

Government of Madras.

EDUCATIONAL DEPARTMENT

Recd.

Regd.

} 1915.

Enclosures

Spare copies

G.O. No. 741, 6th July 1915.

Madrasa-i-Azam.

Sanctioning the proposal of the Director of Public Instruction to raise the pay of the clerk in the — from Rs. 20—1—25 to Rs. 25—1—30 per mensem and to allow the present incumbent of the post to start immediately on Rs. 26 per mensem.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

Letter—from the Hon'ble Mr. H. S. DUNCAN, M.A., Acting Director of Public Instruction.

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

Dated—Madras, the 26th May 1915.

No.—Ref. on Cur. 2106.

I have the honour to request that you will be so good as to obtain the sanction of Government for raising the scale of pay of the clerk in the Government Madrasa-i-Azam from Rs. 20—1—25 to Rs. 25—1—30, the scale recommended for the post in the scheme for the establishment of Model secondary schools now under the consideration of Government and for allowing the present incumbent immediately the benefit of the first increment under the revised scale, viz., a salary of Rs. 26 per mensem.

2. The headmaster of the school states that the clerical work of the office has increased since the introduction of the Secondary school-leaving certificate scheme and that the present clerk who is a Muhammadan and has put in a service of 21 years has been doing his work satisfactorily, and he strongly recommends that he be granted a personal allowance of Rs. 10 per mensem in consideration of his long service and good work. From the enclosed comparative statement showing the work done in the school during the years 1900—1906 and that done during 1908—1914, it will be observed that the work and responsibility of the clerk have appreciably increased. Further, the necessity for raising the pay of the clerk was on more than one occasion brought to the notice of the Director by the headmaster of the school, but the matter was allowed to lie over pending the orders of Government on the scheme for the establishment of secondary schools. As his general education qualifications are low, he being a holder of a first-class Middle school certificate only, and as he has not passed the Sub-Assistant Inspectors' test—Clerical—it is not possible to provide him with an appointment carrying a higher salary either as a clerk in this office or as a head clerk in any of the Inspectors' offices, nor is it easy to replace him in his present post in the Madrasa by a suitable man.

3. In these circumstances, I consider the case of the clerk to be deserving of special consideration and accordingly beg to recommend that the scale of pay of the post be raised to Rs. 25—1—30 in anticipation of the introduction of the scheme for the establishment of Model secondary schools and that he may be allowed the benefit of the higher pay immediately without waiting for his first increment for a year from the date of sanction of the revised scale.

4. I shall submit the necessary re-appropriation statement on receipt of the Civil budget estimates for the current year.

ENCLOSURES.

(1)

A.—STATEMENT showing the nature of work (1900—1906).

Nature of work (1900—1906).

1. General correspondence—
Letter despatched—Average of 460 letters a year.
2. Fee collection.
3. Preparation of returns.
4. Admission and withdrawal of pupils.
5. Stationery—
The periodical and daily supply of stationery to teachers and pupils.
6. Government scholarships—
(1) Disposal of applications.
(2) Acquittance roll, disbursement of scholarship, etc.
7. Tabulating results of periodical examinations.
8. Preparation of pay bills, scholarship bills, contingent bills, remission of school and hostel fees.
9. Verification of service books.
10. Maintenance of registers in accordance with rules.

(2)

B.—STATEMENT showing the increase in clerical work for the last seven years (1908—1914) compared with that of the previous seven years (1900—1906).

Nature of additional and increased work (1908—1914).

1. General correspondence—
Letter despatched—Average of 873 letters a year (an annual average increase of 433 letters a year).
2. to 10. In addition to the work pointed out in the statement A (2 to 10) the following work has increased during the last seven years.
11. Submitting periodical examination report of each pupil to their parents or guardians.
12. Progress and history of each pupil admitted.
13. Fee collection for sports.
14. Arranging examination schemes.
15. Monthly Demand, collection and balance statement.
16. Cyclostyling weekly and monthly examination papers when necessary.
17. Hostel correspondence and returns regarding rent lists and statements to the Executive Engineer and the Accountant-General.
18. Stationery—
(a) As per revised Stationery Manual 1913. The custody of stationery. The periodical and daily supply of stationery to teachers and pupils.
(b) Custody of Account Code and departmental forms and account for their daily use showing in a stock and daily issue book from 1913.
(c) Custody of common covers and their daily use shown in a stock and daily issue book from 1914.
19. Carnatic scholarships—
(1) Applications for Carnatic scholarships
(2) Correspondence with the Paymaster in connection with the pupils' relationship with political pensioners and certificates.
(3) Arrangement of applications before granting scholarship according to poverty, merit and the pupils in connection with the Carnatic family and correspondence in connection therewith when necessary.
(4) Scholarship register of Carnatic scholarship holders about 40 in number.
(5) Acquittance roll of Carnatic scholarship holders and its correspondence.
(6) Casual leave of Carnatic scholarship holders and its correspondence.
(7) Final disposal of Carnatic scholarship holders since the transfer of the power of awarding scholarships to the headmaster in 1914.
(8) Forwarding Carnatic scholarship lists sanctioned by the headmaster to the Accountant-General and other officers concerned.

