

Law (Gen) (1925) Department.

ordinary SERIES.

G.O. No. 1465

DATED 24.8.25

[Despatch Abstract.]

College- Coimbatore- second clerk- sanctioned-

BACK PAPERS.

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

FURTHER PAPERS.

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

-41,000-8-9-24.

LAW (EDUCATION)

DEPARTMENT.

Received 192 . Registered 192 .

Subject.

Government Arts College, Coimbatore - appointment of a 2nd Clerk - Recommended.

ENCLOSURES.

No.

Spare copies

R.O.C.No. 514-A/25.

Station Madras, Date the 19th May, 1925. 192 .

From (Name) R.G.GRIMM, Esq., M.A., F.R.G.S.,

(Designation) DIRECTOR OF PUBLIC INSTRUCTION.

To The Secretary to the Government of Madras,

THRO' LAW (EDUCATION) Department.

THE ACCOUNTANT-GENERAL, MADRAS.

Sir.

I have the honour to request that in the circumstances explained hereunder Government will be pleased to sanction with effect from 15-6-25 the employment of a Second Clerk on Rs.35-60 in the Government Arts College, Coimbatore.

2 The clerical establishment of the Coimbatore College consists of a single clerk on Rs.35-60 and the Principal has repeatedly brought to my notice the inadequacy of the sanctioned establishment. The work of the clerk is varied and difficult and too heavy for a single individual. He has to attend to the collection of fees of both the High School and College

(P.T.O)

College Departments issue receipts, maintain term-fee registers and make note of half-fee concessions, fines, etc.

He has to prepare every month the pay bills of a fairly large establishment and draw and disburse their salaries. There are also the service registers of the staff and establishment to be maintained. The preparation and cashing of contingent bills, the maintenance of stock and issue books relating to furniture, stationery, forms, etc., are also part of the clerk's work. Then again the Clerk has to help the Principal in organising and conducting University and College Examinations and attend to an extensive correspondence, fair-copy and despatch letters and maintain the stamp account. Miscellaneous work of a large and varied nature also crops up from day to day. The Principal reports as follows:-

'In my office there is a single clerk whose shoulders are literally bent with the burden of his multifarious duties. The volume of work is by no means smaller than that in the office of the District Educational Officer. Unable to cope with the work that has got to be done through, portions of it are left ill-done or undone'.

Government have sanctioned a Clerk for each of the Government Secondary Schools except that at Cuntur, on behalf of which I have submitted recommendations recently, and I need hardly say that a single clerk is not sufficient for a College with a Secondary School attached to it.

3/ The extra expenditure involved by the proposal in 1925-26 will be Rs.35 x 8 $\frac{1}{2}$ or Rs.297 $\frac{1}{2}$ or Rs.300 in round figure, and it can be met from the anticipated savings under "31.A(b)-Education-University-Government Arts College-1 Arts College-Men-Pay of Establishment-Voted" in the Civil Budget Estimate for 1925-26.

I have the honour to be,
Sir,

Your most obedient servant,

W. C. S. S. S.
for Director of Public Instruction.

M.R.P.22/5.

DD

22/5

No. Col. 6-370.

OFFICE OF THE ACCOUNTANT-GENERAL, MADRAS.

Fort St. George, 4th June 1925,

Enclosures.



L. En 1661 C
576/25-

FORWARDED.

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

united
By. Accountant-General.

To

The Secretary to Government,

Law (Education) Department.

Subject.

Law (Edn?) D-14

Employment of a c. 1661 c. from the D. P. D., R.O.C. 514-A/25, B/1924
Second clerk in the

Govt. College,

Coinbatore.

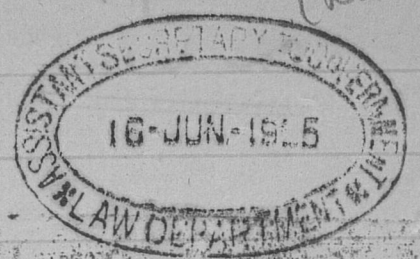
The Coinbatore College has only one clerk. In 1921 the need for ^{additional} clerical assistance was brought to the notice of Govt. and the employment of a temporary clerk was sanctioned for a period of one year - G.O.No: 20 Edn, B/4th January 1921. Sanction for the further continuance of the additional clerk was not applied for by the D. P. D. and the College has been managing since 1922 with the single permanent clerk. Apparently the experience gained during the period has demonstrated the need for a second clerk as a permanent arrangement.

The College had a strength of ~~525~~⁵²⁵ pupils on the 31st March 1924 and may ^{perhaps} be compared to the Victoria College, Palghat which had a strength of 632 on the 31st March 1924. The Victoria College had two clerks and it is reasonable to allow a similar establishment to the Coinbatore College. It may also be noted that several irregularities and imperfections noticed by the Special

(Verified from the Report on Public Instruction)

officer at his recent examination of the College accounts were attributed to the inadequacy of the clerical ^{assistance} available to the Principal. Subd: that the D.P.I. had ~~made~~ made out a case for the second clerk proposed.

