

*Home* (1919) Department.

*Sanction*

*Ordinary* SERIES.

G.O. No. 10 37

DATED (27-8-28)

INDEXED

[Despatch Abstract.]

Office of the Director of Public Instruction

Sanctioning the creation temporarily for a period of one year from 1-9-19 of a post <sup>in the</sup> of IX grade of the P.E.S to provide for the employment of an office of the rank of Assistant Inspector in the office of the Director of Public Instruction.

# BACK PAPERS.

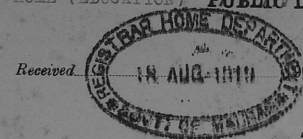
| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
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|      |     |             |       |      |     |             |       |

# FURTHER PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
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|      |     |             |       |      |     |             |       |

Stock Form No. 131.  
5,000—20-6-06.

HOME (EDUCATION) PUBLIC DEPARTMENT.



Subject.

Submitting proposal for strengthening the superior staff of the office of the Director of Public Instruction.

## ENCLOSURES.

No. ....

Spare copies .....

Camp No. 284/4

Station (Camp) Ootacamund. Dated the 18<sup>th</sup> August 1919.

From (Name) The Hon. Mr. R. Littlehales, M.A.,

(Designation) Director of Public Instruction.

To The Chief Secretary to the Government of Madras.

Home (Education) Department.  
Through the Accountant-General.

Sr,

I have the honour to bring to the notice of Government the urgent need there is for strengthening the superior staff of my office which now comprises 2 officers only, viz., the Deputy Director who is a member of the Indian Educational Service and the Personal Assistant who is a member of the Provincial Educational Service. The Deputy Director's post was created in July 1903 and since then during the long space of 16 years no permanent addition has been made to the above staff notwithstanding the introduction of numerous reforms and considerable developments in all directions in the field of education as the

result

8024/3  
12/7/08

result of various educational activities the extent of which can be gauged by the fact that a separate Home (Education) Department with a number of officers and staff has had to be established both under the Government of India and under the local Government. From 1st July 1912 a post of Special Deputy Director of Public Instruction on a salary of Rs.2000/- per mensem was temporarily created for a period of 2 years to assist the Director in connection with the expansion of elementary education and the distribution of Imperial subsidies among various local boards and Municipal councils in the presidency, but on the retirement of Sir Alfred Bourne the post was extinguished though there has still been a continuous and steady growth in the expansion of the Department. The appended list shows the distribution of work in the Financial and Administrative Sections of the office, which are respectively in charge of the Deputy Director and the Personal Assistant. The latter officer has been obliged to surrender almost all holidays and to work at home daily, yet a lot of work that should have already been done still remains to be accomplished. The office Manager, has had in the stress of work consequent on the number of postings that have recently been made, to neglect his important function of managing the office, so that unless an additional officer of gazetted rank is appointed, one who is capable of assuming a certain amount of restricted responsibility, and unless a great portion of the Manager's time is set free for a close and efficient management of the office which at present is far from satisfactory, it is impossible to run the office on efficient lines and to cope with the additional work that is involved in the future rapid expansion of Elementary Education, the working out and elaboration of schemes for the training of teachers to which considerable importance has been attached both by the Secretary of State and the Government of India, the extension of women's education and the results of the introduction of an Elementary Education Bill.

I may mention here, though reluctantly, that for want of the necessary leisure it has not been found possible as yet to carry out the orders of Government regarding the confirmation of Sub Assistants

(54) in the temporary ranges formed in 1912 and later and of selected Supervisors of Elementary Schools in their sub protem posts, nor to fill up the existing grade vacancies in the cadres of the Subordinate Educational Service, Collegiate Branch, and Sub Assistant Inspectors and Supervisors of Elementary Schools.

From the statistics collected, which are merely approximate, of the numbers of general communications received and despatched from my office, of D.O and U.O papers during the past 3 years I find a general increase. In these circumstances I am forced to the conclusion that an additional officer is imperatively and urgently needed to relieve the congestion of work in the office. I have the honour accordingly to propose that an appointment on Rs.200/- per mensem in the 9th grade of the Provincial Educational Service be sanctioned temporarily for a year at the outset with effect from the 1st proximo to facilitate the posting thereto of an officer of the rank of Assistant Inspector.

2. I submit herewith for the sanction of Government the necessary statement of re-appropriation from the Educational Budget of the additional expenditure of Rs.1,200/- that will be required for the remaining period of the current official year.

3. To enable Government to consider my proposal and pass early orders thereon I am submitting two copies of this communication, one direct to Government and the other through the Accountant-General.

I have the honour to be,

Sir,

Your most obedient servant,

Director of Public Instruction.

DISTRIBUTION OF OFFICE WORK.