B.—Statement showing the increase in clerical work for the last seven years (1908—1914) compared with that of the previous seven years (1900—1906)—*cont.*

Nature of additional and increased work (1908—1914)—cont.

20. Preparation of time-tables and arranging daily time-table when a teacher takes casual and other leave.
21. Secondary school-leaving certificate scheme—
 - (1) Stock book of S.S.L.C. showing receipts and their issue.
 - (2) Separate mark register for S.S.L.C. pupils of the IV, V and VI forms showing their progress, marks, attendance, etc.
 - (3) Tabulating and entering mark in the S.S.L.C. books.
 - (4) Keeping copies of S.S.L.C. books.
 - (5) Calculation of form average, school average, rank, etc., in connection with S.S.L.C. course.
 - (6) Forwarding tentative nominal roll of the VI Form pupils showing age, different subjects, etc., of the pupils appearing for the Public Examination and also a nominal roll of the list of incompetent and other supplementary course pupils.
 - (7) Forwarding S.S.L.C. books after making the entries to the board and returning the certificates to the pupils on receipt from the board taking down copies of all the marks and remarks made by the board.
 - (8) Attending the clerical work in connection with the Public Examination.
 - (9) Record and subsequent career of pupils who have left the school after completing the S.S.L. certificate course.

II

Endorsement No. P.A.-2/4745, dated 4th June 1915.

Forwarded.

2. There is no audit objection to the proposal being sanctioned by Government provided the circumstances of the case justify the grant of the concession—*vide* article 153 (a) of the Civil Service Regulations.

3. If the proposal is sanctioned, the necessary re-appropriation of funds should be sanctioned to meet the extra expenditure in the current year.

K. L. DATTA,
Accountant-General.

To the Secretary to Government, Educational Department.

Order—No. 741, Educational, dated the 6th July 1915.

In the circumstances stated by the Director of Public Instruction, the Government sanction his proposals to raise the pay of the clerk in the Madrasa-i-Azam from Rs. 20—1—25 to Rs. 25—1—30 per mensem and to allow the present incumbent of the post to start immediately on Rs. 26 per mensem.

2. This sanction has been registered as No. 77 of 1915-16.

3. The attention of the Director of Public Instruction will be drawn to paragraph 3 of the Accountant-General's endorsement.

(True Extract.)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Director of Public Instruction.
" Accountant-General.
" Financial Department.

NOTES CONNECTED WITH G.O. No. 741, EDUCATIONAL, DATED THE 6TH JULY 1915.

[SUBJECT.—*Enhancement of the salary of the clerk employed in the Government Madrasa-i-Azam.*]

From the Director of Public Instruction, dated the 26th May 1915, No. 2106.

In the scheme for the establishment of model secondary schools a salary of Rs. 25—1—30 is proposed for a clerk in each of the schools mentioned therein, namely, the school department of the Teachers' College, the Government Secondary School, Rajahmundry, the Madrasa-i-Azam and the Secondary Training School, Mangalore. When that scheme comes to be sanctioned, the clerk of the Madrasa-i-Azam will get pay of Rs. 25—1—30 per mensem. But for the reasons given in paragraph 2 of the Director's letter he requests that the pay of the post may be fixed at that sum in anticipation of the sanction to the model school scheme.

2. From the past discussions on the question of establishing model secondary schools it would appear that it should go up to the Secretary of State. The introduction of the scheme will therefore take time. There appears to be no objection, on the score of cost, to acceding to the Director's proposal to raise the pay of the clerk's pay immediately. If this is conceded it is necessary to allow him to start on Rs. 26 immediately as otherwise he will not be benefited by the sanction.

3. As an alternative it may be suggested that the clerk may be given temporary exemption from the examination required for employment as a clerk in the Director's or in any of the Inspectors' offices and given promotion; and at the same time he may be allowed to continue working in the Madrasa-i-Azam.

This does not appear to me a desirable thing.

P.R.—18-6-15.

The Director of Public Instruction may be requested u.o. to state whether he finds any objection to this suggestion, seeing that the arrangement will have to continue only till the introduction of the model school scheme.

P.R.—15-6-15.

Is there any question of grain compensation allowance?

P. RAJAGOPALA ACHARIYAR—16-6-15.

Presumably the clerk is now getting a grain compensation allowance of Rs. 3 per mensem. He will continue to draw that allowance if he is given promotion in the manner suggested in paragraph 3 ante unless his pay exceeds Rs. 30 per mensem or the allowance is specially withdrawn.

