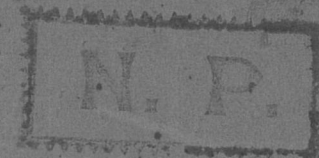


Educational (1903) Department.

ORDINARY PRINTED.

G.O., No. **480**

DATED **2 - 10 - 03.**



INDEXED.

ORIGINAL

[Despatch Abstract.]

Upper Secondary Training Schools.

Declining with remarks to sanction the
entertainment of a clerk in each of
the three — at Tanjore, Coimbatore
and Calicut.

BACK PAPERS.

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Government {1903} of Madras. EDUCATIONAL.

Recd.

Regd.

1903. 2-10-03
Enclosures
Spare copies

ORIGINAL

G.O., No. 480, 2nd October 1903.

N. P.

OCTOBER.

Upper Secondary Training Schools.

Declining, with remarks, to sanction the entertainment of a clerk in each of the three — at Tanjore, Coimbatore and Calicut.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

From the Hon'ble Mr. G. H. STUART, M.A., Director of Public Instruction, to the Secretary to Government, Educational Department, dated Madras, 23rd September 1903, Ref. on C. No. 6624.

I have the honour to request that you will be so good as to obtain the sanction of Government to the appointment of a clerk on Rs. 15 *per mensem* in each of the three upper secondary training schools at Tanjore, Coimbatore, and Calicut with effect from 1st March next.

2. From the accompanying statement giving the details of clerical work that has to be done in connection with upper secondary schools, it will be seen that there is sufficient work for a separate clerk, and that such work cannot be done by the headmaster or any of the assistant masters without detriment to their more important work of teaching. It is true that all this work is now done by the teachers without any clerk to assist them; but it is done at the sacrifice of a great deal of time in and out of school which could be more profitably employed in teaching and supervision and in the preparation of school work. It seems to me that these teachers should not be required to do any clerical work, especially when such work involves loss of efficiency in the performance of their proper duties.

3. The necessary proposition statement will be submitted through the Accountant-General on receipt of orders on this letter. Provision will also be made for the additional charge in the budget estimate for 1904-1905.

ENCLOSURE.

SOME of the chief items of clerical work connected with a Training School.

- | No. | Particulars. |
|---------|--|
| 1. | Maintaining history of normal students and carrying on correspondence connected therewith. |
| 2. | Register showing the criticism lessons given. |
| 3. | Maintenance of a contingent register. |
| 4. | Maintenance of a register of printed forms. |
| 5. | Maintenance of an account of service stamps. |
| 6. | Maintenance of a register of stationery articles and their issue. |
| 7. | Fee collection and preparing of receipts. |
| 8. | Attendance-taking in the Practising and Normal department. |
| 9. | Maintaining a stock book of the articles of furniture and apparatus in the school and attending to the timely issue of the latter. |
| 10. | Maintaining registers in connection with library catalogue and register of issue to students and masters and attending to the timely issue of books and their proper return. |
| 11. | Maintaining an admission register of the Practising department. |
| 12. | Preparing leaving certificates for issue and maintaining a file of leaving certificates produced at the school at the time of admission. |
| 13. | Maintaining a register of letters received. |
| 14. | Fair-copying and despatching letters sent from the office. |
| 15. | Register showing the work done by students in the Practising school. |
| 15 (a). | Entering in Supervision register the supervision remarks of the members of the staff. |
| 16. | Fair-copying monthly time-tables of students. |
| 17. | Maintaining a table showing the amount and nature of leave taken by students. |
| 18. | A monthly return of defaulters. |

- | No. | Particulars. |
|-----|--|
| 19. | Other monthly returns—Numerical and financial, and leave applications for masters and students. |
| 20. | Preparation of stipendiary bills for students (Municipal and Provincial), salary bills for staff and contingent bills. |
| 21. | Maintaining acquittance roll for staff and students. |
| 22. | Preparing monthly statements of progress to be furnished to the parents of the pupils of the Practising department. |
| 23. | Verifying applications for the Written and Practical tests. |
| 24. | Preparation of quarterly return of receipts and expenditure for verification. |
| 25. | Fair-copying masters' and class time-tables. |
| 26. | Preparation of half-yearly returns. |
| 27. | Maintaining a file of the agreements of students. |
| 28. | Maintaining a file of the certificates of students. |
| 29. | Admission and withdrawal register of training students. |
| 30. | Annual returns—Numerical and financial for the Normal and Practising department and a return of expenditure on scholarships only. |
| 31. | Clerical work in connection with service registers. |
| 32. | Preparing indents for (1) stationery articles and (2) printed forms. |
| 33. | Maintaining a school calendar showing holidays, dates on which the several returns have to be submitted, the dates on which applications for different examinations have to be submitted. |
| 34. | Extracts from the history of Normal students to be prepared and forwarded to Inspecting officers every now and then for verification. |
| 35. | Attending to the neat arrangement and correct maintenance of records, apparatus, etc. |
| 36. | Several other miscellaneous business such as preparation of recommendation roll of students, filling up the purely routine portion of inspection reports, preparing list of officers for annual departmental directory, collecting materials for and preparation of budget estimates, helping the headmaster who is generally Superintendent of Government Technical Examinations in the clerical work connected with it, etc. |

