

Home (1918) Department.
Education
Ordinary SERIES.

G.O. No. 1092

DATED 27. 8. 18

[Despatch Abstract.]

Government Colleges, Rumbakonan and Rajamundry.

Sanctioning the revision of pay of certain clerical and
menial establishments in the -----

PAPERS PUT UP WITH CURRENT No. _____

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ever, that as was done in
G.O. No. 1540 Home (Education) dat

Home (Education) DEPARTMENT.

C.F.-29.



Received

Registered

1918

Subject.

Requesting sanction for the revision of the scale of salaries of the clerk and librarian in the Government Arts College, Rajahmundry and Government College, Kumbakonam and the revision of the menial establishment of the former institution.

ENCLOS RES
No. _____
Spare copies _____

R.C No. 1665/18

Station _____, Dated the 20-5-1918.

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

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

Sir, THROUGH THE ACCOUNTANT-GENERAL.

I have the honour to request that in the circumstances mentioned below Government will be pleased to sanction the following proposals which involve an extra cost of Rs. 89/- per mensem:--

- i. Raising the pay of the clerks in the Government Arts Colleges at Kumbakonam and Rajahmundry from Rs. 20-2-40 to Rs. 40-2-50 per mensem.
- ii. Raising the pay of the librarians of the two colleges from Rs. 20-2-40 and Rs. 20-2-30 per mensem each.
- iii. Appointment of Rs. 20 per mensem without

iv. Appointment of an additional peon on Rs.10/- per mensem without claim to Grain Compensation Allowance in the Arts College, Rajahmundry, and the conversion of the Muchi's post on Rs.7-8-0 in the same institution into a post of peon on Rs.9 without Grain Compensation Allowance.

2. Mr. Couldry, the Principal of the Government Arts College, Rajahmundry, reports that the duties of the clerk, which are very responsible, have become increasingly difficult and that considering the heavy money transactions and the large security expected from him (the clerk) the present pay is quite inadequate. He adds that he finds the greatest difficulty in properly filling the post whenever it falls vacant and that the pay should therefore be sufficiently attractive to induce a competent man to remain in it. Mr. Statham also has, for very similar reasons and in view of the fact that his clerk has been drawing the maximum salary of Rs.40/- for the past 5 years and has put in a service of 26 years, recommended the raising of the scale.

3. As regards the question of increasing the pay of the post of librarian Mr. Couldry says that the present incumbent of the post is a first-in-arts man, has filled the post for 16 years and is drawing Rs.30 only. He recommends that the scale should be at least Rs. 35-3-50. In this connection I beg to submit that about eight years ago Dr. Bourne proposed an increase in the pay of the clerks and librarians of these two colleges but the proposal was not then entertained by Government (Vide the correspondence ending with G.O.No. 607 Educational dated 1-11-10). I mention this only to point out that with the lapse of time the question has become more pressing.

4. The Principal of the Arts College, Rajahmundry, also points out that the work of the office has increased enormously and is more than what one individual can do and proposes the entertainment of an assistant clerk and typist on Rs.20-2-30. I recommend, how-

ever, in the case of the Kumbakonam College (Vide dated 5-12-17) a temporary clerk on

a year in the first instance.

of additions to the menial

consideration the number of members on the staff and the multifarious duties to be attended to, the college is inadequately equipped with peons as excluding those attached to the laboratory--there are only two peons left for general duty. He adds that at least four peons are required--one to attend on the Principal; a second to look after the transactions out of doors such as remittance of fees, encashment of pay, contingent and scholarship bills, delivery of local tapals and fetching and carrying of parcels, cases etc., from and to the railway station; a third to wait at the entrance keeping watch on cycles etc., attending to the ~~class~~ bell and to be in charge of one half of the college building; and a fourth to take the attendance registers every hour to the various classes and back to the office, to place chalk where necessary and to be in charge of the other half of the college building. In the circumstances he recommends the entertainment of ^{two} additional peons, one on Rs.10 per mensem, to be designated the head peon and the other on Rs.9 per mensem. I consider, however, that it will suffice for the present if the post of Muchi on Rs.7-8-0 per mensem be converted into that of peon raising the pay to Rs.9 per mensem and if an additional peon on Rs.10 per mensem be employed. This will make the number of peons in this college equal to that in the Kumbakonam College.

