

Educational (190 3) Department.

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[Despatch Abstract.]

Reorganization of the Director's Office

Stating that sufficient grounds have not
been shown for the proposed reorganization
& declining to sanction the proposition
stated.

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Government {1903} of Madras. EDUCATIONAL.

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Enclosures

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CHINA

G.O., No. 82, 14th February 1903.

N. P.

FEBRUARY.

Reorganization of the Director's office.

Stating that sufficient grounds have not been shown for the proposed — and declining to sanction the proposition statement.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper:—

From the Hon'ble Mr. G. H. STUART, M.A., Director of Public Instruction, Madras, to the Secretary to Government, Educational department, dated 8th October 1902, C. No. 7305.

With reference to paragraph 3 of my letter, Cl. No. 7, dated 30th January 1902, I have the honour to submit the following proposals for the reorganization of my office for the early and favourable consideration of Government.

2. During the past ten years my office establishment was strengthened twice, once in 1892 by the employment of an extra clerk on Rs. 100—5—125 (G.O., No. 61, Educational, dated 18th January 1892) and again in March 1900 by the entertainment of an assistant to the Director of Public Instruction and Sub-Assistant Inspector of Sanskrit schools on Rs. 75 (G.O., No. 742, Educational, dated 1st November 1899). The latter appointment has not afforded the office establishment the relief expected, as the person holding it is primarily a touring officer and has to attend to correspondence relating to Sanskrit schools and prepare inspection reports on the schools inspected by him. So for all practical purposes the establishment has received only a single addition in the past ten years during which period the office work has increased considerably in almost every direction. The introduction of the fixed grant system, the registration of teachers and the granting and renewal of teachers' certificates, the extension of the supply of Government stationery formerly restricted to this office to all the offices and schools in the department which has entailed on the office much correspondence and additional work in the way of checking indents and despatching them to the Stationery office, the distribution by this office to all departmental officers and managers of schools of the necessary account code forms—work which was formerly done in the Accountant-General's office—the increase in the correspondence relating to Bangalore and Coorg schools owing partly in the latter case to the introduction of the District Boards Act, the placing of this office in the telephonic communication with the Secretariat and all the principal educational institutions in Madras, the arrangements made for the preparation of reviews of registered books, the very large increase of correspondence connected with the proposals that have to be carried out under the resolutions of the Government of India passed in connection with the Educational Conference at Simla last year—all these have considerably increased and will continue to increase the work of my office. All the members of the office are at present much overworked, and unless the establishment is immediately and substantially strengthened it will, I apprehend, be impossible for the office to cope with the growing work and to avoid the arrears that frequently accumulate in spite of strenuous efforts to prevent them.

Further, the absence of a clerk on short leave or the performance of any special work, such, for instance, as the revision of any code of rules, of the Imperial Gazetteer or the Manual of Standing Information, causes dislocation in the work of the office as every clerk has full and more than full work already. I beg therefore to propose that the office establishment be strengthened and that the scale of pay be revised as shown in the enclosed statement. The proposal involves the addition of five extra hands to the clerical establishment and two more to the menial establishment. Of the former five, three will be required for the drafting section, which most of all requires to be strengthened, to assist in the preparation of draft reviews of inspection reports on colleges and schools, general and special, and in the scrutiny of financial statements and fee returns, work which has been much neglected in the past, and to attend to all correspondence relating to the schools in Bangalore and Coorg; and the remaining two will have to attend to stationery work, such as the printing, supply and distribution of departmental and account forms and the maintenance and scrutiny of the registers prescribed in the Stationery Manual, and to all local board and municipal papers.

The Assistant to the Director of Public Instruction and the Sub-Assistant Inspector of Sanskrit schools cannot receive promotion in my own office when vacancies occur, as the pay of the appointment has been definitely fixed as Rs. 75, nor can he receive any promotion in the ranks of ordinary Sub-Assistants as his appointment is not included in the list of Sub-Assistants. The pay of his post, which is that of a Sub-Assistant of the probationary grade, is inadequate considering the fact that his jurisdiction extends over the whole presidency, and he is put to much extra expense while on tour as he is entitled only to the allowances admissible to a third-class officer under the Civil Service Regulations. To remove this disadvantage I intend as soon as sanction to the revised scheme of Sub-Assistants is received to propose the transfer of his appointment to the list of Sub-Assistants. In anticipation of this measure I beg to propose that a clerk on Rs. 75 be substituted in his place, this clerk being required to be in charge of the voluminous old records of this office which require careful rearrangement, work which the referencers have no time to attend to.

The despatch work has become too heavy for a single clerk and I therefore propose to give him the assistance of an intelligent and qualified attender on Rs. 14. An additional peon will be necessary when the Deputy Director of Public Instruction is appointed.

3. The opportunity is taken to propose the revision of the scale of pay of my

Director's office, Bengal.	Director's office, Madras.
3 on Rs. 150.	1 on Rs. 150—5—175.
5 " " 125.	1 " " 100—5—125.
3 " " 75.	1 " " 80.
2 " " 60.	1 " " 60—4—80.
	1 " " 70.
	2 " " 60.
	1 " " 50.
13	8

establishment which I consider to be in some respects unsatisfactory. The number of appointments in the higher grades is not enough and must be increased if increased efficiency is to be secured. In the Director's office, Bengal, there are thirteen appointments carrying salaries between Rs. 50 and 150 as shown in the margin while the corresponding number in my office is only eight on lower rates of pay than those sanctioned for the Bengal office.

I therefore propose that in place of the existing two appointments on Rs. 60—4—80 and Rs. 20—2—30 two appointments on Rs. 80 and Rs. 30 be sanctioned and that of the new appointments included in the statement referred to above one be on Rs. 100, one on Rs. 75 (in place of the Sub-Assistant Inspector of Sanskrit schools), one on Rs. 70, two on Rs. 50 and one on Rs. 40. I beg also to recommend strongly that the pay of the Assistant and Manager and the head clerk be fixed at Rs. 200—10—250 and Rupees 125—5—150, respectively. A comparison with the pay given to similar appointments in other offices will show that what is now proposed is not extravagant considering the very varied and responsible nature of the work in this office. A first-rate manager is essential; and a first-rate man cannot be retained in the office for the present pay of the appointment. The pay of the head clerk should be substantially higher than that of the other clerks in the office, and his work is more important: it should also be high enough to attract a good man from outside whenever, as may sometimes happen, there is no one in the office fit to be promoted to the position of head clerk. The pay of the duffadar is low and should be raised. In other important offices in the presidency town I believe that a considerably higher pay is allowed and I therefore recommend that his salary be raised from Rs. 11 to Rs. 12.

4. In conclusion I beg to request that my proposals may be sanctioned with effect from 1st November next and that permission be granted for providing for the increases in the budget estimates for 1903—1904. I am making the necessary provision in the budget in anticipation of sanction and I request that my action may be approved and that my proposals may not be rejected on the ground that they have not been submitted earlier. Amidst the numerous proposals I have had to work out and submit in connection with the resolutions of the Conference and the very urgent correspondence they have entailed I have hardly had the time to consider the needs of my own office. The extra charge for the proposals now made will during the current year amount to Rs. 1,709 and can be met from savings under salaries in the Law College in the current year's budget. The necessary proposition statement is being submitted through the Accountant-General and this communication is submitted to Government direct to avoid delay.

ENCLOSURE.

STATEMENT of proposition for revision of establishment.

