

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1915.

Enclosures

Spare copies

G.O. No. 856, 9th August 1915.

Lawrence Memorial school, Ootacamund

Directing that the deviations from the Civil Service Regulations sanctioned in G.O. No. 540, Educational, dated the 19th May 1915, in the case of the girls' branch of the — will be extended to the whole of the staff excepting the Principal, the headmaster, the headmistress, and the office staff, and recasting the rules on the subject.

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GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O. No. 540, Educational, dated 19th May 1915.

ABSTRACT.—Sanctioning certain deviations from the provisions of the Civil Service Regulations in respect of the girls' branch of the Lawrence Memorial school, Ootacamund, and sanctioning the employment of an additional hospital matron on Rs. 70—2—80 in the school.

II

Letter—from the Rev. W. H. G. PADFIELD, M.A., Principal and Secretary,
Lawrence Memorial school, Lovedale.

To—the Secretary to Government, Educational Department (through the Director
of Public Instruction).

Dated—the 9th June 1915.

No.—C. 987.

I have the honour to acknowledge with thanks receipt of G.O. No. 540, Educational, dated the 19th May 1915.

2. I am afraid that in my covering letter I did not make clear the proposals of the Committee.

3. The Committee desired that the suggested permissible deviations should be for the whole school and not for the girls' branch only, though, as the masters have now been excused holiday duty in paragraph 1 of the Government Order above quoted, paragraphs (i) and (ii) of the appendix would be applicable now only to the girls' branch.

4. The deviations allowed in paragraphs 3, 4 and 5 however are as essential for the other branches of the school as they are for the girls' branch, in fact the need is greater in the case of the boys' branch, as it is more difficult to get a temporary substitute for a master than for a mistress, and also as the classes are larger in the boys' branch, it is more difficult to arrange for sickness or temporary vacancies. The Committee also would like, if possible, to allow each sergeant to have his Xmas day off as a holiday in alternative years.

5. I have therefore the honour to request that the Government may be pleased to amend paragraph 2 of their order, so as to make paragraphs (i) and (ii) of the appendix applicable to the girls' branch only, and paragraphs (iii), (iv) and (v) applicable to the school as a whole. I much regret that my former letter did not represent fully to Government the views of the Committee.

N. Ref. on Cur. No. 10633/14, dated 21st June 1915.

Submitted to Government.

H. S. DUNCAN,
Ag. Director of Public Instruction.

Order—No. 856, Educational, dated 9th August 1915.

The deviations from the Civil Service Regulations sanctioned in G.O. No. 540, Educational, dated 19th May 1915, in the case of the staff of the girls' branch of the Lawrence Memorial school, Ootacamund, will be extended to the whole of the staff, excepting the Principal, the headmaster, the headmistress and the office staff.

The rules printed as an appendix to the above Government Order will be recast as shown below:—

Rules.

1. Any member of the staff may be absent for such part of the annual vacation as the Principal may permit.

2. For conduct of work during the vacation such members of the staff as the Principal may direct will remain on duty, no teacher being so retained for more than one month in any one year.

3. Any member of the staff who is on duty for one month of the vacation may be allowed leave on full pay for fifteen days at any time in the course of the ensuing year that his or her services can be spared.

4. Any member of the staff who has been on vacation duty for one month in each of two successive years and has not taken leave under the foregoing rule may be allowed to add one month's leave on full pay to the full vacation in the third year.

5. In all cases of leave granted under the foregoing rules and in other vacancies for not more than three months the full minimum pay of the absentee may be utilized in such manner as the Committee think fit in the arrangements made for carrying on the work.

6. In longer vacancies the Committee will employ a substitute on such salary, not exceeding the full minimum pay of the absentee, as may be necessary.

(True Extract.)

C. G. TODHUNTER,
Acting Secretary to Government.

To the Committee of the Lawrence Memorial school, Ootacamund.
" Accountant-General.
" Director of Public Instruction.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 856, EDUCATIONAL,
DATED THE 9TH AUGUST 1915.

[SUBJECT.—*Extension to the boys' branch of the Lawrence Memorial School, Ootacamund, of the deviations from the Civil Service Regulations sanctioned for the girls' branch.*]

*From the Director of Public Instruction, Madras, dated the 21st June 1915,
R.O.C. No. 10633/14.*

From Mr. Padfield's letter, especially paragraph 8 thereof, disposed of in G.O. No. 540, Educational, dated the 19th May 1915, it will be seen that whatever might have been the intention of the Committee of the Lawrence Memorial School, Ootacamund, the idea of the Principal who wrote the letter was that the deviations from the Civil Service Regulations were necessary only in the case of the girls' branch and orders were issued accordingly. The Principal now says that the committee desired that the deviations should be allowed for the whole school and not for the girls' branch only and requests that paragraphs (i) and (ii) of the appendix may be made applicable to the girls' branch only and paragraphs (iii), (iv) and (v) to the whole school. Before complying with the present request the Accountant-General may, if it is submitted, be consulted.

E.A.V.—2-7-15

B.G.—2-7-15.