FINANCIAL SECTION. (*Under charge of the Deputy Director*)

Budgets; departmental, Lawrence Memorial School, Local Fund and Municipal.

Budget appropriations, additional allotments, rents, rates and taxes; employment of sweepers, scavengers, gardeners, conductresses etc. from contingencies.

Permanent and house building advances, Temporary establishments for inspecting officers.

Local Fund and Municipal papers including reports on Board and Municipal Institutions.

Net cost of schools formerly under Government.

Teaching Grants

Stipendiary Grants

B. Lists

Financial Statements

Revision of the Grant-in-Aid Code

Building Grants

Hostel, endowment and other grants

Furniture &c. grants

Travelling Allowance bills, Tour programme and Statement of Work.

Conference papers

Revision of the Inspection Code

European Schools papers

Revision of the Code of Regulations for European Schools Recognition

Revision of the Madras Educational Rules

Stipends

Scholarships, Endowments and Interest Orders

Annual Returns

Financial and Numerical statistics of Public Instruction Report

Verification of Monthly Returns

Provident Fund

Audit of Grant-in-Aid and Scholarship bills  
 Audit of accounts of Government institutions  
 D. C. B. Statements  
 Grain Compensation Allowance  
 April Returns of the office and outside establishments  
 Office Pay Bills and Service Books  
 Office Cash and Contingent Accounts  
 Map work  
 Library Indents - European and Local - Europe Stores  
 Stationery Indents and Indents for forms and stamps  
 School Leaving Certificate papers  
 Capitation Allowance  
 Madras Students' Advisory Committee  
 Inspection Reports on institutions under private management.

ADMINISTRATIVE SECTION (under charge of the  
 Personal Assistant)

Appointments, Leave, Transfers, Punishments and Appeals  
 Quarterly Civil List  
 Retention in Service  
 Joining Time  
 Increments, Pay and Allowance  
 Register of applicants  
 Quarterly List of Officers  
 Returns of appointments, Leave and Punishments  
 Absentee Statement  
 General Correspondence relating to the administration  
 of Government Institutions  
 Revision of Establishments  
 Territorial jurisdiction and duties of inspecting officers  
 Government Buildings  
 Examinations (except S. S. L. C. and European School  
 Examinations)  
 Public Service Notification  
 Exemptions from Examination Rules

Teachers' Certificates  
 Permission to accept extra work and remuneration  
 therefor.  
 Exemptions from age rules  
 Pension papers and verification of Service Books  
 Coorg and Bangalore papers of every description  
 Registration of Books and Oriental Manuscripts Library  
 Text Book Committee  
 Text Books and Periodicals. Books for patronage.  
 Despatch of exhibits for exhibitions  
 Distribution of calendars, lists of officers, reports &c.  
 Office Library  
 Report on Public Instruction  
 Inspection and Annual Reports on Government Colleges  
 and schools  
 Reports on inspection of offices  
 Reports of University Commission  
 University Bye-Laws and other University general matters  
 including college vacations  
 Landed property statements, list of title holders,  
 acceptance of medals and other matters under  
 the Rules for the Personal Conduct of Public  
 Servants.  
 Manuscript notes for the Presidency Administration Report  
 U. O. and D. O.  
 Confidential communications and the custody of connected  
 records and all correspondence relating to  
 gazetted appointments.

RE-APPROPRIATION STATEMENT to accompany all applications for sanction to expenditure not provided for in the budget,  
or for additional allotments.

*Educational* DEPARTMENT OFFICE of the Director of Public Instruction

| Major, minor, sub and detailed heads of budget (a).                                                      | HEADS OF ESTIMATE PROPOSED TO BE INCREASED. |                                |                                                    |                                          | HEADS OF ESTIMATE PROPOSED TO BE REDUCED. |                                |                                                    |                                        | REMARKS. |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------|----------------------------------------------------|------------------------------------------|-------------------------------------------|--------------------------------|----------------------------------------------------|----------------------------------------|----------|
|                                                                                                          | Amounts as in the sanctioned estimate.      | Actual expenditure up to date. | Probable expenditure during remainder of the year. | Amount of additional allotment required. | Amounts as in the sanctioned estimate.    | Actual expenditure up to date. | Probable expenditure during remainder of the year. | Amount available for re-appropriation. |          |
| 1                                                                                                        | 2                                           | 3                              | 4                                                  | 5                                        | 6                                         | 7                              | 8                                                  | 9                                      | 10       |
|                                                                                                          | Rs.                                         | Rs.                            | Rs.                                                | Rs.                                      | Rs.                                       | Rs.                            | Rs.                                                | Rs.                                    |          |
| 22 B. Education - Direction - Salaries.                                                                  | 42116                                       | 43316                          |                                                    | 1200                                     |                                           |                                |                                                    |                                        |          |
| 22 B. Education - Inspection - Lump provision for the appointment of an additional Inspector of Schools. |                                             |                                |                                                    |                                          | 13000                                     | 11800                          |                                                    | 1200                                   |          |

(a). The same detail must be given as in the printed Civil Budget Estimate.

