

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1916.

Enclosures

Spare copies

G.O. No. 55, 15th January 1916

Government Secondary and Training School for Girls in Triplicane

Sanctioning the employment in the — of a kindergarten mistress on Rs. 150—10—200 per mensem and an assistant mistress on Rs. 150—5—175 per mensem with effect from the 15th January 1916 and another assistant mistress on Rs. 75—5—100 per mensem from the 1st July 1916.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O. No. 586, Educational, dated 21st June 1913.

ABSTRACT.—Passing orders on the proposals of the Director of Public Instruction for raising the Government girls' school, Triplicane, and the training section to the secondary grade and for revising the scale of establishment of the combined institution.

II

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 14th July 1915.

No.—Ref. on Cur. 1184.

I have the honour to request that you will be so good as to obtain the sanction of Government for the employment of a kindergarten mistress on Rs. 150—10—200 from the 1st October 1915 and of two additional teachers on Rs. 100 and Rs. 60 per mensem from the 1st August next in the Government Secondary and Training school, Triplicane.

2. The Inspectress of Girls' Schools, Central Circle, reports that the kindergarten department (standards infant to third) in the school is 300 strong and has to be worked in ten sections and that it is most essential that a good teacher should be appointed who will organize the work on modern lines. She therefore recommends that a trained kindergarten mistress be employed for this on a salary of Rs. 200 per mensem and that the post be offered to Miss C. Gordon on her return from England where she is now undergoing training with a Government scholarship of £50. Miss Lynch further states that at her last inspection of the school she found the efficiency

Class IV	...	..	..	24
Form I	..	..	..	24
" II	..	..	..	20
" III	..	..	..	12
" IV	..	..	..	15
				95

of the high school department (class IV to form IV), which has increased from 59 to 95 as shown in the margin, had suffered considerably owing to the inadequacy of the staff and that it is now proposed to open a fifth form with about four pupils at the outset. It is stated that six teachers will be required for this department alone and that as a staff of ten teachers

will be required for the ten sections of the kindergarten department the total number of teachers that will be required for the model school will be eighteen, while the sanctioned scale of staff consists of sixteen teachers including the headmistress and excluding the Superintendent and the common teachers.

I consider therefore that the employment of two additional teachers is necessary and that their pay should be fixed at Rs. 100 and Rs. 60, the higher pay in the former case being recommended with a view to secure the services of a trained lady graduate for the post.

I am also convinced of the necessity for the employment of a kindergarten mistress for the charge of the kindergarten department and consider that the pay of the post should be fixed at least at Rs. 150—10—200 for the present. The post may be sanctioned with effect from 1st October next as Miss Gordon whom it is proposed to appoint to it is expected to return in September next.

3. The extra charge during the current year will be Rs. 1,370 (Rs. 160 for seven months and Rs. 150 for five months) and I submit herewith the necessary reappropriation statement for favour of sanction.

III

Endorsement of the Accountant-General, No. P.A. 2-8256, dated 23rd July 1915.

Forwarded with the report that there is no audit objection to the proposal being sanctioned.

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

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

To the Secretary to Government, Educational Department.

IV

Memorandum No. 2572-2, Educational, dated 19th August 1915.

With reference to his letter R.O.C. No. 1184, dated the 14th July 1915, in which he has proposed certain additions to the staff of the Government Secondary and Training School for Mistresses, Triplicane, the Director of Public Instruction is requested to furnish information on the following points :—

(a) What are the duties of the Superintendent and headmistress of the school? Does neither of them superintend the kindergarten department at present? Admitting that a kindergarten mistress is necessary, could she not replace one of the existing staff?

(b) Of the two additional teachers proposed, one is apparently for the kindergarten department. Information is requested as to the size of the sections in the kindergarten department and the pay drawn by the teachers allotted thereto; also whether a teacher on Rs. 30--2--40, the lowest in the scale of the school establishment, would not suffice

2. In paragraph 2 of the Director's letter it is stated that the "sanctioned scale of staff (of the school) consists of sixteen teachers including the headmistress and "excluding the Superintendent and the common teachers." This does not appear to be quite accurate, for under paragraph 2 of G.O. No. 586, Educational, dated the 21st June 1913, sanction was given to the employment of only fourteen teachers, excluding the Superintendent and the Telugu assistant.

