

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 55, 17th January 1918

Reformatory school

Sanctioning the proposal of the Director of Public Instruction to include the post of the Headmaster of the —, Chingleput, in the cadre of the Sub-Assistant Inspectors of Schools and the addition for the purpose of a post on Rs. 75 per mensem in the probationary class of Sub-Assistant Inspectors of Schools.



INDEXED



ORIGINAL

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 55, 17th January 1918

Reformatory school

Sanctioning the proposal of the Director of Public Instruction to include the post of the Headmaster of the —, Chingleput, in the cadre of the Sub-Assistant Inspectors of Schools and the addition for the purpose of a post on Rs. 75 per mensem in the probationary class of Sub-Assistant Inspectors of Schools.

READ—the following papers:—

I

G.O. No. 365, Educational, dated 12th June 1911.

ABSTRACT.—Passing orders on the revision of the scale of salaries of the staff of the General Education department in the Reformatory school, Chingleput.

G.O. No. 777, Educational, dated the 17th July 1915.

ABSTRACT.—Sanctioning a personal allowance of Rs. 12 per mensem to the Headmaster of the Reformatory school, Chingleput.

II

Letter—from the Hon'ble Mr. J. H. STONE, M.A., F.R.H.S., C.I.E., Director of Public Instruction.

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

Dated—Madras, the 15th November 1917.

No.—R.O. 1871.

In their order Mis. No. 777, Educational, dated 17th July 1915, Government were pleased to sanction a personal allowance of Rs. 12 per mensem on behalf of M.R.Ry. T. Antoniswami Pillai, Headmaster in the Reformatory school, Chingleput, although Mr. Duncan who was then acting for me had recommended an allowance of Rs. 15 per mensem. Antoniswami Pillai again represents that some of his juniors are in the Sub-Assistant Inspectors' cadre and get more pay than he does and requests that the post of Headmaster of the Reformatory school be included in that cadre without prejudice to the personal allowance already granted to him. The acting Superintendent Mr. Coombes strongly recommends the headmaster's request on the grounds that his work has been very satisfactory and that he is not merely the head of an elementary school but also of a large industrial department attached to it where he may at any time be called upon to do the duties of the Deputy Superintendent. He adds that the present headmaster has put in about thirty years of uniformly good service in training schools, in the subordinate inspecting agency and in the Reformatory school and naturally wishes to render himself eligible for a higher rate of pension than Rs. 36 per mensem and he would certainly have attained ere this the fifth grade of sub-assistants on Rs. 100 per mensem had he been continued as the headmaster of the Panchama training school, Madras. But he has been kept at the Reformatory school because of his special suitability for the place, being an Indian Christian of high character and integrity with musical talents and a special knack of managing the reformatory boys. I cannot promote him as a Sub-Assistant Inspector or training schoolmaster because I am sure that it would be extremely difficult to adequately supply his place. This difficulty will, of course, be as great when he retires, and to minimize it by giving me as wide a choice as possible in filling up the post quite as much as to improve Antoniswami's own position, I have the honour to request that you will be so good as to obtain the sanction of Government for including this headmastership in the cadre of Sub-Assistant Inspectors with

effect from 1st December 1917. The extra cost amounting only to Rs. 9 during the current year can be met from the anticipated savings under 'salaries' in the budget estimates of the school.

2. A proposition statement explaining the proposal is submitted herewith for the sanction of Government.

III

Endorsement No. Spl. 2 Edn. 14539, dated 27th November 1917.

Forwarded.

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

3. There is no audit objection to the proposal of the Director of Public Instruction being sanctioned by Government.

4. The four posts of temporary headmasters on Rs. 100 each sanctioned in G.O. No. 1105, Home (Education), dated the 29th August 1917, have not been included under "temporary Sub-Assistant Inspectors" in the present scale of the proposition statement.

5. Necessary alterations will be made in the budget estimate for 1918-19 on receipt of orders of Government in the Financial Department to that effect.

H. BHIMASENA RAO,
Deputy Accountant-General.

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

Order—No. 55, Home (Education), dated 17th January 1918.