6. The proposals, if sanctioned, may have effect from 1-7-18 and I shall, on receipt of the final edition of the Civil budget, submit a reappropriation statement to meet the extra cost involved during the current year.

7. A statement showing the sanctioned scale of the clerical and menial establishments of the two colleges is submitted herewith.

I have the honour to be,

S i r,

Your most obedient servant,

M. S. S. S. S. S.

Statement showing the clerical and menial establishments
of the Government College, Kumbakonam, and the Government Arts
College, Rajahmundry.

	<u>Kumbakonam College.</u>	<u>Rajahmundry College.</u>
Clerk.	20-2-40	20-2-40 ✓
Assistant clerk(temporary)	20 ^c	--
Librarian.	20-2-40	20-2-30 ✓
Mechanic.	30-2-40	30-2-40 ✓
Gas maistry.	12 ^b	10 ✓ (entry)
Laboratory Attender.	15	15 ^c ✓
"	12	12 ^c ✓
Peons.	2(9) ^c	2(9) ^c ✓
Storekeeper.	20-1-30 ^c	--
Library attender.	9	10 ✓
" peon.	--	9 ✓
Attender.	12	--
Peons.	2(7) & 2(6)	2(8) ^c ✓
Muchi.	--	7 ^{1/2} ✓

Shankararamaiah
for Director of Public Instruction.

- N.B. (a) one without Grain Compensation Allowance.
(b) paid from contingencies.
(c) no Grain Compensation Allowance.

[P. 1.]
[42]
1,200-8

Enclosures: 5
OFFICE OF THE ACCOUNTANT-GENERAL, MADRAS,
Fort St. George, 31st May 1918.

No. Godi-2

3674

Forwarded.

2. The statement appended to the letter has
been checked with the Audit Registers of this office and
found correct, except the appointment of a library peon
on Rs. 9/- which is not verifiable.

3. There is no audit objection to the proposal
being sanctioned by Government. The reappropriation of
funds promised should be made before any extra expenditure
is incurred.

Indran
Deputy Accountant-General.

R.V.

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

which contains comparatively few sheets ~~the~~
is paid Rs. 40. ~~the~~ The Head clerk in the
Engineering and Teachers' Colleges get Rs 40-2-60
and the similar post in the Govt. Training College,
Rajahmundry earns Rs salary of Rs 30-3-45
The Director's proposal to ~~raise~~ ^{raise} the pay of the clerk in the
^{at colleges} Kumbhakam and Rajahmundry ~~at Rs 30-3-45~~
may, it is submitted, be ~~applied~~ ^{applied} in the above circumstances

In view however of the
existing scale of pay of
the clerks in question &
of the fact that the institutions
are of the Mufassal sort
of Kavaratti, we may fix
the rate at Rs 30-3-45 as
in the Rajahmundry Training
College.

3. Enhancement of the pay of the librarians at
Kumbhakam and Rajahmundry from Rs. 20-2-40 &
Rs. 20-2-30 respectively to Rs. 30-4-50. The case of
these officers also ~~was~~ ^{were} brought up by Dr. Banne
in 1910 ~~and~~ along with those of the clerks referred
to in para. 1 and the librarians shared the
fate of the clerks. Mr. Stone now ^{advises almost} ~~reports that~~ the
~~same~~ same arguments as in the case of clerks.
The librarian in the Presidency College now gets
Rs 40-2-60; ~~and~~ ^{and} in the Engineering College the
librarian (and Store keeper) is paid Rs 30-2-50.
Compared with these, the pay now obtaining at
Kumbhakam and Rajahmundry seems in adequate.
It is for over whether the Director's proposal ^{may be modified} ~~is~~ ^{is}
~~is~~ ^{is} at Rs ^{25-2-35 for the reason given in para. 2 above} ~~30-3-45~~
4. Appointment of a temporary additional clerk

for the latter on Rs. 20 (without claim to f.c.e.) for the reason mentioned in para. 4 of the Director's letter. Apparently in a matter of *vis. Kant*, see Director's memo, which is acceptable.

