[E. / 21]
300-23-12-01

Educational (1903) Department.

ORDINARY PRINTED.

G.O., No. 265

DATED 1.6.03.

N. P.

INDEXED.

ORIGINAL

[Despatch Abstract.]

Revision of the scale of Establishment of the Sub-asst. inspectors of

Revoking the sanction accorded in ~~G.O.~~ No. 731 Edl dy.

for revising the pay of the clerks of the Sub-asst. inspectors of schools from Rs 15 to Rs 15-1-2 & approving the raising to Rs 15 of the pay of the clerks who get Rs 14 only.

BACK PAPERS.

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

FURTHER PAPERS.

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

Government {1903} of Madras.

EDUCATIONAL.

Recd. } 1903. *Enclosures*

Regd. *Spare copies*

ORIGINAL

G.O., No. 265, 1st June 1903.

N. P.

JUNE.

Revision of the scale of Establishment of Sub-Assistant Inspectors of Schools.

Revoking the sanction accorded for revising the pay of the clerks of certain Sub-Assistant Inspectors of Schools from Rs. 15 to Rs. 15—1—20, but approving the raising to Rs. 15 of the pay of such of the clerks as now get Rs. 14.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

Read—again the following paper:—

G.O., No. 731, Educational, dated 26th November 1902.

Read—also the following papers:—

From the Hon'ble Mr. G. H. STUART, M.A., Director of Public Instruction, Madras, to the Secretary to Government, Educational department (through the Accountant-General), dated 2nd February 1903, Ref. on C. No. 7197.

In submitting herewith in duplicate the proposition statement for the revision of the scale of establishment of Sub-Assistant Inspectors of Schools called for in G.O., No. 731, Educational, dated 26th November 1902, I have the honour to request that Government may be pleased to sanction the revised scale with effect from 1st March 1903.

2. In my letter read in the Government Order quoted above, I recommended that for the establishment of the Sub-Assistant Inspectors of Muhammadan and Girls' Schools higher scales of salaries than those for ordinary Sub-Assistant Inspectors might be sanctioned, but I find that while the latter has been improved by increase to the pay of the existing clerk and by the addition of an attender, nothing has been done for the former, though, as already pointed out, the jurisdiction of these officers extends over more than one district and they have in consequence to do more travelling as well as office work. I think the establishment of these offices should consist of two clerks—one on Rs. 20 and another on Rs. 15. If, however, Government be not disposed to accept this recommendation, I strongly urge that the pay of the head clerks in these offices be raised to Rs. 15—1—20 at least and that an additional clerk on Rs. 12 be sanctioned for the three Muhammadan Sub-Assistant Inspectors who are now allowed only a single clerk.

No. T. 99 Spl./10237.

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

2. There is no audit objection to the proposal being sanctioned. It has been ascertained that the necessary provision has been made in the budget estimates of next year.

Fort St. George,
12*th February* 1903.

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

To the Secretary to Government, Educational department.

Memorandum No. 150, Educational, dated 10th March 1903.

The Director of Public Instruction is requested to be good enough to report the number of resignations and transfers to other departments among permanent clerks of Sub-Assistant Inspectors of Schools during each of the last five years.

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

From the Hon'ble Mr. G. H. STUART, M.A., Director of Public Instruction, Madras, to the Secretary to Government, Educational department, dated 9th May 1903, Ref. on. C. No. 7197.

Referring to memorandum No. 150, dated 10th March 1903, I have the honour to report that among permanent clerks in the offices of Sub-Assistant Inspectors, there were during the last five years twelve cases of resignations a nd transfers to other departments distributed as shown below:—

1898	.. ..	2	
1899	.. ..	3	
1900	.. ..	2	
1901	.. ..	3	
1902	.. ..	2	

2. If persons who held appointments sub. *pro tem.* in permanent vacancies were also taken into account the number was 26 as detailed below:—

1898	.. ..	5	
1899	.. ..	7	
1900	.. ..	4	
1901	.. ..	6	
1902	.. ..	4	

Order—No. 265, Educational, dated 1st June 1903.