3. The attention of the Director is drawn to the fact that his proposals were received in the office too late for sanction to be given by the date desired. Several instances of the late receipt of proposals for the institution or renewal of appointments have been noticed of late. He is requested to see that questions of this nature are taken up sufficiently early for orders to be passed in due time in future.

C. G. TODHUNTER,
Acting Secretary to Government.

To the Director of Public Instruction.

V

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.

Dated—Madras, the 22nd December 1915.

No.—Ref. on Cur. 1184.

With reference to Government Memorandum No. 2572-2, Educational, dated 19th August 1915, calling for certain particulars in regard to the proposals for the strengthening of the staff in the Government Secondary and Training School for Mistresses, Triplicane, I have the honour to state as follows.

2. (a) The Superintendent of the school at present supervises the work of both the training and high school departments in addition to doing actual teaching work. The title of the headmistress in the high school department is merely nominal as this officer is virtually one of the teachers who takes special subjects in the highest forms. Neither of them is able to superintend the kindergarten department at present.

As regards the query whether the kindergarten mistress proposed could not replace one of the existing staff, it might be stated that a headmistress with special kindergarten qualifications and training is required not only for supervising and organizing the entire work in the kindergarten department but also for supervising the work of the students under training while they practise in that department. She is also expected to give special lectures on the principles of kindergarten to those students distributed, as they will be, among five classes and to co-ordinate the work of training with that of the kindergarten department itself; in other words, the work assigned to her will be similar to that which is now being done by the Superintendent of the kindergarten department in the Teachers' College, Saidapet. It will not therefore be possible for her to replace any of the staff of that department.

(b) Particulars as to the strength of the kindergarten department, the number of teachers working therein at present, their salaries, and also the number of teachers working in the training and high school departments are furnished below :—

Kindergarten Department.

Standard.	Strength.	Number of teachers.	Pay.	Qualifications.
Infant	112	5	Three on Rs. 30—2—40 Two on Rs. 40—2—50	} Secondary trained. Do. Do. Do.
First	50	2	One on „ 40—2—50 One on „ 50—2—60	
Second	30	1	Rs. 50—2—60	
Third	24	1	„ 50—2—60	
Fourth	24	1	„ 75—5—100	

Training Department.

Sections.	Number of teachers.
Secondary	Three teachers—
Higher elementary second year	One on Rs. 150—5—175.
Higher elementary first year	One on „ 125—5—150.
Lower elementary first year	One on „ 100—5—125.

High School Department.

Form.	Strength.	Number of teachers.
I	12	} One on Rs. 150—5—175. One on „ 100—5—125. Two on „ 75—5—100.
II	21	
III	7	
IV	10	
V	3	

The Inspectress says that it is not possible to specify accurately the work assigned to the teachers in the training and high school departments at present as owing to the inadequacy of the staff the work of the two departments is managed some how with the existing members much to the detriment of efficiency as some of the classes are left frequently without a teacher.

3. In modification of her previous recommendations the Inspectress of Girls' Schools, Central Circle, now requests sanction for the employment of (i) a kindergarten mistress on Rs. 200 per mensem and (ii) two more graduate assistants—one on Rs. 175 and another on Rs. 150 per mensem. The description already given of the duties of the kindergarten mistress will show that her work is not only responsible but also arduous, that a capable lady with good European training in kindergarten work is required and that such an officer must be paid adequately. Moreover, when a second rented building is obtained and as a consequence when the work of the

high school department will be quite separate from that of the training and kindergarten departments it will be necessary for each department to have its own separate staff, and if a properly qualified kindergarten mistress is appointed who can lecture to the students under training as well as supervise their work in the model school, it will then be possible for the Superintendent not only to undertake the general supervision of the entire institution but also to devote special attention to the organization of the work in the high school department which is to form in the future one of the main feeders of the Madras College for Women.

As regards the training and high school departments, the Inspectress states that from July 1916 the second year lower elementary training class will begin to work and a sixth form will come to exist, and the full complement of staff that will then be required for the different departments of the school will be ten teachers for the kindergarten department besides a kindergarten mistress, five for the training and six for the high school departments excluding the Superintendent or 21 in all as against 17, the present sanctioned number of regular teachers excluding the Telugu teacher who, it is stated, teaches only Telugu and has not independent charge of any class. She adds that the high school department requires at the very least four graduates for handling of English, science, mathematics and history and geography, while at present out of the four members of the staff only two are graduates and they alone are available for the charge of the above four subjects. She therefore requests sanction for the employment of two additional teachers on Rs. 175 and Rs. 150, these rates of salaries being fixed so as to secure the services of qualified Anglo-Indian graduates.