Y: p. 31 of 60.
692 ad. (t)
4-5-25
(Removed)



22245 46
16645



2. As the expenditure involved is comparatively small (Rs 300 in the current year) ~~it is~~ and as the Director says that it can be met from the savings in the current year's budget it is perhaps unnecessary to treat this as a Part II scheme. Finance may be asked w/o if they will agree to the employment of the clerk being sanctioned immediately.

W.B. 25
16-6-25
V.T.K.
15.6
For u.o

1661 ad-1
16-6-25

Finance (ET)

Additional clerk for the Govt Arts College, Coimbatore

Besides the Librarian, there is now one clerk on Rs 35-60 in the Coimbatore College. The proposal is to allow a ^{permanent} second clerk for the College with effect from 15.6.25. It involves an average extra cost of Rs (475 x 12) or Rs 570 per annum.

The extra expenditure in the current year, if the clerk is employed from 1st July 1925, will be Rs.35 x 8 or Rs.280. The D.P.I. proposes to meet it from the existing budget allotment.

2. It is stated that the work in the college is too heavy for a single clerk. The Law Department states that this college had a strength of 525 pupils on 31st March 1924 and, on the basis of the staff allowed for the Victoria College, Palghat, which had a strength of 632 on that date, there should be two clerks for the Coimbatore College.

3. The following statement shows the strength of the various second grade colleges as it stood on 31st March 1924 and the clerical staff allowed for each college:-

College Deptt.	Number on the rolls on 31-3-1924.		Total.	Number of clerks. (pp 8-99)
	School Department.			
Coimbatore College.	99	426	525	1
Victoria College, Palghat.	156	476	632	2
Brennen College, Tellicherry.	103	426	529	1
Government College, Mangalore.	105	98	203	1

(Taken from the Reports on Public Instruction)

Remarks: If the Coimbatore College requires a 2nd clerk the Brennen College also should have one.

20245

The case of the Palghat College may be left out of account as it is soon to be raised to the status of a first grade college. If the Brennen College, Tellicherry, which has, about the same strength as the Coimbatore College, can manage with one clerk, it should be possible for the Coimbatore College to do likewise. There is, therefore, no case for an additional clerk. For orders whether Law may be requested to negative the proposal.

4. If, however, the Law department press for the additional clerk, the proposal will have to be placed before the Finance Committee as it involves an increase of establishment.

unc
12.6.25

The proposal may be placed before the Finance Committee

unc
20.6.25

Law (Enr)

Finance no 2224587-1
22.6.25

Law (Enr)

Please see para 3 of Finance Dept. notes. The D.P.I. may be asked to justify ^{further} the need for an additional clerk in view of that note. A separate u.s. note to the D.P.I. is submitted for approval.

Ksu
23.6.25

Q
26.6.25

V.K.
29.6.

A. & 1840C
22/6/25



KRC.

u/o note

Law (Enr) Dept

Subject: Govt Arts College, Bombay - appointment of a second clerk.

Rep: D.P.I.'s letter R.O.C. No. 514-M/S of 19.5.25.

p. 5 of

It is observed that the Brennan College, Tellicherry, which has about the same strength (529) as the Bombay College (525) manages with one clerk. It is not stated what special circumstances there are ^{which would justify} necessitating the employment of an additional clerk in the Bombay College. When the D.P.I. asked for temporary additional clerical assistance to the College in 1921, he specially mentioned the fact of the Branch School being separated by about a mile from the College as a special circumstance adding to the work of the clerk. Presumably the same factor continues to operate even now. The Director may perhaps be able to say if it is so. He may also be requested u.s. to say if there are any further grounds justifying ~~in greater detail~~ the need

p 1480.20 (U)
4-1-21

for an additional clerk in the
Coimbatore College.

23.6.25.
23.6.25
26.6.25
V.T.K. 29.6
D.P. 1.7.25

U.O. Reply No. 5644/25 of 2-7-25

All the circumstances which necessitated an additional clerk in 1921 and which were detailed in the D.P.I's R.O.C.No.3439/20 dated 10-12-1920 continue to operate including the distance of the Branch school from the college. I am writing this from Coimbatore and have visited the Coimbatore college and discussed this question again with the Principal. I am clear that an additional clerk is necessary. I think it is very probable that the Brennen College, Tellicherry, referred to in the Secretariat note needs a second clerk also but as no representation has been made by the Principal on the point I have not made any recommendation to Government.

NAT
2.7.25

Law (Edn)

A note for the Finance Committee as ~~submitted~~ submitted. It may go to Finance who have to add their portion of the note.