5. Appointment of an additional *peon* on Rs. 10 per month and the conversion of the *Muchhi's* post on Rs. 7.8.0.

with a *peon's* post on Rs. 9 (without f.c.e.) in the *Rajahmundry College*. In the circumstances explained in para. 5 of the Director's letter, the proposal may be approved. The *peon's* post is Rs. 8 each. It appears desirable to have a *highly* scale for the new post.

6. With reference to para. 2 of his endorsement (page 5, cf.), the attention of the A.C. may be drawn to *no* 30 of 11.1.18 sanctioning the employment of the *peon* in question.

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

Sg
10.6.18
Hx
18/6/18

A
12/6/18

Para 4 & 5 I agree.

Para 2 & 3 Clerks furnish security.

Do librarians do? If so, will not this differentiation necessitate a difference in salaries too? What is the amount of security? *Min.*

NOTES.

Page 4

vide telephone message at (B)



It has been ascertained from the D.P.'s office that the head clerks in the Presidency, Kumbakonam and Rayachmundry Colleges furnish a security of Rs. 250 each and that the librarians do not. In the present proposals a distinction has been maintained between the pay of the head clerk and that of the librarian.

Rs
29.6.18
18
24/6/18

Rs
27/6/18

Para 1 The D.P. recommends 40. 2. 50.

The present pay is 20. 2. 40.

I think a suitable scale 30-2-50.

The clerks have to pay security & so the initial salary should be higher than usual.

Para 2 The D.P. recommends 30. 4. 50. The

present pay is 20-2-30. I should think 25-2-45 suitable.

Final (us).

37/18



(20) up
1621A-1

557
FINANCIAL

Financial Department.

For the Asst. Secretary.

The proposals of the B. P. D.
as modified by the Home Secretary
are as shown below.

page 1C.

page 1C.

Designation	Kumbakonam College.		Rajahmundry College.	
	Present scale	Proposed scale	Present scale	Proposed scale
(1) 1 Clerk	20-2-40 ($\frac{33}{3}$)	30-2-50 ($\frac{43}{3}$)	20-2-40 ($\frac{33}{3}$)	30-2-50 ($\frac{43}{3}$)
(2) 1 Librarian	20-2-40 ($\frac{33}{3}$)	25-2-45 ($\frac{38}{3}$)	20-2-30 ($\frac{27}{3}$)	25-2-45 ($\frac{38}{3}$)
(3) 1 Peon	—	—	{ $\frac{1}{2}$ ($\frac{7}{3}$) } —	{ $\frac{1}{2}$ ($\frac{10}{3}$) } —
(4) 1 Clerk	66 $\frac{2}{3}$	81 $\frac{2}{3}$	68 $\frac{8}{3}$	100 $\frac{2}{3}$
Extra Cost	—	15 p.m.	—	32 $\frac{1}{3}$ p.m.
(5) 1 Clerk (Temporary)	—	—	—	20 ($\frac{20}{3}$) p.m.

$\frac{1}{2} \times 32 \frac{1}{3} \text{ p.m.}$
= 47 $\frac{1}{3}$

The extra cost comes to Rs 47 $\frac{1}{3}$ p.m. or
Rs 568 p.a. under permanent establishment
and Rs 20 p.m. or Rs 240 p.a. under
temp. establishment.

