

Home (1917) Department.
(Education)

Ordinary SERIES.

G.O. No. 936

DATED 16-7-1917

INDEXED

[Despatch Abstract.]

Law College, Madras.

Sanctioning the employment of a clerk typist on
Rs.25-1-30 and a peon on Rs.9/- per mensem in the ———.

PAPERS PUT UP WITH CURRENT No. _____

Papers of the department to which the current belongs.

Number.	Date.	Original (=O) or spare copy (= S.C.).	Remarks. (In this column such of the papers as have been removed for copying, printing, etc., should be marked with a cross.)	Initials of Referenciar with date in token of return to Reference department

Papers of other departments.

Department.	Number	Date.	Original (= O.) or spare copy (= S. C.).	Initials with date of (1) Referenciar acknowledging returns of the paper concerned or (2) Despatcher to denote the return of the papers to the department concerned.

See CN^o 1787 A.

C.F.-29.

Home DEPARTMENT.
Education



Received 191 . Registered 14.4 1917

Subject.

Requesting sanction of Government for the employment
from 1st July 17 of an assistant clerk and typist on
Rs 25-1-30 per mensem and two peons on Rs 12 and 9
without Grain compensation allowance in the Law College,
M a d r a s .

ENCLOSURES.

No. _____

Spare copies _____

Ref on Cur No. 9710/16

Station M a d r a s ., Dated the 27th March 1917

From (Name) The Hon'ble Mr. J. H. Stone, M.A.F.R.H.S.C.I.E.

(Designation) Director of Public Instruction,

M a d r a s

To The Secretary to the Government of Madras,

Through Home Education

The Accountant-General

Sir,

I have the honour to request that you will be
good as to obtain the sanction of Government for the
employment from 1st July 1917 of an assistant clerk and
typist on Rs 25-1-30 per mensem and two peons on Rs 12
and Rs 9 without Grain compensation allowance in the
Madras Law College.

2. The present scale of clerical establishment
which was sanctioned many years ago when there were no
regular day classes, consists of a clerk on Rs 20-2-40
/reduced from Rs 40-2-60 and a librarian on Rs 25 per

p/24 CB E

101/22
mensem. The Principal reports that the work and responsibility of the clerk has considerably increased in consequence of the recent reorganization of the College as will be seen from the enclosed statement showing the work done by him and also on account of the fact that the students though required to pay their college fees into the Banks and Treasuries direct yet in practice a large proportion of the fees is actually paid through the college, it being the intention of the Accountant-General that for the convenience of students and the Banks ~~the~~ the latter practice should be made universal. Mr. Davies therefore considers it necessary to have a Head clerk and Accountant on Rs 60-4-80 who will be responsible for cash transactions and an assistant clerk and typist for the efficient despatch of office work. It is stated that the need for a typewriter has long been felt in the College and that Dr. Swaminadhan, a former acting Principal, was using his private machine and his typist for college work.

1128CB-2
1917-18
It is further stated that very large additions have been made to the library during the past four years the library allotment having been raised to Rs 5,000/- per annum and that in view of the importance of the work, the constant demands for books and the size and divisions of the library, the library establishment should consist of a librarian on Rs 40-2-60 and an assistant librarian on Rs 20-1-30.

The menial establishment of the college excluding the attender consists of a Duffadar on Rs 10, one peon on Rs 9 and six peons on Rs 8 and it is reported that this establishment is totally inadequate to meet the requirements of the reorganized staff and that it is very necessary to have two more peons so that the work of the 9 peons excluding the Duffadar who has general supervision over the peons and waits at the Principal's room may be

3
distributed as shown below:-

- the
- 1 for two professors
- 3 peons for six assistant professors
- 2 peons for the library
- 1 for the office
- 1 at the inner main gate
- and
- 1 at the entrance gate.

3. The Principal also proposes a general revision of the scale of salaries of the clerical and menial establishments. I do not consider that any great change in the personnel or pay of clerical establishment is imperatively called for at present, and that the immediate requirements of the college can be met by the employment of an assistant clerk and typist on Rs 25-1-30. I am inclined to alter the present arrangements for the collection of the students' fees and thus to increase the financial responsibility of the clerk. Some improvement in the pay of both clerk and librarian the rates of which have been unchanged for twenty years is also desirable but this I will consider with a view to an allotment in the budget of 1918-1919. As regards the menial establishment, however, the Principal's demands seem to be reasonable though there is no reason why their pay should be better than peons in other institutions. It will be conceded that two extra peons are necessary now the staff has been strengthened by the appointment of extra lecturers. I beg to suggest that the pay of two additional peons proposed be fixed at Rs 12 without Grain compensation allowance so that the Duffadar who has a greater responsibility than the menial staff and deserves a small increase

4. The extra charge involved by the above proposals during the eight months of the next official year will amount to Rs 368/- (8 x Rs 46) for meeting which I shall submit a reappropriation statement on receipt of the final edition of the Civil Budget Estimate.

I have the honour to be,

Sir,

Your most obedient servant,

B. Krishnamoorti

For Director of Public Instruction.