Since the issue of G.O., No. 731, Educational, dated 26th November 1902, the Director has withdrawn his proposal for the establishment of Government model primary schools and has informed the Government that the average number of resignations among the permanent clerks of Sub-Assistant Inspectors of Schools for the past five years has been only 2·4 *per annum*. The Governor in Council therefore considers that no grounds now exist for increasing the pay of the clerks of certain of the Sub-Assistant Inspectors from Rs. 15 to Rs. 15—1—20 and resolves to cancel the orders already passed in that regard. As, however, it appears that five of these clerks are in receipt of only Rs. 14 each *per mensem*, the raising of their pay to Rs. 15 each will be approved. The proposition statement as thus modified is approved and will be transferred to the Financial department.

(True Extract.)

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

To the Director of Public Instruction.
,, Financial department.

Exd. S. J. Pereira.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 265, EDUCATIONAL, DATED 1ST JUNE 1903.

[SUBJECT.—*Proposition statement for the revision of the scale of establishment of Sub-Assistant Inspectors of Schools.*]

From the Director of Public Instruction, No. 7197, *dated 2nd February* 1903.

In submitting the proposition statement the Director points out that nothing has been done for the establishments of sub-assistant inspectors of Muhammadan and of girls' schools The Director originally recommended higher scales of salaries for these establishments, and they certainly have more travelling and probably more work to do than the establishment of ordinary sub-assistants.

2. There are six sub-assistants of girls' schools and five of Muhammadan schools. All the former sub-assistants and two of the latter are now allowed two clerks each—one on Rs. 15 and the other on Rs. 12. The Director submits that all these eleven officers should be allowed two clerks each—one on Rs. 20 and the other on Rs. 15. If this is not approved he requests that the pay of the head clerks of these officers may be raised from Rs. 15 to Rs. 15—1—20 at least and that an additional clerk on Rs. 12 may be sanctioned for the three Muhammadan sub-assistants who are now allowed only one clerk.

3. Submitted that the latter recommendation of the Director of Public Instruction, which involves an increase of Rs. 77–4–0 *per mensem*, may be accepted and the proposition statement altered accordingly before it is transferred to Financial.

T. KANAKASUNDARAM PILLAI—17–2–03.

In the proposition statement an increase of Rs. 730 is shown. Of this Rs. 725 *per mensem*—Rs. 8,700 *per annum*—was approved in G.O., No. 731, Educational, dated 26th November 1902. In the Director's letter disposed of in that order, however, 52 clerks of the ordinary sub-assistants were shown as receiving Rs. 15 each *per mensem* at present, but from the proposition statement, verified by the Accountant-General, it appears that five of them receive only Rs. 14 each *per mensem ;* hence the difference between Rs. 725 already approved and Rs. 730 now asked for. It is submitted that this difference may be allowed.

2. Deducting the payments on account of temporary attenders in the offices of ordinary sub-assistants, viz., Rs. 4,000 (*vide* page 4 of the notes connected with G.O., No. 731, Educational, dated 26th November 1902), the actual increase is only 8,760—4,000 or Rs. 4,760 *per annum.*

3. In addition to this figure the Director proposes in his present letter a further increase of Rs. 77–4–0 *per mensem* as follows :—

	RS.	A.	P.
Increase of pay of head clerks of six girls' schools sub-assistants (from Rs. 15 to Rs. 15—1—20 average 18¾)	22	8	0
Increase of pay of head clerks of five Muhammadan schools sub-assistants	18	12	0
Three additional clerks for sub-assistants	36	0	0
Total ..	77	4	0

It is submitted that in the circumstances stated this increase also may be allowed.