P. RAJAGOPALA ACHARIYAR—4-7-15.

To the Accountant-General.

ACCOUNTANT-GENERAL'S OFFICE.

L.F., No. 3-23-1701, dated 19th July 1915.

Attention is invited to this office No. L.F. 3-23-5570, dated 19th March 1915. If Government so desire, there is no objection to the extension of the concessions specified in paragraphs (iii), (iv) and (v) of the appendix to G.O. No. 540, Educational, dated 19th May 1915, to the members of the boys' branch of the Lawrence Memorial School.

F. DUKOFF GORDON—19-7-15.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Please see the Accountant-General's note above. It is submitted that, in the circumstances now represented by the Principal, the Committee's request that paragraphs (iii), (iv) and (v) of the appendix to G.O. No. 540, Educational, dated the 19th May 1915, may be made applicable to the establishment attached to the boys' branch of the school also, may be approved.

2. A draft order is submitted for approval. There is no need to consult the Financial Department, as the matter does not concern that department, since Provincial funds are not expended on the school.

E.A.V.—23-7-15.

T.K.—23-7-15.

I have delayed this a few days as I found it difficult to understand the existing rules with their references to "leave on full pay so as to include the holiday months", "leave is taken only during the Christmas holidays, etc." Moreover, there seemed to be possibilities of conflict between rules (1) and (2) and rules (3) and (4), respectively.

Fortunately Mr. Padfield has been in and I have had an opportunity of discussing the whole matter with him. I gather that what he would really like is to have all the rules extended to cover the whole of the staff and I have recast the rules so as to express his intentions more clearly throughout.

As Financial have noted that the matter does not concern them, the revised rules need not be sent to them for criticism.

C. G. TODHUNTER—5-8-15.

P[ENTLAND]—7-8-15.

[G.O. No. 856, Educational, dated the 9th August 1915.]

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Sectt. II—38-2-15.

Edl. DEPARTMENT.

Current No., dated 191 ..

G.O. No. 856, dated the 9th Aug. 1915.

Number of MS. pages sent { Correspondence 7 (Seven)
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Notes 3 (Three)

Brief subject: *Wicket-keeping*

(a) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).	(b) E. T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
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Madras Records	4	25	12
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Total		31	7

For Issue.†

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INSTRUCTIONS FOR THE SECRETARIAT.

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

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

(b) For rules regarding printing of notes, see 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 to be 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).

ies distributed on ‡ (Press Despatcher).

† To be initialled and dated.

TO PRESS, MADRAS OOTY.

A Please send proof in duplicate. The papers have been carefully edited. <i>Referencer.</i> <i>Clerk.</i> <i>Supdt.</i>	B Proof returned corrected. Please strike off and send number of copies as indicated. Type may be released <u>after usual interval</u> at once. <i>Referencer.</i> <i>Clerk.</i> <i>Supdt.</i>	C As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated. Type may be released after usual interval. <i>Referencer.</i> <i>Clerk.</i> <i>Supdt.</i>
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SPECIAL INSTRUCTIONS.

Lawrence Memorial School, Ootacamund.

Directing that the deviation from the Civil Service Regulations sanctioned in G.O. No. 540 Edl. of the 19th May 1915, in the case of the girls' branch of the — will be extended to the whole of the staff excepting the Principal, the headmaster, the headmistress, and the office staff, and observing the recasting the rules on the subject.

TO BE FILLED IN BY THE PRESS.

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EDUCATIONAL DEPARTMENT.

Read again G.O.No.540 Edl., dated the 19th May 1915.

Read also--

G.No.2196 Edl., from the Director of Public Instruction, N.Ref.on Cur.

No. 10633/14, dated the 21st June 1915.

ORDER:
P.S.

The deviations from the Civil Service Regulations sanctioned in G.O.No.540 Educational, dated 19th May 1915, in the case of the staff of the girls' branch of the Lawrence Memorial School, Ootacamund, will be extended to the whole of the staff, excepting the Principal, the headmaster,

The rules printed as an appendix to the above G.O. will be recast as shown below:--

RULES.

1. Any member of the staff may be absent for such part of the annual vacation as the Principal may permit.

2.

2. For conduct of work during the vacation such members of the staff as the Principal may direct will remain on duty, no teacher being so retained for more than one month in any one year.

3. Any member of the staff who is on duty for one month of the vacation may be allowed leave on full pay for fifteen days at any time in the course of the ensuing year that his or her services can be spared.

4. Any member of the staff who has been on vacation duty for one month in ^{each of} two successive years and has not taken leave under the foregoing rule may be allowed to add one month's leave on full pay to the full vacation in the third year.

5. In all cases of leave granted under the foregoing rules and in other vacancies for not more than three months the full minimum pay of the absentee may be utilized in

such

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in the arrangements made for carrying
on the work.

6. In ~~longer~~ vacancies the
Committee will employ a substitute on
such salary, not exceeding the full
minimum pay of the absentee, as may be
necessary.

85
5-8-15

To the Committee of the Lawrence Memorial School, Ootacamund.

" Accountant-General.

" Director of Public Instruction.

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