N. V. S.

Statement showing the nature of duties performed by the
Establishment before the arrival of the additional staff
of Professors.

(a) Clerk:-

I-Correspondence:- General-Drafting; Fair copying and Despatch work
on an average 10 letters per day.

-do- of students--on an average 15 letters per day.

II-Registers Etc.,

1. Register of letters received.
2. Despatch Register.
3. Disposal Register and docketing
recorded papers.
4. Arranging records.
5. Admission registers of F.L., B.L.,
and Pledership classes.
6. Fee Registers--4.
7. Attendance Registers--4.
8. Pay Abstract file of Establishment.
9. Salary Bills file of Gazetted officers.
10. Acquittance Roll of Establishment.
11. -do- of scholarship students--2.
12. Contingent bills file.
13. Vouchers file.
14. Scholarship bills file.
15. Contingent Register.
16. Stock book of Stationery
articles (daily issue)
17. -do- (periodical issue)
18. -do- of Account Code,
Common and Departmental
forms.
19. Stock book of Civil ---
Store.
20. Order Book.
21. Counterfoil for issue
of transfer certificate
22. Counterfoil for ~~XXXX~~
remitting terms fees &
miscellaneous receipts.
23. Receiving and delivery
of telephonic messages.
24. Collecting Examination
fees for all classes.
25. Collecting athletic --
fees from students for
the two terms.

III-Returns Etc.,

1. Absentee statement of establishment.
2. D. C. B. Statement.
3. Return of appointments made due to
the Director of Public Instruction
quarterly.
4. Quarterly Return of Receipts and charges.
5. List of Educational schemes due to the
Director of Public Instruction.
6. Indent for Account Code Forms.
7. -do- Common forms and covers.
8. -do- Educational forms.
9. -do- Stationery articles.
10. -do- Books Etc.
11. Budget Estimate of Receipts and charges.
12. Annual Reports (Statistics and Statements)
13. Annual Returns.
14. Verification of Service books.
15. Verification of Record of service.
16. Return of verification of above.
17. Registering applications for F.L., B.L.,
and Pledership examinations.
18. Preparing attendance abstracts of
various classes.
19. Preparing attendance certificates of
various classes.
20. Return of Valuable
Stock.
21. List of Officers on
1st January for the
Educational Directory.
22. List of Officers on
1st April to the ----
Accountant-General.
23. Permanent Advance
Acknowledgement.
24. Return of Landed
Property Statements.
25. Return of Expenditure
on Stores.
26. Despatch of University
Examination Cer-
tificates, term Cer-
tificates, Diplomas etc
to, passed and failed
students.
27. Preparing notifica-
tion for the Gazette
regarding work and --
other particulars for
each term as well as
the college Rules
28. Time Tables, notices
etc.,
29. Arrangement of class
examinations during --
each term.

30. Preparation of College Calendar.

IV- Miscellaneous Work:-

1. Answering queries of students.
2. Supervision of menial servants, garden, tiffin and watershed and the premises.

[Signature]
for Director of Public Instruction.

3,000-9-12-16.

OFFICE OF THE ACCOUNTANT-GENERAL, MADRAS,

Fort St. George, the 12th of April 1917.

No. Kis P.A.2 - 389

ENCLOSURES: *4*

There is no audit objection to the proposal being sanctioned.

2. A reference is however invited to Government's confidential memorandum No. 8349-1 Financial dated the 28th December 1915.

3. The necessary extra provision will be included in the Estimate for 1917-18 if orders are passed by Government in the Financial Department to that effect.

[Signature]
Deputy Accountant-General.

To

The Secretary to the Government of Madras,
HOME (Education) DEPARTMENT.

Home (Education) Department.

C.No.1787 A. From the Director of Public Instruction, No.9710, dated the 27th March 1917.

Subject.

Employment of an assistant clerk and typist and two peons in the Law College, Madras.

Submitted that the Director of Public Instruction appears to have made out a case for the employment of an additional hand for office work. ^{in the Law College} Though it may probably be sufficient to fix the pay of the additional hand at Rs.20-1-25 if he is to be a bare typist, as he is also to be qualified to be a clerk and to do clerical duties the pay of Rs.25-1-30 proposed by the Director of Public Instruction may be accepted. The second clerk of the Presidency College is on a scale of Rs.20-2-30. But as in the Law College there is already a clerk on Rs.20-2-40, we may agree to the scale of Rs.25-1-30.

2. As regards the proposed employment of two additional peons on Rs.12 and 9 without grain compensation allowance, it is observed that an addition of two was made to the peon's establishment under G.C.No.522, Educational, dated the 4th June 1913. The increase in the number of professors consequent on the reorganization was taken into account in determining the additional staff. The distribution of work as now proposed is compared below with that suggested in 1913 for the existing staff.

page 7 of L.O. no 130 Dt 14.2.12

2/3
14.2.12

please see para. 1 of D.P.356 H
in page 1 of L.O. no 522 Dt 4.6.13

x page 3 of c.f.

