

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 1476, 20th November 1917

Establishment

Sanctioning the revision of the scale of — of the office of the Commissioner for Government Examinations.

INDEXED

N. P. ORIGINAL.

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 1476, 20th November 1917

Establishment

Sanctioning the revision of the scale of — of the office of the Commissioner for Government Examinations.

READ—the following papers :—

I

Letter—from the Hon'ble Mr. J. H. STONE, M.A., F.R.H.S., C.I.E., Commissioner for Government Examinations.

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

Dated—Madras, the 7th September 1917.

No.—3034.

As promised in my recommendation roll, Cl. No. 1684, dated 11th June 1917, proposing the appointment of Mr. D. A. Hobday as my Secretary on a reduced allowance of Rs. 250 per mensem with a view to utilize the saving of Rs. 100 per mensem effected thereby towards the cost of reorganization of the scale of establishment of the Commissioner's office, which, I think, is much overdue both in fairness to the existing members of it and in the interests of its efficiency, I have the honour to submit the following proposals which, I hope, will commend themselves to Government.

2. The following is the present scale of establishment sanctioned for the office in G.Os. No. 291, Educational, dated 26th May 1910, No. 144, Educational, dated 13th March 1911, No. 757, Educational, dated 31st October 1911, and No. 1233, Educational, dated 23rd December 1913 :—

Designation.	Pay.	Grain compensation allowance.
	RS.	RS.
Manager	125	...
Head clerk	70—2--80	...
One second clerk	60	...
One third „	50	...
One fourth „	40	...
One fifth „	30	3
One sixth „	25	3
One typewriting clerk	20—1 - 25	3
Two copyists	20—1—25 each	3 each.
Two peons	8 each	1½ „
Two messengers	8 each	1½ „

The above scale of establishment which was sanctioned more than six years ago has been found quite inadequate for the needs of the office with its ever-increasing activities, and I beg to invite the attention of Government in this connexion to paragraph 3 of Sir Alfred Bourne's letter No. 175-1 D, dated 24th September 1910, read in G.O. No. 144, Educational, dated 13th March 1911, from which they will observe that the revision of scale then sanctioned related merely to an improvement in the scale of pay of the clerical establishment and not to any increase in its numerical strength. It is thus apparent that the establishment has not been strengthened numerically for many years now though the office has developed considerably in various directions and the strain entailed on the inadequate and low-paid staff has been rather severe chiefly owing to the introduction of the Secondary School-Leaving Certificate scheme which has established a close relation between Government and the

University and the nature and working of which are highly complicated. In order to reduce this strain which, I am afraid, will be accentuated when the recent order of Government throwing open the special tests to Government servants holding Secondary School-Leaving Certificates comes into operation and to slightly improve the prospects and position of the staff which should, it will be conceded, consist of picked men of high character and integrity in view of the confidential nature of the main portion of its work and the high standard of accuracy which the several items of work call for, I beg to propose (1) the raising of the pay of the post of Manager from Rs. 125 to Rs. 150—10—200, (2) the addition of two clerks, one on Rs. 70 per mensem and the other on Rs. 35, (3) the conversion of the sixth clerk's post on Rs. 25 into that of copyist on Rs. 20—1—25, (4) the raising of the pay of the head clerk from Rs. 70—2—80 to Rs. 80 and that of the two existing copyists from Rs. 20—1—25 each to Rs. 25—1—30 each, (5) the employment of an attender on Rs. 12 per mensem and (6) the raising of the pay of the two peons on Rs. 8 each per mensem to Rs. 10 each and that of the two messengers on Rs. 8 each to Rs. 9 per mensem each with a personal allowance of 8 annas each to compensate them for the loss sustained by the withdrawal of the grain compensation allowance now allowed to them. I have indicated these changes clearly in a proposition statement which is herewith enclosed in duplicate.

3. The office has been working without an accountant and a record-keeper and consequently the work relating to all cash transactions, the charge of stationery and the maintenance of the necessary stock registers, and statistical work, as also the sorting, arrangement and referencing of records, has been distributed among the several clerks in addition to their other duties, and this arrangement, under which none of the clerks can be expected to assume any individual responsibility in regard to the extra work assigned to them, has by no means proved satisfactory. Hence it is intended to entrust the above work to the two additional clerks on Rs. 70 and Rs. 35 proposed above. Proposal No. (3) which entails no financial increase and is suggested for administrative convenience calls for no remark. The present incumbent of the head clerk's post has already attained the maximum pay of his grade, viz., Rupees 70—2—80, and proposal No. (4) which also entails no immediate extra cost will, if approved, do away with the anomaly of the scale of clerical establishment having to include a single appointment with a progressive scale of pay and also fit in with the proposed new appointment on Rs. 70 per mensem. Of the two existing copyists, one has already attained the maximum of his grade and the other is in receipt of a pay of Rs. 24. As they cannot look for promotion to the regular clerical ranks owing to the operation of the examination rules and their work is perfectly satisfactory, a slight enhancement of the scale is proposed by way of encouragement. As each of them is in receipt of a grain compensation allowance of Rs. 3 per mensem now, the senior man should be granted, with reference to paragraph 4 B (iii) of Government Memorandum No. 520-3, Financial, dated 19th November 1913, under the revised scale a personal allowance of Rs. 3 per mensem and the junior a personal allowance of Rs. 2 per mensem, which will be extinguished gradually as increments accrue in their new grade.

The menial establishment consisting of two peons and two messengers is utterly inadequate. One of the peons has to attend on the Secretary and the other on the Manager, while one of the messengers is to wait on the clerical staff, the other being constantly busy with taking covers and packets to the post-office and the Government Press, and bills, etc., to the Accountant-General's office, the Bank of Madras, etc. The absence of any of them on casual leave dislocates the business of the office. Further in the absence of a much, an attender is very necessary to distribute stationery, assist the referencer in picking up references, stitch and seal the packets of question papers despatched to the various examination centres and attend to other sundry work. An intelligent and honest man with a working knowledge of English cannot be had for a less salary than Rs. 12 per mensem, the pay proposed for the post.

The increases proposed to the pay of the existing menial establishment are in accordance with the procedure suggested in Government Memorandum No. 520-3, Financial, dated 19th November 1913, regarding abolition of grain compensation

allowance. To indemnify the two messengers against loss, each of them has to be granted a personal allowance of 8 annas per mensem in lieu of grain compensation allowance.

4. I have taken this opportunity to propose an increase of pay to the Manager of the office, which, I can say without hesitation, he richly deserves. After much consideration I have come to the conclusion that the pay of the post should be raised from Rs. 125 to Rs. 150—10—200. The history of the appointment will be found given in paragraph 2 of my letter No. 908, dated 23rd September 1911, read in G.O. No. 757, Educational, dated 31st October 1911, and it will be observed therefrom that a reduction in the pay of that appointment from Rs. 200—10—250 to Rs. 125 per mensem was then proposed in the belief that a perfectly satisfactory man could be got for that pay and that the Secondary School-leaving Certificate scheme would not give much trouble and unduly add to the work of the office. I have no doubt been able to select a really reliable and capable man for the post, but I have been deeply impressed, after watching the development of the above scheme and its working and the steady increase of work thrown on the Manager in particular, with the utter inadequacy of the pay of the office. The present pay of Rs. 125 which was fixed six years ago is quite incommensurate with the heavy responsibilities and the arduous nature of the duties connected with the appointment and the present incumbent of the post who has rendered an unblemished service of 26 years including a non-qualifying service of 9 years has been holding his present post on a salary of Rs. 125 during the past six years, during which period he has worked hard and ungrudgingly and helped to a great extent in the successful conduct of the work of the Commission. A labourer is certainly worthy of his hire, and compared with the pay of the Manager of the office of the Registrar, Madras University, which is Rupees 180—20—250 (the present incumbent gets Rs. 230 plus a personal allowance of Rs. 30—10—70), the revised rate of pay proposed by me for the post of Manager in my office is, I consider, not pitched too high.

5. The cost of the foregoing proposals has been worked out in the accompanying proposition statement from which it will be noticed that the average extra cost per annum will amount to Rs. 2,181, which it is proposed to meet from the savings pointed out below:—

	Rs.
(1) Decrease in the Secretary's allowance at Rs. 100 per mensem ...	1,200
(2) Decrease in the provision for temporary establishment (Rs. 1,000 budget allotment, less Rs. 400 which will be sufficient to meet the extra requirements if the proposed additions to the establishment are approved) ...	600
(3) Savings that will accrue by the abolition of grain compensation allowance (Rs. 400 budget allotment, less Rs. 252 shown in column 15 of the proposition statement) ...	148
Total ...	1,948

There is, thus, an excess cost over the savings of Rs. 233 (Rs. 2,181 minus Rs. 1,948) per annum, or nearly Rs. 19 per mensem, which will further reduce itself to Rs. 14 per mensem at the end of three years when the personal allowance proposed for the existing two copyists will cease altogether under the operation of article 61 of the Civil Service Regulations.