2. Item (1). Increase of pay are
proposed in the clerks' pay on the
following grounds.

(1) - That the duties have be-
- come increasingly difficult

P. 2, para. 2 of let.

Vide Annexure to G.O. 500 to
P. 26. 5. 16- pp. 5. (7)

Taking the pay of
a Librarian at
20. 2. 40. I think the
pay of the clerk
may be fixed at
Rs 30-2-50/
on p. 4 of notes

(3) that in the Rajahmundry
college, it has been found
difficult to fill the post
when it falls vacant, owing
to the low salary. in the
Kumbakonam College, the
present incumbent has been
drawing the maximum scale
of Rs 40 for the past 5 years.
No statistics have been furnished
to show increase of work; but per-
haps in view of the fact that security
is taken from the clerk, the initial
pay may be raised. In the Govt.
Training College, Rajahmundry, there
are two clerks, one on 25-1-30, and
the other on 30-3-45. As there is only
one permanent clerk in each of
the two Govt. Arts Colleges now in
question, a scale of Rs 25-2-45
seems sufficient against Rs 30-2-50
suggested by Home dept.

3. It is recommended that

Page 142CB5

I agree: 20.2.40 to
remain. ds

cf. p. 1.

These are for p. 3
p. 5.I would suggest
this; to pay 6th
the Librarian the
same. dsL to
10/11
cf. p. 2.Both persons may
be on Rs 7. dsYr to
10/11

The Librarian in the Law College
gets Rs 25. In these circumstances
no increase seems necessary.

In the Rajahmundry College, the pay is Rs 20.2.30; and
an increase is recommended on
on personal grounds, viz that
present incumbent ~~of post~~ has
been in the post for 16 years, and
draws only Rs 30. It has not been
stated that the work of the Librarian
has increased. Orders are solicited
whether the present incumbent
may be given a personal
allowance, or whether the pay
the post can be raised to Rs
Rs 20.2.40 to correspond with
that of the Librarian in the
Kumbakonam College.

4. Item (3): The proposal
to convert a smelter's post on
into that of a person on Rs
without L.C.A. may be accepted.
An addl. person on Rs 10 with
L.C.A. may be accepted.

5. Item (4): No statistics
have been given to show ^{that these}

ed 5-12-17) a tempo:

a year in the

of additions the menial

Box 15
and 17.7.18
Sect 1-8 (1917-18)

NOTES.

Page 8

in the Rajahmundry College
justifying the entitainment
of an addl. clerk. The Home (Ed)
dept. point out that the strength
of the College has been declining.
It is for orders whether the D.P.S.
may be asked to justify his
proposal in more detail before
it is accepted.

6. The D.P.S. promises to
submit a reappropriation
statement to meet the extra cost.
He will have to be informed
that the extra cost should not
be incurred till reappropriation
of funds is sanctioned.

Transd

8.7.18

MS

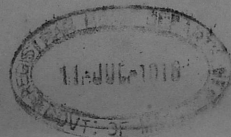
8.7.18

18/7/18

Sanction number will
be given after C.S.
approved.

Sanction registered
as no. 128 of 1918-19

File no. 5757-1
11.7.18.



Home (Education) Dept.
A draft order is submitted for approval.

12.7.18

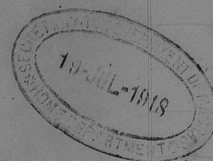
16.7.18

The draft follows the Financial

13

No reports para 3 of the
draft His Excellency considers
that the D.P.I. should be given
an opportunity of meeting the
objection based on the score of
the comparative index of students
& the decline in attendance at
Rajshumdy.

15.7.18



by reference
for dispatch.

A no. note to the D.P.I. is
placed below.

8K
19.7.18.

Q
21.7.18

22/7/18

Home (200) Dec 6/18

CN-1421A. From the D.P.I., R.C. 1665/18

8.20.5.18.

Subject. Clerical establishment
in the Govt Arts College, Rajahmundry.

In para 4 of his letter quoted above the D.P.I. recommends that sanction may be accorded to the employment of a temporary second clerk on Rs 20 per mensem in the Govt Arts College, Rajahmundry, as has been done in the case of the Govt College, Kumbakonam. No statistics have been given to show that there has been an increase of work in the Rajahmundry College justifying the entertainment of an additional clerk. It is observed that, while the strength of the college the Kumbakonam College has risen from 246 in 1913-14 to 410 in 1917-18, the strength of the College Rajahmundry has fallen

p. 2 of cf.

para 5, page 7-8 of 1918.

marginal addition to the official copy in p. 1925.

