

Government of Madras.

HOME DEPARTMENT

(EDUCATION)

G.O. No. 1098, 19th October 1916

NOTES
PRINTED

INDEXED

Government Secondary and Training School for Mistresses,
Triplicane

Sanctioning the employment of an additional clerk on Rs. 20 in the — with effect from the
1st March 1917.

Government of Madras.

HOME DEPARTMENT

(EDUCATION)

G.O. No. 1098, 19th October 1916

N.P.

ORIGINAL

Government Secondary and Training School for Mistresses,
Triplicane

Sanctioning the employment of an additional clerk on Rs. 20 in the — with effect from the
1st March 1917.

GOVERNMENT OF MADRAS

HOME DEPARTMENT

(Education)

READ—the following papers :—

I

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, Home (Education) Department (through the Accountant-General).

Dated—Madras, the 19th September 1916.

No.—R.C. 6178.

I have the honour to request that you will be so good as to obtain the sanction of Government for the employment, with effect from the 1st March 1917, of an additional clerk on Rs. 20 per mensem without claim for grain compensation allowance in the Government Secondary and Training School for Mistresses, Triplicane.

2. The school which was started in March 1913 had on the rolls at the time 29 students in the training department and 243 pupils in the model school. During the last three years of its existence there has been a large accession to its strength as a result chiefly of the opening of a lower elementary class in the training section and of the 4th, 5th and 6th forms in the secondary school, the training section being at present 60 strong and the secondary school 278. Last year, the Inspectress of Girls' Schools, Central Circle, represented that in view of the development and growth of the institution and the consequent increase in clerical work the only clerk on Rs. 20—1—25 sanctioned for the school could not cope with his work, since in addition to the maintenance of the several registers prescribed by the Madras Educational Rules and the work connected with the disposal of routine matters, he has to attend to the correspondence relating to appointments and leave, to draw and disburse respectively the salaries and stipends of the staff and the students under training, to prepare and promptly despatch the various departmental returns, to maintain the history of normal students and to obtain the necessary particulars therefor and to attend to the cash transactions relating to contingent expenditure, the payment of travelling allowance to the members of the staff on transfer from another station, etc. Moreover, with the development of the school into a complete secondary school with a complete training department attached to it, large additions have been made to the library and the work connected with it has, it is reported, increased to such an extent that it is not possible to make satisfactory arrangements for the issue of books from the library and the maintenance of the prescribed registers without additional assistance; nor can this portion of the work be entrusted to any of the members of the staff which is by no means adequate for the requirements of the school as every one of them has full work to do and cannot be told off for library work without detriment to her legitimate duties.

In view of these facts, Miss Lynch urged the desirability of creating an additional post of clerk and librarian on Rs. 30 per mensem on the analogy of the Presidency Training School for Mistresses, Egmore, which has two clerks on its establishment. Thereupon, I examined with the aid of statistics and statements of work obtained from the schools—vide copies enclosed—the necessity for the employment of an additional clerk in the Government Secondary and Training School for Mistresses, Triplicane, and for the continuance of the second clerk in the Presidency Training School for Mistresses, Egmore, and although I was convinced that two

clerks were needed for each of the institutions, I wanted, before addressing Government in the matter, to see whether by requiring the second clerk in the Presidency Training School for Mistresses, to work for half a month there and for the other half in the Triplicane school, the object in view would be attained. This make-shift arrangement which has been in force since January last has, I am sorry to learn, not had the desired effect but has inconvenienced both the schools and I do not wish to pursue the trial further.

In these circumstances, I have the honour to request that Government will be pleased to accord their sanction to the proposal contained in paragraph 1 supra.

3. The proposal involves an additional expenditure of Rs. 240 per annum and I request that I may be permitted to provide for this amount in the civil budget estimate for the ensuing year now under preparation.

II

Endorsement of the Accountant-General No. P.A. 2 Kis./12801, dated 2nd/3rd October 1916.

Forwarded.

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

3. Attention is invited to Madras Government Confidential Memorandum No. 8349-1, Financial, dated the 28th December 1915.

P. MOHAN RAO,
Assistant Accountant-General.

To the Secretary to Government,
Home (Education) Department.