This increase is altogether trivial considering the increased efficiency of the office which the revision proposed is expected to result in.

6. I request that my proposals may be sanctioned with effect from the 1st August 1917 from which date the saving of Rs. 100 per mensem in the Secretary's allowance has accrued. The actual extra cost during the seven months of the current year works out to Rs. 568, which will be more than covered by the saving of Rs. 700 that will accrue in the Secretary's allowance during the same period.

ENCLOSURE
Statement of proposition for revision of establishment.

Office to which the proposition refers.	Present scale.				Proposed scale.				Position.			
	Designation.		Pay.		Designation.		Pay.		Permanent.		Temporary.	
	Number	(3)	Min. ann. (4)	Max. ann. (5)	Number	(6)	Min. ann. (7)	Max. ann. (8)	Amount. (14)	Period. (15)	Amount. (16)	Period. (17)
	(1)	(2)	(4)	(5)	(8)	(9)	(10)	(11)	Amount. (14)	Period. (15)	Amount. (16)	Period. (17)
Nature of charge.												
Office of the Commissioner for Government Examinations, Madras.												
1	Manager.	..	Rs. 70	Rs. 140	1	Manager.	Rs. 125	Rs. 200	Rs. 125	..	Rs. 140	..
1	Head Clerk	..	..	..	1	Head Clerk	..	..	..	..	..	..
1	Second Clerk	..	..	..	1	Second Clerk	..	..	..	..	..	..
1	Third Clerk	..	..	..	1	Third Clerk	..	..	..	..	..	..
1	Fourth Clerk	..	..	..	1	Fourth Clerk	..	..	..	..	..	..
1	Fifth Clerk	..	..	..	1	Fifth Clerk	..	..	..	..	..	..
1	Sixth Clerk	..	..	..	1	Sixth Clerk	..	..	..	..	..	..
1	Seventh Clerk	..	..	..	1	Seventh Clerk	..	..	..	..	..	..
1	Typewriting Clerk	..	..	..	1	Typewriting Clerk	..	..	..	..	..	..
1	Copyists each on Rs. 25-30	..	..	..	1	Copyists each on Rs. 25-30	..	..	..	..	..	..
1	Personal allowances (one of Rs. 50 each) for the above copyists	..	..	..	1	Personal allowances (one of Rs. 50 each) for the above copyists	..	..	..	..	..	..
1	Copyist	..	..	..	1	Copyist	..	..	..	..	..	..
Mental establishment.												
1	Attender	..	..	..	1	Attender	..	..	..	..	..	..
1	Peons on Rs. 10 each	..	..	..	1	Peons on Rs. 10 each	..	..	..	..	..	..
1	Messengers on Rs. 9 each	..	..	..	1	Messengers on Rs. 9 each	..	..	..	..	..	..
1	Personal allowance of 8 annas each for messengers.	..	..	..	1	Personal allowance of 8 annas each for messengers.	..	..	..	..	..	..
Grand total												
Extra cost per mensem												
Extra cost per annum												

II

**Endorsement of the Accountant-General, No. Tri. P.A. 10675,
dated 20th September 1917.**

Forwarded.

2. The figures in the column "present scale" have been compared with the registers of this office and found correct.

3. The proposed net increase in cost amounting to Rs. 181-12-0 per mensem is within the powers of sanction of Government.

4. Attention is, however, invited to the confidential memorandum of Government No. 3849-1, Financial, dated 28th December 1915.

5. It is for orders whether any portion of this extra cost should be taken into consideration in arriving at the surplus payable to the Madras University on account of the Secondary School-leaving Certificate examination.

H. BHIMASENA RAO,
Deputy Accountant-General.

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

Order—No. 1476, Home (Education), dated 20th November 1917.

The Government sanction, with effect from the date of this order, the proposals for the revision of the scale of establishment of the office of the Commissioner for Government Examinations submitted with his letter read above, subject to the following modifications:—

(i) the pay of the Manager will be fixed at Rs. 125—15—200 per mensem; and the present incumbent of the post will, as a special case, be permitted to draw Rs. 155 in the above scale with effect from the date of this order;

(ii) the pay of the two additional clerks proposed will be fixed at Rs. 70 and Rs. 25 respectively per mensem; and

(iii) the Government are not prepared to revise the scale of pay of the existing two copyists.

2. With effect from the date of introduction of the revised scales sanctioned herein, grain compensation allowance will be withdrawn from the entire establishment of the Commissioner's office. Those members of the establishment who may be adversely affected by such withdrawal will draw personal allowances equal in amount to the loss sustained by them. These allowances will not, however, count for leave allowances and pension and will be liable to be extinguished under article 61 of the Civil Service Regulations.

3. This sanction will be registered as No. 128 of 1917-18.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Commissioner for Government Examinations.
Copy to the Accountant-General.
Financial Department.

NOTES CONNECTED WITH G.O. No. 1476, HOME (EDUCATION),
DATED 20TH NOVEMBER 1917

[SUBJECT.—*Reorganization of the Office of the Commissioner for
Government Examinations.*]

Previous papers :					
G.O.	755, Educational,	13th Oct. 1893	G.O.	956, Educational,	30th Oct. 1912
"	640	" 2nd Mar. 1899	"	812, Financial,	19th Nov. 1913
"	447	" 16th July 1904	"	1233, Educational,	23rd Dec. "
"	740	" 16th Dec. "	"	489	" 30th Apr. 1914
"	274	" 19th Apr. 1906	"	552	" 14th May "
"	315 R	" 28th July 1908	"	703, Financial,	1st Oct. "
"	664	" 15th Sep. "	"	1176, Educational,	15th " "
"	427	" 21st July 1909	"	1191	" 22nd " "
"	291	" 26th May 1910	"	1431	" 16th Dec. 1915
"	144	" 13th Mar. 1911	Memo. 8349-1,	Financial,	28th Dec. "
"	757	" 31st Oct. "	G.O.	355	" 26th June 1916
"	57	" 23rd Jan. 1912	"	135, Home (Edm.),	6th Feb. 1917
"	169	" 28th Feb. "	"	200, Finl. (Pen.),	25th July "
"	477	" 31st May "	"	1021, Home (Edm.),	6th Aug. "
"	600, Financial,	27th Sep. "	"	189, (R.) Edm.,	24th " "

HOME (EDUCATION) DEPARTMENT.

*From the Commissioner for Government Examinations, No. 3034, dated the
7th September 1917.*

The present proposals for the reorganization of the Commissioner's office establishment were already foreshadowed in the Commissioner's recommendation roll relating to the appointment of Mr. Hobday as his Secretary—vide page 1 of G.O. No. 200, Financial (Pension), dated the 28th July 1917. The proposals now submitted are in the direction of adding to the numerical strength of the staff as well as of slightly enhancing the emoluments of the existing staff. From paragraphs 2 and 3 of the Commissioner's letter it appears that a strong case has been made out for the proposed revision.

2. The subjoined statement compares the existing scale of staff in the office with that now proposed :—

Present scale.			Proposed scale.		
Designation.	Pay.	Average cost.	Designation	Pay.	Average cost.
	RS.	RS.		RS.	RS.
Manager	125	125	Manager	150—10—200	187½
Head clerk...	70—2—80	77½	Head clerk...	80	80
Second clerk...	60	60	Second clerk...	70	70
Third clerk...	50	50	Third clerk...	60	60
Fourth clerk...	40	40	Fourth clerk...	50	50
Fifth clerk...	30 + 3, grain compensation allowance.	33	Fifth clerk...	40	40
Sixth clerk...	25 + 3, grain compensation allowance.	28	Sixth clerk...	35	35

Present scale.			Proposed scale.		
Designation.	Pay.	Average cost.	Designation.	Pay.	Average cost.
	RS.	RS.		RS.	RS.
Typist ...	20—1—25 + Rs. 3, grain compensation allowance.	26½	Seventh clerk ...	30	30
Copyists (2) ...	20—1—25 + Rs. 3, grain compensation allowance each.	53½	Typist ...	20—1—25	23½
Two peons... <i>Menials.</i>	8 + 1½, grain compensation allowance each.	19	Copyists (2) ...	25—1—30 each plus personal al- lowance of Rs. 3 and 2.	62½
Two messengers ...	Do.	19	One copyist ...	20—1—25.	23½
	Total Rs. ...	531½	<i>Menials.</i>		
			One attender ...	12	12
			Two peons ...	10 each	20
			Two messengers ...	9 + 8 annas, personal al- lowance each.	19
				Total Rs. ...	718½

Extra cost—Rs. 181½ per mensem or Rs. 2,181 per annum.