I strongly support the proposals of the Inspectress for the employment of a kindergarten mistress, but consider that nine teachers would suffice for the kindergarten department for the present as the infant class which is 112 strong can be worked in four sections instead of in five and that one of the teachers now working in that department might be detailed for work in the training department which requires at least four teachers for the four existing sections.

I may add here that Miss Lynch expects a further rise in the strength of the infant class and that she wishes to allow the strength of that class to go up to at least 150 should sufficient accommodation be found, but I deprecate any further increase and intend instructing her to limit the size of the class to 120 which is more than double the numbers in the first standard.

It may also be observed here that a boys' training school of a similar status would have seven teachers including an agricultural assistant who would mostly teach nature study. When the second year lower elementary training class is opened in July next, the employment of an additional teacher for this department will be necessary. I beg accordingly to propose the employment with effect from 1st July 1916 of an additional assistant for the training department on a pay of Rs. 100 per mensem.

As regards the high school department I consider that the present staff is certainly inadequate and that at least one additional assistant who should be a graduate is immediately necessary to relieve the Superintendent from the teaching work in the fifth form and allow her time for general supervision and office work. The staff of this department will no doubt again be somewhat incomplete when the sixth form comes to be opened in July next, but, unless the fifth and the sixth forms are largely attended which is not likely at any rate for the present, endeavours will be made to readjust the work of this department with the sanctioned staff and with the occasional aid of the Superintendent.

I beg accordingly to request that, in modification of the proposals contained in Mr. Duncan's letter Ref. on Cur. No. 1184, dated 14th July 1915, Government will be pleased to sanction the employment from the 15th January 1916 of a kindergarten mistress on Rs. 150—10—200, an additional assistant for the high school department on Rs. 175 per mensem and a similar assistant on Rs. 100 per mensem for the training section. The first two appointments should take effect from 15th January 1916 and the last from 1st July 1916. If Miss Gordon who is now undergoing a course of training in kindergarten work in England with a scholarship from this Government

and is expected to return here towards the end of the current month is appointed to the new post of kindergarten mistress at Triplicane, it will be necessary to allow her the maximum pay of the post, viz., Rs. 200 per mensem.

4. In this connection I beg to submit that I feel it necessary to observe that in the past there has been a tendency to think that girls' schools can be staffed less fully than boys possibly because they yield so little as fee income. In the present state of female education for which there is undoubtedly a growing interest in the country the crying needs are for a large number of highly educated women and of trained teachers of all grades. These needs the Training school at Triplicane promises to do much to meet. I therefore strongly advocate a liberal treatment of it in the matter of staff. It must have a sufficient number of teachers and the best supervision at all stages that we can provide. The salaries must be adequate and I need not further labour the point that to secure and keep qualified European or Anglo-Indian women they must be comparatively high. I am not sure, however, that the Inspectress does not attach too great importance to the employment of women of these communities and I shall certainly not lightly overlook the claims of Indian women of good qualifications. It appeared to me possible that when such were employed a lower rate of salary might suffice for them, but I have discussed this point with the Inspectresses and have decided that in view of the close approximation to European modes of life of educated women and particularly of Indian Christians any differentiation of rates of salary would in practice prove impossible and would merely cause ill-feeling. Although therefore the higher salaries were fixed primarily with reference to Anglo-Indian graduates I do not propose necessarily to confine the appointments to women of this community.

5. The extra cost during the current year can be met from the source pointed out in the reappropriation statement already submitted with this office letter Ref. on Cur. No. 1184, dated 14th July 1915. I request that the necessary provision may be made for the charge in the budget estimates for 1916-17.

Order—No. 55, Educational, dated 15th January 1916.

In the circumstances stated by the Director of Public Instruction in his letter of the 22nd December 1915, the Government sanction his proposal to employ a kindergarten mistress on Rs. 150—10—200 per mensem in the Government secondary and training school for girls in Triplicane with effect from the 15th January 1916.

2. Sanction is also accorded to the employment of an additional assistant mistress for the high school department with effect from the same date and of another mistress for the training section with effect from the 1st July 1916, subject to the modification that their pay will be fixed at Rs. 150—5—175 and Rs. 75—5—100 per mensem, respectively, so as to fit in with the existing progressive scale.