Order sanctioning present establishment. Government of Madras, Financial Department.				Nature of Charges.										Proposed scale.			Proposition		
				Present scale.										Permanent.					
1	2	3	Office to which the proposition refers.	Number.	Designation.	Pay.			Average cost.	Number.	Designation.	Pay.			Average cost.	Increase per month.	Decrease per month.		
						Minimum.	Increment.	Maximum.				Minimum.	Increment.	Maximum.					
				4	5	6	7	8	9	10	11	12	13	14	15	16	17		
				1	Assistant and Manager	Rs. 150 0 0	5	Rs. 175 0 0	Rs. 168 12 0	1	Assistant and Manager	Rs. 200 0 0	10	Rs. 250 0 0	Rs. 237 8 0	Rs. 68 12 0	..		
				1	Head Clerk	Rs. 100 0 0	5	Rs. 125 0 0	Rs. 118 12 0	1	Head Clerk	Rs. 125 0 0	5	Rs. 150 0 0	Rs. 143 12 0	Rs. 25 0 0	..		
				1	Clerk	Rs. 80 0 0	..	Rs. 80 0 0	Rs. 80 0 0	2	Clerks on Rs. 80 each	Rs. 100 0 0	..	Rs. 100 0 0	Rs. 100 0 0	Rs. 100 0 0	..		
				1	Assistant to the Director of Public Instruction and Sub-Assistant Inspector of Sanskrit Schools.	Rs. 75 0 0	..	Rs. 75 0 0	Rs. 75 0 0	1	Assistant to the Director of Public Instruction and Sub-Assistant Inspector of Sanskrit Schools.	Rs. 75 0 0	..	Rs. 75 0 0	Rs. 160 0 0	Rs. 80 0 0	..		
				1	Clerk	Rs. 60 0 0	4	Rs. 80 0 0	Rs. 75 0 0	1	Clerk	Rs. 75 0 0	..	Rs. 75 0 0	Rs. 75 0 0	Rs. 75 0 0	75 0 0		
				1	Do.	Rs. 70 0 0	..	Rs. 70 0 0	Rs. 70 0 0	2	Clerks on Rs. 70 each	Rs. 140 0 0	..	Rs. 140 0 0	Rs. 140 0 0	Rs. 70 0 0	..		
				1	Clerk and Librarian	Rs. 60 0 0	..	Rs. 60 0 0	Rs. 60 0 0	1	Clerk and Librarian	Rs. 60 0 0	..	Rs. 60 0 0	Rs. 60 0 0	Rs. 60 0 0	..		
				1	Clerk	Rs. 60 0 0	..	Rs. 60 0 0	Rs. 60 0 0	1	Clerk	Rs. 60 0 0	..	Rs. 60 0 0	Rs. 60 0 0	Rs. 60 0 0	..		
				1	Do.	Rs. 50 0 0	..	Rs. 50 0 0	Rs. 50 0 0	3	Clerks on Rs. 50 each	Rs. 150 0 0	..	Rs. 150 0 0	Rs. 150 0 0	Rs. 100 0 0	..		
				1	Do.	Rs. 40 0 0	..	Rs. 40 0 0	Rs. 40 0 0	2	" on " 40 "	Rs. 80 0 0	..	Rs. 80 0 0	Rs. 80 0 0	Rs. 40 0 0	..		
				1	Do.	Rs. 60 0 0	..	Rs. 60 0 0	Rs. 60 0 0	3	" on " 30 "	Rs. 90 0 0	..	Rs. 90 0 0	Rs. 90 0 0	Rs. 30 0 0	..		
				2	Clerks on Rs. 30 each	Rs. 20 0 0	2	Rs. 30 0 0	Rs. 27 8 0	3	Clerks on Rs. 25 each	Rs. 75 0 0	..	Rs. 75 0 0	Rs. 75 0 0	Rs. 80 0 0	27 8 0		
				1	Clerk	Rs. 75 0 0	..	Rs. 75 0 0	Rs. 75 0 0	3	Clerks on Rs. 25 each	Rs. 80 0 0	..	Rs. 80 0 0	Rs. 80 0 0	Rs. 80 0 0	..		
				3	Do. on " 20 "	Rs. 80 0 0	..	Rs. 80 0 0	Rs. 80 0 0	4	" on " 15 "	Rs. 45 0 0	..	Rs. 45 0 0	Rs. 45 0 0	Rs. 45 0 0	..		
				4	Do. on " 15 "	Rs. 45 0 0	..	Rs. 45 0 0	Rs. 45 0 0	3	" on " 15 "	Rs. 15 0 0	..	Rs. 15 0 0	Rs. 15 0 0	Rs. 15 0 0	..		
				3	Reader	Rs. 15 0 0	..	Rs. 15 0 0	Rs. 15 0 0	1	Reader	Rs. 14 0 0	..	Rs. 14 0 0	Rs. 14 0 0	Rs. 14 0 0	..		
				1	Attendrs on Rs. 12 each.	Rs. 24 0 0	..	Rs. 24 0 0	Rs. 24 0 0	2	Attendrs	Rs. 24 0 0	..	Rs. 24 0 0	Rs. 24 0 0	Rs. 24 0 0	..		
				2	Attender	Rs. 10 0 0	..	Rs. 10 0 0	Rs. 10 0 0	1	Attender	Rs. 10 0 0	..	Rs. 10 0 0	Rs. 10 0 0	Rs. 10 0 0	..		
				1	Do.	Rs. 9 0 0	..	Rs. 9 0 0	Rs. 9 0 0	1	Do.	Rs. 9 0 0	..	Rs. 9 0 0	Rs. 9 0 0	Rs. 9 0 0	..		
				1	Do.	Rs. 8 0 0	..	Rs. 8 0 0	Rs. 8 0 0	1	Do.	Rs. 8 0 0	..	Rs. 8 0 0	Rs. 8 0 0	Rs. 8 0 0	..		
				1	Duffadar	Rs. 11 0 0	..	Rs. 11 0 0	Rs. 11 0 0	1	Duffadar	Rs. 12 0 0	..	Rs. 12 0 0	Rs. 12 0 0	Rs. 12 0 0	..		
				1	Muchi	Rs. 9 0 0	..	Rs. 9 0 0	Rs. 9 0 0	1	Muchi	Rs. 9 0 0	..	Rs. 9 0 0	Rs. 9 0 0	Rs. 9 0 0	..		
				1	Peons on Rs. 8 each	Rs. 16 0 0	..	Rs. 16 0 0	Rs. 16 0 0	3	Peons on Rs. 8 each	Rs. 24 0 0	..	Rs. 24 0 0	Rs. 24 0 0	Rs. 24 0 0	..		
				2	" on " 7 "	Rs. 42 0 0	..	Rs. 42 0 0	Rs. 42 0 0	6	" on " 7 "	Rs. 42 0 0	..	Rs. 42 0 0	Rs. 42 0 0	Rs. 42 0 0	..		
				Office of the Director of Public Instruction, Madras.															
				18th April 1901.															
				R. No. 254.															

Extra cost per mensem is Rs. 509-4-0 or Rs. 427-4-0, if the appointment of the Sub-Assistant Inspector of Sanskrit schools and that of the peon on Rs. 7, sanctioned in G.O., R. No. 254, Financial, dated 18th April 1901, are transferred to the head "Inspection."

Statement of proposition for revision of establishment—cont.

Order sanctioning present establishment of Madras, Financial Department.				Nature of charge.					Proposed scale.					Proposition.							
Office to which the proposition refers.				Present scale.			Proposed scale.		Permanent.												
Number.	Date.	3	4	Designation.	Pay.			Average cost.	Number.	Designation.	Pay.			Average cost.	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					
				Total ..				1,233 0 0	..	1,313 0 0	1,293 0 0	Total ..				1,746 0 0	..	1,821 0 0	1,802 4 0	611 12 0	102 8 0
R. No. 254.				18th April 1901.				Office of the Director of Public Instruction, Madras.													
2				Messengers on Rs. 7 each.	14 0 0	..	14 0 0	14 0 0	2	Messengers on Rs. 7 each	14 0 0	..	14 0 0	14 0 0	..	..					
1				Sweeper ..	3 8 0	..	3 8 0	3 8 0	1	Sweeper ..	3 0 0	..	3 8 0	3 8 0	..	..					
1				Scavenger ..	3 0 0	..	3 0 0	3 0 0	1	Scavenger ..	3 0 0	..	3 0 0	3 0 0	..	..					
1				Night peon ..	3 8 0	..	3 8 0	3 8 0	1	Night peon ..	3 8 0	..	3 8 0	3 8 0	..	..					
1				Secretary, Text-Book Committee.	40 0 0	..	40 0 0	40 0 0	1	Secretary, Text Book Committee.	40 0 0	..	40 0 0	40 0 0	..	..					

No. P.A. 417/6739.

Forwarded to Government.

The entries in the column of "Present scale" have been compared with the registers of this office and are correct.

There is no audit objection to the proposed increase being sanctioned by Government and to the proposed reappropriation.

FORT ST. GEORGE,
20th October 1902.

C. E. CRAWLEY,
Offg. Accountant-General.

To the Secretary to Government, Educational department.

Memorandum No. 325, Educational.

The Director is requested to prepare and submit a statement in detail showing the work now done by each member of his office establishment, and of that which will be assigned under the proposed reorganization; also to forward, for the information of the Government, the tables of contents of letters, proceedings, endorsements and memoranda despatched from his office during the last five years.

15th November 1902.

A. T. PRINGLE,
Assistant Secretary to Government.

From the Hon'ble Mr. G. H. STUART, M.A., Director of Public Instruction, to the Secretary to Government, Educational department, dated Madras, 16th December 1902, Ref. on C. No. 7305.

With reference to your memorandum No. 325, dated 15th November 1902, I have the honour to submit statements showing side by side the work done by each member of my establishment at present and that proposed to be done under the reorganization. It will be seen from these that the work proposed to be allotted under the redistribution will be more than enough for each clerk. I beg also to submit, as directed by Government, the number registers of the office for the last five years together with the current receipt registers for 1901 and 1902, during which period the Maclean system of disposal of papers and maintenance of registers and records has been in force. In calculating the number of papers disposed of during the last two years account should be taken of the number of references made from this office in connection with each current and also the new currents issued from this office which will be found noted in the current receipt registers referred to above and not in the number registers. I beg further to point out that several papers such as printed lists of results and fixed grant schools and printed forms of stationery and departmental and account code forms which are periodically sent out are not numbered in this office. The numbers of confidential and unofficial papers also are not included in these registers, separate registers being maintained for these papers.

2. As the original registers sent herewith are required in this office for constant reference and as work will almost be at a standstill in their absence, I specially request that they may be returned to this office as soon as practicable.

ORDER—No. 82, Educational, dated 14th February 1903.

The Governor in Council does not consider that sufficient grounds have been shown for the proposed reorganization and the proposition statement cannot therefore be sanctioned.

(True Extract.)

A. G. CARDEW,
Ag. Secretary to Government.

To the Director of Public Instruction.

Ed. S. J. Pereira.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 82, EDUCATIONAL, DATED
14TH FEBRUARY 1903.

[SUBJECT.—*Reorganization of the Director's office.*]

From the Director of Public Instruction, No. 7305, dated 8th October 1902.

The Director proposes to strengthen his office by the appointment of six new clerks—one on Rs. 100, one on Rs. 75, one on Rs. 70, two on Rs. 50 and one on Rs. 40—one attender on Rs. 14 and a peon on Rs. 8, and to increase the pay of four clerks—that of the assistant and manager from Rs. 150—5—175 to Rs. 200—10—250; that of the head clerk from Rs. 100—5—125 to Rs. 125—5—150; the pay of one clerk on Rs. 60—4—80 to Rs. 80 and the pay of another clerk on Rs. 20—2—30 to Rs. 30; and the pay of the duffadar from Rs. 11 to Rs. 12. The extra cost involved is Rs. 509—4—0 a month.

2. The Director also requests that the reorganization may be sanctioned with effect from 1st November next. He estimates that the additional cost during the current year will be Rs. 1,709, which he states can be met from savings under Law College—Salaries in the current year's budget.