3. The several parts of the proposal are examined below seriatim:—

(1) *Raising the pay of the post of Manager from Rs. 125 to Rs. 150—10—200 per mensem.*—A short history of this appointment will be found in Mr. Stone's letter printed at page 1 of G.O. No. 757, Educational, dated the 31st October 1911. In this order the Government approved of the proposal of the Commissioner to reduce the pay of the Manager from Rs. 200—10—250 per mensem to Rs. 125 per mensem. The chief arguments adduced by the Director on that occasion for such reduction were—

(i) that the pay of Rs. 200—10—250 per mensem was fixed for the post at a time when the Secretary to the Commissioner was not a full time officer and when the Manager had consequently to be entrusted with great responsibility,

* Mr. Maddox who has since been replaced by Mr. Hobday; the latter is perhaps in the same position being a pensioner.
G.O. No. 200, Financial (Pension), dated 25th July 1917

(ii) that with the availability of the services of a Secretary* who could devote his whole time to office work the need for such a highly paid manager proved to be no longer necessary.

(iii) that the disparity between the initial pay of the Manager and that of the officer immediately below him, viz., the head clerk was very great which inconvenienced the filling up of the Manager's place by the head clerk whenever the former fell temporarily vacant, and

(iv) that a perfectly satisfactory and trustworthy man could be got for Rs. 125.

The Commissioner now justifies his proposal to increase the pay of the post on the following fresh grounds one of which is personal to the present incumbent:—

(i) the pay of Rs. 125 was proposed in the belief that the Secondary School-Leaving Certificate scheme would not give much trouble and unduly add to the work of the office;

(ii) that the complexity in the working of the Secondary School-leaving Certificate scheme has thrown upon the office and the Manager in particular steady increase of work;

(iii) that the present pay of Rs. 125 which was fixed six years ago is quite incommensurate with the heavy responsibilities and the arduous nature of the duties connected with the appointment; and

(iv) that the present incumbent of the post who has rendered an unblemished service of 26 years has been holding his present post on a salary of Rs. 125 during the past six years and has worked hard and ungrudgingly.

The arguments adduced above seem to be of great force and deserve consideration. It may be noted that the Manager's post is a responsible one and if the incumbent is to be above all temptation, the proposed salary seems to be reasonable as compared with the pay of the post of Manager of the Office of the Registrar, Madras University, viz., Rs. 180—20—280. The proposed pay may therefore, it is submitted, be sanctioned (G.O. No. 1431, Educational, dated 16th December 1915).

(2) *The addition of two clerks on Rs. 70 and Rs. 35 per mensem respectively.*—The need for these is explained in paragraph 3 of the Commissioners' letter; they are intended to do the work of an accountant and a record-keeper. These two appointments may therefore be sanctioned.

(3) *The proposal for the conversion of the sixth clerk's place on Rs. 25 into that of copyist on Rs. 20—1—25 may be approved and calls for no remarks.*

(4) *The raising of the pay of the head clerk from Rs. 70—2—80 to Rs. 80.*—This is intended to do away with the anomaly of the single post (excluding that of the Manager in the proposed scale) on progressive pay and may be sanctioned.

(5) *Raising of the two copyists' pay from Rs. 20—1—25 to 25—1—30 per mensem.*—It is urged that they cannot look forward for promotion in the regular clerical line and the slight enhanced rate proposed may perhaps be sanctioned.

(6) *The employment of an attender on Rs. 12 per mensem.*—The existing menial staff of two peons and two messengers is found to be very inadequate and the need for an attender seems to have been established. The pay proposed, viz., Rs. 12 which is the minimum pay of attenders in the Secretariat, seems to be suitable and may be sanctioned. There are also two attenders on Rs. 12 in the Office of the Director of Public Instruction.

(7) The other proposals for the increase of pay to the menial establishment, for abolishing grain compensation allowance and for the grant of personal allowances to existing incumbents who are adversely affected by such withdrawal are in consonance with Financial Memorandum No. 520—3, dated the 19th November 1913, and may be sanctioned—pages 4 and 5 of G.O. No. 812, Financial, dated 19th November 1913.

4. The proposals entail an extra expenditure of Rs. 181½ per mensem against which there is a saving of Rs. 100 per mensem caused by the reduction in the Secretary's allowance and the Commissioner states that the usual allotment for temporary establishment, viz., Rs. 1,000 can be reduced to Rs. 400 per annum if his proposals for additional establishment are sanctioned (cf. G.O. No. 200, Pension, dated 28th July 1917.)

5. The Commissioner requests that the proposed revision, if sanctioned, may be given effect to from the 1st August 1917 from which date the saving in the Secretary's allowance began to accrue. Though it is not usual to give retrospective effect to similar sanctions there is nothing objectionable to the Commissioner's desire in this regard being met. If this is considered undesirable, the sanction may be given effect to from the 1st October 1917.

6. The Accountant-General incidentally raises the question whether any portion of the extra cost should be taken into consideration in arriving at the surplus payable to the Madras University on account of the Secondary School-leaving Certificate Scheme. It is true that the Government have ordered that the payment of the amount mentioned in paragraph 2 of G.O. No. 477, Educational, dated the 31st May 1912, is subject to the condition that it would be reduced if the profit to Government on account of the Secondary School-leaving Certificate examinations fell short of this amount in any year (paragraph 3 of G.O. No. 477, Educational, dated 31st May 1912). But in calculating the above amount neither the University nor the Government took into account the charges on account of pay, allowances and pensionary charges of the University establishment and the Commissioner's establishment, respectively (paragraph 6 of Financial office note on page 6 of G.O. No. 169, Educational, dated the 28th February 1912). Further the net increase involved is not very appreciable. It is therefore submitted that this factor need not now enter into the calculations on which compensation is payable to the University on account of the introduction of the Secondary School-leaving Certificate scheme.

7. The file may be forwarded to Financial for remarks.

E.A.V.—6-10-17.

T.K.—9-10-17.

There seems to be no doubt that the work of the office has increased in recent years and that there is still further prospect of further increase. The receipts and charges on account of the examinations controlled by the Commissioner for Government Examinations during the past five years show a steady increase in the transactions—

Year.	Receipts.		Charges.	
	RS.		RS.	
1911-12	...	1,59,886	...	1,20,456
1912-13	...	1,71,835	...	1,50,243
1913-14	...	1,74,769	...	1,38,084
1914-15	...	1,81,845	...	1,38,612
1915-16	...	1,96,217	...	1,57,653
1916-17	...	1,97,500	...	1,66,749

* Includes expenditure on printing and compensation to University.

The Commissioner's proposals are moderate and involve only a net increase of

Yes. Rs. 233 per annum. They may be approved in toto with effect from the date of the order.

C. RAMANUJA ACHARIYAR—22-10-17.

The only change I propose is that the Manager's pay be 125-15-200.

R. RAMACHANDRA RAO—23-10-17.

FINANCIAL DEPARTMENT.

The extra cost involved in the proposals of the Commissioner for Government examinations for the revision of his office establishment (as approved by Home Department) is shown below :—

Existing scale.		Cost per mensem.	Proposed scale.		Cost per mensem.
		RS.			RS.
<i>Permanent.</i>			<i>Permanent.</i>		
(1) 1 Manager (125)	...	125	1 Manager (125-15-200)	...	181½
(2) 1 Head Clerk (70-2-80)	...	77½	1 Head Clerk (80)	...	80
(3)	...	...	1 Clerk (70)	...	70
(4) 4 Clerks, 1(60), 1(50), 1(40), 1(30).	...	180	4 Clerks, 1(60), 1(50), 1(40), 1(30)	...	180
(5)	...	...	1 Clerk (35)	...	35
(6) 1 Clerk (25)	...	25	1 Copyist (20-1-25)	...	23½
(7) 2 Copyists (20-1-25)	...	47½	2 Copyists (25-1-30)	...	57½
(8)	...	...	1 Attender (12)	...	12
(9) 4 Menials (8)	...	32	4 Menials 2(10); 2(9)	...	38
(10) 1 Typist (20-1-25)	...	23½	1 Typist (20-1-25)	...	23½
(11) Grain compensation allowance 5(3), 4(1½).	...	21	Personal allowances 1(3), 1(2); 2(½).	...	6
		531½			707½

Extra cost Rs. 175½ per mensem or Rs. 2,106 per annum.