4. The total number of clerks will then be 75 and the amount required in 1903–04 for paying them, Rs. 13,224 as follows :—

Number of clerks.	Rate of pay for each clerk.	Amount.
	Rs.	
1	25	25
52	15	780
11	15	165
11	12	132
75		1,102
—		or 13,224 *per annum*.

There is a provision of Rs. 13,272 in the budget for 1903–04—*vide* page 6 of G.O., No. 5, Financial, dated 5th January 1903. Five of the clerks for whom Rs. 15—1—20 is provided in the new scale will, however, continue to draw only Rs. 14, and there will thus be a further saving of Rs. 60 on the budget.

5. If the Director's further proposals are approved, the proposition statement may be altered and transferred to the Financial department with the concurrence of that department.

P. T. THARYAN—18–2–03.

The Director's proposition statement does not bring out the full extent of the expenditure involved, because it does not include the 62 new sub-assistants who are to be created and for whom establishments on similar rates of pay to those now proposed will be needed. Taking the proposition statement as it stands, however, Rupees 2,400 a year are to be spent on raising the pay of 52 clerks on Rs. 15 to Rs. 15—1—20 and the pay of five clerks on Rs. 14 to Rs. 15. It is difficult to believe that any improvement worth this outlay will be obtained. It is undoubtedly possible in most districts if not all to get matriculates to take up permanent posts on Rs. 15 if there are any prospects. By arranging that promotion shall be given from offices of sub-assistants to those of assistant inspectors and inspectors, prospects of promotion would be provided and the increased expenditure of Rs. 2,400 obviated.

There would be room for promotion of some of course, but only of a fraction.
J. T[HOMSON].

2. The further increase of Rs. 6,360 *per annum* in providing 53 permanent attenders on Rs. 10 *per mensem* each will save about Rs. 4,000 now spent on temporary attenders, and will give a permanent man in place of a temporary man. The gain here is more substantial.

3. The further increase of Rs. 927 *per annum* proposed in the Director's present letter is unsupported by any information or figures proving its necessity and should, I think, be negatived.

A. G. CARDEW—19–2–03.

I cannot make out how or why the sub-assistant inspectors' offices for Muhammadans and for girls' schools were not treated similarly to the "ordinary" sub-assistant inspector's offices when the matter was under consideration.

2. The present Secretary's ideas are antagonistic to the disposal then made.

3. There is an essential difference between a 14 rupees and a 15 rupees appointment; is there not?

Please note further.

J. T[HOMSON]—20–2–03.

In paragraph 2 of the Director's u.o. note of the 17th November 1902 on page 2 of the notes connected with G.O., No. 731, Educational, dated 26th November 1902, it was stated that the most important item in the proposals was the raising of the pay of the clerks in the ordinary sub-assistants' offices. In paragraph 2 of Mr. Hammick's note on page 4 he accordingly recommended this increase. For clerks in girls' and Muhammadan sub-assistants' offices the Director recommended higher pay, but this was not approved.

2. There is an essential difference between a 14 rupees and a 15 rupees appointment. The qualification for the former is the primary examination while that for the latter is the Matriculation with the handwriting test.

P. T. THARYAN—20–2–03.

Please note (1) how many appointments (approximately) above Rs. 15 are available in inspecting offices above the grade of sub-assistant so as to show how much promotion is available for the Rs. 15 clerk; (2) what will be the total cost (approximately) of the proposal to give Rs. 15—1—20 instead of Rs. 15 if the additional sub-assistants whose creation has been recommended are sanctioned and get the usual establishment.

A. G. CARDEW—21–2–03.

(1) Including seven appointments on Rs. 15—1—20, there are 28 appointments in the inspectors' and inspectresses' offices and 24 in those of assistant inspectors and inspectresses. To these, it is submitted, the 20 appointments above Rs. 15 in the Director's office should be added.

No.
A.G.C.