T. KANAKASUNDARAM PILLAI—16-10-02.

There seems to be no ground for doubting that the Director's office requires strengthening, but the Director would have done well if he had submitted some statistics about the amount of correspondence in his office. On the whole, however, the proposed increase in the number of clerks and servants and the pay suggested for the new hands may be approved.

2. There is some doubt about the enhanced pay recommended for the assistant and manager and the head clerk. The Director is to have a Deputy very soon and his personal assistant who is a member of the provincial educational service is to be retained. With these two highly paid assistants, a manager on, say, Rs. 175 and a head clerk on, say, 125 ought to be quite sufficient. The provincial service begins on Rs. 200 and these men ought to look for promotion into that service. The other increases are trifling and need not be objected to.

P. T. THARYAN—18-10-02.

The conduct of work in the Director of Public Instruction's office has not been such as to give satisfaction; it is often much behind time and the quality of it is not of the quality, in minor respects, that might be expected from the chief educational office in the senior presidency. I believe there is not the slightest doubt that this is due to the mass of correspondence with which it has to deal—much of it being of the class of returns and statements and rules requiring to be published in the Gazette or incorporated in codes and departmental pamphlets. We have in the Secretariat not a little additional troublesome work imposed on us in throwing into better shape what the Director's office sends up: there are very few draft notifications, for instance, out of those submitted which do not require recasting. While, of course, the Director is nominally responsible for this, it would be unfair to consider him to blame: a head of a large department cannot possibly give his personal attention to minutiae of form and expression, and even when the Deputy Director's appointment relieves Mr. Stuart of some of his multifarious labours, it is on his office manager, assistant or head clerk—the name matters nothing—that punctuality, promptitude in despatch and whatever

makes for a well-managed office must always depend. I venture strongly to support the Director's recommendation in regard to the pay to be attached to the assistant and manager; the rate (Rs. 175) suggested in the office-note of the 18th would not be sufficient to *keep* a good man; it is different in the Secretariat where there are possibilities of advancement, but in an office such as the Director's, this is not the case. There the aim should be to get a capable manager who will with experience become better every year and, also, will stay in the Director's office for years and years.

A. T. PRINGLE—28-10-02.

The Director exhibits that usual lordly disregard of detail and of economy of the purse that causes me serious qualms over whatever he advocates.

2. And this office fails to supply that criticism of a matter of the present sort which might naturally be expected from it. I have no proper knowledge of what the Director's office does or has to do: the reviews of educational work, the notifications, the code amendments, we see from time to time and we can understand that the work of the whole educational establishment of the country receives check, control and direction and that, in particular, the distribution of public funds under the rules and as right and justice dictate cannot be either easy or simple.

3. The Director has 24 assistants or clerks of sorts, and I dare say the five attenders do much clerk's work; he wants six more of the former and one more of the latter; even the duffadar must be comforted by Re. 1 more per month. The clerks are and are to be on a regularly graduated scale which is pretty enough in its way; but having regard to what I *suppose* is the kind of work they have to perform, I find some difficulty in understanding the necessity for 12 men drawing Rs. 50—100, while I think it probable that the assistant and manager and the head clerk do require better pay if they are to control and be fit to control the office and the office work. And, granting that the work as it comes before us in the Government office is not of a particularly high character or quality, an increase of strength or expenditure to the tune of 25—40 per cent. is not a small matter.

4. Ask the Director to prepare and submit a statement in full detail of the work now done by each officer from assistant and manager down to attender and how he proposes to keep the new scale employed. Ask him also to furnish the tables of despatch of business (or whatever corresponds thereto with him) for five years past.

5. The increase of work which he has set out in paragraph 2 of his letter is, in respect of much of it, not of a high intellectual grade: the main and heavy work he has had of late as resulting from the Simla conference must have fallen largely upon himself and will end of course with the introduction of new arrangements. Increase of work not of a more difficult character will support a claim for more hands—not for more expensive hands: the control of more men requires a higher grade of controlling officer. But unless the assistant managers of the Director's office have been men capable of organization and discipline, we have small guarantee that the most has been made of the establishment.

J. T[OMSON]—30-10-02.

The draft memorandum placed below may issue.

P. T. THARYAN—3-11-02.

A. T. PRINGLE—15-11-02.

[Memo. No. 325, dated 15th November 1902.]

From the Director of Public Instruction, No. 7305, dated 16th December 1902.

The additional establishment which the Director asks for strengthening his office is, as has already been noted, six clerks (on Rs. 100, 75, 70, 50, 50 and 40), one attender on Rs. 14 and one peon on Rs. 8.

2. From the statements of work of the Director's office establishment which have now been submitted, it appears that—

the clerk on Rs. 100 will be entrusted with the work of preparing draft reviews of all inspection reports on colleges and schools; of six district reports; and of the annual reports on all Government Arts colleges; and will afford relief to the assistant and manager and the head and the eighth clerks;

the clerk on Rs. 75 will be put in charge of the records and will also give some relief to the referencers;

the clerk on Rs. 70 will be required to deal with all papers relating to the schools in Coorg and Bangalore and will afford relief to the head, second, fifth, sixth, eighth, twelfth and thirteenth clerks;

one of the clerks on Rs. 50 will deal with all local fund and municipal budgets and reports and papers relating to the net cost of board and municipal schools; he will also prepare the list of educational officers and will afford relief to the assistant and manager and the fifth and the eighth clerk;

the other clerk on Rs. 50 will deal with the financial statements of schools and fee returns; will attend to the work of the second clerk when the latter is on tour with the Director; and will afford relief to the sixth and the thirteenth clerks;

the clerk on Rs. 40 will be put in charge of stationery and printed forms.

3. No statement of work of the menial establishment has been furnished, but from the Director's first letter in the current file it will be seen that the attender is required to assist the despatching clerk and the peon is wanted to attend on the Deputy Director when the latter is appointed.

4. Ordinarily it would be most difficult, even if the number of papers a clerk has to deal with were given, to decide whether the work assigned to him was heavy or not; in the present case no information is given about the number of papers and no opinion can therefore be ventured as to whether each clerk has enough work to do or not. But if anything can be judged from the total number of disposals in the Director's office, each clerk seems to have enough work to do.

5. The number of disposals in the Director's office, according to the tables of contents submitted, was 14,349 * in 1898

* The same proceedings addressed to several persons appear to have been differently numbered, e.g., 14278—92 were the numbers borne by a single paper—see also 14331—45.

† Requisitions for spare copies were also numbered.

and 14,264 † in 1899. These disposals include memoranda and endorsements. In 1900 the number of disposals decreased to 12,752, owing to the introduction towards the close of that year of Mr. Maclean's system of disposals of papers. In 1901 the disposals under the new

system amounted to 7,071 and during the current year, up to the 15th of this month, to 6,548. These disposals do not include memoranda and endorsements.

6. The current registers for the years 1898, 1899 and 1900 have not been forwarded, but those for the years 1901 and 1902 have been and the currents received into and arising in the office during 1901 amounted to 9,559 and during 1902, up to the 10th of this month, to 8,701. Under the new system memoranda issuing from the Director's office are treated as new currents and entered in the current registers.

T. KANAKASUNDARAM PILLAI—20-12-02.

There is no doubt, it is submitted, that work in the Director's office is very heavy at present: there is perhaps no proper and even distribution: nor any proper control and check (educational officers seem to be least qualified for exercising such control and check). The increased staff for which the Director has applied appears to be not only for coping with the increased work resulting from the resolutions of the Simla conference but also for making up for past deficiencies. The impression all along was that the office was undermanned, but it may not perhaps follow that the addition should entirely be in the higher grades.

4

2. The Director's budget for 1903-1904 has, however, gone back to him for revision and the Honourable Member does not want any papers till his return from Delhi. The file may therefore lie over for the present. [Meanwhile the registers sent by the Director may be returned to him as they are very badly wanted in his office. If necessary they can be got back when the file is again taken up.]

Return them.

A. T. PRINGLE.

Returned.

P. T. THARYAN—22-12-02.

P. T. THARYAN—20-12-02.

Lie over as at A.

A. T. PRINGLE—22-12-02.

The Director's budget has been passed *; the provision for the reorganization of his office has been retained. It is now for orders to what extent the proposals should be approved.

* G.O., No. 5, Financial, dated 15th January 1903.

P. T. THARYAN—15-1-03.

The clerical staff (exclusive of attenders) numbers 24. The number of currents in 1901 and 1902 was about 9,500, and the number of disposals was about 7,000. That gives about 400 currents and 292 disposals per head per annum. Adopting 280 as the number of working days in the year, each of the clerical staff has to deal with $1\frac{1}{2}$ currents per diem, and turns out 1 disposal per diem.

2. The figures of disposals show a distinct tendency in the work to decrease. The disposals have been as follow :—

1898	..	..	..	..	..	..	..	..	14,349
1899	..	..	..	..	..	..	..	..	14,264
1900	..	..	..	..	..	..	..	..	12,752
1901	..	..	..	..	..	..	..	..	7,071
1902	..	..	..	..	..	..	..	..	6,821 (allowing $\frac{1}{2}$ for last half month).

The drop between 1900 and 1901 is apparently partly due to the introduction of the disposal number system, but the work is clearly tailing off, after making allowance for that.

3. The Director's reasons for his proposed increase of establishment seem to be as follow :—

- (1) that his office has only been added to once or twice in ten years;
- (2) that the introduction of the fixed grant system, etc., has increased work;
- (3) that the Bengal Director's office costs more.

Of these, the second is the only one in the nature of a valid argument, and the figures seem to prove that the assertion is incorrect. When the new Deputy Director joins, he will need peons, and possibly his appointment will be made a ground for asking for additional clerks. On the other hand he may be able to turn out more than one disposal a day with the existing staff. The present proposals may therefore be negatived till it is seen what the effect of the Deputy Director's advent will be.