Order—No. 1098, Home (Education), dated 19th October 1916.

The Government sanction the employment of an additional clerk on Rs. 20 per mensem (without grain compensation allowance) in the Government secondary and training school for mistresses, Triplicane, with effect from the 1st March 1917.

2. This sanction has been registered as No. 3 of 1917-18.

(True Extract)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Director of Public Instruction.
,, Accountant-General (through Financial).
,, Financial Department.

NOTES CONNECTED WITH G.O. No. 1098, HOME (EDUCATION)
DATED THE 19TH OCTOBER 1916.

[SUBJECT.—*Employment of an additional clerk on Rs. 20 in the Secondary and training school for mistresses, Triplicane, with effect from the 1st March 1917.*]

Previous papers :

G.O. 679, Educational, 27th Sept. 1911
" 586 " 21st June 1913

I

*Letter from the Director of Public Instruction, dated the 19th September 1916,
R.O. No. 6178.*

II

*Endorsement of the Accountant-General, dated the 2nd October 1916,
No. P.A.-2 Kis.-12801.*

HOME (EDUCATION) DEPARTMENT

The Director of Public Instruction has fully explained the necessity for the entertainment of an additional clerk on Rs. 20 without grain compensation allowance in the Government secondary and training school for mistresses, Triplicane. Under the circumstances, his proposal may be accepted. A draft order is submitted for approval. It may go to *Financial for acceptance.*

S.N.P.—13-10-16.

T.K.—13-10-16.

C. RAMANUJA ACHARIYAR—14-10-16.

P. RAJAGOPALA ACHARIYAR—16-10-16.

FINANCIAL DEPARTMENT.

Noted.
C.R.S.—18-10-16.

Sanction Registered as No. 3 of 1917-18.

Accepted in Financial (Budget
section to note).

L. E. KERSHAW—18-10-16.

HOME (EDUCATION) DEPARTMENT.

Issue.

C.R.—19-10-16.

[G.O. No. 1098, Home (Education), dated the 19th October 1916.]

Section II- 10 (a)—12-1-10

Febru II- 10 (a)-12-1-16.
School for mistresses, Injelicane

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

” ” ” ” ” 191

C. No. 3559, From the Dir. of Pub. Instr. R.C., No. 6178, dated 16 Sept 1916

” ” ” ” ” ” ” ” 191

No. 1098, dated 19. 10. 1916.

2. This sanction has been registered as No 113 of 1917-18

$$\begin{array}{r} 870 \\ \hline 13.076 \\ \hline \end{array}$$

$$\begin{array}{r} Ld. \\ \hline 13.2026 \end{array}$$

$\frac{C_9}{14 \cdot 10 \cdot 16}$

4
6
Statement showing in detail the work now done by the
Head-clerk, Presidency Training School for Mistresses, Egmore,
Madras.

DAILY.

- B
- 1) Disposing of all the letters received in the office and also drafting the letters originating from this office.
 - 2) Putting up references to certain letters, which cannot be easily traced out.
 - 3) Faircopying the urgent letters.
 - 4) Checking daily accounts.
 - 5) Personal attendance with the Superintendent.
 - 6) Disposal docking.

MONTHLY.

- 1) Preparation of the Demand, Collection and balance statement of fee account.
- 2) Preparation of Pay bills, contingent bills, stipend bills and Scholarship bills.
- 3) Maintaining the acquittance roll for (i) Teachers (ii) students (iii) Scholarship holders and (iv) Menial servants.
- 4) Maintaining the Teachers' attendance Register.
- 5) " " Contingent Register.
- 6) Disbursement of salary to teachers and menials, stipends to the Training students and the scholarship to the Scholarship-holders.

QUARTERLY.

- 1) Preparation of Verified Statements of Receipts and Charges.

ANNUALLY.

- 1) Preparation of Return of Verification of Service Register.
- 2) Preparation of Return of Valuable Stock.
- 3) " " " " Immovable property.
- 4) " " " " All the Annual Returns.
- 5) " " " " the Annual Establishment Return.
- 6) " " " " the List of officers.
- 7) " " " " the Stationery Indent.
- 8) " " " " the Furniture Indent.