The Government sanction the proposal of the Director of Public Instruction to include the post of the Headmaster of the Reformatory school, Chingleput, in the cadre of sub-Assistant Inspectors of Schools and the addition for the purpose of a post on Rs. 75 per mensem in the probationary class of Sub-Assistant Inspectors of Schools. This sanction has been registered as No. 164 of 1917-18.

2. The personal allowance sanctioned in G.O. No. 777, Educational, dated the 17th July 1915, to the present headmaster will cease from the date on which the above arrangement is given effect to.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

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

NOTES CONNECTED WITH G.O. No. 55, HOME (EDUCATION),
DATED 17TH JANUARY 1918

[SUBJECT.—Inclusion of the post of headmaster of the Reformatory school, Chingleput, in the cadre of Sub-Assistants.]

I

Previous papers :			
G.O.	365,	Educational,	12th June 1911
	600,	Financial,	27th Sep. 1912
"	Mis. 777,	Educational,	17th July 1915
"	" 1105,	Home (Education),	29th Aug. 1917

HOME (EDUCATION) DEPARTMENT.

II

From the Director of Public Instruction, dated the 15th November 1917, No. 1871.

Submitted that in the circumstances explained by the Director his proposal to include the post of headmaster in the cadre of Sub-Assistant Inspectors of Schools seems reasonable. For orders whether it may be accepted with the concurrence of Financial.

(1) 2. There appears to be no strong case for the retention of the personal allowance to Mr. Antoniswami Pillai.

(2) The pay of the last grade of Sub-Assistants is Rs. 75 or Rs. 3 more than The Director of Public Instruction does not recommend. The headmaster asks and acting Superintendent recommends but Director of Public Instruction not.

R.R.—14-12-17.

what Mr. Antoniswami Pillai now gets (Rs. 60 + 12). It is for consideration whether in view of the Director's strong recommendation he may be allowed to retain the allowance as a special case.

S.A.—10-12-17.

T.K.—11-12-17.

(1) May be sanctioned, (2) not.

HILTON BROWN—13-12-17.

Yes.

R. RAMACHANDRA RAO—14-12-17.

FINANCIAL DEPARTMENT.

Attention is solicited to the correspondence on pages 2-3 of G.O. No. 365, Educational, dated the 12th June 1911, and Financial notes and orders in the same Government order where a proposal of the Director of Public Instruction to raise the pay of the headmaster of the school attached to the Reformatory School, Chingleput, from Rs. 60 to Rs. 60-3-75 was negatived as the general education department of the school was of the elementary standard and as the rate of Rs. 60 was well more than the pay allowed in ordinary elementary schools.

2. The Director of Public Instruction now recommends the inclusion of this post in the Sub-Assistant Inspectors' cadre for the reasons set out in his letter. The extra cost is Rs. 15 per mensem or Rs. 180 per annum (without taking into account the personal allowance of Rs. 12 per mensem drawn by the present incumbent). The reasons adduced are—

(a) personal qualifications of the present man. It is stated that his past service in the school has entailed loss to him as he would otherwise have drawn Rs. 100 as a fifth grade Sub-Assistant Inspector and that he has to be continued in future also owing to the difficulty in finding a suitable substitute; and

(b) to give the Director of Public Instruction as wide a choice as possible in filling up the post when Antoniswami Pillai retires.

3. As regards (a) above, it is submitted that Antoniswami Pillai was given a personal allowance of Rs. 12 per mensem in G.O. No. 777, Educational, dated 17th July 1915, on account of his personal qualifications for the post. The pay he would have drawn otherwise can hardly be taken into account in now fixing the pay of the post. (This has, it is submitted, to be done with reference to the qualifications expected for the incumbent of the post.) As regards (b) above, Sir M. Hammick considered in 1911, that for a pay of Rs. 60 it would be possible to get as headmaster the pick of school teachers in and about Madras—page 2 of Notes to G.O. No. 365, Educational, dated the 12th June 1911. It is not clear why the Director of Public Instruction considers that the field of selection of Antoniswami Pillai's successor should be the Sub-Assistant Inspectorate. The selection may be from among the supervisors (pay Rs. 30–50) or even from teachers in Government or private schools. At any rate this aspect of the case requires serious consideration only when the necessity for appointing the successor actually arises.