3. This sanction is registered as No. 155 of 1915-16.

(True Extract.)

C. G. TODHUNTER,
Acting Secretary to Government.

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

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 55, EDUCATIONAL, DATED 15TH JANUARY 1916.

[SUBJECT.—Additional staff for the Government Secondary and Training School for Mistresses, Triplicane.]

From the Director of Public Instruction, dated 14th July 1915, R.O.C. No. 1184.

In their order No. 258, Educational, dated the 25th March 1913, the Government approved generally the proposal of the Director of Public Instruction to take over the Maharaja's Girls' school, Triplicane, and to transfer thereto the Tamil training section of the Presidency Training School for Mistresses, Egmore, and in G.O. No. 586, Educational, dated the 21st June 1913, his detailed proposals for raising the school and the training section to the secondary grade and for revising the scale of establishment were sanctioned subject to certain modifications.

2. The Director now proposes to employ (i) a kindergarten mistress on Rupees 150—10—200 with effect from the 1st October 1915, and

(ii) two assistant teachers on Rs. 100 and Rs. 60, respectively, per mensem with effect from the 1st August 1915.

Proposal (i) *Employment of a kindergarten mistress*.—It is reported that the kindergarten department of the school (standard infant to third) is 300 strong, that it has to be worked in ten sections and that it is most essential to appoint a trained mistress to organise the kindergarten work on modern lines. The Director states that it is proposed to appoint Miss Gordon to the post. It may be noted that in view of the dearth of certificated kindergarten mistresses in the Presidency, Miss Gordon was, with the sanction of the Government of India, granted a scholarship of £50 a year to enable her to undergo a course of kindergarten training in England for a period of two years. The scholarship was subject to the condition that after her return to Madras she should serve the Educational Department of this Government for at least five years or refund the scholarship granted to her. It is reported that Miss Gordon is expected to return to India in September next.

In recommending the award of a scholarship to Miss Gordon, the Director of Public Instruction in his letter of the 27th June 1913 stated that there was no specific post for the kindergarten mistress in any girls' school and that he anticipated no difficulty in providing Miss Gordon on the completion of her training with a suitable post in one of the girls' high schools.

The Director of Public Instruction is now convinced of the necessity for the employment of a kindergarten mistress for the charge of the kindergarten department of the Triplicane school and he also takes this opportunity of creating a post in order to provide for Miss Gordon. The proposed pay of Rs. 150—10—200 per mensem seems also reasonable in view of Miss Gordon's British training. It is submitted that the proposal may be sanctioned.

Proposal (ii) Employment of two additional teachers on Rs. 100 and Rs. 60 per mensem.—The high school department at present consists of class IV and forms I to IV and its strength is reported to have increased from 59 to 95 as shown below:—

	Strength.
Class IV	24
Form I	24
Form II	20
Form III	12
Form IV	15
Total ..	95

It is proposed to open a Fifth Form with four pupils at the outset.

The Inspectress of Girls' schools (Miss Lynch) states that she found the efficiency of the high school department had suffered considerably owing to the inadequacy of the staff, that six teachers will be required for this department alone and ten teachers for the ten sections of the kindergarten department, and that the total number of teachers required will be eighteen (apparently including the superintendent and the kindergarten mistress) against the present scale of * sixteen teachers including the headmistress and excluding the superintendent.

2. From paragraph 2 of G.O. No. 586, Educational, dated the 21st June 1913, it will appear that there are at present one headmistress and thirteen assistants or fourteen teachers in all excluding the superintendent and the Telugu assistant and the two additional teachers now proposed appear therefore to be necessary to make up the required sixteen teachers excluding the kindergarten mistress and the superintendent. It may however be observed that the scales of pay now proposed for the two additional teachers, viz., Rs. 100 and Rs. 60 per mensem, do not fit in with the progressive scale of pay sanctioned for the existing staff. It seems therefore desirable to adopt a progressive scale for the additional assistants also and it is for consideration whether a scale of Rupees 75—5—100 and of Rs. 50—2—60 may be adopted. The Director states that the higher pay of Rs. 100 is recommended with a view to secure the services of a trained lady graduate for the post, but such a graduate would probably be available for Rs. 75—5—100, and if not, the maximum pay of the post may then be granted as a special case.