- 9) Preparation of the Indent for book and maps.
- 10) " " " Indent for Europe Stores.
- 11) " " " Indent for Local Europe Stores.
- 12) " " " Budget Estimates.
- 13) " " " Surrender Statements.
- 14) " " " Indent for forms and Covers.
- 15) " " " List of applications for admission into the school for training after checking the applications.
- 16) " " " Recommendation Roll for stipends.
- 17) " " " Travelling Allowance bills of training students.

18) GENERAL.

- (1) Checking the Fee account.
- (2) " the Admission and Attendance register in connection with the preparation of the Demand, collection and Balance Statement of Fee account.
- (3) Maintaining the service and the Record of service Register.
- (4) Checking the Government Consignments.
- (5) Checking all stock in the school.
- (6) Maintaining the Stock list.
- (7) Preparation for the execution of bond by the training students.
- (8) Attending to the correspondence regarding the Secondary School Leaving Certificate Examination.
- (9) Attending to the correspondence relating to the Preliminary Examination for Teachers' Certificates.
- (10) Arrangement of old and New Records.

Statement showing in detail the work now done by the Second Clerk, Presidency Training School for Mistresses, Egmore, Madras.

DAILY.

- 1) Registering letters on an average 12 (Twelve) a day.
- 2) Putting up references of these letters.
- 3) Faircopying all the letters, Statements, Returns bills and etc.
- 4) Attending to a part of library.
- 5) Despatching all the letters.
- 6) Maintaining the Receipt Register.
- 7) " " Disposal Register.

- 8) Maintaining the Despatch Register.
- 9) " " Stationery Register.
- 10) " " Form Register.
- 11) Issue of Stationery to the teachers required daily for the use of the school work apart from the monthly use.

WEEKLY.

- 1) Registering Journals received.
- 2) Attending to the despatch of certain Journals to the Teachers' College, Saidapet.
- 3) Attending to the correspondence relating to the receipt of the Journals.

MONTHLY

- 1) Issue of Stationery to the teachers and clerks.

General

- (i) Maintaining the history of Normal students. This includes all correspondence relating to it.
- (ii) Arrangement of old and new records with the Head-clerk.

G. V. Srinivasan
for Director of Public Instruction.

P. V.

19.9.16.

no les.
Approval
E. J. 8
W. L. 106

GOVERNMENT OF MADRAS
HOME DEPARTMENT
(Education)

READ—the following papers :—

I

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, Home (Education) Department (through the Accountant-General).
Dated—Madras, the 19th September 1916.
No.—R.C. 6178.

I have the honour to request that you will be so good as to obtain the sanction of Government for the employment, with effect from the 1st March 1917, of an additional clerk on Rs. 20 per mensem without claim for grain compensation allowance in the Government Secondary and Training School for Mistresses, Triplicane.

2. The school which was started in March 1913 had on the rolls at the time 29 students in the training department and 243 pupils in the model school. During the last three years of its existence there has been a large accession to its strength as a result chiefly of the opening of a lower elementary class in the training section and of the 4th, 5th and 6th forms in the secondary school, the training section being at present 60 strong and the secondary school 278. Last year, the Inspector of Girls' Schools, Central Circle, represented that in view of the development and growth of the institution and the consequent increase in clerical work the only clerk on Rs. 20—1—25 sanctioned for the school could not cope with his work, since in addition to the maintenance of the several registers prescribed by the Madras Educational Rules and the work connected with the disposal of routine matters, he has to attend to the correspondence relating to appointments and leave, to draw and disburse respectively the salaries and stipends of the staff and the students under training, to prepare and promptly despatch the various departmental returns, to maintain the history of normal students and to obtain the necessary particulars therefor and to attend to the cash transactions relating to contingent expenditure, the payment of travelling allowance to the members of the staff on transfer from another station, etc. Moreover, with the development of the school into a complete secondary school with a complete training department attached to it, large additions have been made to the library and the work connected with it has, it is reported, increased to such an extent that it is not possible to make satisfactory arrangements for the issue of books from the library and the maintenance of the prescribed registers without additional assistance; nor can this portion of the work be entrusted to any of the members of the staff which is by no means adequate for the requirements of the school as every one of them has full work to do and cannot be told off for library work without detriment to her legitimate duties.