(2) The Director has proposed 61 additional "ordinary" sub-assistants. The extra cost on account of their clerks will be $61 \times 3\frac{3}{4}$ or Rs. $228\frac{3}{4}$ *per mensem* or Rs. 2,745 *per annum*. This excludes the *extra* cost on account of attenders which will be about Rs. 2,500.

P. T. THARYAN—21–2–03.

With the 61 additional ordinary sub-assistants proposed to be created *plus* one additional for girls' schools there will be apparently a total number as follow :—

Now existing—		
"Ordinary" sub-assistants including probationers ..	53	with 53 clerks.
Girls' schools	6	„ 12 „
Muhammadan schools	5	„ 7 „
Proposed to be created—		
Ordinary sub-assistants	61	„ 61 „
Girls' schools	1	„ 2 „
Total ..	126	„ 135 „

Of the 135 clerks, 1 is already on Rs. 25 and 9 are to remain on Rs. 12. The other 125 clerks—who would, on present scale, draw Rs. 15—are to draw Rs. 15—1—20, and the total annual increase of expenditure on this account is thus Rs. 5,625. It is clear that the alteration of pay from Rs. 15 to Rs. 15—1—20 will not enable a better class of men to be obtained. The same class (*i.e.*, Matriculates) will continue. The only question, therefore, is whether they will be more contented, if, for five years, they have an increment of one rupee per mensem each.

2. It does not seem to me that the gain will be proportionate to the cost; the object in view can be better obtained by giving promotion to better-paid appointments in other inspecting offices. There are 52 such appointments in the offices of assistant inspectors and inspectors. If sub-assistants' clerks are regularly promoted into the offices of assistant inspectors and inspectors, there will be the following grades :—

	Rs.		Rs.
9 on	12	7 on	20—1—25
125 on	15	7 on	25—1—30
7 on	15—1—20	12 on	30
12 on	20	7 on	50—2—60

Excluding the highest grade (Rs. 50—2—60), the 125 men on Rs. 15 would have at least 45 higher appointments to look to.

3. As regards raising the pay of the five men on Rs. 14 to Rs. 15, it will cost only Rs. 60 per annum and may well be sanctioned. In my view the sanction should be limited to this and to the 53 permanent attenders.

A. G. CARDEW—23-2-03.

The Director makes extravagant demands. The office and Honourable Member cut them down to a minimum. A new secretary comes in and would remove even that minimum increase !

2. Just let me know what the full duty of the clerk of a sub-assistant inspector of schools is; and why some sub-assistant inspectors have two clerks.

3. It is very obvious that only one in three of the sub-assistant inspectors' clerks can be promoted in the department; the rest have to be on a permanent pay of Rs. 15 or Rs. 20 with a Rs. 10 man to help. The "prospects" cannot be called bright and "good" men will not enter or stay.

J. T[HOMSON]—25-2-03.

The chief duties of a sub-assistant inspector's clerk are given at page 2 of the notes connected with G.O., No. 731, Educational, dated 26th November 1902.

2. A detailed statement of the duties has, however, now been obtained from the Director's office and is submitted herewith. The list is long enough, but the work is not more than what one person can get through.

3. The sub-assistant inspectors of girls' schools and Muhammadan schools are allowed two clerks in consideration of their heavy office work—*vide* G.Os., No. 469, Educational, dated 6th August 1889; No. 625, Educational, dated 11th October 1889; and No. 144, Educational, dated 23rd February 1891.

T. KANAKASUNDARAM PILLAI—3-3-03.

But it is not exactly heavy work, for these sub-assistants have but less than half the number of schools which ordinary sub-assistants have to inspect. There are only six sub-assistants for girls' schools and five for Muhammadan schools, and they have therefore to travel over a much larger area than ordinary sub-assistants. Consequently an establishment consisting of a single clerk will find it impossible to do any work for several days in the year when he travels long distances. Hence the necessity for an additional clerk.