NOTE.—If no re-appropriation is possible, the urgency and necessity for the expenditure must be fully explained.

Dated August 1917.

*[Signature]*  
Director of Public Instruction

*[Handwritten notes in margin]*

13000 11800 1200

*[Handwritten notes in margin]*

42116 43316 1200

*[Handwritten notes at bottom]*

*[Handwritten notes at bottom]*

8  
Memo 1947 A / 1-8-9  
O.F. 130-1,000-8/8-19.

OFFICE OF THE ACCOUNTANT-GENERAL, MADRAS,

Fort St. George, 28th August 1919.

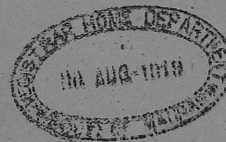
Enclosures.

Three

No. C.A-15-10852

Forwarded.

2. There is no audit objection to the proposal and the re-appropriation proposed being sanctioned by Government in the Financial Department.



*[Signature]*  
Assistant Accountant-General

To

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

In the Sir

It may perhaps  
be better to circulate  
the file to H.M. before issue.  
(I have the fair copy  
read. If it appears, there  
may be some (to tomorrow's post)

27/8/19

I would rather not  
bother H.M. now.  
S.H. may issue.

27/8/19

[Cno 1866A]

Subject

Home (Edn) Dept

From the S.P.I. Camp No 284 B 18.8.19

Add establishment for the S.P.I. Office

The S.P.I. requests sanction to the employment in his office, for a period of one year, from the 1st Sept next, of an Officer of the rank of Asst Inspector in the last grade of the P.F.S. (pay Rs 200/- p.m) to afford relief to the Dy Director and the Personal Assistant.

Go 25 (B)  
22-1-03

Go 24-25 (B)  
22-1-03

2. Prior to 1903, the S.P.I. was assisted only by a Personal Assistant included in the Cadre of the P.F.S. In 1903 with the sanction of the Secy of State, a new post of Dy. Director of Public Instruction was created in the I.E.S. The Director's Office has since then worked in two sections (1) Financial Section under the charge of the Dy Director and (2) the Administrative Section under the charge of the Personal Assistant. The distribution of work between the two sections is given in the list on pages 4-6 cf.

3. Since 1903, the work in the Director's Office has <sup>continuously</sup> ~~considerably~~ increased. To cope with the increase of work, considerable additions to the clerical staff were sanctioned from time to time in the undermentioned G.O's.

(X)

(Q)

(S)

(J)

(P)

(W)

(1) hp no 641A Edl B 22.10.04

(2) " 74 " B 30.1.12

(6) " 802 " B 28.8.13

(4) " 779 " B 4.7.14

(5) " 69 " B 23.1.15

(6) " 651 Home (Edn) B 21.5.18

The following statement shows the strength of the clerical establishment as it stood

in 1903 and as it is constituted at present:  
 clerical establishment of the D.P.S. office in 1903.      The A.P.S. office at present.

vide propn. Estt at  
 page 4 of 8082 Edl  
 74-2-03. (Y)

+ page 123 of the C.B.F.

1 Asst to the D.P.S. and  
 Sub Asst Inspector of  
 Sanitation Schools. (B.75)

| No.                 | Pay Rs.   | No.            | Pay Rs.  |
|---------------------|-----------|----------------|----------|
| 1 Asst + Manager    | 100-5-175 | 1 Manager      | 175      |
| 1 Head clerk        | 100-5-125 | 1 Head clerk   | 125      |
| 1 clerk             | 80        | 1 clerk        | 100      |
| 1 do                | 60-4-80   | 2 clerks       | 100 each |
| 1 do                | 70        | 1 clerk        | 80       |
| 1 clerk + librarian | 60        | 1 do           | 75       |
| 1 clerk             | 60        | 2 clerks       | 70 each  |
| 1 do                | 50        | 3 do           | 60 each  |
| 1 do                | 40        | 3 do           | 50 each  |
| 2 clerks            | 30 each   | 6 do           | 40 each  |
| 1 clerk             | 20-2-30   | 3 do           | 35 each  |
| 3 clerks            | 25 each   | 2 do           | 30 each  |
| 4 do                | 20 each   | 5 do           | 25 each  |
| 3 do                | 15 each   | 4 do           | 20 each  |
| 1 Reader            | 15        | 2 do Typists   | 20-1-50  |
|                     |           | 1 clerk Typist | 25-1-30  |
| Total               | 23        |                | 38       |

Percentage of increase 65% 14

3

4 Thus having regard to the considerable increase in  
the clerical establishment alone, it appears necessary  
to strengthen the superior controlling staff.  
The need for giving relief to the Dy

Director and the Personal Asst was first  
brought to the notice of Govt in Sir Alfred  
Bowmer's letter no C.3482 & 29.4.13 printed  
in L.O. no 802 Edl & 28.8.13. In that letter,  
he proposed the appointment of a Supt on  
Rs 200/- p.m.; but, after some discussion it  
was decided to sanction two clerks on Rs 100/-  
p.m. each instead of a Supt on Rs 200/- p.m.