In view of these facts, Miss Lynch urged the desirability of creating an additional post of clerk and librarian on Rs. 30 per mensem on the analogy of the Presidency Training School for Mistresses, Egmore, which has two clerks on its establishment. Thereupon, I examined with the aid of statistics and statements of work obtained from the schools—vide copies enclosed—the necessity for the employment of an additional clerk in the Government Secondary and Training School for Mistresses, Triplicane, and for the continuance of the second clerk in the Presidency Training School for Mistresses, Egmore, and although I was convinced that two clerks were needed for each of the institutions, I wanted, before addressing Government in the matter, to see whether by requiring the second clerk in the Presidency Training School for Mistresses, to work for half a month there and for the other half in the Triplicane school, the object in view would be attained. This make-shift arrangement which has been in force since January last has, I am sorry to learn, not had the desired effect but has inconvenienced both the schools and I do not wish to pursue the trial further.

In these circumstances, I have the honour to request that Government will be pleased to accord their sanction to the proposal contained in paragraph 1 supra.

3. The proposal involves an additional expenditure of Rs. 240 per annum and I request that I may be permitted to provide for this amount in the civil budget estimate for the ensuing year now under preparation.

3 Rs.
61
12 Rs.
12 Rs.
at the

II
Endorsement of the Accountant-General No. P.A. 2 Kis.12801,
dated 2nd/3rd October 1916.

Forwarded.

2. There is no audit objection to the proposal being sanctioned by Government.
3. Attention is invited to Madras Government Confidential Memorandum No. 3849-1, Financial, dated the 28th December 1915.

P. MOHAN RAO,
Assistant Accountant-General.

To the Secretary to Government,
Home (Education) Department.

Order—No. 1098, Home (Education), dated 19th October 1916.

The Government sanction the employment of an additional clerk on Rs. 20 per mensem (without grain compensation allowance) in the Government Secondary and Training School for Mistresses, Triplicane, with effect from the 1st March 1917.

2. This sanction has been registered as No. 113 of 1917-18.

(True Extract)

P. RAJAGOPATA ACHARIAR,
Secretary to Government.

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

Forwarded to the

(By Order)

Registrar.

(EDUCATION)
G.O. No. 1098, 19th October 1916
Government Secondary and Training School for Mistresses,
Triplicane

Sanctioning the employment of an additional clerk on Rs. 20 in the — with effect from the 1st March 1917.

HOME (EDUCATION) DEPARTMENT
NOTES CONNECTED WITH G.O. No. 1098, HOME (EDUCATION)
DATED 19TH OCTOBER 1916.

[SUBJECT.—Employment of an additional clerk on Rs. 20 in the Secondary and Training School for Mistresses, Triplicane, with effect from the 1st March 1917.]

Previous papers:
G.O. 678, Educational, 27th Sept. 1911
" 550 " 21st June 1913

Letter from the Director of Public Instruction, dated the 19th September 1916,
R.O. No. 6178.

Endorsement of the Accountant-General, dated the 2nd October 1916,
No. P.A.-2 Kis.-12801.

The Director of Public Instruction has fully explained the necessity for the entertainment of an additional clerk on Rs. 20 without grain compensation allowance in the Government Secondary and Training School for Mistresses, Triplicane. Under the circumstances, his proposal may be accepted. A draft order is submitted for approval. It may go to Financial for acceptance.

S.N.P.—13-10-16.

T.K.—13-10-16.

C. RAMANUJA ACHARI—14-10-16.
P. RAJAGOPALA ACHARIYAR—16-10-16.

To the Financial Department.

FINANCIAL DEPARTMENT.

Noted.
C.R.S.—13-10-16. Accepted in Financial (Budget section to note).

Sanction Registered as No. 113 of 1916-17.

L. E. KRESHAW—13-10-16.

To the Home (Education) Department.

HOME (EDUCATION) DEPARTMENT.

Issue.

C.R.—19-10-16.

[G.O. No. 1098, Home (Education), dated 19th October 1916.]

For approval

5771
G.O. No. 1098
19-10-16

File
in work

12
2 Per
21-10-16

No. 1098, Home (Education), dated 19th October 1916.

II
Endorsement of the Accountant-General, dated the 2nd October 1916.