4. Considering that the school is only of the elementary grade, it seems too much to have a Sub-Assistant Inspector at the head and the present rate of pay seems ample. In view of this fact and of the fact that Antoniswami Pillai has been granted a personal allowance for his personal merits, the case for the inclusion of the post in the Sub-Assistant Inspectors' cadre now seems weak and orders are solicited whether it will be accepted in Financial.

5. The Director of Public Instruction has indicated the source from which the extra cost, if any, in the current year can be met. As regards next year, on receipt of a copy of Home Department proceedings, the Accountant-General may, if necessary, be asked to enter the additional provision without altering totals.

T.R.N.N.—23-12-17.

This appointment apparently requires special qualification which the present incumbent evidently possesses. The inclusion of the appointment in the Sub-Assistant Inspectors' cadre will not necessarily ensure a suitable candidate always being available. I think therefore it would be preferable to leave the pay as it is and to deal with the present case alone. The appointment in the last grade of Sub-Assistant is on Rs. 75. Instead, therefore, of adding an appointment on this grade I would

L.D.—24-12-17. | increase the personal allowance drawn by
| Mr. Antoniswami Pillai from Rs. 12 to

Rs. 15—G.O. No. 777, Education, dated the 17th July 1915.

L. E. KERSHAW—24-12-17.

L. DAVIDSON—24-12-17.

HOME (EDUCATION) DEPARTMENT.

A draft order in accordance with the Financial Department notes above is submitted for approval.

V.C.P.—5-1-18.

T.K.—7-1-18.

HILTON BROWN—8-1-18.

So far I see Financial agrees to a post on Rs. 75 per mensem. For administrative reasons I would prefer the post being merged in a general service. May I press for the inclusion of the post in the Sub-Assistants' cadre?

R. RAMACHANDRA RAO—9-1-18.

FINANCIAL DEPARTMENT.

There is no great question of principle involved, and as Home Department for administrative reasons prefer that the appointment should be in the cadre of Sub-Assistant Inspectors, I beg to submit that Financial might agree.

L. E. KERSHAW—10-1-18.

Very well.

L. DAVIDSON—11-1-18.

HOME (EDUCATION) DEPARTMENT.

A revised draft order is submitted for approval.

It does not appear necessary to give retrospective effect to the order as recommended by the Director of Public Instruction.

V.C.P.—15-1-18.

C.R.—15-1-18.

HILTON BROWN—16-1-18.

R.R.—17-1-18.

[G.O. No. 55, Home (Education), dated 17th January 1918.]

Sanctioning the proposal of the D.P.I to include the post of the headmaster of the _____, Chirgolepat, in the cadre of Sub- Assistant Inspectors of Schools and the addition for the purpose of a post in Rs 75/- p.m. in the probationary class of Sub-Inspector of Schools.

" " " " 777 vol, " 17. 7 1915

C. No. 3587A From the D. P. J, No. Re 187 dated 15-11 1947

Spl. 2. ~~En~~[?] 14539 dated 27. 11. 19

” ” ” ” ” ” ” ” 191

" ") " ", ,) "

191

No. 5-5-, dated 17-1 1917

P.S.

The Govt. sanction the proposal of the D. P. I. to include the pay of the headmaster of the Reformatory School, Bhingaleput, in the scale of Sub-Assistant Inspectors of Schools and the addition for the purpose of a post on Rs 75 per mensem in the probationary class of Sub-Assistant Inspectors of Schools. The sanction ^(has been) ~~is~~ registered as No. 64 of 1917.

2. The personal allowance

sanctioned in G.O. No. 777 Est. date
17-7-1915 to the present headmaster
will cease from the date on which
the above arrangement is given

1-18 CR
15-1-18

Statement of Proposition for Revision of Establishment.

(See Chapter 5, Article 57, Vol. I., C. A. C.)