3. The Director submits a re-appropriation statement for the extra charge involved in the current year. This requires the sanction of the Financial Department. The file may be sent to that department for remarks on the financial aspect of the proposals.

E.A.V.—31-7-15.

T.K.—31-7-15.

C. G. TODHUNTER—2-8-15.

To the Financial Department.

FINANCIAL DEPARTMENT.

The proposal is to sanction the employment in the Government Secondary and Training school, Triplicane, of—

(i) a kindergarten mistress on Rs. 150—10—200 (= 183½) from 1st October 1915; and

(ii) two additional teachers on Rs. 75—5—100 (= 91½) and Rupees 50—2—60 (= 56½) from † 1st August 1915.

† The two teachers will have to be sanctioned with effect from the date of employment.

Extra cost of the proposal = (Rs. 183½ + 91½ + 56½ =) Rs. 331½ per mensem or Rs. 3,980 per annum.

Please see paragraph 2 of Director of Public Instruction's letter as regards the necessity for the additional staff. In the circumstances stated, the strength of the additional staff proposed may be accepted.

Rates of pay for the new appointments—Item (ii).—The rates of pay proposed for the two additional teachers may be accepted—cf. paragraph 2 of G.O. No. 586, Educational, dated the 21st June 1913, which gives the rates of pay of the existing teachers.

L.E.K.—9-8-15.

Item (i).—Miss C. Gordon is to be appointed to this post on her return from England where she is now undergoing training with a Government scholarship of £50 per annum. The pay (150—10—200) in the present case has been accepted by Educational in view of Miss Gordon's British training. Please see the Director of Public Instruction's letter No. 3520, dated the 27th June 1913, on page 2 of G.O. No. 689, Educational, dated the 26th July 1913, from which it will be seen that Miss Gordon has qualifications for holding the post of the lecturer in kindergarten in the Teachers' College, the present incumbent of which draws a pay of Rs. 250, house-rent and conveyance allowances of Rs. 25 and 30, respectively, and a personal allowance of Rs. 20—10—60. In the circumstances the pay proposed may perhaps be accepted.

3. Attention is solicited to Educational Department notes on page 2 ante. It will be observed that there is some inaccuracy in the statement of the Director of Public Instruction as regards the present strength of the school. Apart from this inaccuracy, the Director of Public Instruction has not also furnished information as to (a) the present cost of the sections affected by the present proposals, or of the total establishment, and (b) the cost after revision, which the Director of Public Instruction should have furnished under rules.* Further, the Director of Public Instruction's application in the present case, which is dated 14th July 1915, and was received in the Government office through the Accountant-General on the 26th July, for employment of teachers some of whom are stated to be required from the 1st August, seems to be far too late. It is not the first time that the Director of Public Instruction has sent proposals in this belated manner; and recently this department has not infrequently had occasion to draw the attention of the Director of Public Instruction to the ruling in note 2 under article 80 on page 20 of the Madras supplement to the Civil Service Regulations regarding the punctual submission of applications for the continuance of temporary establishments.

* Paragraph 1 of Government of India Resolution on page 3 of G.O. 437, Financial, 31st August 1911.

This refers to continuance of temporary establishments.

L.E.K.—9-8-15.

Please see in this connection paragraph 2 of Finance and Commerce Department Resolution No. 1322-Ex., dated the 5th March 1902, where the Government of India have condemned belated applications for the continuance of temporary establishments as rendering nugatory the financial control exercised by higher authorities. It is accordingly for orders whether the Educational Department may not be requested to draw the attention of the Director of Public Instruction to the irregularities mentioned above and also to issue such instructions to him as will prevent the recurrence of such irregularities.

4. The Director of Public Instruction has forwarded a reappropriation statement, requiring the sanction of Financial, to meet the extra cost in 1915-16 on account of the present proposals. On receipt of a copy of the Educational Department proceedings in this case, necessary orders sanctioning the reappropriation may be issued in Financial.

T.R.N.N.—6-8-15.

A.S.—7-8-15.

We may accept the proposals as modified by the Educational Department. The Director of Public Instruction should have sent up a proposition statement or a "proposal for revision", and his application might have been submitted earlier. If Educational Department have no objection, his attention might be drawn to these points.

Yes.

A.B.—10-8-15

L. E. KERSHAW—9-8-15.

The proposals are not quite clear to me.

