

Home (1918) Department.
Education

Ordinary SERIES.

G.O. No. 51

DATED 16-1-18

INDEXED

[Despatch Abstract.]

Communications.

Stating that there is no objection to the use of the memorandum form in ----- addressed by Presidents of local boards to Sub Assistant Inspector of schools.

LOCAL AND MUNICIPAL DEPARTMENT.

ENT

CURRENT No.



C No. 67942
23-11-17

Subject.

Form of Correspondence.

Enquiring whether the rule in regard to the ----- in the Madras Inspection Code issued under authority of the Director of Public Instruction is binding on Presidents of Local Boards and stating that for reasons stated there seems to be no obvious objection to the use of memorandum form.

ENCLOSURES.

No. *nil*

Spare copies *nil*

Dis, No. 1426 of 17.

Station Madras, Dated the 16th November 1917.

From (Name) A. P. G. Moscardi Esquire, I.C.S.

(Designation) President, District Board, Rannad.

To the Secretary to the Government of Madras,
Local and Municipal Department.

Madras.

Sir,

Note 1 to article 395 Local Fund Code says that - "correspondence between Assistant Inspector of schools and Presidents Of Local Boards, should be carried on by letter only". There is nothing in the Local Fund Code to suggest that the Sub-Assistant Inspector of schools also should be addressed by letter, but in paragraph 170 of the Madras - Inspection code which is issued under the authority of the Director of Public Instruction, it is stated that all communications between inspecting officers and local boards shall be in the ordinary letter form. I have the honour to

in the Inspection Code is binding.
on Presidents of Local Boards. The status of a Sub-Assistant
Inspector whose scale of pay ranges from Rs. 75 to 150- is not
above that of a Sub-Magistrate or Tahsildar, and official -
Presidents frequently address them by memorandum. There
seems to be no obvious objection to this procedure.

I have the honour to be,

Sir,

Your most obedient servant,

RECEIVED

NOV 21 1917

President.

well
1911-17

NOTES.

NOTES.

9 3
OFFICE NOTE.

SUBJECT.

Form of correspondence between Pres.
of local boards and Sub Asst. Insp.
schools.

From the P. B. Ramnad, No. 1426, dated 16th November

Register No. 67942.

In para. 170 of the Madras Inspection Code it is laid down that all communications between inspecting officers and local boards shall be in the ordinary letter form, since the relation of these officers to local boards is merely that of advisers on educational matters. The Collector of Ramnad enquires whether the rule is binding on Presidents of local boards and whether there is any objection to the procedure followed by official Presidents in the district of addressing Sub Asst. Inspectors of schools by memorandum instead of by letter.

2. Recently in G.O. No. 2964 Rev. dated 11th 20th September 1917 the Govt. directed that endorsement form should be used in preference to the letter form.

NOTES.

Page

be done and observed that orders among other departmental rules would issue into respective departments. It is submitted that the Home (Ed.) Dept may be consulted with reference to this Co., they see any objection the procedure followed in Ramad.

Cox
30.11.17
Kor
30.11

I think the letter form - and not memorandum - is the proper form in such cases. There is of course no objection to the endorsement form ~~or~~ wherever this is considered suitable & this form should be encouraged.

V.TK

30/11

see

I can not see any objection to the President's view. I do not know the views of Home on the instructions in the Suspension Code

RSL

1/12/17

Home n.o.

(2d)



n no. 6794 & 617-1
3-12-17

38

12-17

SP

Home Education

With reference to G.O. no 2964 Rev. 20th September 1917, orders have already issued in G.O. no. 1362 Home (Ed) dated 31st October 1917 requesting the Director to the necessary amendments to para. 59 the Madras Inspection Code containing instructions ~~in~~ in regard to the ^{form} correspondence among educational officers. The present file refers to the ~~provision~~ ^{provision} of the procedure prescribed in para. 170.

2. The Director's remarks may be invited w. on the ~~present~~ file in the ~~present~~ instance.

Edi no 3638 A1

13.12.17

Recd 14/12/17

Se
7.12.17
M
Surya

11.12.17

D.P. Ins.

No. 271 dt 14.12.17

I would think rather a letter not memorandum would give no necessary as that being every case would be met by the enforcement form. The

But's are apt to think that ~~memorandum~~ memo. from an officer under whose orders they are not serving ^{with} their duty. However a General order authorising official Presidents to address them in this way could not be properly thought a grievance. Why not include w. - official presidents however?



NOTES.

Page

Home Education

Submitted that the remarks of the L.M. may be concurred in and the file returned to L.M.

15.12.17

Neer

Showered not the money over me a round (5000)?

21/12/17

There appears to be no objection to the issue of the order in Educational. It is however, submitted that as the President of a Board has raised the question as to the form to be adopted by him in his correspondence with S. A. I. S., the ~~Director~~ ^{appropriately} issue in L.M. If a copy of this order is communicated to the D. P. S. he will make the necessary amendments in the Inspection Code as the Code ^{was issued} ~~is~~ ^{is} ~~is~~ by the Director here.

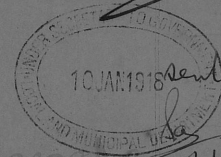
21.12.17

11/23/17

Draft on the current in Est. we may issue the order

21.12.17

A draft order is submitted. It may be sent to L.M. for acceptance.



21.18

11/23/17

7.1.18

11/23/17

L.M.

CN. 1732

10-7-18

NOTES.

Page 2

S+M Dept

Submitted that the draft may be accepted and the file notes to Home (Education)

Qva.
11/1/18

V.TK

13/1

Hum
11-1

Home (Ed?) u.o



Draft may issue

CR
15/1/18
a

Wm

Ltr no. 173-12
15/1/18

Stating that there is no objection to the use of the memorial form in _____ addressed by Presidents of local boards to Sub-assistant inspectors of schools.

” ” ” ” ” 191

C. No. 3638 A From the P. D. B. Rammed, Dine 14/2/61 dated 16.4 191

" " " " " " 191

" " ; " ", " ", " " 191

No. 51, dated 16. 1. 1918

Music

The Govt. see no objection to the use of the memorandum form in communications addressed by Presidents of local boards to sub-assistant inspectors of schools provided the principles enunciated in G.O. no 2964 Res. of 20.9.17 are carefully observed.

2. The D.I.D. is requested to make the necessary amendments to par 170 of the madras inspection Code.

Quint ex 17-1-18 Recd 10/1/19
with 2/1/19

To The Lt re Dept (at)

D. P. D. (Bare)

57418

a

7.1.18

W. H. W.

When given for copying

When copied

When examined

When signed

191

1871

READ AGAIN G.O. No.
191

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTS.

PAPERS NOT FILED UP, BRING MEANT FOR ORSPATCH
IN ORIGINAL.

N.E.-

A = Copy in full.

B = Not to be copied.

F = Copy abstract only.

Q = Copy heading only.