NOTES.

Page 211

period. The D.P.I. ~~in the future~~ may be requested to justify in more detail the proposal to appoint another clerk in the latter college.

SK
19.7.18.

CA
21.7.18
L

my 22/7/18

Home (55) no.
No. 1421A-2
22.7.18

D.P.I. (uo)

U.O. No. 103/1918
29.7.1918.

p. 13470

In reply to a letter from the C. & G. letter and the D.P.I. regarding work that he proposed writing my recommendation is approved.

"The enclosed statement shows the present and the proposed distribution of work among the clerical establishment. It is clear from the list that the work is more than one man ought to be required to do. The clerk has now to do most of the work of correspondence, preparation of various statements and maintenance of registers outside the college hours and on holidays. The work in a college office is of course very different from that required in other offices (and in many ways more important and responsible) and must not be judged by the number of letters received and despatched. But the correspondence business too is becoming heavier every year.

12
16

Last number in the current register 1916 ...	319
" 1917 ...	431
Number of letters despatched 1917 ...	1000

Letters from students -- these do not find a place in the current register -- requesting certificates of age, conduct certificates, transfer certificates, duplicate copies of attendance certificates etc. are very frequent. In many cases they do not give the necessary particulars, hence involve much time in references to various registers. Besides the clerk is expected to attend to and generally to supervise the sanitation and cleanliness of the compound and buildings and to control the menial establishment. At present he hardly finds time to attend to these duties. For the present I have directed the Gymnastic Instructor to look to the maintenance of the attendance register - a laborious and important work which hardly belongs to his office. This work also the clerk has to supervise. Most of the facts in these two sections have already been represented in my letter R.C. No. 192/17, dated 9th July 1917 to which I beg to refer your kind attention and also to the occasion of it. The question of responsibility is an important one. It is possible that, had reform like those now suggested been taken in hand ten years ago, the cost of the office to Government in the meanwhile would have been rather lessened than increased. For these reasons I strongly urge the appointment of an additional clerk and typist on Rs. 20-2-30.

Head Clerk.

13
17
Assistant Clerk and Typist.

1. Cash transaction
2. Correspondence
3. Preparation of the monthly returns (a) and (b).
4. Preparation of the pay bills of establishment.
5. Preparation of contingent bills.
6. do. Scholarship bills
7. do. T. A. bills.
8. do. Indents for stationery
9. Maintenance of scholarship register.
10. Maintenance and verification of service books and records of service.
11. Preparation of Transfer Certificates.
12. Periodical Returns, Reports etc.
13. Checking and scrutinising applications for admission.
14. Maintenance of casual leave register.
15. General supervision, direction and scrutiny of the work of the assistant clerk.
1. Maintenance of current register, disposal and despatch registers.
2. Putting up previous references.
3. Fair copying.
4. Writing up disposal dockets and arrangement of records.
5. Preparation of the pay bills of Gazetted Officers.
6. Writing up acquittance roll of pay and travelling allowance of establishment etc.
7. Maintenance of stock book of stationery articles
8. Maintenance of stock book of printed forms.
9. Preparation of indents for common forms.
10. do. Treasury and Account Code forms.
11. do. Educational Forms and covers.
12. Maintenance of service stamp account.
13. Posting correction slips.
14. Maintenance of Transfer register.
15. Preparation of age certificates etc.
16. Maintenance of a register of attendance of students.
17. Certificate register.
18. Preparation of the return of S.S.L.C.
19. Maintenance of the mark register.
20. do. Admission register
21. Preparation of attendance certificates.
22. Preparation of the summary of students attendance.



29-11-18

Home (25th) Sept.

The statement of work on the previous page shows that the clerical work in the Rajahmundry College is too much for one man. The proposal to employ a temporary ^{clerk} on a roper mensum does not appear to be unreasonable. The file may be sent to the Fin. Dept. for consideration of their ~~proposed~~ decision.