There is, I understand, a kindergarten department now and I suppose that what the Director of Public Instruction means is that there is at present no one in general charge of it, and that this want ought to be supplied. But the school contains both a Superintendent and a Headmistress. Has neither of these got general supervision over the kindergarten department? Again it is proposed to appoint another teacher for the High School department. We need not object to this but none of the present classes seems unmanageably large, for none contains more than 24 pupils. But the intention in appointing another mistress seems to be rather to raise the standard of the school than to meet, as stated, an insufficiency of mistresses for the present requirements.

As to the kindergarten department the Director of Public Instruction says that ten teachers are required for it and I gather from this that there are now only nine. But the Director of Public Instruction gives no information as to the size of the sections in the kindergarten department nor does he say what pay is drawn by the teachers allotted thereto, nor has he shown that a teacher on the lowest pay, Rs. 30—2—40, would not suffice.

I should like the matter to be looked into again.

A. BUTTERWORTH—10-8-15.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

A separate u.o. note to the Director of Public Instruction requesting him to furnish the information required by the Chief Secretary is submitted for approval.

E.A.V.—16-8-15.

T.K.—16-8-15.

I have amended the draft somewhat. It may issue officially.

C. G. TODHUNTER—19-8-15.

[Memorandum No. 2572-2, Educational, dated 19th August 1915.]

*From the Director of Public Instruction, dated 22nd December 1915,
R.O.C. No. 1184.*

The Director's letter read above may be forwarded to the Financial Department with reference to the Chief Secretary's note above.

2. The original proposal of the Director was to employ—

- (1) a kindergarten mistress on Rs. 150—10—200,
- (2) an additional teacher on Rs. 100, and
- (3) another additional teacher on Rs. 60.

As the scales of pay in (2) and (3) did not fit in with the progressive scale sanctioned in G.O. No. 586, Educational, dated 21st June 1913, this office suggested a scale of Rs. 75—5—100 and Rs. 50—2—60, respectively.

3. In his current letter the Director has modified his original scale of pay of the assistants into one on Rs. 175 and Rs. 100, respectively. From an examination of the scales given in paragraph 2 of the letter it appears that a scale of

Rs. 150—5—175 will fit in with the existing scale for the high school department and one on Rs. 75—5—100 will fit in with the existing scale of the training section. It is therefore for consideration whether the Director's revised proposals may be accepted with this modification.

4. Subject to orders a draft order is submitted for approval. If approved, it may be forwarded to the Financial Department for acceptance as stated in paragraph 1 ante. That department may also be requested to enter the necessary provision in the Civil Budget estimate for 1916-17.

P.R.—3-1-16.

T.K.—4-1-16.

C. G. TODHUNTER—5-1-16.

To the Financial Department.

FINANCIAL DEPARTMENT.

Submitted with reference to the Chief Secretary's note on page 4 ante. The extra cost of the revised proposals is shown below :—

	As proposed by the Director of Public Instruction. Cost per mensem.	As proposed by Educational. Cost per mensem.
	RS.	RS.
(1) Kindergarten mistress (from 15th January 1916).	150—10—200=183½	150—10—200=183½
(2) Teacher for secondary school (from 15th January 1915).	175	150—5—175=166⅔
(3) Teacher for training section (from 1st July 1916).	100	75—5—100=91⅔
Total extra cost ..	458½ per mensem or Rs. 5,500 per annum.	441⅔ per mensem or Rs. 5,300 per annum.

2. *Kindergarten mistress.*—For orders whether in the circumstances now reported by the Director of Public Instruction in paragraph 2 (a) of the letter the employment of a kindergarten mistress on Rs. 150—10—200 may be accepted. The Educational Department proposes to leave the Director of Public Instruction to address Government later on about the question of allowing the maximum pay of Rs. 200 to Miss Gordon if appointed to the post—cf. last portion of paragraph 3 of Director of Public Instruction's letter.

3. Of the two additional teachers on Rs. 100 and 60 originally proposed by the Director of Public Instruction, one was intended for the high school department and the other for the kindergarten department. Of the two assistants now asked for, one is for the training department and the other for the high school department. The additional hands under the revised proposals are necessitated by the fact that in July 1915, fifth form in the high school was opened, and in July 1916 the sixth form in the high school and the second year lower elementary training class will be opened. Submitted that, in the circumstances, the employment of two assistants may be accepted.