2. On the other hand, if the scale of salary attached to the post is altered as proposed by the Director of Public Instruction to Rs. 25—1—30 per mensem and the clerk is allowed to start immediately on Rs. 26 per mensem he may preferably be given Rs. 29 in the new scale and the grain compensation allowance withdrawn.

No. P.R.—18-6-15.

3. The file may be forwarded to the Director of Public Instruction u.o. for remarks with reference to paragraph 3 ante.

P.R.—16-6-15.

The pay of the clerk may be raised to Rs. 25—1—30 as proposed by the Director of Public Instruction and for the reasons given by him.

P. RAJAGOPALA ACHARIYAR—15-6-15.

To the Financial Department.

FINANCIAL DEPARTMENT.

The proposals of the Director of Public Instruction are—

(1) to raise the pay of the clerk in the Government Madrasa-i-Azam from Rs. 20—1—25 to Rs. 25—1—30, in anticipation of the introduction of the model secondary schools scheme; and

(2) to allow the present incumbent of the post (present salary Rs. 25) to draw Rs. 26 in the new scale from the date of order in this case.

The Educational Department state that the pay of the post may be raised as proposed by the Director of Public Instruction; but do not offer any remarks on the Director of Public Instruction's second request. Apparently Educational does not support the proposal, which

I think the Secretary (Educational), means to accept the Director of Public Instruction's proposal in full.

L.E.K.

therefore calls for no remarks in Financial.

2. As regards the raising of the pay of the post, it will appear from paragraph 2 of the Director of Public Instruction's letter, that the proposal is made solely with reference to the prospects of the present incumbent of the post. No definite orders have been issued on the revised proposals of the Director of Public Instruction about the model high school scheme. It is not therefore desirable to raise the pay of the post in question (which is provided for in the scheme) in anticipation of the introduction of the scheme. As the proposal in this case is made purely on personal grounds, the appropriate course seems to be to propose a personal allowance for the man, provided the conditions in rule II on page 5 of G.O. No. 600, Financial, dated 27th September 1912, are satisfied. It is not known whether the

*The clerk's service is stated to be twenty-one years and it is not known how long he has holding the present appointment.
Rule II (1) (c) on page 5 of G.O. 600, Financial, 27th September 1912.

clerk has been five * years on the maximum pay of the appointment, this being one of the conditions necessary for the grant of a personal allowance. If Government consider the present case deserving of some concession, the Educational Department may be requested to obtain a report from the Director of Public Instruction as to the eligibility of the clerk for a personal allowance. For orders.

T.R.N.N.—21-6-15.

A.S.—24-6-15.

There is force in what the office says but I think we may accept the proposal.

L. E. KERSHAW—25-6-15.

I think so.

A. BUTTERWORTH—27-6-15.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

A draft order is submitted for approval. If approved, it may be forwarded to the Financial Department for registering the sanction.

P.R.—29-6-15.

C.R.—29-6-15.

P.R.—30-6-15.

To the Financial Department.

FINANCIAL DEPARTMENT.

The sanction may be registered as No. 77 of 1915-16 and the file returned to Educational.

T.R.N.N.—2-7-15.

A.S.—2-7-15.

L. E. KERSHAW—3-7-15.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Submitted that the draft may now issue.

C.R.—5-7-15.

Issue.

P. RAJAGOPALA ACHARIYAR—6-7-15.

[G.O. No. 741, Educational, dated the 6th July 1915.]

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Seott. II-38-2-15.

DEPARTMENT.

Current No., dated 191

G.O. No. 741, dated 6-7-1915

(b)

Number of MS. pages sent { Correspondence.....
(b¹) Notes.....

Brief subject..... *Junid*

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

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

(b¹) For rules regarding printing of notes, see 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.

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(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.

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DEPARTMENT.

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Referencer.
Clerk.

Sundt

ORDER.

No. 74186, dated 6. 7. 1915

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Press official

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Set. II—10 (a).

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

” ” ” ” ” ” 191 .

READ ALSO:—

C. No. 1966, From the DTA, No. 2166/15 dated Nov 26. 5. 1915

End of the A-9 2000, 21-24-1915

191

In the circumstances stated by the S.P.O., the Govt. Sanction his proposals to raise the pay of the clerk in the Madrasa-i-Azam from Rs 20-1-25 to Rs 25-1-30 per m. and to allow the present incumbent of the post to start immediately on Rs 26 p.m.

2. This Sanction has been registered
as No. 77 of 1915-16

3. The attention of the S.D. will be drawn to para. 3 of the A.G.'s endorsement.

$\frac{PA}{29.6.15}$
 $\frac{CA}{29.0.15}$

Spore colonies
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are

I. The good

(Not for Est.) - Final Dept ✓ 2

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— several of us saw museum since

25

also put up with all

and something in the year

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over

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18.5.9

18
18.5.9