Educational (1904) Department.

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INDEXED.

[Despatch Abstract.]

Reorganization of the office establishment of the D.P.I.

Sanction with effect from the 1st October 1904 the revised scale of pay for the office establishment of the Director.

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 {1904} of Madras.

EDUCATIONAL.

2

Recd. } 1904. *Enclosures*

Regd. } *Spare copies*

ORIGINAL

G.O., No. 641-A, 22nd October 1904.

I. P.

OCTOBER.

Reorganization of the Office establishment of the Director of Public Instruction.

Sanctioning, with effect from the 1st October 1904, the revised scale of pay for the office establishment of the Director.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

Read—again the following paper :—

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

Abstract.—Stating that sufficient grounds have not been shown for the proposed reorganization of the Director's office and declining to sanction the proposition statement.

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, Madras), dated 7th September 1903, C. No. 6670.

With reference to G.O., No. 82, Educational, dated 14th February last, declining to sanction my proposals for the reorganization of my office establishment, I have the honour to request that Government be pleased to reconsider the order at least so far as the manager and the head clerk are concerned. In paragraph 3 of my letter C. No. 7305, dated 8th October, read in the Government Order I have stated that a first-rate manager is essential and that a first-rate man cannot be retained in the office for the present pay of the appointment. I have also stated that the pay of the head clerk should be higher than that of the other clerks and that it should also be high enough to attract a good man from outside whenever there is no one in the office fit to be promoted to the position of head clerk. For these reasons I proposed that the pay of the manager should be raised to Rs. 200—10—250, and that of the head clerk should be fixed at Rs. 125—5—150, the increments being annual.

2. The present manager who has been connected with the office for the past eight years was sent out in August 1901 to act as an Assistant Inspector of Schools on Rs. 200, because he had become entitled to promotion in the ordinary course; but I had to recall him to the office on the 17th August last when he returned to duty on the expiry of his privilege leave, as there was no one else with the necessary knowledge of the several kinds of educational work that I could appoint to the post. It was with a view to his being recalled to the office that I fixed the pay at Rupees 200—10—250 which, however, apart from any reference to the claims or deserts of the present incumbent, is, in my opinion, the lowest pay that can reasonably be given for the work attached to the office.

	Present pay. Rs.
Manager	150—175
Head clerk	100—125

3. In regard to the head clerk I beg to observe that the present incumbent has been in the office ever since 1892, when the pay of his post was fixed at Rupees 100—5—125. As he reached the maximum six years ago, I beg to recommend that he may be allowed to draw the maximum Rs. 150 under the new scale (125—5—150).

4. I need hardly point out that in an important office like mine, both the manager and the head clerk should be very capable men with considerable experience of office work, and it is therefore very necessary that their pay should be at least equal to that of corresponding posts in the offices of other heads of departments. From paragraph 3 of my letter already referred to, it will be seen that there are three clerks on Rs. 150 in the office of the Director of Publice Instruction, Bengal, and hence the pay I have proposed for the head clerk in my office is by no means extravagant; while, as regards the pay of the manager, there is absolutely no reason why it should be less than that given in similar appointments in the marginally-noted offices.

	Rs.
Manager, Office of the Inspector-General of Police ..	250
„ Surgeon-General's office	200
„ Sanitary Commissioner's office	200
„ Revenue Board	200
„ Revenue Secretariat	225
„ Local and Municipal department	200
„ High Court	250
„ Chief Engineer's office	300
„ Commissioner for Government Examinations,	200—10—250

5. For the above reasons I again request that Government be pleased to reconsider the orders originally passed and to sanction at least the increase of pay recommended for the manager and head clerk with effect from 1st September 1903; and also to permit me to make the necessary provision in the budget estimate for the ensuing year. The provision made in the current year's budget for increases in my office having been resumed by Government (*vide* G.O., No. 412, Financial, dated 27th June 1903), the necessary reappropriation statement as well as the proposition statement is submitted through the Accountant-General.

Enclosures.

Reappropriation statement to accompany all applications for sanction to expenditure not provided for in the budget, or for additional allotments.