T and A 10

NATURE OF CHARGE.																				PROPOSITION								Order sanctioning authority.
Present scale.							Proposed scale.							Permanent		Temporary.												
Office to which the proposition refers.	Number.	Designation.	Pay.			Average cost.	Number.	Designation.	Pay.			Average cost.	Increase per month.	Decrease per month.	Increase per month.	Decrease per month.	Increase per month.	Decrease per month.	Increase per month.	Decrease per month.								
			Minimum.	Increment.	Maximum.				Minimum.	Increment.	Maximum.																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20									
Cadre of sub-Commissioners Superintd of Schools.	5	Officers I class (Rs. 200)	RS.	A.	RS.	A.	1000	-	1000	5	Officers I class (Rs. 200)	RS.	A.	RS.	A.	1000	-	1000										
	11	do. II class (Rs. 175)			1925	-	1925	11	do. II class (Rs. 175)			1925	-	1925														
	30	do. III class (Rs. 150)			4500	-	4500	30	do. III class (Rs. 150)			4500	-	4500														
	31	do. IV class (Rs. 125)			3875	-	3875	31	do. IV class (Rs. 125)			3875	-	3875														
	48	do. V class (Rs. 100)			4800	-	4800	48	do. V class (Rs. 100)			4800	-	4800														
	56	do. Probationary class (Rs. 75)			4200	-	4200	57	Officers Probationary class (Rs. 75)			4275	-	4275	75													
	181				20300	-	20300	182			20375	-	20375															
	Temporary																											
	11	Officers V class (Rs. 100)			1100	-	1100	11	Officers V class (Rs. 100)			1100	-	1100														
	64	do. Probationary class (Rs. 75)			4800	-	4800	64	do. Probationary class (Rs. 75)			4800	-	4800														
75				5900	-	5900	75			5900	-	5900																
Fixed Travelling allowance.																												
110	Fixed T.A. 91(25), 4(35) 11(37 1/2) + 4(50)			302 1/2	-	302 1/2	110	Fixed T.A. 91(25), 4(35) 11(37 1/2) + 4(50)			302 1/2	-	302 1/2															
73	Fixed T.A. 8(50), 4(37 1/2) 16(35) + 4(35)			2255	-	2255	73	Fixed T.A. 8(50), 4(37 1/2) 16(35) + 4(35)			2255	-	2255															
Temporary																												
1	Superintendent of Schools			100	-	100	1	Superintendent of Schools			100	-	100															
1	Deputy Supt.			60	-	60	1	Deputy Supt.			60	-	60															
1	Headmaster			12	-	12	1	Headmaster			12	-	12															
1	2nd master			35	-	35	1	2nd master			35	-	35															
1	3rd master			30	-	30	1	3rd master			30	-	30															
1	4th master			25	-	25	1	4th master			25	-	25															
1	5th master			20	-	20	1	5th master			20	-	20															
1	6th master			15	-	15	1	6th master			15	-	15															
1	7th master			10	-	10	1	7th master			10	-	10															
1	8th master			5	-	5	1	8th master			5	-	5															
1	9th master			0	-	0	1	9th master			0	-	0															

NOTE.—If the proposal is a reorganization of establishment the Head of the Department should certify that claims to pension that may arise in consequence have been considered with reference to the provisions of art. 42, C.S.R. and should specify any case in which the maximum pension ordinarily admissible will be subject to reduction under that article.—M. T. M. para. 67.

If Local Government is competent to sanction, its order will be written across these four columns.

Dated

191

The

The Secretary to Government,
thru the Accountant-General.

Department

Signature

Officer's Designation

Statement of Proposition for Revision of Establishment.

(See Chapter Article 57, Vol. I., C. A. C.)