[Against the above extra cost, the Commissioner for Government Examinations sets off savings amounting to Rs. 1,948 per annum, the details of which are given in paragraph 5 of the letter. The net extra cost of the proposal is thus Rs. 158 per annum.]

2. The proposals involve—

(a) the entertainment of additional establishments—two clerks and one attender; and

(b) the revision of the pay of the establishment resulting in the abolition of grain compensation allowance in respect of the whole establishment.

3. *Necessity for the present proposals.*—Please see paragraph 2 of the note of the Commissioner for Government Examinations in the recommendation roll on page 1 of G.O. No. 200, Financial (Pension), dated 25th July 1917, and paragraphs 1 and 3-4 of that officer's present letter. The Commissioner for Government Examinations has proposed the reorganization which, he states, is much overdue both in fairness to the existing members of the staff and in the interests of efficiency; and he apparently wants his proposals to be treated as of imperative and immediate necessity. It is however submitted that it is doubtful whether the circumstances urged (which are but general remarks) really tend to show that the proposals are of imperative and immediate necessity. In regard to the items of saving indicated, the sum of Rs. 748 per mensem made up of the decrease under temporary establishments and the abolition of grain compensation allowance is no doubt a real saving. As regards the saving of Rs. 1,200 shown as due to the decrease in the Secretary's allowance, attention is solicited to the correspondence in G.O. No. 57, Educational, dated 23rd January 1912 and G.O. No. 956, Educational, dated 30th October 1912, where proposals were made to increase the allowance of the then Secretary (Mr. Maddox) beyond Rs. 350 per mensem. It will thus appear that the amount of the allowance attached to the post has a direct bearing on the incumbent of the secretaryship. The reduction made in the case of Mr. Hobday can thus be considered only as an act based on personal grounds as a temporary measure and can hardly be taken as a set off against the permanent extra cost involved in the proposals of the Commissioner for Government Examinations. In the above circumstances orders are solicited whether Government will be prepared at present to sanction the proposals of the Commissioner for Government Examinations in regard to the revision of pay. If such revision may be sanctioned now, the details of the proposals are examined below.

4. *Additional establishments—Item (a) in paragraph 2 above.*—The proposed strength of additional establishments, viz., two clerks and one attender may, perhaps, be accepted. (The pay of these posts is examined in paragraphs 6 and 8 below.) The Commissioner for Government Examinations has proposed a considerable reduction (from Rs. 1,000 to Rs. 400) in the cost of the temporary establishments annually employed.

L.E.K.—8-11-17.

L.D.—8-11-17.

5. *Revision of pay—(i) Manager.*—Please see paragraph 4 of the Commissioner's letter and paragraph 3 (1) of Home (Education) note on page 2 ante. An increase of pay for the Manager is proposed on the ground of (1) increase of work and responsibility and (2) personal merits of the present incumbent. As regards (1) it is submitted that the Commissioner for Government Examinations has not furnished statistics or other materials to show the bulk of the alleged increase. From the figures of receipts and charges given in the Home Department note on page 4 ante, it will appear that the increase in these figures between 1911-12 and 1916-17

Big enough, I think.

L.E.K.—8-11-17.

L.D.—8-11-17.

As regards (2), viz., personal merits, it is not known what Educational qualifications the man possesses in order to see how far his remuneration is proportionate to his qualifications. In any case, this ground is hardly a reason for increasing the pay of the post and can only be taken into account in a proposal for a personal allowance—cf. Rule II on page 5 of G.O. No. 600, Financial, dated 27th September 1912. If it is considered that in deference to the recommendations of the Commissioner for Government Examinations an increase in emoluments may be sanctioned for the present Manager, it is for orders whether it will not suffice if he is granted a personal allowance of rupees 5-5-25 instead of raising the pay of the post.

I would accept the proposal to fix this pay at Rs. 125-15-200.

L.E.K.—7-11-17.

L.D.—8-11-17.

6. *Other clerks—items (2) to (5) on page 4 ante.*—The proposals of the Commissioner for Government Examinations result in raising the minimum pay of clerks in his office from Rs. 25 to Rs. 30. In the Secretariat the minimum pay of clerks (in the lower division) is only Rs. 25; while in many other Madras offices including the office of the Board of Revenue such minimum pay is only Rs. 20. Even assuming that the clerks of this office should be picked men of high character and

I agree that the minimum pay need not be raised to Rs. 30. The scale might be—

One on ...	Rs. 80	One on ...	Rs. 40
One on ...	„ 60	One on ...	„ 30
One on ...	„ 50	Two on ...	„ 25

L.E.K.—7-11-17.

paragraph 5 above—is accepted, it does not appear that any revision is called for here. The two additional posts of clerks may be added one in the Rs. 30 grade and one in the Rs. 25 grade.

7. *Copyists—items (6) and (7) on page 4 ante.*—The conversion of a clerk's

L.E.K.—7-11-17.

post on Rs. 25 to a copyist's post on Rs. 20—1—25 results in a saving and may be accepted. As regards raising the pay of the two existing copyists from Rs. 20—1—25 to Rs. 25—1—30, attention is solicited to paragraph 3 of the Commissioner's letter. Only one of the existing copyists has reached the maximum pay of the present grade and the other draws only Rs. 24 in the scale of Rs. 20—1—25. It is perhaps too early to consider the raising of the pay of the post of the latter and it is for orders whether it will not suffice if the pay of the former alone is raised to

I see no case for raising the pay of copyists at all and would retain them at Rs. 20—1—25; this is the pay of elementary typists.

L.E.K.—7-11-17.

L.D.—8-11-17.

pay of the other copyist now drawing Rs. 24 may not be necessary at all.

That is, increase on account of abolition of grain compensation allowance.

L.E.K.—7-11-17.

L.D.—8-11-17.

9. *Grain compensation allowance and personal allowances.*—The proposal to abolish grain compensation allowance from the establishment and to grant personal allowances to existing incumbents who will be immediate losers calls for no remarks. These personal allowances will not count for leave allowances and pension, and will be extinguished in due course under article 61, Civil Service Regulations. The Commissioner for Government Examinations has not proposed a personal allowance for the typist. If he is now drawing grain compensation allowance, he too will be eligible for a personal allowance under G.O. No. 703, Financial, dated 1st October 1914.

L.E.K.—7-11-17.

L.D.—8-11-17.

10. *Payment to the University under Secondary School-leaving Certificate Examination scheme.*—Please see paragraph 5 of Accountant-General's endorsement and

Yes.

L.E.K.—7-11-17.

L.D.—8-11-17.

paragraph 6 of Home (Education) note on page 3 ante. The proposals of Home Department may, it is submitted, be accepted.

T.R.N.N.—6-11-17.

L. E. KERSHAW—7-11-17.

I agree with the Assistant Secretary throughout except as regards the pay of the additional clerks. It is the Commissioner's main purpose to secure men who can be trusted to look after accounts and records. That is why (paragraph 3) he proposes

the scale of Rs. 70 and Rs. 35. Rupees 70 must, I think, be allowed for one extra hand; otherwise the present staff will derive no appreciable relief by the addition of Rs. 25 men.

The second additional clerk may be on Rs. 25 and the scale will then be Rs. 80, Rs. 70, Rs. 60, Rs. 50, Rs. 40, Rs. 30, and Rs. 25, one man on each rate.

I would let the Manager draw the first Rs. 15 increment at once.

L. DAVIDSON—8-11-17.

HOME (EDUCATION) DEPARTMENT.

A draft order is submitted. If approved it may go to Financial for acceptance and for registry of sanction.

E.A.V.—10-11-17.

T.K.—10-11-17.

C. RAMANUJA ACHARIYAR—13-11-17.

The Director has made a special recommendation on behalf of the Manager. My variation is more in regard to the scale than to veto the recommendation of the Director of Public Instruction.

The Manager has served six years without any increase.

I shall be glad if he be allowed to start immediately on Rs. 155.

R. RAMACHANDRA RAO—14-11-17.

FINANCIAL DEPARTMENT.

For orders.

L. E. KERSHAW—15-11-17.

Very well, as he would have been eligible for a personal allowance a year ago.