Major, minor, sub and detailed heads of budget.	Heads of estimate proposed to be increased. Amounts as in the sanctioned estimate.	Actual expenditure up to date.	Probable expenditure during remainder of the year.	Amount of additional allotment required.	Heads of estimate proposed to be reduced. Amounts as in the sanctioned estimate.	Actual expenditure up to date.	Probable expenditure during remainder of the year.	Amount available for reappropriation.
1	2	3	4	5	6	7	8	9
22. Education.	Rs.	Rs. A. P.	Rs.	Rs. A. P.	Rs.		Rs.	Rs.
22-*A. Direction.*								
Establishment.								
Assistant and Manager ..	* 2,400	872 2 10	1,200	..	..	..	..	..
Head Clerk	1,500	683 14 1	900	83 14 1	..	..	..	..
22. Education.								
22-*B. Inspection.*								
Lump provision for revision of the scale of Sub-Assistants.	..	..	..	..	54,000	..	53,916	84

* Government having resumed the sum of Rs. 5,000 provided for the increased salaries, etc., in the office of the Director—*vide* G.O., No. 412, Financial, dated 27th June 1903; this sum, Rs. 2,400, has to be reduced to Rs. 2,100 as in the civil budget estimate for the year 1902–1903.

STATEMENT of Proposition for Revision of Establishment.

Order sanctioning present establishment.		Office to which the proposition refers.	Nature of charge.												Proposition.	
			Present scale.						Proposed scale.						Permanent.	
			Designation.	Number.	Pay. Minimum.	Pay. Increment.	Pay. Maximum.	Average cost.	Designation.	Number.	Pay. Minimum.	Pay. Increment.	Pay. Maximum.	Average cost.	Increase per month. Amount.	Decrease per month. Amount.
Number.	Date.															
1	2	3	4	5	Rs. A. P.	Rs.	Rs. A. P.	Rs. A. P.	11	10	Rs. A. P.	Rs.	Rs. A. P.	15	Rs. A. P. 16	17
No. 412, Financial.	27th June 1903.	Office of the Director of Public Instruction.	1 Assistant and Manager	1	150 0 0	5	175 0 0	168 12 0	1 Assistant and Manager	1	200 0 0	10	250 0 0	237 8 0	68 12 0	
			1 Head Clerk	1	100 0 0	5	125 0 0	118 12 0	1 Head Clerk	1	125 0 0	5	150 0 0	143 12 0	25 0 0	
			20 Clerks	20	700 0 0		730 0 0	722 8 0	20 Clerks	20	700 0 0		730 0 0	722 8 0		
			1 Reader	1	15 0 0		15 0 0	15 0 0	1 Reader	1	15 0 0		15 0 0	15 0 0		
			1 Assistant to the Director and Sub-Assistant Inspector of Sanskrit schools.	1	75 0 0		75 0 0	75 0 0	1 Assistant to the Director and Sub-Assistant Inspector of Sanskrit schools.	1	75 0 0		75 0 0	75 0 0		
			2 Attenders at Rs. 12	2	24 0 0		24 0 0	24 0 0	2 Attenders at Rs. 12	2	24 0 0		24 0 0	24 0 0		
			1 Attender	1	10 0 0		10 0 0	10 0 0	1 Attender	1	10 0 0		10 0 0	10 0 0		
			Do.	1	9 0 0		9 0 0	9 0 0	Do.	1	9 0 0		9 0 0	9 0 0		
			Do.	1	8 0 0		8 0 0	8 0 0	Do.	1	8 0 0		8 0 0	8 0 0		
			Duffadar	1	11 0 0		11 0 0	11 0 0	Duffadar	1	11 0 0		11 0 0	11 0 0		
			Mudi	1	9 0 0		9 0 0	9 0 0	Mudi	1	9 0 0		9 0 0	9 0 0		
			Peons on Rs. 8	3	24 0 0		24 0 0	24 0 0	Peons on Rs. 8	3	24 0 0		24 0 0	24 0 0		
			Do. at ,, 7	6	42 0 0		42 0 0	42 0 0	Do. at ,, 7	6	42 0 0		42 0 0	42 0 0		
			Messengers on Rs. 7	2	14 0 0		14 0 0	14 0 0	Messengers on Rs. 7	2	14 0 0		14 0 0	14 0 0		
			Sweeper	1	3 8 0		3 8 0	3 8 0	Sweeper	1	3 8 0		3 8 0	3 8 0		
			Scavenger	1	3 0 0		3 0 0	3 0 0	Scavenger	1	3 0 0		3 0 0	3 0 0		
			Night peon	1	3 8 0		3 8 0	3 8 0	Night peon	1	3 8 0		3 8 0	3 8 0		
			Secretary, Text Book Committee.	1	40 0 0		40 0 0	40 0 0	Secretary, Text Book Committee.	1	40 0 0		40 0 0	40 0 0		
			Total ..		1,241 0 0	..	1,321 0 0	1,301 0 0	Total ..		1,316 0 0	..	1,421 0 0	1,394 12 0	93 12 0	..