Office to which the proposition refers.		NATURE OF CHANGE.											PROPOSITION								Order sanctioning authority.	
		Present scale.					Proposed scale.					Permanent		Temporary.								
		Number.	Designation.	Pay.			Average cost.	Number.	Designation.	Pay.			Average cost.	Increase per month.	Decrease per month.	Increase per month.		Decrease per month.				
				Minimum.	Increment.	Maximum.				Minimum.	Increment.	Maximum.				Amount.	Amount.	Period.	Amount.	Period.		Amount.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
			RS.	A.	RS.	A.		RS.	A.	RS.	A.	RS.	A.	RS.	A.	RS.	A.	RS.	A.			
1	Gymnastic Instructor.		20	20	✓	1	Gymnastic Instructor.		20	20	✓											
1	Drill Instructor.		15	15	✓	1	Drill Instructor.		15	15	✓											
1	Band Instructor.		50	50	✓	1	Band Instructor.		50	50	✓											
1	Arms and Ammunition Instructor.		15	15	✓	1	Arms and Ammunition Instructor.		15	15	✓											
1	Weaving Instructor.	35	✓	40	38 1/3	✓	1	Weaving Instructor.	35	✓	40	38 1/3	✓									
1	Arms and Ammunition Instructor.	10	✓	15	13 1/3	✓	1	Arms and Ammunition Instructor.	10	✓	15	13 1/3	✓									
1	Personal allowance.		5	5	✓	1	Personal allowance.		5	5	✓											
1	Tailor Instructor.	35	✓	40	38 1/3	✓	1	Tailor Instructor.	35	✓	40	38 1/3	✓									
1	Carpenter Instructor.	35	✓	40	38 1/3	✓	1	Carpenter Instructor.	35	✓	40	38 1/3	✓									
1	Arms and Ammunition Instructor.	15	✓	20	18 1/3	✓	1	Arms and Ammunition Instructor.	15	✓	20	18 1/3	✓									
1	Blacksmith Instructor.	30	✓	35	32 1/3	✓	1	Blacksmith Instructor.	30	✓	35	32 1/3	✓									
1	Metallurgical Instructor.	20	✓	25	23 1/3	✓	1	Metallurgical Instructor.	20	✓	25	23 1/3	✓									
1	Instructor in gardening.		15	15	✓	1	Instructor in gardening.		15	15	✓											
1	Mason Instructor.	25	✓	30	28 1/3	✓	1	Mason Instructor.	25	✓	30	28 1/3	✓									
1	Lib. Assistant.					✓	1	Lib. Assistant.														
1	Sergeant.	40	2	50	43 1/4	✓	1	Sergeant.	40	2	50	43 1/4	✓									
1	Clerk.		30	30	✓	1	Clerk.		30	30	✓											
1	Typist.		20	20	✓	1	Typist.		20	20	✓											
1	Arms and Ammunition Clerk.		25	25	✓	1	Arms and Ammunition Clerk.		25	25	✓											
1	Arms and Ammunition Clerk.		14	14	✓	1	Arms and Ammunition Clerk.		14	14	✓											
1	Arms and Ammunition Clerk.		15	15	✓	1	Arms and Ammunition Clerk.		15	15	✓											
1	Pen or Marker.		10	10	✓	1	Pen or Marker.		10	10	✓											
1	Pen or Marker.		9	9	✓	1	Pen or Marker.		9	9	✓											
6	Pens at Rs 7/6.		48	48	✓	6	Pens at Rs 7/6.		48	48	✓											
3	Pens at Rs 7/2.		22 1/2	22 1/2	✓	3	Pens at Rs 7/2.		22 1/2	22 1/2	✓											
5	Pens at Rs 7/2.		35	35	✓	5	Pens at Rs 7/2.		35	35	✓											

NOTE.—If the proposal is a reorganization of establishment the Head of the Department should certify that claims to pension that may arise in consequence have been considered with reference to the provisions of art. 424 C.S.R. and should specify any case in which the maximum pension ordinarily admissible will be subject to reduction under that article—M. T. M. para. 57.

If Local Government is competent to sanction, its order will be written across these four columns.

Dated

191

To

The Secretary to Government,
thru the Accountant-General

Department

Signature

Officer's Designation for Director of Public Instruction

10/11/11

ACCOUNTANT-GENERAL'S REPORT.

No.

The entries in the column of "Present scale" have been compared with the Registers of this office, and are correct with the exception of the items altered in red ink.