A. G. CARDEW—11-2-03.

So far I do not see that any case is made out.

J. T. [HOMSON]—13-2-03.

The draft placed below may issue.

T. KANAKASUNDARAM PILLAI—14-2-03.

P. T. THARYAN—14-2-03.

A. G. CARDEW—14-2-03.

[G.O., No. 82, Educational, dated 14th February 1903.]

Educational (1902.) Department.

CURRENT No. 1511

From

[Name] The Hon'ble Mr. G. H. Stuart, M.A.,

[Designation] Director of Public Instruction,

[Station] Madras.

DISPATCHED
9 OCT 1902

Princ
Please find with notes & show princ.
1/12
22-12-02



C. No. 7305

Received 1902.

Dated 8th October 1902.

Enclosures one statement.

Registered 10. 10. 1902.

SUBJECT.

Submitting proposals for the re-organization of this office with effect from 1st November next, and requesting that permission be granted for provision to be made in the budget estimates for 1903-04 for the increases proposed.

BACK PAPERS.

FURTHER PAPERS.

18
To

The Secretary to Government,

Educational Department.

Sir,

With reference to paragraph 3 of my letter

0. CI.No. 7, dated 30th January 1902, I have the honour to submit the following proposals for the re-organization of my office for the early and favourable consideration of Government.

2. During the past ten years my office establishment was strengthened twice, once in 1892 by the employment of an extra clerk on --

654 P H. 100-5-125 (G.O.No. 61 Educational, dated 18th January 1892) and again in March 1900 by the entertainment of an assistant to the

Director of Public Instruction and Sub-Assistant Inspector of --

4 Q Sanskrit Schools on H. 75 (G.O.No. 742 Educational, dated 1st November 1899). The latter appointment has not afforded the office establish-

ment the relief expected, as the person holding it is primarily a touring officer and has to attend to correspondence relating to

Sanskrit schools and prepare inspection reports on the schools --

inspected by him. So, for all practical purposes the establishment

has received only a single addition in the past ten years during

which period the office work has increased considerably in almost

every direction. The introduction of the fixed grant system, the

registration of teachers and the granting and renewal of teachers'

certificates, the extension of the supply of Government stationery,

formerly restricted to this office, to all the offices and schools

in the department which has entailed on the office much correspondence

and additional work in the way of checking indents and despatching

them to the Stationery Office, the distribution by this office to

all departmental officers and Managers of schools of the necessary

account code forms, work which was formerly done in the Accountant-

General's Office, the increase in the correspondence relating to

little
if
increased
work.

Revision of Establishment.

Order sanctioning present establishment. Government of			Office to which the proposition refers.	NATURE OF CHARGE.										PROPOSITION.										ORDERS OF THE GOVERNMENT OF INDIA.						
Department.		Number.		Present scale.					Proposed scale.					Permanent.			Temporary.				Grounds of proposition.	Local Government's recommendation.	Home Department.		Financial Department.					
Number.	Date.			Designation.	Minimum.	Increment.	Maximum.	Average cost.	Number.	Designation.	Minimum.	Increment.	Maximum.	Average cost.	Amount.	Increase per month.	Decrease per month.	Increase per month.	Decrease per month.	Amount.			Period.	Amount.	Period.	Amount.	Period.	Remarks.	Remarks.	Order.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26					
Office of the Director of Public Instruction, Madras.																														
			1	12	Rs. 150	A. 5	Rs. 175	A. 12	1	12	Rs. 200	A. 10	Rs. 250	237	8	68	12													
			1	Head clerk	180	-	5	-	125	-	5	-	150	143	12	25	-													
			1	clerk.	80	-	-	-	80	-	-	-	160	160	-	80	-													
			1	Assistant to the Secy. & Sub-Assistant Inspector of Schools.	75	-	-	-	75	-	-	-	75	75	-	-	-													
			1	clerk	60	-	4	-	80	-	-	-	140	140	-	70	-													
			1	clerk	70	-	-	-	70	-	-	-	60	60	-	-	-													
			1	clerk & Librarian	60	-	-	-	60	-	-	-	60	60	-	-	-													
			1	clerk	60	-	-	-	60	-	-	-	60	60	-	-	-													
			1	clerk	50	-	-	-	50	-	-	-	150	150	-	100	-													
			1	clerk	40	-	-	-	40	-	-	-	80	80	-	40	-													
			2	clerk on Rs. 30 each.	60	-	-	-	60	-	-	-	90	90	-	30	-													
			1	clerk.	20	-	2	-	30	-	-	-	75	75	-	-	-													
			3	clerk on Rs. 25 each.	75	-	-	-	75	-	-	-	75	75	-	-	-													
			4	clerk on Rs. 20 each.	80	-	-	-	80	-	-	-	80	80	-	-	-													
			3	clerk on Rs. 15 each.	45	-	-	-	45	-	-	-	45	45	-	-	-													
			1	Reader.	15	-	-	-	15	-	-	-	15	15	-	-	-													
			1	Attender	14	-	-	-	14	-	-	-	14	14	-	14	-													
			2	Attenders on Rs. 12.	24	-	-	-	24	-	-	-	24	24	-	-	-													
			1	Attender	10	-	-	-	10	-	-	-	10	10	-	-	-													
			1	Attender	9	-	-	-	9	-	-	-	9	9	-	-	-													
			1	Attender	8	-	-	-	8	-	-	-	8	8	-	-	-													
			1	Buffadax	11	-	-	-	11	-	-	-	12	12	-	1	-													
			1	Muski.	9	-	-	-	9	-	-	-	9	9	-	-	-													
			2	Peons on Rs. 8.	16	-	-	-	16	-	-	-	24	24	-	8	-													
			6	Peons on Rs. 7.	42	-	-	-	42	-	-	-	42	42	-	-	-													
			2	Peons on Rs. 7.	14	-	-	-	14	-	-	-	14	14	-	-	-													
			1	Swampor	3	8	-	-	3	8	-	-	3	3	8	-	-													
			1	Swampor	3	-	-	-	3	-	-	-	3	3	-	-	-													
			1	Night peon.	3	8	-	-	3	8	-	-	3	3	8	-	-													
			1	Secretary, Jurb	40	-	-	-	40	-	-	-	40	40	-	-	-													
			1	Book Committee	40	-	-	-	40	-	-	-	40	40	-	-	-													
			1233 - - - 1913 - 1293 -														1746 - - - 1921 - 1802 4 611 12 102 8													
Extra cost for museum is Rs. 507-4 or Rs. 427-4, if the appointment of the Sub-Assistant Inspector of Sanskrit Schools and that of the peon on Rs. 7, sanctioned in G.O.R. No. 254 & Imp. No. 6, dated 18th April 1901 are transferred to the head 'Inspection'.																														

Madras }
8 October 1902. }

To

The Secretary to Government, Educational Department,
through the Accountant General, with reference
dated the 23rd September 1905.

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

Signature _____

(Officer's Designation) For Director of Public Ins.

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.

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

190

Accountant-General.

GOVERNMENT OF MADRAS.

DEPARTMENT.

No.

1901 - 1902

FORT ST. GEORGE

190

The

Secretary to the Government
of Fort St. George.

2010
2011

ment.

6

POSITION.

Temporary.

On

Increase per month.

Decrease per month.

Grounds of proposition.

Local Government's recommendation.

Home Department.

Remarks.

Period.

Amount.

Period.

Amount.

18

19

20

21

22

23

24

A.

Rs.

A.

Rs.

A.

75 -

27 8

14 -

2 -

7 -

4 -

42 -

14 -

38 -

3 -

38 -

The strengthening of the office establishment is necessary owing to great increase in all departments of work in the office.

the appointment

of

vision of Establishment.

Order sanctioning present establishment. Government of			NATURE OF CHARGE.										PROPOSITION.						ORDERS OF THE GOVERNMENT OF INDIA.							
Department.		Office to which the proposition refers.	Present scale.						Proposed scale				Permanent.		Temporary.				Grounds of proposition.	Local Government's recommendation.	Home Department.	Financial Department.				
Number.	Date.		Number.	Designation.	Minimum.	Increment.	Maximum.	Average cost.	Number.	Designation.	Minimum.	Increment.	Average cost.	Amount.	Decrease per month.	Increase per month.	Period.	Amount.			Period.	Amount.	Remarks.	Remarks.	Orders.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
N. 4 12 Financial 27 th June 1903. Office of the Director of Public Instruction			1	Assistant and Manager.	Rs. 150	-	5	-	175	-	168	12	1	Assistant and Manager.	Rs. 200	-	68	-	237	-	237	-				
			1	Head clerk	100	-	5	-	125	-	118	12	1	Head clerk	125	-	25	-	143	-	143	-				
			20	Clerks	700	-	-	-	730	-	722	8	20	Clerks	700	-	-	-	722	-	722	-				
			1	Reader	15	-	-	-	15	-	15	-	1	Reader	15	-	-	-	15	-	15	-				
			1	Assistant to the Director and Sub-Assistant Inspector of Sanitation School.	75	-	-	-	75	-	75	-	1	Assistant to the Director and Sub-Assistant Inspector of Sanitation School.	75	-	-	-	75	-	75	-				
			2	Attenders @ Rs. 12.	24	-	-	-	24	-	24	-	2	Attenders @ Rs. 12.	24	-	-	-	24	-	24	-				
			1	Attender	10	-	-	-	10	-	10	-	1	Attender	10	-	-	-	10	-	10	-				
			1	Attender	9	-	-	-	9	-	9	-	1	Attender	9	-	-	-	9	-	9	-				
			1	Attender	8	-	-	-	8	-	8	-	1	Attender	8	-	-	-	8	-	8	-				
			1	Duffadar	11	-	-	-	11	-	11	-	1	Duffadar	11	-	-	-	11	-	11	-				
			1	Bunchi.	9	-	-	-	9	-	9	-	1	Bunchi	9	-	-	-	9	-	9	-				
			3	Rows on Rs. 8.	24	-	-	-	24	-	24	-	3	Rows on Rs. 8.	24	-	-	-	24	-	24	-				
			6	Rows @ Rs. 7.	42	-	-	-	42	-	42	-	6	Rows @ Rs. 7.	42	-	-	-	42	-	42	-				
			2	Messengers on Rs. 7.	14	-	-	-	14	-	14	-	2	Messengers on Rs. 7.	14	-	-	-	14	-	14	-				
			1	Sweeper	3 8	-	-	-	3 8	-	3 8	-	1	Sweeper	3 8	-	-	-	3 8	-	3 8	-				
			1	Scavenger	3	-	-	-	3	-	3	-	1	Scavenger	3	-	-	-	3	-	3	-				
			1	Night peon	3 8	-	-	-	3 8	-	3 8	-	1	Night peon	3 8	-	-	-	3 8	-	3 8	-				
			1	Secretary Text Book Committee	40	-	-	-	40	-	40	-	1	Secretary Text Book Committee	40	-	-	-	40	-	40	-				
			1241 -						1321 - 1301 -						1316 - 1293 -						1394 - 1293 -					

Office of the Director of Public
Instruction,
Madras, September 1903.