ORDER—No. 480, Educational, dated 2nd October 1903.

The Government is unable to sanction the Director's proposal. It would, in the opinion of His Excellency in Council, be undesirable to dissociate the teaching staff from the clerical work of the schools, which is part and parcel of the staff's daily duties and which when duly distributed cannot be a very heavy burden. If in any case difficulty is felt, endeavours should be made to cut down the clerical work, rather than create a separate staff to deal with it.

(True Extract.)

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

To the Director of Public Instruction.

Exd. V. A. Rajavelu.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 480, EDUCATIONAL, DATED
2ND OCTOBER 1903.

[SUBJECT.—*Entertainment of a clerk in each of the three upper secondary training schools at Tanjore, Coimbatore and Calicut.*]

From the Director of Public Instruction, No. 6624, dated 23rd September 1903.

The Director requests sanction to the entertainment of a clerk on Rs. 15 *per mensem* in each of the three upper secondary training schools at Tanjore, Coimbatore and Calicut with effect from 1st March next. The main reason adduced is that the amount of clerical work in connection with these schools cannot be done by the head-master or by any of the assistant masters without detriment to their more important duty of teaching. The statement of work to be done furnished by the Director is a formidable one, but there appears to be sufficient for a separate clerk. It is therefore submitted that the Director's proposal may be approved, and permission granted to make the necessary provision in the budget estimates of the ensuing year; he may also be asked to submit the usual proposition statement through the Accountant-General, on the understanding, however, that he does not subsequently come up with a similar proposal in connection with other training schools. The amount of work to be done in these schools cannot be much less. The cost involved in the present proposal is Rs. 540 *per annum*.

P. T. THARYAN—28-9-03.

I do not think a case is made out; there is a long list, but it comes to very little.

A. T. PRINGLE—28-9-03.

There can be not the slightest doubt that if clerks are allowed for these three schools sooner or later a clerk will be demanded for every other upper secondary school. The creation of clerks is the surest way to add to clerical work, and their absence is the best check on additional demands for clerical labour. The Director's true line should be, I submit, to cut down clerical work and not add establishment to deal with it, and the proposals should—it seems to me—be negatived.

A. G. CARDEW—30-9-03.

To my mind it would be a most undesirable thing to dissociate the work in question from the teaching staff and leave a clerk to deal with it. It is part and parcel of their daily work and, distributed among the staff, cannot be irksome.

J. T. [HOMSON]—1-10-03.

The draft placed below may issue.

A.G.C.—2-10-03.

[G.O., No. 480, Educational, dated 2nd October 1903.]

Educational (190³) Department.



CURRENT No. 1526.

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

[Designation] Director of Public Instruction,

[Station] Madras.

Ref. No. C.No. 6624 of 03,

Received 24. 9. 1903.

Dated 23rd September 1903.

Enclosures one

Registered 25-9-1903.

SUBJECT.

Requesting to obtain the sanction of Government to the appointment of a clerk on Rs 15 per mensem in each of the 3 Upper Secondary training schools at Tanjore, Coimbatore and Calicut with effect from 1st March next.

BACK PAPERS.

FURTHER PAPERS.

22-9-03-

First copy sent to Press.

Returned for signature.

Despatched in print.

NUMBER OF COPIES REQUIRED, { Order complete. Letter only. Order complete with Letter.

RECEIVED G.O., No. 190

DATED

CURR. No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

LETTER OF GOVERNMENT.

STATEMENT WITH INFO.

NOT FILLED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.

N.B.—

- A = Print in full.
- E = Not to be printed.
- P = Print abstract only.
- Q = Print heading only.

481 *Handwritten notes and signatures*

3-10-1903

Mr. Logan...
on special duty for a period...

The Government is unable to...
the Director's proposal...
the opinion of the...
to discontinue the teaching staff...
the classical work of the school...
is first & foremost of the staff...
the school is not a...

I have the honor to be...
Your most obedient servant.