On a further representation being made to  
Govt, sanction was accorded in L.O. no  
779 Edl & 4.7.14 to the creation of a post  
of Supt on Rs 200/- p.m. subject to the condition  
that one of the <sup>two</sup> posts on Rs 100/- newly created  
should be abolished. Difficulties however  
arose in the Director's Office to give effect to  
the order and, in consequence, in L.O. no 69  
Edl & 23.1.15, the Govt agreed to the  
employment of 3 clerks on Rs 100/- each p.m.  
instead of a Supt on Rs 200/- p.m. and a clerk  
on Rs 100/- p.m. Last year Govt had to

sanction the employment of two additional  
clerks in the Office of the D.P.S. (vide L.O. no  
651 Home (Edn) & 21.5.18) The present  
proposal is to give relief to Superior  
 gazetted Officers and it does not appear  
that any reduction in the clerical establishment  
will be possible in consequence of the proposal

owing to the further  
growth of work in  
the Director's Office

5 The extra cost involved in the current year is Rs 1200/- The D.P.I. has submitted a reappropriation statement to meet the cost.

6 The file may be sent to Fm for remarks. The A.G.'s remarks on the Director's proposal have not yet been received, but it is not

NH  
22/8/19

likely that he will raise any audit objection to the proposal.

NH  
22/8/19

Since 1903, there has been an increase of 15 hands to the staff of the D.P.I. office. An addition to the controlling staff to pass the work of these additional hands is a necessity. The D.P.I. has shown that <sup>running</sup> work has actually

been put off for want of this addition. The proposal to employ an officer of the Assistant Inspector grade may also be accepted. Three of the higher grade officers are of the Sub-assistant's class. The pay of Rs 200 proposed seems desirable.

CH  
21/7/19

The D.P.I. spoke to me about this & the proposals put forward are absolutely necessary. In fact it is the Educational Dept. which shows

5-  
The greatest expansion in the recent past & if really all the proposals sanctioned would have their legitimate results, the office of the D.P.I. would be suitably strengthened

23/8/19

F. L. Gupta

Financial Dept.

In view of the circumstances set out in the D.P.I.'s letter and the Home Secretary's note above, submitted that the proposal to create for a period of one year a temporary appointment on Rs 200 p.m. in the last grade of the Provincial Est. service may be accepted in Financial. The D.P.I. has pointed out the source from which the extra charge during the current year can be met.

com 24.8.19

Cf

25/8/19

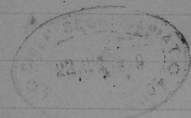
all 25.8.19

Encl no 27601  
25.8.19

D.I. no

Home (Edn) Dept

A draft order sanctioning the Director's proposal is submitted for approval. The A.G.'s remarks on the proposal have not yet been received, but it is not likely



CURRENT NO.

23-42767

23.8.19

Rs. on page 7 CF



that he would raise any audit objection. The Director wishes to give effect to the proposal from 1.9.19. The order may therefore issue at once.

2. The reappropriation statement submitted by the D.P.D. has to be sanctioned in the Finl Dept, as it involves a transfer of funds to the group head salaries. This will be forwarded to that dept with a copy of the order and the relevant notes for necessary action.

JK  
26.8.19

NK  
26/8/19

CA  
27.8.19  
S

Issue at once. Further  
act to be taken after 11/9/19  
27/8/19

Issued as G.O No 1037 Home (Edn) 27.8.19  
[C.No 1947A] From the A.G. No. G.A. 15-10852/2009  
Please see the A.G.'s Encl at p. 8 of.  
No further action seems necessary.  
It may be stitched with the original  
of G.O No 1037 Home (Edn) 27.8.19.

JK  
1.9.19  
NK  
2/9/19

CA  
3.9.19  
S

27/9/19



When given for copying

When copied

When examined

When signed

191

READ AGAIN G.O. No.  
191

DATED

CURRENT No.

ENCLOSURE TO C. No.

ORDER OF GOVERNMENT

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAYERS NOT FILED UP, BEING MEANT FOR ORMPATCH  
IN ORIGINAL.

N.B.-

A = Copy in full.

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