To

The Secretary to Government *Educational*
through the Accountant-General,
dated the 23rd Sep

reference to F.O., No. 1695,
878, Financial Department.

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

Signature W. H. Stuart
Officer's Designation Director of Public Instruction

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.

Accountant-General.

GOVERNMENT OF MADRAS.

DEPARTMENT.

No.

1021 - 1521

1021 - 1521

FORT ST. GEORGE,

190

The

Secretary to the Government
of Fort St. George.

CURRENT No. 1578

From

[Name]

[Designation]

The Director of Public Instruction

[Station]

Madras

No.

Received 22. 10. 1902

Dated 8. 10. 1902

Enclosures

2

Registered 22. 10. 1902

SUBJECT.

Subjy proposition Statement & the
reappropriation statement for the
revision of the establishment of the
D.P. I's office.

BACK PAPERS.

FURTHER PAPERS.

State

Order sanctioning present establishment. Government of			NATURE OF CHARGE.											
Department.			Present scale.											
Number.	Date.	Office to which the proposition refers.	Number.	Designation.	Pay.						Average cost.	Number.	Designation.	
					Minimum.	Increment.		Maximum.						
1	2	3	4	5	6	7	8	9	10	11				
					Rs.	A.	Rs.	A.	Rs.	A.				
			1	Assistant Manager	150	-	5	-	175	-	168	12	1	Assistant Manager
			1	Head Clerk	100	-	5	-	125	-	118	12	1	Head Clerk
			1	Clerk	80	-	-	-	80	-	80	-	2	Clerks on h. 80
			1	Assistant Clerk	75	-	-	-	75	-	75	-	1	Assistant Clerk
			1	Clerk	60	-	4	-	80	-	75	-	2	Clerks on h. 70
			1	Clerk	70	-	-	-	70	-	70	-	1	Clerk Librarian
			1	Clerk Librarian	60	-	-	-	60	-	60	-	1	Clerk
			1	Clerk	60	-	-	-	60	-	60	-	3	Clerks on h. 50
			1	Clerk	50	-	-	-	50	-	50	-	2	Clerks on h. 40
			1	Clerk	40	-	-	-	40	-	40	-	3	Clerks on h. 30
			2	Clerks on h. 30 each	60	-	-	-	60	-	60	-	3	Clerks on h. 25
			1	Clerk	20	-	2	-	30	-	27	8	4	Clerks on h. 20
			3	Clerks on h. 25 each	75	-	-	-	75	-	75	-	3	Clerks on h. 15
			4	Clerks on h. 20 each	80	-	-	-	80	-	80	-	1	Reader
			3	Clerks on h. 15 each	45	-	-	-	45	-	45	-	1	Attender
			1	Reader	15	-	-	-	15	-	15	-	2	Attenders on h. 12
			2	Attenders on h. 12	24	-	-	-	24	-	24	-	1	Attender
			1	Attender	10	-	-	-	10	-	10	-	1	Attender
			1	Attender	9	-	-	-	9	-	9	-	1	Attender
			1	Attender	8	-	-	-	8	-	8	-	1	Attender
			1	Buffadar	11	-	-	-	11	-	11	-	1	Buffadar
			1	Mucki	9	-	-	-	9	-	9	-	1	Mucki
			2	Peons on h. 8	16	-	-	-	16	-	16	-	3	Peons on h. 8
			6	Peons on h. 7	42	-	-	-	42	-	42	-	2	Peons on h. 7
			2	Peons on h. 7	14	-	-	-	14	-	14	-	1	Peons on h. 7
			1	Peons on h. 7	3	8	-	-	3	8	3	8	1	Peons on h. 7
			1	Peons on h. 7	3	-	-	-	3	-	3	-	1	Peons on h. 7
			1	Peons on h. 7	3	8	-	-	3	8	3	8	1	Peons on h. 7
			1	Peons on h. 7	40	-	-	-	40	-	40	-	1	Peons on h. 7
					1233	-	-	-	1313	-	1293	-		

✕

Allowed

Madison,
8th October 1902 }

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.

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

190 .

Accountant-General.

GOVERNMENT OF MADRAS.

DEPARTMENT.

No.

lishment.

PROPOSITION.

Temporary.

ORDERS OF THE

Increase per month.

Decrease per month.

Grounds of proposition.

Local Government's recommendation.

Home Department.

Remarks.

When

17

18

19

20

21

22

23

24

25

Rs. A.

Rs. A.

Rs. A.

The strengthening of the office establishment is necessary owing to great increase in all departments of work in the office.

Statement of

Order sanctioning present establishment. Government of			NATURE OF CHARGE.												
Department.			Office to which the proposition refers.	Present scale.											
Number.	Date.	Number.		Designation.	Pay.			Average cost.	Number.	Designation.					
					Minimum.	Increment.	Maximum.								
1	2	3	4	5	6	7	8	9	10	11	12				
					Rs.	A.	Rs.	A.	Rs.	A.	Rs.	A.			
			1	Assistant Manager	150	-	6	-	175	-	168	12	1	Assistant Manager	200
			1	Head Clerk	100	-	5	-	125	-	118	12	1	Head Clerk	125
			1	Clerk	80	-	-	-	80	-	80	-	1	Clerk	100
			1	Assistant to the P. O. Sub-Commissioner, Inspector of Schools	75	-	-	-	75	-	75	-	2	Clerks on Rs. 80	160
													1	Assistant to the P. O. Sub-Commissioner, Inspector of Schools	75
			1	Clerk	60	-	4	-	80	-	75	-	1	Clerk	75
			1	Clerk	70	-	-	-	70	-	70	-	2	Clerks on Rs. 70	140
			1	Clerk & Librarian	60	-	-	-	60	-	60	-	1	Clerk & Librarian	60
			1	Clerk	60	-	-	-	60	-	60	-	1	Clerk	60
			1	Clerk	50	-	-	-	50	-	50	-	3	Clerks on Rs. 50	150
			1	Clerk	40	-	-	-	40	-	40	-	2	Clerks on Rs. 40	80
			2	Clerks on Rs. 30 each	60	-	-	-	60	-	60	-	3	Clerks on Rs. 30	90
			1	Clerk	20	-	2	-	30	-	27	8	3	Clerks on Rs. 25	75
			3	Clerks on Rs. 25 each	75	-	-	-	75	-	75	-	4	Clerks on Rs. 20	80
			4	Clerks on Rs. 20 each	80	-	-	-	80	-	80	-	3	Clerks on Rs. 15	45
			3	Clerks on Rs. 15 each	45	-	-	-	45	-	45	-	1	Reader	15
			1	Reader	15	-	-	-	15	-	15	-	1	Attender	14
			2	Attenders on Rs. 12	24	-	-	-	24	-	24	-	2	Attenders on Rs. 12	24
			1	Attender	10	-	-	-	10	-	10	-	1	Attender	10
			1	Attender	9	-	-	-	9	-	9	-	1	Attender	9
			1	Attender	8	-	-	-	8	-	8	-	1	Attender	8
			1	Buffadar	11	-	-	-	11	-	11	-	1	Buffadar	12
			1	Mucki	9	-	-	-	9	-	9	-	1	Mucki	9
			2	Peons on Rs. 8	16	-	-	-	16	-	16	-	3	Peons on Rs. 8	24
			6	Peons on Rs. 7	42	-	-	-	42	-	42	-	6	Peons on Rs. 7	42
			2	Messengers on Rs. 7	14	-	-	-	14	-	14	-	2	Messengers on Rs. 7	14
			1	Scavenger	3	8	-	-	3	8	3	8	1	Scavenger	3
			1	Scavenger	3	-	-	-	3	-	3	-	1	Scavenger	3
			1	Night Pion	3	8	-	-	3	8	3	8	1	Night Pion	3
			1	Secretary, Text Book Committee	40	-	-	-	40	-	40	-	1	Secretary, Text Book Committee	40
					1233	-	-	-	1313	-	1293	-			

Rs.

A.

Rs.

A.

Rs.

A.

Rs.

A.

Rs.

A.

Rs.

A.

18th April 1901.

Office of the Director of Public Instruction

L. N. 254 Financial

* Allowance

Extra Cost for messengers & Sanitation Schools and April 1901

From 8th October 1902.

To

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.

ACCOUNTANT-GENERAL'S OFFICE,

Fort St. George,

190

Accountant-General.

GOVERNMENT OF MADRAS.

DEPARTMENT.

No.

ST. GEORGE

190

Secretary to the Government
of Fort St. George.

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

P. S. No. 185
1,000-29 1 01.

Office of the Director of Public Instruction DEPARTMENT OF OFFICE.

