Rs. 100 now asked for will give relief to the manager who can then dispose of the rest of the routine work for which the Superintendent on Rs. 200 was originally wanted.

In the matter of the internal rearrangement of the office work, the Director of Public Instruction may, it is submitted, be taken to be the best judge. As against the alterations, it may be observed—

Director of Public Instruction's letter, dated 11th August 1913, on page 7 of G.O. No. 802, Educational, dated 28th August 1914.

(a) that it was definitely stated by the Director that there was no need for three drafting clerks;

(b) that the proposal is based entirely on personal grounds, i.e., on the capacity of the present budget clerk on Rs. 100; (it was stated that the former officer who was doing the work with a pay of Rupees 100—5—125 was not up to the mark).

Paragraph 2 of the Director of Public Instruction's letter, page 2 of G.O. No. 779, Educational, dated 4th July 1914.

In support of the alterations it may be mentioned—

(i) that there is no increase in cost involved in the alterations proposed;

(ii) that the present proposal is stated to be supported by experience gained in actual working of the arrangement, which has claims for greater consideration than the proposal made originally as a possible need,

(iii) that the departmental budget for the next year, as prepared by the Director of Public Instruction under the present arrangement is not open to the same amount of adverse comment as its predecessor.

5. In these circumstances, it is for consideration whether the Director's proposal to appoint a third clerk on Rs. 100 in lieu of the arrangement sanctioned in G.O. No. 779, Educational, dated the 4th July 1914, may be sanctioned. The Financial Department may be consulted.

S. KRISHNA AYYAR—4-1-15.

C. RAMANUJACHARI—4-1-15.

I would rather veto any further change.

P. RAJAGOPALA ACHARIYAR—6-1-15.

To the Financial Department.

FINANCIAL DEPARTMENT.

Under the sanction accorded in G.O. No. 779, Educational, dated 4th July 1914, the office of the Director of Public Instruction is to have—

	Per mensem.
	RS.
One superintendent on	200
One clerk on	100
Total ..	300

According to the proposal now made by the Director of Public Instruction instead of the above two clerks there will be three clerks on Rs. 100. (The total cost is again Rs. 300 per mensem.)

Page 14 of notes to G.O. No. 802, Educational, dated 28th August 1913.

2. In his note, dated 16th July 1913, the Hon'ble Mr. Cardew (then Chief Secretary) remarked as follows:—

"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."

Orders are solicited whether, following the principle underlying these remarks, Educational may be requested to adopt the present proposal of the Director of Public Instruction.

K.U.M.—11-1-15.

C. P. KRISHNA AYYAR—11-1-15.

As the present proposal involves no additional expense, I think we may leave it to Education to decide whether it should be vetoed or not.

B. L. A. LAVILLE—13-1-15.

Yes. Financial would not object to the change though it is really based on personal grounds and would probably be followed soon by a proposal to raise the pay of one of the Rs. 100 men to Rs. 200.

A. BUTTERWORTH—14-1-15.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The Financial Department do not object to the change proposed by the Director of Public Instruction, viz., to have three men on Rs. 100 instead of one on Rs. 100 and another on Rs. 200. Submitted for orders whether the proposal of the Director may not be sanctioned.

S. KRISHNA AYYAR—16-1-15.

C. RAMANUJACHARI—16-1-15.

May be sanctioned.

P. RAJAGOPALA ACHARIYAR—18-1-15.

P[ENTLAND]—19-1-15.

A draft order is submitted for approval. As there is no alteration in cost, it need not be sent to the Financial Department for registering the sanction.

S. KRISHNA AYYAR—20-1-15.

C. RAMANUJACHARI—21-1-15.

P. RAJAGOPALA ACHARIYAR—22-1-15.

[G.O. No. 69, Educational, dated the 23rd January 1915.]

READ AGAIN G.O. No. 779, dated 4th 7 1914 abstract
 " " " " " " " " 191

READ ALSO:-

C. No. 779, From the D.P.I Proc. No. 3459/14, dated 9 12 1914
3958

" " " " " " " " 191

" " " " " " " " 191

ORDER.

No. 69, dated 23 1 1915

In partial modification
 of G.O. No. 779, Educational,
 dated the 4th July 1914, the
 Govt approve the pro-
 posal of the D.P.I to
 retain the post of clerk
 on Rs 100 in his office, the
 abolition of which was
 directed in that G.O., & to
 employ an additional
 clerk on Rs 100 per mensem
 in place of the Superintendent
 on Rs 200 also sanctioned
 in it.

LA
24/11/15
27.1.15
 The D.P.I (G.O.)
 4 In! Sept (do)
 8K CA
 21.1.15

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

DEPARTMENT.

Current No. dated 191
G.O. No. 6980, dated 23-1-1915

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

Brief subject.....

(c) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).	E. T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
FOR RECORD.*			
Madras Records ...	4	30	15
Ooty Records ...		4	4
For filing with original ...		1	1
Total ..		35	20

FOR ISSUE.†

	Letter only.	Complete G.O.	(b) 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...2					
Marine Dept.....					
Ecclesiastical Dept...}					
Total		2			
Spare copies {					
The... <u>D.P.D.</u>		5			
The.....					
The.....					
The.....					
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The.....					
The.....					
The.....					
The.....					
The.....					
Total		7			

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(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 be initialled and dated.

TO PRESS, MADRAS OOTY.

A	B	C
Please send proof in duplicate. 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 after usual interval.	Type may be released after usual interval.	Type may be released after usual interval.
Referencer. Clerk.	Referencer. Clerk.	Referencer. Clerk.
Supdt.	Supdt.	Supdt.

SPECIAL INSTRUCTIONS.

Establishment
 approving the proposal of the D.P.D. to retain the post of clerk on Rs 100 in his office the abolition of which was directed in G.O. No. 729 of 4-7-14 & to employ an addl. Clerk on Rs 100 per mensem in place of the Supdt. sanctioned in the G.O.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	26/1/15
First proof furnished on.....	29/1/15
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	29/1/15
Final copies supplied on.....	29/1/15

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Supplied to Secretariat for Record.....	36			
" " " 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			