P. T. THARYAN—3-3-03.

F. HANNYNGTON—4-3-03.

I admit that my proposal is to revise, to some extent, the conclusion arrived at in G.O., No. 731, dated 26th November 1902, but the proposition is that, on the merits, the expenditure is not justified.

2. Information as to the character of the clerks' work is as noted above, but it is not pleaded that these clerks' work is in any way more difficult than that of other Rs. 15 clerks (*e.g.*, in a taluq office) or that increase of pay will secure a better class of men. What Mr. Stuart, with whom I had some talk on this matter, contends is that so long as a clerk is on Rs. 15 he is at the bottom of the ladder and can easily exchange himself into any other office, as in most offices Rs. 15 is the lowest pay of a clerk in superior service, *e.g.*, a sub-assistant's clerk on Rs. 15 per mensem can take a Rs. 15 clerkship in a revenue office where he has better prospects, whereas if he is on Rs. 16, 17, 18, 19 or 20 he will think twice before reverting again to Rs. 15 per mensem. There is some force in this, and it puts the proposal on a more reasonable basis, because it admits that the expenditure is intended to retain the present men and not to get a better class—a hope which would be entirely delusive. The only question is, therefore, whether as a fact these sub-assistants' clerks do, to any appreciable extent, resign or get transferred to other employ. No evidence on this point has been tendered, and I doubt much whether it could be shown that these clerks do leave their appointments under sub-assistants for other employ in any abnormal proportion. If they do not, it is unnecessary to put all on a grade rising to Rs. 20.

One of two courses is suggested: either the Director of Public Instruction may be told to report the number of resignations among these clerks in the last five years, or if Honourable Member is of opinion that, in any case, something should be done to improve their prospects, a proportion, say 33 per cent., may be placed on Rs. 15—1—20, leaving the remainder on Rs. 15.

A

A. G. CARDEW—4-3-03.

The course suggested at **A** may be ascertained first.

J. T[HOMSON]—6-3-03.

The draft placed below may issue.

T. KANAKASUNDARAM PILLAI—6-3-03.

P. T. THARYAN—7-3-03.

F. HANNYNGTON—7-3-03.

A. G. CARDEW—9-3-03.

[*Memorandum, No.* 150, *dated* 10*th March* 1903.]

From the Director of Public Instruction, No. 7197, *dated* 9*th May* 1903.

The Director's letter—the last in the current file—shows that the average number of resignations and transfers during the last five years was 2·4 if clerks who held permanent appointments alone are taken into consideration and 5·2 including those who held sub. *pro tem.* appointments in permanent vacancies. The total number of sub-assistants' clerks is 75 and 5·2 gives only a percentage of about 7 on this figure. It seems therefore that there is hardly any case for a revision of salaries; at any rate it is not a strong one.

P. T. THARYAN—23-5-03.

Twelve resignations in five years among 75 permanent clerks.

A. G. CARDEW—12-5-03.

The Honourable Member gave me these papers in Council to-day. With reference to his note asking why clerks in sub-assistant inspectors' offices for Muhammadan and girls' schools were omitted in the original G.O., No. 731, Educational, dated 26th November 1902, the reason, I think, was that the Director of Public Instruction laid particular stress on the case of clerks in ordinary sub-assistant inspectors' offices, but did not apparently place the clerks in Muhammadan and girls' schools in the same class.

2. I submit, however, that if the increase is given in the one case it should be given in the other, and I would sanction the proposal now made. There is no reason to make any distinction, and in noting on the former Government order I accepted the Director of Public Instruction's opinion that by raising pay to Rs. 20 we should, to some extent, increase the chances of men staying in these appointments. The increased cost is small and the Director of Public Instruction's opinion that it will improve matters should, I think, be accepted. It certainly will have some effect though possibly not so much as Mr. Stuart thinks.

M. HAMMICK—22-5-03.

To the Educational department.

EDUCATIONAL DEPARTMENT.