Prior, 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
Education - Direction	Ro				Ro				
Expenditure. —	15 836			1709					
Professional -				17545					
College					33 225	29 016		4 209	Out of the sum of 4 209 shown in column 9, it is proposed to pay subvention of Rs 2500 towards the cost of Brown's English-Idiote Dictionary.

(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.



Memorandum No. 325 of 15-11-02

Read the following paper:—

C.Nos.1511 & 1578

The Director is requested to prepare and submit a statement in ~~full~~ detail showing the work now done by each member of his office establishment, and of that which will be assigned under the proposed reorganization; also to forward for the information of the Govt. the tables of contents, ^{of letters} proceedings, endorsements and memoranda despatched from his office during the last five years.

P.T.T.
3-11-02.

A.T.P.
15-11-02.

To

The D. P. I.

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Office of the Director of Public Instruction, Madras

Handwritten notes in margin, partially illegible.

21
Educational (190₂) Department.

22 10 Dec 1902
CURRENT No. 1937

From

[Name] The Hon'ble Mr. G. H. Stuart, M.A.,

[Designation] Director of Public Instruction,

[Station] Madras.

DESPATCHED

16 DEC 1902

Ref
on C.No. 7305 of '02.

Received 16.12.1902

Dated 16th December 1902. 170

Enclosures 18 statements &

Registered 17.12.1902

Twenty two original registers.

SUBJECT.

Submitting statements of work done by each member of the office
establishment at present and that proposed to be done under the
reorganization.

BACK PAPERS.

FURTHER PAPERS.

98
To

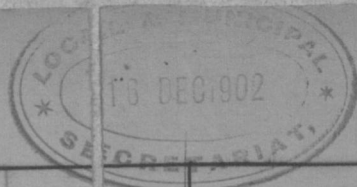
The Secretary to Government,
Educational Department.

Sir,

With reference to your memorandum No. 325 dated 15th November 1902, I have the honour to submit statements showing side by side the work done by each member of my establishment at present and that proposed to be done under the reorganization. It will be seen from these that the work proposed to be allotted under the redistribution will be more than enough for each clerk. I beg also to submit as directed by Government the number registers of the office for the last five years together with the current receipt registers for 1901 & 1902 during which period the McLean system of disposal of papers and maintenance of registers and records has been in force. In calculating the number of papers disposed of during the last two years account should be taken of the number of references made from this office in connection with each current and also the new currents issued from this office which will be found noted in the current receipt registers referred to above and not in the number registers. I beg further to point out that several papers such as printed lists of results and fixed grant schools and printed forms of stationery and departmental and account code forms which are periodically sent out are not numbered in this office. The numbers of confidential and Un-Official papers also are not included in these registers, -- separate registers being maintained for these papers.

2. As the original registers sent herewith are required in this office for constant reference and as work will be done in their absence, I specially request

that



No.

Work done at present.

10

1. Local Fund papers (including those relating to Coorg.)
2. Preparing draft reviews of 12 District Reports, 3 Agency Reports and the annual reports on 2 of the Government first grade Arts Colleges.
3. Papers relating to appointments and leave including Confidential papers.
4. Writing about one-half of the Chapters of the Public Instruction Report examining the proofs of all the chapters of the Report and the scrutinizing the statistical tables.
5. General papers of importance (including papers relating to Coorg.)
6. Correcting the proofs of the Quarterly Civil List.
7. Passing the drafts of all the clerks, except the Head Clerk and the 8th and 13th Clerks, for the approval of the Personal Assistant and the Director.
- + 8. Attending to the Telephone and keeping a register of messages received and despatched.
9. General management and supervision of the office.
10. Passing to the office the tappal received daily and the drafts passed to the Director and the Personal Assistant.
- x 11. Keeping under-reference papers and sending out reminders.

Work proposed.

Remarks

Same as at present with the exception of

1. Local Fund papers.
2. Draft reviews of reports on Arts Colleges and 6 District reports
8. Telephone and papers relating to Coorg.

No.	Work done at present.	Work proposed.	Remarks.
1. annual	Preparation of budget estimates of the Educational Department, including the Provincial Civil Service and Police Competitive Test budgets, the Old College Park budget, the budget estimates of the Aluminium &c departments, the School of Arts and budget estimates of the Educational establishments in Coorg: all correspondence connected therewith.	Same as at present except No. 2.	No. 1. These have been done to no avail.
2.	Papers relating to the Law, Engineering and Agricultural Colleges including the review of the annual reports thereon; papers relating to the medical College and medical schools and the Lawrence Asylum, Ootacamund including budgets and the review of the reports thereon; also reviews of the annual reports on Government Arts Colleges.	2. Reviews of the annual reports on Government Arts Colleges. 3. Reviews of inspection reports on Colleges and Schools. 4. Maps for the Public Instruction Report and papers relating to Coorg. ✓	2. Review of annual reports to be revised. 3. Review of inspection reports to be revised. 4. Maps of the Public Instruction Report to be revised.
3. annual	Reviewing inspection reports on Arts Colleges, training schools, and technical schools and during the absence of the Sub-Assistant Inspector of Sanitation on tour some of the reports on high schools; also not less than 5 District Reports and annual reports on schools in Coorg.		
4. none	Papers relating to exchange compensation allowance.		
5. none	Register of landed property of Gazetted officers.		
6. none	Register of title holders.		
7. none	Papers relating to Agency Schools.		
8. none	Marking on the tappal papers received the initials of clerks to whom they are sent.		
9. annual	Arranging for the preparation of maps for the Public Instruction Report.		
10. x	Maintaining a personal register and sending out reminders in case under-reference papers.		
11. none	Distributing the approved drafts to the clerks concerned.		
12. none	Preparation of the monthly arrears list.		

No.	Work done at present.	Work proposed.	Remarks.
1.	Checking of travelling allowance and contingent bills.		
2.	Scrutiny of monthly statements of work done by gazetted inspecting officers.		
3.	Disposing of papers relating to appropriations from budget allotment, Government Scholarships, Stipends in training and gymnastic institutions and programmes of gazetted inspecting officers: also corresponding papers relating to Coorg and Bangalore.	All except papers relating to Coorg and Bangalore.	printed on 12/10/22 JH
4.	Maintaining a register of budget appropriations.		
5.	Accompanying the Director on his tours of inspection; Prepares the Director and the office establishment travelling allowance bills and keeps an account of the contingent charges incurred during tours.		
6.	Maintaining a personal register and sending out reminders in case under-reference papers.		
7.	Preparation of the monthly arrears list.		

No.	Work done at present	Work proposed	Remarks
1. 2. 3. 4.	Referencing all papers relating to Grants-in-Aid (including those relating to Coorg and Bangalore) Financial statements Changes of management Inspection Reports Annual reports on 1st Grade Arts Colleges. Recognition Reports on changes in the teaching staff Local Fund budgets and reports Municipal budgets and reports. Correspondence connected with the Local and Municipal institutions Sorting the back papers received from the Indexer and putting them in their proper places. General supervision of the Records. Preparation of the monthly arrears list from the personal register.	the as at present with the exception of being grant-in-aid papers.	...

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N ^o .	Work done at present.	Work proposed.	Remarks.
1.	Does all the duties of a cash-keeper including the maintenance of the accounts of the Old College Park and the verification of service books of the several members of the office establishment.		
2.	Preparation of April returns.	All except N ^o 3	E 21 14 1900 114
3.	Keeping the Civil Service Regulations, the Local Fund Code, the Civil Accounts and the Treasury Manual up to date and despatching slips of Addenda and Corrigenda to the officers concerned.	In addition, to attend to N ^o 9 in the statement of work and N ^o 13 in the statement of work of the sixth clerk.	P 21 14 1900 114 E 21 14 1900 114 E 21 14 1900 114
4.	Copying and despatching all confidential papers including minutes of appointments.		
5.	Taking copies of unofficial and semi official correspondences, maintaining number registers and putting up references relating to them.		
6.	Supervising the work of the other two clerks in the audit branch of the office.		
7.	Closing the accounts prepared by the above clerks and reconciling them with preliminary and final accounts furnished by the Accountant-General.		
8.	Attending to correspondences arising in reconciling the departmental accounts (receipts and charges) with those of the Accountant-General.		
9.	Preparing for the Public Instruction Report a list of schools and grants paid.		
10.	Issuing instructions for the preparation and submission of annual returns.		
11.	Checking of all the annual returns relating to receipts and expenditures and attending to correspondences in regard to them.		
12.	Checking the annual statements of work done by inspecting officers including Supervisors of Schools and Superintendents of Hill Schools and preparing statements therefrom for incorporation in the Public Instruction Report.		
13.	Preparing statistics for the Public Instruction Report from the statements of receipts and charges received from Municipalities and District Boards.		
14.	Preparing some of the Appendices & all the financial tables for the Report in General Tables I, II, IV A, VII & VIII.		
15.	Writing the manuscript notes on 'Instruction' required for Part I of the Administration Report.		
16.	Keeping under-reference papers and sending out reminders.		
17.	Preparation of the monthly arrears list.		