L.D.—17-11-17.

HOME (EDUCATION) DEPARTMENT.

The draft may now issue.

C.R.—19-11-17.

R.R.—20-11-17.

[G.O. No. 1476, Home (Education), dated 20th November 1917.]

(iii) the Govt. are not prepared to revise the scale of pay of the existing two copyists.

2. With effect from the date of introduction of the revised scales sanctioned herein, grain compensation allowance will be withdrawn from the entire establishment of the Commissioner's office. Those members of the establishment who may be adversely affected by such withdrawal will draw personal allowances equal in amount to the loss sustained by them. These allowances will not however count for leave allowances and pension and will be liable to be extinguished under article 61 of the Civil Service Regulations.

3. This sanction will be registered as No. 128 of 1917-18.

For 10-11-17
La
10-11-17
CR
13-11-17
20/11/17

To the Commissioner for Govt. Examinations.
Copy to the Accountant General.
" Financial Dept.

Space copy
deposited
on 6-11-17

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 1476, 20th November 1917

Establishment

Sanctioning the revision of the scale of — of the office of the Commissioner for Government Examinations.

READ—the following papers:—

Letter—from the Hon'ble Mr. J. H. STONE, M.A., F.R.S., C.I.E., Commissioner for Government Examinations.

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

Dated—Madras, the 7th September 1917.

No.—3034.

As promised in my recommendation roll, Cl. No. 1684, dated 11th June 1917, proposing the appointment of Mr. D. A. Hobday as my Secretary on a reduced allowance of Rs. 250 per mensem with a view to utilize the saving of Rs. 100 per mensem effected thereby towards the cost of reorganization of the scale of establishment of the Commissioner's office, which, I think, is much overdue both in fairness to the existing members of it and in the interests of its efficiency, I have the honour to submit the following proposals which, I hope, will commend themselves to Government.

2. The following is the present scale of establishment sanctioned for the office in G.Os. No. 291, Educational, dated 26th May 1910, No. 144, Educational, dated 13th March 1911, No. 757, Educational, dated 31st October 1911, and No. 1233, Educational, dated 23rd December 1913:—

Designation.	Pay.	Grain compensation allowance.
Manager	Rs. 125	Rs. 125
Head clerk	70-2-80	...
One second clerk	60	...
One third "	50	...
One fourth "	40	...
One fifth "	30	...
One sixth "	25	...
One type-writing clerk	20-1-25	...
Two copyists	20-1-25 each	3 each
Two peons	8 each	1 1/2 "
Two messengers	8 each	1 1/2 "

The above scale of establishment which was sanctioned more than six years ago has been found quite inadequate for the needs of the office with its ever-increasing activities, and I beg to invite the attention of Government in this connexion to paragraph 3 of Sir Alfred Bourne's letter No. 175-1 D, dated 24th September 1910, read in G.O. No. 144, Educational, dated 13th March 1911, from which they will observe that the revision of scale then sanctioned related merely to an improvement in the scale of pay of the clerical establishment and not to any increase in its numerical strength. It is thus apparent that the establishment has not been strengthened numerically for many years now though the office has developed considerably in various directions and the strain entailed on the inadequate and low-paid staff has been rather severe chiefly owing to the introduction of the Secondary School Leaving Certificate scheme which has established a close relation between Government and the

University and the nature and working of which are highly complicated. In order to reduce this strain which, I am afraid, will be accentuated when the recent order of Government throwing open the special tests to Government servants holding Secondary School Leaving Certificates comes into operation and to slightly improve the prospects and position of the staff which should, it will be conceded, consist of picked men of high character and integrity in view of the confidential nature of the main portion of its work and the high standard of accuracy which the several items of work call for, I beg to propose (1) the raising of the pay of the post of Manager from Rs. 125 to Rs. 150—10—200, (2) the addition of two clerks, one on Rs. 70 per mensem and the other on Rs. 35, (3) the conversion of the sixth clerk's post on Rs. 25 into that of copyist on Rs. 20—1—25, (4) the raising of the pay of the head clerk from Rs. 70—2—80 to Rs. 80 and that of the two existing copyists from Rs. 20—1—25 each to Rs. 25—1—30 each, (5) the employment of an attender on Rs. 12 per mensem and (6) the raising of the pay of the two peons on Rs. 8 each per mensem to Rs. 10 each and that of the two messengers on Rs. 8 each to Rs. 9 per mensem each with a personal allowance of 8 annas each to compensate them for the loss sustained by the withdrawal of the grain compensation allowance now allowed to them. I have indicated these changes clearly in a proposition statement which is herewith enclosed in duplicate.

3. The office has been working without an accountant and a record-keeper and consequently the work relating to all cash transactions, the charge of stationery and the maintenance of the necessary stock registers, and statistical work, as also the sorting, arrangement and referencing of records, has been distributed among the several clerks in addition to their other duties, and this arrangement, under which none of the clerks can be expected to assume any individual responsibility in regard to the extra work assigned to them, has by no means proved satisfactory. Hence it is intended to entrust the above work to the two additional clerks on Rs. 70 and Rs. 35 proposed above. Proposal No. (3) which entails no financial increase and is suggested for administrative convenience calls for no remark. The present incumbent of the head clerk's post has already attained the maximum pay of his grade, viz., Rupees 70—2—80, and proposal No. (4) which also entails no immediate extra cost will, if approved, do away with the anomaly of the scale of clerical establishment having to include a single appointment with a progressive scale of pay and also fit in with the proposed new appointment on Rs. 70 per mensem. Of the two existing copyists, one has already attained the maximum of his grade and the other is in receipt of a pay of Rs. 24. As they cannot look for promotion to the regular clerical ranks owing to the operation of the examination rules and their work is perfectly satisfactory, a slight enhancement of the scale is proposed by way of encouragement. As each of them is in receipt of a grain compensation allowance of Rs. 3 per mensem now, the senior man should be granted, with reference to paragraph 4 B (iii) of Government Memorandum No. 520-3, Financial, dated 19th November 1913, under the revised scale a personal allowance of Rs. 3 per mensem and the junior a personal allowance of Rs. 2 per mensem, which will be extinguished gradually as increments accrue in their new grade.

The menial establishment consisting of two peons and two messengers is utterly inadequate. One of the peons has to attend on the Secretary and the other on the Manager, while one of the messengers is to wait on the clerical staff, the other being constantly busy with taking covers and packets to the post-office and the Government Press, and bills, etc., to the Accountant General's office, the Bank of Madras, etc. The absence of any of them on casual leave dislocates the business of the office. Further in the absence of a much, an attender is very necessary to distribute stationery, assist the referencer in picking up references, stitch and seal the packets of question papers despatched to the various examination centres and attend to other sundry work. An intelligent and honest man with a working knowledge of English cannot be had for a less salary than Rs. 12 per mensem, the pay proposed for the post.

The increases proposed to the pay of the existing menial establishment are in accordance with the procedure suggested in the Government Memorandum No. 520-3, Financial, dated 19th November 1913, regarding abolition of grain compensation