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

ACCOUNTANT-GENERAL'S OFFICE,
Fort St. George,

Dated 191

Accountant-General.

GOVERNMENT OF MADRAS.

DEPARTMENT.

No.

FORT ST. GEORGE.

14.

191

Secretary to the Government,
of Fort St. George.

NOTES CONNECTED WITH G.O. No. 55, HOME (EDUCATION),
DATED 17TH JANUARY 1913

[SUBJECT.—Inclusion of the post of headmaster of the Reformatory school, Chingleput,
in the cadre of Sub-Assistants.]

G.O. 600, Financial, 27th Sep. 1912
" Mis. 777, (Educational), 17th July 1915
" " 1105 Home (Education) 29th Aug. 1917

HOME (EDUCATION) DEPARTMENT

From the Director of Public Instruction, No. 1871, dated the 15th November 1912

Submitted that in the circumstances explained by the Director his proposal to include the post of headmaster in the cadre of Sub-Assistant Inspectors of Schools seems reasonable. For orders whether it may be accepted with the concurrence of Financial.

2. There appears to be no strong case for the retention of the personal allowance to Mr. Antlioniswami Pillai.

The pay of the last grade of Sub-Assistants is Rs. 75 or Rs. 3 more than

The Director of Public Instruction does not recommend.

The headmaster asks and acting Superintendent recommends but Director of Public Instruction not.

R.R.—14-12-17.

S.A.—10-12-17.

T.K.—11-12-17.

(1) May be sanctioned, (2) not.

Yes.

BROWN—13-12-17.

R. RAMACHANDRA RAO—14-12-17.

FINANCIAL DEPARTMENT

Attention is solicited to the correspondence on pages 2-3 of G.O. No. 365, Educational, dated the 12th June 1911, and Financial notes and orders in the same Government Order where a proposal of the Director of Public Instruction to raise the pay of the headmaster of the school attached to the Reformatory school, Chingleput, from Rs. 60 to Rs. 60—3—75 was negatived as the general education department of the school was of the elementary standard and as the rate of Rs. 60 was well more than the pay allowed in ordinary elementary schools.

2. The Director of Public Instruction now recommends the inclusion of this post in the Sub-Assistant Inspectors' cadre for the reasons set out on pages 1-2, of his letter. The extra cost is Rs. 15 per mensem or Rs. 180 per annum (without taking into account the personal allowance of Rs. 12 per mensem drawn by the present incumbent). The reasons adduced are—

(a) Personal qualifications of the present man. It is stated that his past service in the school has entailed loss to him as he would otherwise have drawn Rs. 100 as a fifth grade Sub-Assistant Inspector and that he has to be continued in future also owing to the difficulty in finding a suitable substitute; and

(b) to give the Director of Public Instruction as wide a choice as possible in filling up the post when Antlioniswami Pillai retires.

3. As regards (a) above, it is submitted that Antlioniswami Pillai was given a personal allowance of Rs. 12 per mensem in G.O. No. 777, Educational, dated 17th July 1915, on account of his personal qualifications for the post. The pay he would have drawn otherwise can hardly be taken into account in now fixing the pay of the post. (This has, it is submitted, to be done with reference to the qualifications expected for the incumbent of the post.) As regards (b) above, Sir M. Hammick considered in 1911, that for a pay of Rs. 60 it would be possible to get as headmaster the pick of school teachers in and about Madras—page 2 of notes to G.O. No. 365, Educational, dated the 12th June 1911. It is not clear why the Director of Public Instruction considers that the field of selection of Antlioniswami Pillai's successor should be the Sub-Assistant Inspectorate. The selection may be from

2 NOTES TO G.O. No. 55, HOME (EDUCATION), 17TH JANUARY 1918
among the supervisors (pay Rs. 30-50) or even from teachers in Government or private schools. At any rate this aspect of the case requires serious consideration only when the necessity for appointing the successor actually arises.