Mr. Hammick is, of course, not aware that, since G.O., No. 731, Educational, dated 26th November 1902, was passed, the grounds on which the Director of Public Instruction proposed these increases have either disappeared or been proved not to exist. The reason offered for the proposed increase of salary in Director's letter

No. 7197, dated 3rd October 1902 (so far as that letter contained any tangible reasons at all for this proposal), was that the establishment of model primary schools would cause an increase of work. But the Director has now withdrawn the scheme for establishing model primary schools, so that the slender ground originally advanced in support of the increased salary has ceased to exist. The Honourable Member, in his note of 22nd October 1902, asked whether there was any difficulty in getting men on the present pay or any discontent with pay or prospects. This enquiry went to the Director of Public Instruction u.o. and attention is invited to his note, dated 17th November 1902. He there said that there was "considerable difficulty in getting qualified men to serve as sub-assistants' clerks on Rs. 15 per mensem especially in the Northern Circars and Ceded districts. Good men, if they take these appointments at all, only remain until they can get something better". We now know, however, that they very seldom can get anything better, for the average number of resignations of permanent clerks is less than $2\frac{1}{2}$ per annum. Thus this ground for the proposed increase in pay disappears. It hardly seems worth while to spend Rs. 5,625 a year in order to stop $2\frac{1}{2}$ men from changing their appointments annually. No other ground remains on which the increase can be supported, except the general principle of accepting the opinion of the head of the department. But in the first place, if an opinion is well founded, it can generally be supported by reasons, and in the second place the Director's opinion seems to be always in favour of raising salaries, in fact he is too good-natured to be a guide in such matters. To spend money in raising the salaries of clerks is a very indirect way of promoting education, and as Mr. Tharyan's note of 29th October 1902 pointed out there is already sufficient promotion available for these clerks. But at any rate it is not necessary to give an increase to the whole 135. If anything is necessary, a grade of 15—1—20 for 50 would be more than enough.

A. G. CARDEW—24-5-03.

The five men on Rs. 14 may be raised to Rs. 15.

2. The proposal to raise to Rs. 20 may be negatived and the reasons given to the Director.

3. He does cause a lot of trouble.

J. T[HOMSON]—28-5-03.

The draft placed below may issue. It has been prepared on the assumption that the proposal to employ permanent attenders in the offices of the ordinary sub-assistants in the place of the temporary men now employed, stands.

P. T. THARYAN—28-5-03.

I am not sure that it does stand: it will create fresh pensionary charges in the shape of gratuities. Will it not?

A. T. PRINGLE—29-5-03.

Yes.

P. T. THARYAN—29-5-03.

The Secretary's orders are necessary on the point and I have not initialled the draft.

A. T. PRINGLE—29-5-03.

I suppose this part of the scheme stands. There is not much ground shown for employing attenders all the year round, but it is at any rate somewhat more reasonable to spend money on getting an additional hand than to spend it on raising the pay of the men already obtained.

A. G. CARDEW—1-6-03.

[G.O., No. 265, Educational, dated 1st June 1903.]

Stock Form No. 127
2,000—1-5-02.

Educational (1903) Department.

/ Thro' the Accountant General /

CURRENT No. 264

From

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

[Designation] Director of Public Instruction

[Station] Madras

ACCOUNTANT GENERAL'S OFFICE
13 FEB 1903
MADRAS

DESPATCHED
2 FEB. 1903

Report No. 7197 of 02 Received 13 · 2 · 1903.

Dated 2nd February 1903.

Enclosures one in duplicate Registered 13 · 2 · 1903.

(Recd. at 5-10 P.M.)

SUBJECT.

Sub:- in duplicate, a proposition statement for the revision of the scale of establishment of the Sub-Assistant Inspectors of schools.

BACK PAPERS.

To 731: 26-11-02 Ap ✓ " 1123: 11-12-01 4/7 mil ✓ Mems 137: 3-6-01 ✓	

FURTHER PAPERS.