13.7.25
14.7.25
V.T.K. 16.7
Fin U.O



in 80 20 50
4.1.21

L. En 1961 C
6/7/25

Law (En) no. 1661 C. 2.
17.7.25

25435



Finance (ET)

(Previous Finance note on pp 2-4 ante)

The following may be added as Finance note:-

"The proposal may be placed before the Finance Committee"

23 JUL 1925
Fin no no 25435 ET-1
20.7.25

L. En 2118C
20/7/25

Law (En)

Law (Edn) Dept

May be circulated to M₂ & C₄ for approval of the note for the Finance Committee.
20.7.25

21.7.25
V.T.K. 22.7

M₂
C₄

22/7.25
25/7/25



Extract from the Proceedings of the Finance Committee held on 17-8-25. The Committee accepted the proposal being effect given to in the current year the extra expenditure being met from by reappropriation within the sanctioned allotment.

C.B. T.D
17.8.25

A draft order is submitted
for approval. It may be sent to
Finance for ~~perusal~~ and for giving a sanction number.

Law (Edn) no
1661 C-3



Finance (ET)

29421

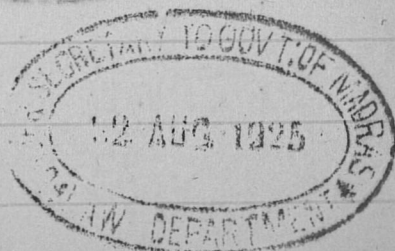
The draft order may be accepted
and the sanction registered as No. 125 of 1925-26.

Fin No. 29421 ET
22.8.25

Law (Edn)

Issue
21/8

A. C. 2554C
22/8/25



Law (Education) department.

Note for the Finance Committee.

Subject : - Employment of a second clerk in the Govt.
College, Coimbatore.

Proposal of the Director of Public Instruction.

The Coimbatore College has only one clerk on
Rs. 35-35-12-50-1-60. The clerical work of the college
is varied and difficult and too heavy for a single
clerk. He has to attend to the collection of fees of
both the High School and college departments, issue
receipts, maintain term-fee registers and service registers
of the staff and establishment, prepare pay bills
of a fairly large establishment, draw and disburse their
salaries, help the Principal in organising and conducting
University and College Examinations and attend to a
good deal of correspondence work including fair-copying
of ~~exam papers~~ despatch and maintenance of stamp
accounts. The principal reports as follows : --

"In my office there is a single clerk whose shoulders
are literally bent with the burden of his multitudinous
duties. The volume of work is by no means smaller
than that in the office of the District Educational
Officer. Unable to cope with the work that has got
to be gone through, portions of it are left ill-done
or undone".

The employment of a second clerk on Rs. 35-60 in
the College, with effect from the current academic
year is therefore very necessary. The extra expenditure
in the current year can be met from savings in
the provision for Govt. Arts Colleges.

Note by the Law (Education) department.

The college had a strength of 525 on the 31st
March 1924 and may be compared to the Victoria College,
Palghat, which had a strength of 632 on the 31st March 1924.
The latter college has two clerks and it is reasonable

to allow a similar establishment to the Coimbatore College. Also, the branch school containing the primary classes attached to the Coimbatore College is situated at a distance of about a mile from the College and this is a special circumstance adding to the work of the clerk.

2. The average annual cost involved in the proposal is Rs. 570. If the additional clerk is employed with effect from the 1st September 1925 the extra expenditure in the current year will be Rs. 210 which, as stated by the Director, can be met from savings in the budget allotment.

The proposal is recommended.

Note by the Finance Dept.

The proposal may be placed

before the Finance Committee

G.T.B.
S.M.G. 18.7.25

Sectt. II-5 (a) - 28,703-6-12-24. (6)

Date.

Initials.

When received for Fair-copying.
When copied ..
When examined ..
When signed ..
When despatched ..

College

Coimbatore - employment
of second clerk - sanctioned.

READ AGAIN G.O. No., dated 192 ..

READ ALSO:-

C. No. 1661C From the D.B.I. R.O.C., No. 514 A/25, dated 19-5-1925

" " " " Ag. Enrol. of the A.G. 6-320 4-6-1925

" " " " " " " " 192

ORDER.
mis

No. 1465, dated 24-8-1925

The government sanction the employment of a second clerk on Rs 35-35-1/2 - 50-1-60 in the Govt College, Coimbatore a month with effect from the 1st September 1925. The sanction is registered as No. 125 of 1925-26.

2. The extra expenditure in the current year will be met from the provision under 31. A. 16 - Education - University - government + Arts Colleges for men - pay of Establishments - Voted - in the G.B.E for 1925-26.

To
The D.B.I.
Copy to the A.G. this Finance Dept.
Finance Dept.

DESPATCHED

25 AUG 1925

14

14.8.25

19.8.25

V.T.K. 20.8

When given for copying _____
 When copied _____
 When examined _____
 When signed _____

192

READ AGAIN G.O. No. _____
 192

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT ..

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED OF, BEING MEANT FOR DESPATCH
 IN ORIGINAL.

N.B.—

A = Copy in full.
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