8/8/18.

CR 5/8/18

W. J. 6/8/18

Financial Dept.

Submitted with reference to Mr. Hershaw's

marginal note on page 8 and and P.S. 8's note on page 9 and. The D.P.D. has not justified the necessity for the employment of an additional temporary clerk in the Arts College at Rajahmundry with reference to the ~~scope~~ number of students in the College. In view, however, of the assurance of the Principal that the clerical work in the College office is more than ^{what} the existing clerk ought to be required to do, the additional clerk asked for may perhaps be allowed. Orders are solicited.

11.8.18.

CS.

Very well; though I still do not think it wise to start a story.



6686

FINANCIAL

Recd 7-8-18.

7/8/18

CS.

Home (25th) Sept.

The alterations made in red ink in the draft below is for approval.

8K
17.8.18.
ms
17/8/18

A
17/8/18
se

Done
my
17/8/18

The particulars asked for are given in the statement below.

Name of	Amount of
Post	Cash Recd.
Head Clerk	Rs 250
"	Rs 250
"	Rs 250
"	Rs 250

Accountant
Submitted with

Original note on page 1 of the draft on page 9 of the draft has not been submitted. The necessity of employing a temporary clerk in the Civil College is being considered with reference to the expenditure. Students in the College are being provided with...

OFFICE OF THE

Dated _____ 191

Hours _____ Minutes _____

TELEPHONIC MESSAGE.

From

The N. A. — D. M.

To

The Super Home Zone

Your T. M. of 7th July —

The particulars asked for are given
in the statement below.

Name of College.	Name of Post.	Amount of Cash Secured.
Presidency.	Head Clerk	Rs 250
Ston batonam	"	Rs 250
Rayimund	"	Rs 250
Engineering	(1) Accountant.	Rs 250
	(2) Librarian & Storekeeper.	Rs 250

T. S. S.

D. M.

The N. A. — D. M.

The particulars asked for are given
in the statement below.

Name of College.	Name of Post.	Amount of Cash Secured.
Presidency.	Head Clerk	Rs 250
Ston batonam	"	Rs 250
Rayimund	"	Rs 250
Engineering	(1) Accountant.	Rs 250
	(2) Librarian & Storekeeper.	Rs 250

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

" " " " " 191 ..

C. No. 1421-A From the D.P.I. R.C., No. 1665, dated 20th May 1918.

Endt. of the A.G. Godt. 2-3674 31st May 1918.

191

No. 1092, dated 27. 8. 1918.

The Government sanction the enhancement of the pay of the clerks in the Arts Colleges at Kumbakonam and Rajamundry from Rs.20-2-40 to Rs.30-2-50 each per mensem and of the librarian in the Rajamundry College from Rs.20-2-30 to Rs.20-2-40 per mensem. Sanction is also accorded to the conversion of the post of muchi on Rs.7½ per mensem in the Rajamundry College into that of a peon on Rs.9 per mensem and to the employment in the College of an additional peon on Rs.9 per mensem. Both the peons will be ineligible for grain compensation allowance.

2. This sanction has been registered as No.128 of 1918-19.

3. The Government do not consider ^{also banat} ~~that a sufficient case exists for~~ ^{banat made not} ~~an~~ ^{exists for} ~~in~~

(for a period of one year)
employment of an additional temporary
clerk in the Rajahmundry College.

4. The reappropriation statement
promised by the Director is awaited.
No extra expenditure should be incurred
till the necessary reappropriation of
funds has been sanctioned.

To

The D.P.I.

,, A.G. thro' Finl.

,, Finl. Dept.

Reminders to issue
after a month.

When given for copying

When copied

When examined

When signed

191

REAR AGAIN G.O. No.
191

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

LETTER OF GOVERNMENT

STATEMENT WITH LIST.

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

N.B.—

A = Copy in full.

B = Not to be copied.

C = Copy abstract only.