Pet-16/2	

To

The Secretary to Government,

Educational Department.

Thro' the Accountant-General.

Sir,

In submitting herewith in duplicate the proposition statement for the revision of the scale of establishment of Sub-Assistant Inspectors of schools called for in G.O.No 731,Edl dated 26th November 1902 I have the honour to request that Government may be pleased to sanction the revised scale with effect from 1st March 1903.

2. In my letter read in the G.O.quoted above I recommended that for the establishment of the Sub-Assistant Inspectors of Muhammadan and girls' schools higher scales of salaries than those for ordinary Sub-Assistant Inspectors might be sanctioned, but I find that while the latter has been improved by increase to the pay of the existing clerk and by the addition of an attender,nothing has been done for the former,though,as already pointed out,the jurisdiction of these officers extends over more than one district and they have in consequence to do more travelling as well as office work. I think the establishment of these offices should consist of 2 clerks one on Rs.20 and another on Rs.15. If,however,Government be not disposed to accept this recommendation I strongly urge that the pay of the head clerks in these offices be raised to Rs.15-1-20 at least and that an additional clerk on Rs.12 be sanctioned for the 3 Muhammadan Sub-Assistant Inspectors who are now allowed only a single clerk.

I have the honour to be,

Sir,

Your most obedient servant,

G H Stuart

Director of Public Instruction.

Stock Form No. 127
2,000—1-5-02.

Educational (1903) Department.

CURRENT No. 745

From

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

[*Designation*] Director of Public Instruction,

[*Station*] Madras.

DESPATCHED
9 MAY 1903

Ref on No. 7197 of 02 Received 11-5- 1903.

Dated 9th May 1903.

Enclosures Registered 11-5- 1903.

SUBJECT.

Reporting the number of resignations and dismissals among permanent clerks in the offices of Sub-Assistant Inspectors during the last five years.

BACK PAPERS.

FURTHER PAPERS.

To

The Secretary to Government,

Educational Department.

Sir

Referring to memorandum No 150, dated 10th March 1903 I have the honour to report that among permanent clerks in the offices of Sub-Assistant Inspectors, there were during the last five years 12 cases of resignations and transfers to other departments distributed as shown below:-

1898	2
1899	3
1900	2
1901	3
1902	2

2. If persons who held appointments sub pro ter in permanent vacancies were also taken into account the number was 26 as detailed below:-

1898	5
1899	7
1900	4
1901	6
1902	4

I have the honour to be,

Sir,

Your most obedient servant,

H H Sheat

Director of Public Instruction.

Statement showing in detail what the duties of the clerk of a Sub Assistant Inspector of Schools are

No.	Duties	Detailed explanation of their nature
1	Registering	This consists in the maintenance of a register in the form prescribed in appendix XIV of the Inspection Code.
2	Despatching	Despatching all letters and maintaining the register prescribed in appendix XV of the Inspection Code.
3	Preparation of returns of the office	Preparation of the diary of the Sub Assistant Abstract of work done by the Sub assistant Report on fixed and results grant upper primary schools examined by the Sub asstt, of — on Lower primary schools examined by the Sub asstt. Quarterly return of unanswered references, and the annual return of valuable Stock and the verification of service books.
4	Checking of the returns of Supervisors of Schools.	Checking of their diaries, report sheets, abstract of work done, central class statement, travelling allowance and contingent bills and their quarterly indent for postage stamps &c.
5	Issue of pass lists and the calculation of grant annual	Fair copying pass lists for all the schools examined by the Sub assistant and the Primary Examination Board and the calculation of grants for the several standards before the C. Memos are taken up for preparation. In the case of fixed grant schools, Communication of the results of the examination to the managers concerned, the checking of the fixed grant bills and the maintenance of the fixed grant register.
6	Preparation of C. Memos. annual	Preparation of the C. Memos. for all the schools examined by the Sub asstt and the Primary Examination Board and the maintenance of the Results Register.
7	Preparation of General School lists, D. & H. lists annual	Preparation of General School lists - 3 sections and the preparation of D and H lists at the Conference.