No.	Work done at present.	Work proposed.	Remarks.
1	Papers relating to proposals for new provision to be made in the Educational budget.		
2	Preparation of proposition statements for new and revision of establishments and papers relating to them.		
3	Maintenance of the register showing the sanctioned scales of establishments		
4	Papers relating to School of Arts (including Aluminium and other Special departments), Reformatory School and other Government Schools.		
5	Papers relating to pay, joining time, increments, permanent advance, transfer of charge, retention in Service and rest of Government institutions & officers		
6	Papers relating to verification of service registers except those relating to the establishment of the Office of the Director of Public Instruction.		
7	Pension papers.		
8	Applications for exemption from examination rules.		
9	Checking returns of leave, appointments, fines and dismissals received from the Inspecting Officers.		
10	Appeals from officers on Rs 30 and less against their dismissal, degradation &c.		
11	Preparation of list of officers and correspondence connected with it.		
12	Papers relating to the redistribution of the ranges of Sub-Assistant Inspectors, Superintendents of Hill Schools &c.		
13	Papers relating to the net cost of Board and Municipal Schools.		
14	Public Works Budget Estimates.		
15	Papers relating to Government buildings.		
16	Papers relating to Endowments and interest orders.		
17	Reviews of annual reports on School of Arts, Reformatory School, the Teachers' College, Saidapet and the Training College, Rajahmundry.		
18	Miscellaneous work such as the preparation of lists (1) of officers qualified to serve as jurors & (2) of officers liable to pay professional tax &c: also corrections for the Lawrence Asylum Almanac.		
19	Papers relating to leave, appointments, pension, revision of establishments of Schools in Coorg.		
20	Maintaining a personal register, keeping under-reference papers and out reminders.		
21	Preparation of the monthly arrears list.		

All except Nos

11. List of officers ✓

13. Net cost papers ✓

19 Coorg papers. ✓

11. List of officers ✓

13. Net cost papers ✓

19 Coorg papers. ✓

11. List of officers ✓

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No.	Work done at present.	Proposed work	Remarks
1	Referencing current and all old papers relating to Government educational offices and institutions (including those in Coorg and Bangalore):- Leave, appointments, Pension, Revision of establishments and Rules, Stipends, Increment certificates, Exemption from Examination Rules, Rents, Fees, Holidays, Buildings, Furniture, Distribution of Ranges, Low programmes, Travelling allowance, monthly returns of leave and appointments (a) departmental budgets, P.W. budget, Coorg and Bangalore budgets, Old College Park budget, Provincial Civil Service and Police Competitive Examination budgets. Reports on Government institutions (girls schools excepted) and District Reports. Aluminium department of the School of Arts. Lawrence Asylum, Ootacamund. Government Oriental Manuscripts Library and Register of Books. Books, Periodicals, Europe stores etc. Stationery and Rubber stamps. Rounded property statement. Exchange Compensation allowance. Examinations (Provincial Civil Service, Police Competitive and University Ex^{ts} held in other provinces); Permission to accept examinations and certificates of remuneration. The Board of Examiners of the College of Engineering and the Medical College	Same as at present with the exception of referencing the old papers and the budgets papers marked (a) in No. 1.	all these marked for no work all done except the old papers 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 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973. 974. 975. 976. 977. 978. 979. 980. 981. 982. 983. 984. 985. 986. 987. 988. 989. 990. 991. 992. 993. 994. 995. 996. 997. 998. 999. 1000.
2	Preparation of index to the printed Government orders.		
3	Sorting all back papers relating to the above and putting them in their proper places.		
4	Maintaining a personal register and preparing the monthly arrears list		

No.

Work done at present.

- 1 Correspondence relating to Text books and books for patronage.
- 2 Correspondence relating to Registration of books and the Oriental manuscripts.
- 3 Correspondence relating to indents for Europe Stores and Library books (including correspondence with the Agent, Government Consignments).
- 4 Papers relating to Examinations:- General teachers' certificates, Technical certificates, Sub-Assistants' Test, Government Examinations, University Examinations, Cambridge Local Examinations, Provincial Civil Service Examinations and Competitive Examinations (including correspondence relating to the office of the Secretary to the Board of Examiners for Teachers' Certificates, e.g. of the Boards &c.
- 5 Municipal papers (including budgets).
- 6 Papers bearing on the inspection code.
- 7 Papers relating to 'periodicals' required for Government institutions.
- 8 Correspondence in regard to the supply and distribution of departmental and other publications such as Civil Service Regulations, Account Treasury Manual, Public Servants Manual &c.
- 9 Papers relating to the grant of permission to accept University and Examinerships and to engage in other work and the grant of certificates under Articles 89 and 91 of the Civil Service Regulations.
10. Reviewing five District Reports.
11. Reviewing tabular inspection reports of all girls' and European schools including those in Coorg and in the absence of the Sub-Assistant Inspector of Schools on tour a few reports on high schools.
- 12 Preparing a draft of the chapter on 'Books' for the Public Instruction Report.
- 13 Office Library and Museum.
- 14 Art Loan Collection.
- 15 Maintaining a personal register and sending out reminders for under
- 16 Preparation of the monthly arrears list.

Proposed work done at present. Remarks.

Same as at present with the exception of No. 5 (Municipal papers, No. 11 (Review of inspection reports) and papers relating to Coorg.

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No.	Work done at present.	Work proposed.	Remarks.
1.	Type-writing and docketing papers.	Same as at present.	Known to be as usual.

No.	Work done at present	Work proposed.	done or Remarks.
1	I <u>Audit of grant-in-aid.</u>		
1	Arranging the grant-in-aid bills according to districts and schools in the order in which they are posted in the audit register.		
2	Maintaining a complete file of all Proceedings sanctioning grants.		
3	Checking of the bills with the sanctioned scales.		
4	Posting salary and other grants bills in the Audit register.		
5	Posting fixed grant bills in the Fixed grant registers.		
6	Posting results grant bills in the Results grant registers.		
7	Posting Treasury figures (grant-in-aid portion) from the Accountant-General's books.	Same as at present.	
8	Preparing a summary and verifying the audit figures with those of the Accountant-General.		
9	Preparing a reconciling statement (monthly).		
10	Tracing out causes of discrepancies between the office and the Accountant-General's accounts and attending to correspondences resulting therefrom.		
11	Preparing a monthly statement of Transfers of Entries for Communication to the Accountant-General.		
12	Posting details of Government Scholarships from the voucher file maintained in the Accountant-General's Office.		
	II <u>Audit of the verified statements of Government institutions.</u>		
13	Maintaining registers from receipts and charges of Government institutions from the Verified statements.		
14	Posting actuals of Government institutions from the Accountant-General's books.		
15	Preparing a summary of receipts and charges under the various budget heads.		
16	Tracing out causes of discrepancies under receipts and charges between office and the Accountant-General's accounts and attending to correspondences arising therefrom.		
17	Preparing a statement of Transfers of Entries for Communication to the Accountant-General.		
	III <u>Public Instruction Report.</u>		
18	Preparation of appendices, supplemental statistics, General tables. Subsidiary tables appended to the report so far as they relate to numerical portion.		

No.	Work done at present.
	Working partly in the reference Section and in the Library and helping partly in the preparation of the Departmental budget estimates and the list of Educational Officers.

Work proposed.	Remarks.
receiving papers relating to Grants-in-aid in the statement of work of the 3rd clrk and also shown in No 5 of the statement of work of the 15th clrk and in No 1(a) of the statement of work of the 7th clrk: also all papers relating to Coorg and Bangalore.	in the statement of work of the 3rd clrk and also shown in No 5 of the statement of work of the 15th clrk and in No 1(a) of the statement of work of the 7th clrk: also all papers relating to Coorg and Bangalore.

No.

Work done at present.

Work proposed.

Date and Remarks.

- 1 Papers relating to Results, Building, Furniture, Scholarship, Stipendiary Feeding, clothing, Cadet and Endowment grants including correspondence papers relating to Coorg and Bangalore.
- 2 Papers relating to Stationery (including scrutiny of indents), Rubber Stamps and Warm clothing.
- 3 Papers relating to departmental and other printed forms.
- 4 Scrutiny, publication and despatch of Results grant lists.
- 5 Scrutiny of memoranda of furniture and building grants sanctioned by inspecting officers.
- 6 Preparation of the annual indent for Stationery for the Director's office and indents for Account Code forms for the Department.
- 7 Attending to papers relating to Government Scholarships and stipends in the absence of the 2nd Clerk on tour with the Director.
- 8 Maintaining registers relating to (1) Results grants (2) Building and Furniture grants promised and paid (3) Building grants referred to Public Works department (4) Scholarship and stipendiary grants, (5) Feeding and clothing grants and (6) cadet grants.
- 9 Maintaining a personal register, keeping under-reference papers and sending out reminders.
- 10 Preparing the monthly arrears list.

Same as at present except nos 2, 3 and 6, and papers relating to Coorg and Bangalore.

No.	Work done at present.	Work proposed.	Remarks.
1	Papers relating to Recognition of Schools, Leaving Certificates, Fees and Suspension and Cancellation of certificates including corresponding papers relating to Coorg and Bangalore.	Same as at present except papers relating to Coorg and Bangalore and No. 5 (2 nd clbk/paper)	Papers relating to Coorg and Bangalore.
2	Reports on changes in the staff of recognised schools.		Reports on changes in the staff of recognised schools.
3	Papers relating to the issue of Teachers' Certificates including renewed and approved certificates.		Papers relating to the issue of Teachers' Certificates including renewed and approved certificates.
4	Maintenance of the registers of (1) Recognised schools and (2) Teachers' Certificates.		Maintenance of the registers of (1) Recognised schools and (2) Teachers' Certificates.
5	Attending during the absence of the 2 nd clbk on tour with the Director to the checking of contingent and travelling allowance bills, papers relating to appropriations from Budget allotment, monthly statements of work done by Gazetted Inspecting officers and tour programmes of inspecting officers.		Attending during the absence of the 2 nd clbk on tour with the Director to the checking of contingent and travelling allowance bills, papers relating to appropriations from Budget allotment, monthly statements of work done by Gazetted Inspecting officers and tour programmes of inspecting officers.
6	Maintaining a personal register, keeping under-reference papers and sending out reminders.		Maintaining a personal register, keeping under-reference papers and sending out reminders.
7	Preparing the monthly arrears list.		Preparing the monthly arrears list.