4. *Rates of pay of the assistants.*—The Director of Public Instruction remarks that in order to secure and keep qualified European or Anglo-Indian women the salaries must be comparatively high and the higher rates of pay now proposed are primarily with reference to this consideration. The rate, Rs. 75—5—100, proposed by Educational for one of the teachers may be accepted. It is for orders whether, with a view to economy, the pay of the other teacher may not be fixed at Rs. 100—5—125 (= 116⅔) instead of at Rs. 150—5—175.

5. The sanction to be now accorded may be registered as No. 155 of 1915-16.

6. *Provision of funds, 1915-16.*—The charge is to be met by reappropriation. On receipt of a copy of Educational Department proceedings, the reappropriation proposed may be sanctioned in Financial—paragraph 2 of Accountant-General's endorsement.

1916-17.—When sanctioning the above reappropriation, the Accountant-General may be asked to enter the necessary provision in the next year's budget without altering totals.

T.R.N.N.—9-1-16.

C.P.K.—10-1-16.

For orders.

L. E. KERSHAW—10-1-16.

We may accept the proposals of Educational.

A. BUTTERWORTH--10-1-16.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

For orders as to circulation.

T.K.—11-1-16.

Draft submitted for the approval of His Excellency the Governor.

C. G. TODHUNTER—12-1-16.

P[ENTLAND]—13-1-16.

[G.O. No. 55, Educational, dated the 15th January 1916.]

READ AGAIN G.O. No. 586 Sol, dated 21-6- 1913. (F)

” ” ” ” ” ” 191

READ ALSO:—

C. No. 2572, From the 259, No. 1184/15, dated 14-7-1915

End of the A.G. RA.2 5251 23-7-1915

" " 4491 " " 2 p. 3 " 1182/15 " 22 - 12 - 1915

ORDER.

No. 5544, dated 15-1-1916

15/1 in MS first
+ return for docketing
pages 8-14 of C.F.

In the circumstances stated by the D.D. in his letter of the 22nd December 1915, the Govt. ^{sanction} ~~approve~~ his proposal to employ a Kindergarten mistress on Rs 150 - 10 - 200 p.m. in the Govt. Secondary and Training School for girls in Triplicane with effect from the 15th January 1916.

2. Sanction is also accorded to the employment of an additional assistant mistress for the high school department with effect from the same date and ^{mistress} another for the training section with effect from the 1st July 1916, ~~subject to the modification that the scale of pay proposed for them~~

that their pay will be fixed at Rs 150-5-175 and Rs 75-5-100 p-m, respectively, so as to fit in with the existing progressive scale.

3. This sanction is registered as no. 155 of 1915-16.

AP
4.1.16.

[Signature]
4.1.16.

5.1.16.

[Circular stamp]
Sanctioned
15/1/16

To.

- The Secy
- H. G. Res. Financial Dept.
- Financial Dept with a copy
- of the H. G.'s int. reappropriation statement & a copy of the

[Circular stamp]
copy
sent
1/2/16

to the Secy
to be sent to the Secy

[Circular stamp]
Spence
sent
1/2/16

Handwritten notes in the left margin of the top page, including "17-21-22" and other illegible scribbles.

Large area of handwritten notes and scribbles on the left page, including "55 Edk" and various illegible markings.

Seott. II-38-3-14.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

DEPARTMENT.

Current No., dated 191

G.O. No., dated 15-1-191

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

Brief subject.....

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	25	12
Ooty Records		6	4
For filing with original		1	1
Total ..		32	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..... 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		5			1
Spare copies					
The.....		15			
The.....		15			
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.

(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 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
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 manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Referencer.
Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

Govt. Secondary + training school for girls in Trichy.

Sanctioning the employment of a Kindergarten mistress on Rs 150-10-200 p.m. and an assistant mistress on Rs 150-5-175 p.m. with effect from the 15th January 1916 and another assistant mistress on Rs 75-5-100 p.m. from the 1st July 1916.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	17-1-16 <i>Sh</i>
First proof furnished on.....	21/1/16 <i>Sh</i>
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	21/1/16 <i>Sh</i>
Final copies supplied on.....	21/1/16 <i>Sh</i>

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition.
Supplied to Secretariat for Record.....	32			
" " " Issue.....	35			
" " " 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 ...	83			