4. Considering that the school is only of the elementary grade, it seems too much to have a Sub-Assistant Inspector at the head and the present rate of pay seems ample. In view of this fact and of the fact that Antoniswami Pillai has been granted a personal allowance for his personal merits, the case for the inclusion of the post in the Sub-Assistant Inspectors' cadre now seems weak and orders are solicited whether it will be accepted in Financial.

5. The Director of Public Instruction has indicated the source from which the extra cost, if any, in the current year can be met. As regards next year, on receipt of a copy of Home Department proceedings, the Accountant-General may, if necessary, be asked to enter the additional provision without altering totals.

T.R.N.N.—23-12-17.

This appointment apparently requires special qualification which the present incumbent evidently possesses. The inclusion of the appointment in the Sub-Assistant Inspectors' cadre will not necessarily ensure a suitable candidate always being available. I think therefore it would be preferable to leave the pay as it is and to deal with the present case alone. The appointment in the last grade of Sub-Assistant is on Rs. 75. Instead, therefore, of adding an appointment on this grade I would

L.D.—24-11-17.

increase the personal allowance drawn by Mr. Antoniswami Pillai from Rs. 12 to

Rs. 15—G.O. No. 777, Education, dated the 17th July 1915.

L. E. KERSHAW—24-12-17.

HOME (EDUCATION) DEPARTMENT

A draft order in accordance with the Financial Department notes above is submitted for approval.

V.C.P.—5-1-18.

T.K.—7-1-18.

~~C.H.~~ BROWN—8-1-18.

So far I see Financial agrees to a post on Rs. 75 per mensem. For administrative reasons I would prefer the post being merged in a general service. May I press for the inclusion of the post in the Sub-Assistants' cadre?

R. RAMACHANDRA RAO—9-1-18.

FINANCIAL DEPARTMENT

There is no great question of principle involved, and as Home Department for administrative reasons prefer that the appointment should be in the cadre of Sub-Assistant Inspectors, I beg to submit that Financial might agree.

L.E.K.—10-1-18.

Very well.

L. DAVENSON—11-1-18.

HOME (EDUCATION) DEPARTMENT

A revised draft order is submitted for approval.

It does not appear necessary to give retrospective effect to the order as recommended by the Director of Public Instruction.

V.C.P.—15-1-18.

C.R.—15-1-18.

C.H.B.—16-1-18.

R.R.—17-1-18.

[G.O. No. 55, Home (Education), dated 17th January 1918.]

PRESS SLIP.

ORDINARY.

PREFERENCE.

URGENT (G).

Home (2x) DEPARTMENT.

Current No. 3557 dated 28 11 1917

G.O. No. 55, dated 17-1 1918

(b)

Number of MS. pages sent { Correspondence. 6
(b¹) Notes. 6

Brief subject. Reformatory school, Christygar

(c)	(d)	(e)	(f)
Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).	Ex. 1. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
FOR RECORD.			
Madras Records ...	4	10	10
Ooty Records ...		4	4
For filing with original ...		1	1
Total ..		15	15

FOR ISSUE.†

	Letter only.	Complete G.O.	(d)		Notes
			No.	Papers.	
Signature copies.		2			
India Office.					
Govt. of India.					
Revenue Department.					
Public Works Department.					
Local and Municipal Department.					
Educational Department.					
Dept.					
Public Dept.					
Judicial Dept.					
Political					
Financial Dept.					
Marine Dept.					
Ecclesiastical Dept.					
Total		2			
The. O.P. 2		4			
The. In person		10			
The. a. g.		2			
The.					
The.					
The.					
The.					
The.					
The.					
The.					
The.					
The.					
The.					
The.					
Total		20			

* Copies distributed on. (24/6) (Press Clerk.)

† Copies distributed on. (24/6) (Press Despatcher.)

† To be retained and acted.

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b¹) For rules regarding printing of notes, see rule 315 of the office Manual.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

TO PRESS, MADRAS OOTY.

A
Please send proof in duplicate. The papers have been carefully edited.

B
Proof returned corrected. Please strike off and send number of copies as indicated.

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

Type may be released after usual interval at once.

Type may be released after usual interval.

Referencer.
Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

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

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

25-2-52
21.1.18
21.1.18