⑤ para. 1 of D.P.'s letter on
page 1 of fo. no. 522 vol. ④
4.6.13

NOTES.

Page 2

<u>Work.</u>	<u>Number</u> <u>as now</u> <u>proposed.</u>	<u>Number as</u> <u>proposed</u> <u>in 1915.</u>
Attendance on the Principal	1 (duffadar)	1 (duffadar)
Attendance on the Professors and at classes	4	4
Library	2	1
Office	1	1
Inner main gate	1	1
Entrance gate	1	(gate and bell)
	10	8

From the above it will be seen that the additions are to the library and the gate. The necessity for the employment of a second peon in the library is not apparent; there are already three attenders. It is not also clear why separate peons are now required to be in charge of the entrance and inner gates. The Director of Public Instruction may be asked u.o. to explain these points.

(put up before record)

Home (300) up 17 sq ft - 1

3 - 5 - 17

2 - 5 - 17

11/15/17

DB9 mo
37917

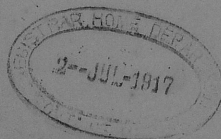
U.O. No. C. 8105 1917
2nd July 1917.

The following extract from a letter from the Principal, Law College, explains the necessity for the peons asked for :-

"The library is growing very rapidly and it is being used for more than it used to be. The introduction of M.L. work and regular moot classes will entail even greater use of the books with much carrying to and fro of books for use in class rooms. The actual distribution of work requires that besides the three attenders in charge of the books in various parts of the library a peon should be detailed to assist them in the carrying work I refer to.

The work of the peon at the main gate is to watch the bicycles and other property of the college students, ring the hourly bell, put notices on the boards, deliver letters to students &c. -- this entails his continued presence at the spot.

The peon at the outer gate is sent on messages to the Post Office, to the High Court, the Senate House and elsewhere and is useful in assisting the office peon when there is urgent moochi's work."



NOTES.

Page 10

Home Education Dept

The Principal's letter on page 3 ~~before~~ ^{above} does not seem to contain ~~any~~ ^{any} strong grounds in support of the proposal to employ two more peon.
For orders.

See
2.7.17
AM
4/11/17

The Principal's letter at 'A' over justifies the need for only one peon ~~more~~ in addition to the three attendants. There is already one peon sanctioned for the library. The question is only about the second peon for which no justification has been sent forward even in the Principal's letter.

The other peon asked for is apparently for the office. There is already one here and another may be needed to be sent out on errands with taluk. This peon may be on R. 9 without grain compensation allowance.

We have already agreed to the employment of an additional clerk on R. 25-1-30.

The file may be sent to File for remarks.

p. 1 above



CURRENT NO.

One copy to be sent to 25.1.30 & one per on 9 appear necessary.

File.

NOTES.

Page 5Financial Dep.For the Asst. Secy.

It is proposed to sanction the permanent employment in the Law College of.

1 Clerk. Typist (25-1-30)

Estimated cost per

29%

1 Peon (9) - inclusive of g.c.a.

9

37 1/4 %

or Rs 453 p.a.

2. Clerk. Typist - Please see paras 2 and 3 of D.P.D's letter on pages 1-2 C.P. and para 1 of Home (E.D.) note on page 1 ante. The proposed employment of the clerk. typist may, if it is submitted, be accepted on the understanding that he will be ineligible for g.c.a.

3. Peon - Please see Home (E.D.) note on pages 1-4 ante. Of the two additional peons proposed by the D.P.D. (one for the library and the other for other work at the gate), Home (E.D.) has disallowed one for the library, but considers that the other man (and other miscellaneous work intended for work at the gate) is necessary. The proposed employment of this peon may, in the circumstances stated, be accepted. The pay proposed Rs 9. without g.c.a. need not be objected to also.

4. The sanction may be registered as No. 71 of 1917-18.

10.7.17.
11.7.17.

12-11-1017

10.7.17

Home Education Dept

A draft order is submitted for approval

13.7.17
14.7.17
15.7.17

14.7.17

15.7.17

Att. 11.10 (b) - 1-17

Law College, Madras

Sanctioning the employment of a clerk typist at Rs 25/- 30/-
and a peon at Rs 9/- per mensem in the —

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

“ ” ” ” 191

READ ALSO:—

READ ALSO:-
C. No. 1787A From the 2009, No. 9710 dated 27.3. 1917.

End of the A.C. His PA-2-389 12-4 1917

191

ORDER

No. 9286, dated 16. 7. 1917

The Government sanction the employment of a clerk-typist on Rs. 25-1-30 (annual) and a peon on Rs. 9 per mensem in the Law College, Madras. Neither the clerk nor the peon will be eligible for g.c.a. ~~The last sentence that says the employment of a second peon in the library is necessary.~~

2.^o This sanction has been registered as no 71 of 1917-18.

3. No additional expenditures should be incurred until the

When given for copying PW 77
When copied 191
When examined 89
When signed 89

READ AGAIN G.O. No. . DATED
191 .

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DISPATCH
IN ORIGINAL.

A A A A A A A