There is no objection to the proposal being sanctioned by Government.
Attention is invited to the fact that the Government Secondary and Training School for Mistresses, Triplicane, was established on the 1st March 1917.

T. K. K. K.

Order—No. 1098, Home (Education), dated 19th October 1916.

The Government sanction the employment of an additional clerk on Rs. 20 per month without grain compensation allowance in the Government Secondary and Training School for Mistresses, Triplicane, with effect from the 1st March 1917.

Home (Education) Department.

To the Director of Public Instruction,
Government Secondary and Training School for Mistresses,
Triplicane.

(By Order)

G.O. No. 1098, 19th October 1916.

Government Secondary and Training School for Mistresses,
Triplicane.
Sanctioning the employment of an additional clerk on Rs. 20 in the — with effect from the 1st March 1917.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Sectt. II-38-1-16.

REVENUE DEPARTMENT.

Current No dated 191

G.O. No. 10998 dated 19.10.1916

Number of MS. pages sent

(b) Correspondence 57 (Two)

(b¹) Notes 2 (Two)

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.

(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.

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 or 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.

Brief subject: Govt. of India, Revenue Department, Public Works Department, Educational Department, Judicial Dept, Political, Financial Dept, Marine Dept, Ecclesiastical Dept.

(a) Number of copies required when struck off (not including copies for columns 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.
FOR RECORD.			
Madras Records	4	25	12
Ooty Records		6	4
For filing with original			1
Total		31	17

FOR ISSUE.

Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
		No.	Papers.	
Signature copies.				
India Office				
Govt. of India				
Revenue Department				
Public Works Department				
Local and Municipal Department				
Educational Department				
Dept.				
Public Dept.				
Judicial Dept				
Political				
Financial Dept				
Marine Dept.				
Ecclesiastical Dept.				
Total				

Spate copies.

The				
The				
The				
The				
The				
The				
The				
The				
The				
The				
The				
The				
The				
The				
Total				

* Copies distributed on (Press Clerks).

† Copies distributed on (Press Despatcher).

† To be initialled and dated.

[P.T.O.]

TO PRESS, MADRAS OOTY.

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.
Type may be released after usual interval, at once.

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.

Referencer.
Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	21/10/16
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	22/10/16
Final copies supplied on.....	

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

Scott. II-47-2-16

A.
B.
N.P.

(a)

Press

DEPARTMENT.

ORDINARY ROUTINE SERIES.

+ G.O. No. 1098 dated 10-10-1916

CIRCULATED.

NOT CIRCULATED.

NOT SEEN BY S.S.

Receipt numbers ..

Number and date of previous proceedings.

Tabling Abstract.

Govt. Secondary and Training School for Mithasani, Triplicane.

Sanctioning the employment of an additional clerk on Rs 20 in the ——— with effect from the 1st March 1917.

(b) Index Headings.

MAIN HEADING

CROSS REFERENCES.

SPECIAL INDEX.

DO NOT SPECIAL INDEX.

(a) and (b) not to be filled in for 'Routine' Series.

DEPARTMENT OF THE ARMY
 OFFICE OF THE ADJUTANT GENERAL
 ROUTING SLIP
 NO. 1
 DATE
 191

(1) To be filled in by the sender
 (2) To be filled in by the receiver
 (3) To be filled in by the sender
 (4) To be filled in by the receiver
 (5) To be filled in by the sender
 (6) To be filled in by the receiver
 (7) To be filled in by the sender
 (8) To be filled in by the receiver
 (9) To be filled in by the sender
 (10) To be filled in by the receiver

Table of Contents
 (1) Index of Subjects
 (2) Index of Authors
 (3) Index of Titles
 (4) Index of Dates
 (5) Index of Pages
 (6) Index of Volumes
 (7) Index of Issues
 (8) Index of Supplements
 (9) Index of Corrections
 (10) Index of Additions

CROSS REFERENCES
 (1) Index of Subjects
 (2) Index of Authors
 (3) Index of Titles
 (4) Index of Dates
 (5) Index of Pages
 (6) Index of Volumes
 (7) Index of Issues
 (8) Index of Supplements
 (9) Index of Corrections
 (10) Index of Additions