Office to which the proposition refers.	Number	Designation.	Present scale.			Proposed scale.			Nature of charge.			Proposition.			Temporary.		
			Mini.	Incr.	Maxi.	Mini.	Incr.	Maxi.				Amount.	Period.	Amount.	Amount.	Period.	Amount.
			(4)	(5)	(6)	(7)	(8)	(9)				(10)	(11)	(12)	(13)	(14)	(15)
Office of the Commissioner for Government Examinations, Madras.	1	Manager..	Rs. 125	0	0	Rs. 150	10	200	Manager..	Rs. 150	10	200	0	0	Rs. 150	10	200
	1	Head Clerk	Rs. 70	2	80	Rs. 80	0	0	Head Clerk	Rs. 80	0	0	0	0	Rs. 80	0	0
	1	Second Clerk	Rs. 60	0	0	Rs. 60	0	0	Second Clerk	Rs. 60	0	0	0	0	Rs. 60	0	0
	1	Third Clerk	Rs. 50	0	0	Rs. 50	0	0	Third Clerk	Rs. 50	0	0	0	0	Rs. 50	0	0
	1	Fourth Clerk	Rs. 40	0	0	Rs. 40	0	0	Fourth Clerk	Rs. 40	0	0	0	0	Rs. 40	0	0
	1	Fifth Clerk	Rs. 30	0	0	Rs. 30	0	0	Fifth Clerk	Rs. 30	0	0	0	0	Rs. 30	0	0
	1	Sixth Clerk	Rs. 25	0	0	Rs. 25	0	0	Sixth Clerk	Rs. 25	0	0	0	0	Rs. 25	0	0
	1	Typewriting Clerk	Rs. 20	1	25	Rs. 20	1	25	Typewriting Clerk	Rs. 20	1	25	0	0	Rs. 20	1	25
	2	Copyists each on Rs. 20-1-25	Rs. 20	1	25	Rs. 20	1	25	Copyists each on Rs. 20-1-25	Rs. 20	1	25	0	0	Rs. 20	1	25
	2	Grain compensation allowance.	Rs. 3	0	0	Rs. 3	0	0	Grain compensation allowance.	Rs. 3	0	0	0	0	Rs. 3	0	0
	2	Personal allowance (one of Rs. 3 and the other of Rs. 2 for the above copyists).	Rs. 3	0	0	Rs. 3	0	0	Personal allowance (one of Rs. 3 and the other of Rs. 2 for the above copyists).	Rs. 3	0	0	0	0	Rs. 3	0	0
	1	Copyist	Rs. 25	0	0	Rs. 25	0	0	Copyist	Rs. 25	0	0	0	0	Rs. 25	0	0
	1	Attender	Rs. 12	0	0	Rs. 12	0	0	Attender	Rs. 12	0	0	0	0	Rs. 12	0	0
	2	Peons on Rs. 8 each	Rs. 8	0	0	Rs. 8	0	0	Peons on Rs. 8 each	Rs. 8	0	0	0	0	Rs. 8	0	0
	2	Messengers on Rs. 8 each	Rs. 8	0	0	Rs. 8	0	0	Messengers on Rs. 8 each	Rs. 8	0	0	0	0	Rs. 8	0	0
Total			498	12	0	531	12	0	Total			531	12	0	531	12	0
Mental establishment.			38	0	0	38	0	0	Mental establishment.			38	0	0	38	0	0
Grand total			531	12	0	569	12	0	Grand total			569	12	0	569	12	0
Extra cost per mensem			38	0	0	38	0	0	Extra cost per mensem			38	0	0	38	0	0
Extra cost per annum			456	0	0	456	0	0	Extra cost per annum			456	0	0	456	0	0

II

Endorsement of the Accountant-General, No. Tri. P.A. 10675,
dated 20th September 1917.

Forwarded.

2. The figures in the column "present scale" have been compared with the registers of this office and found correct.

3. The proposed net increase in cost amounting to Rs. 181-12-0 per mensem is within the powers of sanction of Government.

4. Attention is, however, invited to the confidential memorandum of Government No. 8349-1, Financial, dated 28th December 1915.

5. It is for orders whether any portion of this extra cost should be taken into consideration in arriving at the surplus payable to the Madras University on account of the Secondary School-leaving Certificate examination.

H. BHIMASENA RAO,
Deputy Accountant-General.

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

Order—No. 1476, Home (Education), dated 20th November 1917.

The Government sanction, with effect from the date of this order, the proposals for the revision of the scale of establishment of the office of the Commissioner for Government Examinations submitted with his letter read above, subject to the following modifications:—

(i) the pay of the Manager will be fixed at Rs. 125—15—200 per mensem; and the present incumbent of the post will, as a special case, be permitted to draw Rs. 155 in the above scale with effect from the date of this order;

(ii) the pay of the two additional clerks proposed will be fixed at Rs. 70 and Rs. 25 respectively per mensem; and

(iii) the Government are not prepared to revise the scale of pay of the existing two copyists.

2. With effect from the date of introduction of the revised scales sanctioned herein, grain compensation allowance will be withdrawn from the entire establishment of the Commissioner's office. Those members of the establishment who may be adversely affected by such withdrawal will draw personal allowances equal in amount to the loss sustained by them. These allowances will not, however, count for leave allowances and pension and will be liable to be extinguished under article 61 of the Civil Service Regulations.

3. This sanction will be registered as No. 128 of 1917-18.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Commissioner for Government Examinations.
Copy to the Accountant-General.
" Financial Department.

allowance. To indemnify the two messengers against loss, each of them has to be granted a personal allowance of 8 annas per mensem in lieu of grain compensation allowance.

4. I have taken this opportunity to propose an increase of pay to the Manager of the office, which, I can say without hesitation, he richly deserves. After much consideration I have come to the conclusion that the pay of the post should be raised from Rs. 125 to Rs. 150—10—200. The history of the appointment will be found given in paragraph 2 of my letter No. 908, dated 23rd September 1911, read in G.O. No. 757, Educational, dated 31st October 1911, and it will be observed therefrom that a reduction in the pay of that appointment from Rs. 200—10—250 to Rs. 125 per mensem was then proposed in the belief that a perfectly satisfactory man could be got for that pay and that the Secondary School-leaving Certificate scheme would not give much trouble and unduly add to the work of the office. I have no doubt been able to select a really reliable and capable man for the post, but I have been deeply impressed, after watching the development of the above scheme and its working and the steady increase of work thrown on the Manager in particular, with the utter inadequacy of the pay of the office. The present pay of Rs. 125 which was fixed six years ago is quite incommensurate with the heavy responsibilities and the arduous nature of the duties connected with the appointment and the present incumbent of the post who has rendered an unblemished service of 2½ years including a non-qualifying service of 9 years has been holding his present post on a salary of Rs. 125 during the past six years, during which period he has worked hard and ungrudgingly and helped to a great extent in the successful conduct of the work of the Commission. A labourer is certainly worthy of his hire, and compared with the pay of the Manager of the office of the Registrar, Madras University, which is Rupees 150—20—280 (the present incumbent gets Rs. 280 plus a personal allowance of Rs. 30—10—70), the revised rate of pay proposed by me for the post of Manager in my office is, I consider, not pitched too high.

5. The cost of the foregoing proposals has been worked out in the accompanying proposition statement from which it will be noticed that the average extra cost per annum will amount to Rs. 2,181, which it is proposed to meet from the savings pointed out below:—

	RS.
(1) Decrease in the Secretary's allowance at Rs. 400 per mensem ...	1,200
(2) Decrease in the provision for temporary establishment (Rs. 1,000 budget allotment, less Rs. 400 which will be sufficient to meet the extra requirements if the proposed additions to the establishment are approved) ...	600
(3) Savings that will accrue by the abolition of grain compensation allowance (Rs. 400 budget allotment, less Rs. 252 shown in column 15 of the proposition statement) ...	148
Total ...	1,948

There is, thus, an excess cost over the savings of Rs. 233 (Rs. 2,181 minus Rs. 1,948) per annum, or nearly Rs. 19 per mensem, which will further reduce itself to Rs. 14 per mensem at the end of three years when the personal allowance proposed for the existing two copyists will cease altogether under the operation of article 61 of the Civil Service Regulations.

This increase is altogether trivial considering the increased efficiency of the office which the revision proposed is expected to result in.

6. I request that my proposals may be sanctioned with effect from the 1st August 1917 from which date the saving of Rs. 100 per mensem in the Secretary's allowance has accrued. The actual extra cost during the seven months of the current year works out to Rs. 568, which will be more than covered by the saving of Rs. 700 that will accrue in the Secretary's allowance during the same period.

[SUBJECT.—*Reorganization of the Office of the Commissioner for Government Examinations.*]

Previous papers:

G.O.	755, Educational,	13rd Oct. 1893	G.O.	956, Educational,	30th Oct. 1912
"	640,	22d Mar. 1899	"	812, Financial,	19th Nov. 1913
"	447,	16th July 1904	"	1223, Educational,	23rd Dec.
"	740,	16th Dec.	"	489,	30th Apr. 1914
"	274,	19th Apr. 1906	"	552,	14th May "
"	315,	28th July 1908	"	763, Financial,	1st Oct. "
"	664,	15th Sep. "	"	1176, Educational,	15th "
"	427,	21st July 1909	"	1191,	22nd "
"	291,	26th May 1910	"	1431,	16th Dec. 1915
"	144,	18th Mar. 1911	Memo. 8349-1,	Financial,	2-8th Dec.
"	757,	31st Oct. "	G.O.	355,	26th June 1916
"	59,	23rd Jan. 1912	"	135, Home (Edn.),	6th Feb. 1917
"	167,	23rd Feb. "	"	200, Finl. (Pen.),	25th July "
"	477,	31st May "	"	1021, Home (Edn.),	6th Aug. "
"	600, Financial,	27th Sep. "	"	189, (R.) Edn.,	24th "

HOME (EDUCATION) DEPARTMENT.
From the Commissioner for Government Examinations, No. 3034, dated the
7th September 1917.