No.	Work done at present.	Work proposed.	Remarks.
	14th block. Examiner in charge of the copying section - Attends to the examination of ordinary printed proofs also.	Same as at present.	Working to the limit
1 2 3 4 5	15th block. Indexing papers. Sorting the back papers after indexing and putting them in their proper places. Sending the Index register to the Press once a quarter and examining the proofs connected therewith. Copying the abstract of the cyclostyled and printed Proceedings for the Press and examining the proofs. Referencing papers relating to (1) Teachers' Certificates (2) Leaving Certificates, (3) Fees in other than Government institutions, (4) Holidays in such institutions, (5) Examinations of all kinds (6) Correspondences from the Boards of Examiners for Teachers' Certificates, (7) Endowments, (8) Government Scholarships, (9) Travelling allowance and contingent bills in connection with the school management and Sub-assistant's Examinations.	Same as at present except No. 5 (referencing papers) has to attend to the Telephone.	Working to the limit
	17th block. Despatcher; also maintains (1) a press register showing the papers sent to and received from the Press (2) A register of daily stamp account (3) A register showing the under-reference files sent to each drafting clerk after despatch of the references and (4) A register showing the papers sent to the Director while on circuit.	Same as at present.	Working to the limit

18th, 19th, 20th

21st Clerk and Reader. 27

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No.	Work done at present.	Work proposed.	Remarks.
18 th Clerk.			
1	Registering clerk: maintains 4 registers (1) A current register showing all papers other than periodicals and returns received in the office (2) A current register showing all papers received from the Surgeon-General and from the Principal Medical College (3) A periodical register of Inspection Reports, District Reports, Budgets &c and (4) A register of applications for appointments. 2 Marking in the first three registers the dates of references sent out and the dates of receipt of replies.	Same as at present.	
19 th Clerk.			
1	Type-writing, Cyclostyling and Moustyling papers.	Same as at present.	
20 th Clerk.			
1	Arranging files of disposed of papers in chronological order and tabling.	Same as at present.	
2	Assisting in the preparation of the Statistics for the Public Instruction Report.		
21 st Clerk.			
1	Translating Telugu petitions.	Same as at present and helping in the	all in English and beyond to be
2	Fair Copying papers.	preparation of the departmental budget estimates	and departmental all to be
3	Assisting in the preparation and issue of Teachers' Certificates.	and the lists of Educational Officers.	to be submitted to the
Reader.			
1	Proof and fair copy reader.	Same as at present.	beyond to be submitted

No.	Work done at present.	Work proposed.	Remarks.
1.	Preparing draft reviews of Inspection Reports on High Schools including the Schools in Bangalore and Bangalore while at head quarters.	Same as at present with the exception of No. 1 (reviews of inspection reports).	
2.	Inspection of Sanskrit Schools and correspondence relating to them.		
3.	Preparation of reports on inspection of Sanskrit Schools.		
4.	Preparation of his own tour programme and travelling allowance bills.		
5.	Keeping an account of the contingent expenditure incurred during his tours.		

New appointments on

Rs 100

Rs 75

Rs 70

Rs 50

Rs 50

Rs 40

Work proposed

Work proposed

Having draft reviews of inspection reports on institutions of all grades and six District Reports — reports on schools in Coorg and Bangalore excepted also annual reports on all Government Arts Colleges.

Arrangement of old records and putting up references relating to old records.

Coorg and Bangalore papers including budgets inspection and annual reports, Grant-in-aid papers, Local Funds and Municipal papers including budgets and Annual reports.

Papers relating to the net cost of Board and Municipal Schools. Preparation of the list of Educational Officers and connected with it.

Checking and reviewing Financial Statements and Fee returns. Attending during the absence of the 2nd Clerk on tour with the Director to the checking of contingent and travelling allowance bills, dealing with papers relating to appropriations from budget allotments, monthly statements of work done by Gazetted Inspecting Officers and tour programmes of Inspecting Officers.

Papers relating to Stationery including indents from all departmental offices and institutions and to rubber stamps and Warm Clothing.

Supply and despatch of departmental and other printed forms. Preparation of annual indent for Stationery for the Director's office and consolidation of indents for account code forms and their distribution on receipt from the Accountant-General's office. Maintenance of the necessary stock registers and supervision of the work of the stationery attender.

Keeping the Civil Service Regulations, the Local Fund Code, the Civil Account Code and the Treasury manual up to date and despatching slips of addenda and corrigenda to the officers concerned.

Having draft reviews of inspection reports on institutions of all grades and six District Reports — reports on schools in Coorg and Bangalore excepted also annual reports on all Government Arts Colleges.

Arrangement of old records and putting up references relating to old records.

Coorg and Bangalore papers including budgets inspection and annual reports, Grant-in-aid papers, Local Funds and Municipal papers including budgets and Annual reports.

Papers relating to the net cost of Board and Municipal Schools. Preparation of the list of Educational Officers and connected with it.

Checking and reviewing Financial Statements and Fee returns. Attending during the absence of the 2nd Clerk on tour with the Director to the checking of contingent and travelling allowance bills, dealing with papers relating to appropriations from budget allotments, monthly statements of work done by Gazetted Inspecting Officers and tour programmes of Inspecting Officers.

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Keeping the Civil Service Regulations, the Local Fund Code, the Civil Account Code and the Treasury manual up to date and despatching slips of addenda and corrigenda to the officers concerned.

J. N. S. C.

Statement of Proposition for Revision of Establishment.

Order sanctioning present establishment. Government of			NATURE OF CHARGE.												PROPOSITION.										ORDERS OF THE GOVERNMENT OF INDIA.					
Department.		Office to which the proposition refers.	Present scale.						Proposed scale.						Permanent.					Temporary.					Grounds of proposition.	Local Government's recommendation.	Home Department.		Financial Department.	
Number.	Date.		Number.	Designation.	Pay.			Average cost.	Number.	Designation.	Pay.			Average cost.	Increase per month.	Decrease per month.	Increase per month.		Decrease per month.		Remarks.	Remarks.	Orders.							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26					
					Rs.	A.	Rs.	A.	Rs.	A.	Rs.	A.	Rs.	Rs.	A.	Rs.	A.	Rs.	A.	Rs.	A.									
			1	Asst. Manager	150	5	175	168 12	1	Asst. Manager	150	5	168 12	168 12	21	21	21	21	21	21	21	21								
			1	Head Clerk	100	5	125	118 12	1	Head Clerk	125	5	125	125	6 4	6 4	6 4	6 4	6 4	6 4	6 4	6 4								
									1	Clerk	100	00	100	100	100	00	100	100	100	100	100	100								
			1	Clerk	80		80	80	2	Clerks on Rs 80	160	08	160	160	80	08	80	80	80	80	80	80								
			1	Clerk	60	4	80	75	1	Clerk	60	4	80	75	00	00	00	00	00	00	00	00								
									1	Clerk	75	25	75	75	75	25	75	75	75	75	75	75								
			1	Clerk	70		70	70	1	Clerk	70		70	70	05	05	05	05	05	05	05	05								
			1	Clerk & Librarian	60		60	60	1	Clerk & Librarian	60		60	60	00	00	00	00	00	00	00	00								
			1	Clerk	60		60	60	1	Clerk	60		60	60	00	00	00	00	00	00	00	00								
			1	Clerk	50		50	50	1	Clerk	50		50	50	00	00	00	00	00	00	00	00								
			1	Clerk	40		40	40	1	Clerk	40		40	40	04	04	04	04	04	04	04	04								
			2	Clerks on Rs 30	60		60	60	2	Clerks on Rs 30	60		60	60	00	00	00	00	00	00	00	00								
			1	Clerk	20	2	30	27 8	1	Clerk	20	2	30	27 8	00	00	00	00	00	00	00	00								
			3	Clerks on Rs 25	75		75	75	3	Clerks on Rs 25	75		75	75	25	25	25	25	25	25	25	25								
			4	Clerks on Rs 20	80		80	80	4	Clerks on Rs 20	80		80	80	08	08	08	08	08	08	08	08								
			3	Clerks on Rs 15	45		45	45	3	Clerks on Rs 15	45		45	45	25	25	25	25	25	25	25	25								
			1	Reader	15		15	15	1	Reader	15		15	15	15	15	15	15	15	15	15	15								
			1	Asst. to the Dir. of Pub. Instr. Sub-Assistant Inspector of Sanskrit Schools	75		75	75						75																
			21	Servants	161		161	161	21	Servants	161		161	161	161	161	161	161	161	161	161	161								
			1	Secretary to the Text-Books Committee	40		40	40	1	Secretary to the Text-Books Committee	40		40	40	40	40	40	40	40	40	40	40								
					1241		1321	1301			1146		1501	1148	4	261	4	75												

The strengthening of the office establishment is necessary if work is to be done promptly and efficiently.

Office of the Director of Public Instruction, Madras 16th May 1904.

To:
The Secretary to Government, Educational Department,
through the Accountant-General, with reference to G.O., No. 1695,
dated the 23rd September 1898, Financial Department

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

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.

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

190.

Accountant-General.

GOVERNMENT OF MADRAS.

DEPARTMENT.

No.

FORT ST. GEORGE

The

190

Secretary to the Government
of Fort St. George.

1578 " " Alg.

resp
14/02/23

741-2/3

$$\frac{7.19}{14.203}$$

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1902
 1901
 1900

The Government in Council
 has not considered that
 has been made out for the
 business proposed

1902
 1901

1211
 1218
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89

sent to Press.
 for signature.
 in print.

AGAIN G.O., No.
 190

, DATE

ENT No.

CLOSURE TO C. No.

OF GOVERNMENT.

OF GOVERNMENT.

STATEMENT WITH DITTO.

IS NOT FILED UP. BEING MEANT FOR DESPATCH
 IN ORIGINAL.

N.B.—
 A = Print in full.
 B = Not to be printed.
 F = Print abstract only.
 Q = Print heading only.

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 2