8	Preparation of Budgets	Preparation of Provincial Local and Municipal budgets.
9	Annual Returns Statements & Reports	Preparation and consolidation with the help of the supervisors of Primary schools Annual Returns Nos. 4, 7, 8(a), 9(a), 9(b), 10, 11, 12(a), 12(b), 13(a), 13(b), 13(c), 13(d), 13(e), 14, 15(a) & 16, preparation of Board statements I to III, IV(a) and IV(b) for each of the Municipalities and the Statements I to IV, VIII & IX for each of the Taluk Boards in the Range and a consolidated statement of Statements I to III to the District Board and the preparation of annual Report Tables I to XXIV besides the Tables for special classes such as Panchamas, Mutamis and their fair copies.
10	Maintenance of registers	Maintenance of (1) Stock list of office furniture (2) Postage Stamp account (3) register of applications for building (4) and furniture grants and (5) Office Calendar.
11	Preparation of bills &c	Preparation of the pay, travelling allowance and contingent bills of the office and the checking of the pay and contingent bills of the supervisors of Primary schools
12	Preparation of stationary indent	Preparation of the annual indent for stationery articles and the maintenance of the register prescribed for it and for the consumption of printed forms.
13	Preparation of list of officers	Preparation of the list of office including the supervisors of Primary Schools.

14	Checking of the returns of Board and Municipal Schools	Checking of the Monthly and quarterly returns of the Board and Municipal Schools and the preparation of their consolidated returns.
15	Fair Copying	Fair copying all the drafts and copying them in the letter book.
16	Arrangement of Records.	Preparation of the list of records to be destroyed periodically and the sorting of old and current records officers-wise and date-wise.

The clerks of the Muhammadan Sub-Asstts. have also to prepare the pay-bills of the Govt Muhammadan primary schools and the pension applications of the teachers of such schools.

ZR
3-8-23

[E. 12]
1,000—7-5-02.

EDUCATIONAL DEPARTMENT.

READ AGAIN G.O., No. 731, dated 26-11-1902.

" " " " , " 190 .

READ ALSO:—

C. No. 264, From the D.P.I., No. 7197, dated 2-2-1903.

" " 745, " " D.P.I., " 7197, " 9-5-1903.

" " , " " , " , " 190 .

ORDER No. 265, dated 1-6-1903

D.P.I.

Dept
1/6/03

Since the issue of G.O. No. 731 Edl dt 26th November 1902 the Director has withdrawn his proposal for the establishment of Government model primary schools and has informed the Govt that the average number of resignations among the permanent clerks of Sub-Assistant inspectors of schools for the past five years has been only 2-4 per annum, during the last five years. The Governor in Council therefore considers that no grounds now exist for increasing the pay of the clerks of certain of the Sub-Assistant inspectors from Rs 15 to Rs 15-1-20, as already and Executive Council cancel the orders already passed in that respect approved in the G.O. mentioned. As however in receipt of it appears that five of these clerks at present only

9

only Rs14 each per mensem, the raising of their pay to Rs15 each will be approved. The proposition & statement as thus modified is approved and will be transferred to the Financial Departt.

A/ 1. 6. 03.

Pay
28/5/3

First copy sent to Press.

Returned for signature.

Despatched in print.

Number of copies required. { Order complete. / Letter only. / Order complete with Letter. } 50.

Read again G.O., No. , dated 190 .

Current No.

Enclosures to C. No.

Order of Government.

Letter of Government.

Statement with ditto.

Papers not filed up, being meant for despatch in original.

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

Print with P.C. 5

6/

To the Pay & Financial Departments

Despd 16/6/3