The present proposals for the reorganization of the Commissioner's office establishment were already foreshadowed in the Commissioner's recommendation report relating to the appointment of Mr. Hobday as his Secretary—vide page 1 of G.O. No. 200, Financial (Pension,) dated the 28th July 1917. The proposals now are in the direction of adding to the numerical strength of the staff as well as of slightly enhancing the emoluments of the existing staff. From paragraphs 2 and 3 of the Commissioner's letter it appears that a strong case has been made out for the proposed revision.

2. The statement ~~overleaf~~ compares the existing scale of staff in the office with that now proposed :—

<i>Present scale.</i>			<i>Proposed scale.</i>		
Designation.	Pay.	Average cost.	Designation.	Pay.	Average cost.
	RS.	RS.		RS.	RS.
Manager ...	125	125	Manager ...	150—10—200	187½
Head clerk...	70—2—80	77½	Head clerk...	80	80
Second clerk ...	60	60	Second clerk ...	70	70
Third clerk...	50	50	Third clerk...	60	60
Fourth clerk ...	40	40	Fourth clerk ...	50	50
Fifth clerk...	30 + 8, grain compensation allowance.	33	Fifth clerk...	40	40
Sixth clerk...	25 + 8, grain compensation allowance.	28	Sixth clerk...	35	35

NOTES TO G.O. No. 1476, HOME (EDUCATION), 20TH NOVEMBER 1917 3

The arguments adduced above seem to be of great force and deserve consideration. It may be noted that the Manager's post is a responsible one and if the incumbent is to be above all temptation, the proposed salary seems to be reasonable as compared with the pay of the post of Manager of the Office of the Registrar, Madras University, viz., Rs. 180-20-280. The proposed pay may therefore, it is submitted, be sanctioned (G.O. No. 1431, Educational, dated 16th December 1915).

(2) *The addition of two clerks on Rs. 70 and Rs. 35 per mensem respectively.*—The need for these is explained in paragraph 3 of the ~~above~~ letter; they are intended to do the work of an accountant and a record-keeper. These two appointments may therefore be sanctioned.

(3) *The proposal for the conversion of the sixth clerk's place on Rs. 25 into that of copyist on Rs. 20-1-25* may be approved and calls for no remarks.

(4) *The raising of the pay of the head clerk from Rs. 70-2-80 to Rs. 80.*—This is intended to do away with the anomaly of being ~~paid~~ ^{paid} the single post (excluding that of the Manager in the proposed scale) on progressive pay and may be sanctioned.

(5) *Raising of the two copyists' pay from Rs. 20-1-25 to 25-1-30 per mensem.*—It is urged that they cannot look forward for promotion in the regular clerical line and the slight enhanced rate proposed may perhaps be sanctioned.

(6) *The employment of an attender on Rs. 12 per mensem.*—The existing menial staff of two peons and two messengers is found to be very inadequate and the need for an attender seems to have been established. The pay proposed, viz., Rs. 12 which is the minimum pay of attenders in the Secretariat, seems to be suitable and may be sanctioned. There are also two attenders on Rs. 12 in the Director of Public Instruction's office.

(7) The other proposals for the increase of pay to the menial establishment, for abolishing grain compensation allowance and for the grant of personal allowances to existing incumbents who are adversely affected by such withdrawal are in consonance with Financial Memorandum No. 520-3, dated the 19th November 1913, and may be sanctioned—pages 4 and 5 of G.O. No. 812, Financial, dated 19th November 1913.

4. The proposals entail an extra expenditure of Rs. 181½ per mensem against which there is a saving of Rs. 100 per mensem caused by the reduction in the Secretary's allowance and the Commissioner states that the usual allotment for temporary establishment, viz., Rs. 1,000 can be reduced to Rs. 400 per annum if his proposals for additional establishment are sanctioned (cf. G.O. No. 200 Pension, dated 28th July 1917).

5. The Commissioner requests that the proposed revision, if sanctioned, may be given effect to from the 1st August 1917 from which date the saving in the Secretary's allowance began to accrue. Though it is not usual to give retrospective effect to similar sanctions there is nothing objectionable to the Commissioner's desire in this regard being met. If this is considered undesirable, the sanction may be given effect to from the 1st October 1917.

6. The Accountant-General incidentally raises the question whether any portion of the extra cost should be taken into consideration in arriving at the surplus payable to the Madras University on account of the Secondary School-leaving Certificate Scheme. It is true that the Government have ordered that the payment of the amount mentioned in paragraph 2 of G.O. No. 477, Educational, dated the 31st May 1912—subject to the condition that it would be reduced if the profit to Government on account of the Secondary School-leaving Certificate examinations fell short of this amount in any year (paragraph 3 of G.O. No. 477, Educational, dated 31st May 1912). But in calculating the above amount neither the University nor the Government took into account the charges on account of pay, allowances and pensionary charges of the University establishment and the Commissioner's establishment, respectively (paragraph 6 of Financial office note on page 6 of G.O. No. 169, Educational, dated the

4 NOTES TO G.O. No. 1476, HOME (EDUCATION), 20TH NOVEMBER 1917
28th February 1912). Further the net increase involved is not very appreciable. It is therefore submitted that this factor need not now enter into the calculations on which compensation is payable to the University on account of the introduction of the Secondary School-leaving Certificate scheme.

7. The file may be forwarded to Financial for remarks.

E.A.V.—6-10-17.

T.K.—9-10-17.

There seems to be no doubt that the work of the office has increased in recent years and that there is still further prospect of further increase. The receipts and charges on account of the examinations controlled by the Commissioner for Government Examinations during the past five years show a steady increase in the transactions—

Year.	Receipts Rs.	Charges. Rs.
1911-12	1,59,886	1,20,456
1912-13	1,71,835	1,50,243
1913-14	1,74,769	1,38,084
1914-15	1,81,845	1,38,612
1915-16	1,96,217	1,57,653
1916-17	1,97,500	1,66,749

* Includes expenditure on printing and compensation to University.

The Commissioner's proposals are moderate and involve only a net increase of Rs. 233 per annum. They may be approved in toto with effect from the date of the order.

Yes.

R.R.—23-10-17.

C. RAMANUJA ACHARIYAR—22-10-17.

The only change I propose is that the Manager's pay be 125-15-200.

R. RAMACHANDRA RAO—23-10-17.

FINANCIAL DEPARTMENT.

The extra cost involved in the proposals of the Commissioner for Government examinations for the revision of his office establishment (as approved by Home Department) is shown below :—

Existing scale.	Cost per mensem. RS.	Proposed scale.	Cost per mensem. RS.
<i>Permanent.</i>		<i>Permanent.</i>	
(1) 1 Manager (125) ...	125	1 Manager (125-15-200) ...	181½
(2) 1 Head Clerk (70-2-80) ...	77½	1 Head Clerk (80) ...	80
(3) 1 Clerk (70) ...	70	1 Clerk (70) ...	70
(4) 4 Clerks, 1(60), 1(50), 1(40), 1(30) ...	180	4 Clerks; 1(60), 1(50), 1(40), 1(30) ...	180
(5) 1 Clerk (35) ...	35	1 Clerk (35) ...	35
(6) 1 Clerk (25) ...	25	1 Copyist (20-1-25) ...	23½
(7) 2 Copyists (20-1-25) ...	47½	2 Copyists (25-1-30) ...	57½
(8) 1 Attender (12) ...	12	1 Attender (12) ...	12
(9) 4 Menials (8) ...	32	4 Menials 2(10); 2(9) ...	38
(10) 1 Typist (20-1-25) ...	23½	1 Typist (20-1-25) ...	23½
(11) Grain compensation allowance 5(3), 4(1½) ...	21	Personal allowances 1(3), 1(2); 2(½) ...	6
	531½		707½

Extra cost Rs. 175½ per mensem or Rs. 2,106 per annum.

[Against the above extra cost, the Commissioner for Government Examinations sets off savings amounting to Rs. 1,948 per annum, the details of which are given in paragraph 5 of the letter of page 6 current file. The net extra cost of the proposal is thus Rs. 158 per annum.]

2. The proposals involve—

(a) the entertainment of additional establishments—two clerks and one attender; and

(b) the revision of the pay of the establishment resulting in the abolition of grain compensation allowance in respect of the whole establishment.

3. *Necessity for the present proposals.*—Please see paragraph 2 of Commissioner for Government Examinations letter in the recommendation roll on page 1 of G.O. No. 200, Financial (Pension), dated 25th July 1917 and paragraphs 1 and 3-4 of Commissioner for Government Examinations letter on pages 1 and 3 of current file. The Commissioner for Government Examinations has proposed the reorganization staff and in the interests of efficiency; and he apparently wants his proposals to be treated as of imperative and immediate necessity. It is however submitted that it is doubtful whether the circumstances urged (which are but general remarks) really tend to show that the proposals are of imperative and immediate necessity. In regard to the items of saving indicated the sum of Rs. 713 per mensem made up of the decrease under temporary establishments and the abolition of grain compensation allowance is no doubt a real saving. As regards the saving of Rs. 1,200 shown as due to the decrease in the Secretary's allowance, attention is solicited to the correspondence in G.O. No. 57, Educational, dated 23rd January 1912 and G.O. No. 956, Educational, dated 30th October 1912, where proposals were made to increase the allowance of the then Secretary (Mr. Maddox) beyond Rs. 350 per mensem. It will thus appear that the amount of the allowance attached to the post has a direct bearing on the incumbent of the secretaryship. The reduction made in the case of Mr. Hobday can thus be considered only as an act based on personal grounds as a temporary measure and can hardly be taken as a set off against the permanent extra cost involved in the proposals of the Commissioner for Government Examinations. In the above circumstances orders are solicited whether Government will be prepared at present to sanction the proposals of the Commissioner for Government Examinations in regard to the revision of pay. If such revision may be sanctioned now, the details of the proposals are examined below.

4. *Additional establishments—Item (a) in paragraph 2 above.*—Please see portions K and X on pages 3 and 4, current file. The proposed strength of additional establishments, viz. two clerks and one

The position is that one clerk is to be made a copyist, a clerk is to be entertained in his place and another clerk is also to be added. We may agree.

L.E.K.—8-11-17.

L.D.—8-11-17.

5. *Revision of pay—(i) Manager.*—Please see paragraph 4 of Commissioner for Government Examinations letter on page 1 of current file and paragraph 3(1) of Home (Education) note on page 2 ante. An increase of pay for the Manager is proposed on the ground of (1) increase of work and responsibility and (2) personal merits of the present incumbent. As regards (1) it is submitted that the Commissioner for Government Examinations has not furnished statistics or other materials to show the bulk of the alleged increase. From the figures of receipts and charges given in the Home Department note on page 4 ante, it will appear that the increase in these figures between 1911-12 and 1916-17 (24 per cent under receipts and 38 per cent under charges) is not at all startling. As regards (2), viz., personal qualifications the man possesses in order to see how far his remuneration is proportionate to his qualifications. In any case, this ground is hardly a reason for increasing the pay of the post and can only be taken

Big enough, I think.

L.E.K.—8-11-17.

L.D.—8-11-17.

merits, it is not known what Educational qualifications the man possesses. There can be personal merits without the B.A. degree.

L.E.K.—8-11-17.

into account in a proposal for a personal allowance—cf. Rule II on page 5 of G.O. No. 600, Financial, dated 27th September 1912. If it is considered that in deference to the recommendations of the Commissioner for Government Examinations an increase in emoluments may be sanctioned for the present Manager, it is for

I would accept the proposal to fix this pay orders whether it will not suffice if he is granted a personal allowance of rupees 5-5-25 instead of raising the pay of the post.

L.E.K.—7-11-17.

L.D.—8-11-17.

6. *Other clerks—items (2) to (5) on page 4 ante.*—The Commissioner for Government Examinations' proposal result in raising the minimum pay of clerks in his office from Rs. 25 to Rs. 30. In the Secretariat the minimum pay of clerks (in the lower division) is only Rs. 25; while in many other Madras offices including the office of the Board of Revenue such minimum pay is only Rs. 20. Even assuming that the clerks of this office should be picked men of high character and integrity, it

I agree that the minimum pay need not be raised to Rs. 30. The scale might be—

One on ... Rs. 80	One on ... Rs. 40
One on ... „ 60	One on ... „ 30
One on ... „ 50	Two on ... „ 25

L.E.K.—7-11-17.

accepted, it does not appear that any revision is called for here. The two additional posts of clerks may be added one in the Rs. 30 grade and one in the Rs. 25 grade.

7. *Copyists—items (6) and (7) on page 4 ante.*—The conversion of a clerk's

L.E.K.—7-11-17.

post on Rs. 25 to a copyist's post on Rs. 20—1-25 results in a saving and may be accepted. As regards raising the pay of the two existing copyists from Rs. 20—1-25 to Rs. 25—1-30, attention is solicited to paragraph 3 of the Commissioner for Government Examinations' letter of 11th October 1917. Only one of the existing copyists has reached the maximum pay of the present grade and the other draws only Rs. 24 in the scale of Rs. 20—1-25. It is perhaps too early to consider the raising of the pay of the post of the latter and it is for orders whether it will not suffice if the pay of the former alone is raised to Rs. 25—1-30 at present. If this is

I see no case for raising the pay of copyists at all and would retain them at Rs. 20—1-25; this is the pay of elementary typists.

L.E.K.—7-11-17.

L.D.—8-11-17.

the pay of the other copyist now drawing Rs. 24 may not be necessary at all.

8. *Menials—items (8) and (9) on page 4 ante.*—Please see latter portion of paragraph 3 of the Commissioner for Government Examinations' letter of 11th October 1917, and (6) and (7) on page 3 ante. The proposals may, it is submitted, be accepted.

L.E.K.—7-11-17.

L.D.—8-11-17.

9. *Grain compensation allowance and personal allowances.*—The proposal to abolish grain compensation allowance from the establishment and to grant personal allowances to existing incumbents who will be immediate losers calls for no remarks. These personal allowances will not count for leave allowances and pension, and will be extinguished in due course under article 61, Civil Service Regulations. The Commissioner for Government Examinations has not proposed a personal allowance for the typist. If he is now drawing grain compensation allowance, he too will be eligible for a personal allowance under G.O. No. 703, Financial, dated 1st October 1914.

L.E.K.—7-11-17.

L.D.—8-11-17.

NOTES TO G.O. No. 1476, HOME (EDUCATION), 20TH NOVEMBER 1917 7
10. *Payment to the University under Secondary School-leaving Certificate Examination scheme.*—Please see paragraph 5 of Accountant-General's endorsement on pages 3, 4 and 5, and paragraph 6 of Home (Education) note on pages 3 and 4 ante.

Yes.

L.E.K.—7-11-17.

L.D.—8-11-17.

The proposals of Home Department may, it is submitted, be accepted.

T.R.M.—6-11-17.

L. E. KIRSHAW—7-11-17.

I agree with the Assistant Secretary throughout except as regards the pay of the additional clerks. It is the Commissioner's main purpose to secure men who can be trusted to look after accounts and records. That is why (paragraph 3) he proposes the scale of Rs. 70 and Rs. 35. Rupees 70 must, I think, be allowed for one extra hand; otherwise the present staff will derive no appreciable relief by the addition of Rs. 25 men.

The second additional clerk, ~~may~~ be on Rs. 25 and the scale will then be Rs. 80, Rs. 70, Rs. 60, Rs. 50, Rs. 40, Rs. 30, and Rs. 25, one man on each rate.

I would let the Manager draw the first Rs. 15 increment at once.

L. DAVIDSON—8-11-17.

HOME (EDUCATION) DEPARTMENT.

A draft order is submitted. If approved it may go to Financial Department for acceptance and for registry of sanction.

E.A.V.—10-11-17.

T.K.—10-11-17.

C. RAMANUJA ACHARIYAR—13-11-17.

The Director has made a special recommendation on behalf of the Manager. My variation is more in regard to the scale than to veto the Director of Public Instruction's recommendation.

The Manager has served six years without any increase.

I shall be glad if he be allowed to start immediately on Rs. 155.

R. RAMACHANDRA RAO—14-11-17.

FINANCIAL DEPARTMENT.

For orders.

L.E.K.—15-11-17.

Very well, as he would have been eligible for a personal allowance a year ago.

L.D.—17-11-17.

HOME (EDUCATION) DEPARTMENT.

The draft may now issue.

C.R.—19-11-17.

R.R.—20-11-17.

[G.O. No. 1476, Home (Education), dated 20th November 1917.]

ORDINARY.

PRESS SLIP.

PREFERENCE.

Sect. 11-38-2-15.

Home DEPARTMENT

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G.O. No. 1476 dated 5.11.1917.

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(b) Correspondence 10 (10)

(b¹) Notes 17 (17)

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