Endt. No. P.A. 303/6346, dated 15th September 1903.

Submitted to Government.

2. The entries in the column of "present scale" have been compared with the registers of this office and found correct and there is no audit objection to the proposal being sanctioned.

3. In paragraph 3 of his letter the Director recommends that in case the pay of the head clerk is raised to the scale proposed by him, the present incumbent of that office might, out of consideration for the past six years during which he has been in receipt of the maximum pay of the present scale, be allowed to draw the maximum pay of the proposed scale, *i.e.*, Rs. 150–0–0. In considering this recommendation the principles enunciated in article 153 (*a*) of Civil Service Regulations should be noted.

There is no objection to the proposed reappropriation.

M. H. OUNG,
Offg. Accountant-General.

To the Secretary to the Government of Madras,
Educational Department.

Memorandum No. 556, Educational, dated 8th October 1903.

The Director is requested to state the difference in nature of work and responsibility of the manager and the head clerk of his office.

2. The Director is also requested to state the division of duties between the Deputy Director, the Personal Assistant, and Manager.

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

To the Director of Public Instruction.

From the Hon'ble Mr. G. H. STUART, M.A., Director of Public Instruction, Madras, to the Secretary to Government, Educational Department, dated 21st October 1903, R. C. No. 6670.

With reference to memorandum No. 556, dated 8th instant, I have the honour to submit the accompanying statements showing the division of duties between the Deputy Director, the Personal Assistant, and the manager and to explain the difference in nature of work and responsibility of the manager and head clerk.

2. It will be seen from statement C that the manager has to deal with all local fund papers, and papers relating to appointments and leave, and to review reports on the Agency schools and the reports on two of the Government Colleges, the Reformatory school, the School of Arts, the Teachers' College and the Training College, Rajahmundry, and to write a portion of the report on Public Instruction. He has, besides, to distribute daily to the clerks the papers with which they have to deal as they are received in the office, to check the daily work so as to prevent delay, to revise the drafts of five drafting clerks, the drafts of the head clerk, the Sub-Assistant of Sanskrit schools, and two of the subordinate clerks alone not passing through him. He has also to deal with papers of general importance, and to exercise careful supervision over the heavy work of the audit section of the office and of the temporary establishment specially entertained for the preparation of the statistical tables required for the report on Public Instruction. In addition to all this, he is entrusted with the general management of the office and the supervision of the proper working of the disposal system of records, recently introduced into this office, the old system having been found not to work satisfactorily. This supervision consists in the periodical checking of the several current registers maintained in the office, of the personal registers maintained by the several clerks, and also of the index register. From the details given above it will be observed that the work entrusted to the manager is of a varied and responsible nature, and requires an intimate knowledge of the several kinds of educational work and also considerable experience of office work.

3. In regard to the head clerk a reference to statement D will show that his work is different from that of the manager and of an almost equally important nature. The preparation of the budget estimates of the department, and of those relating to the Provincial Civil Service and Police Competitive examinations, as well as the estimates of the educational establishments in Coorg and Bangalore is entrusted to him, and he has besides to deal with papers relating to the Law, Engineering, Agricultural and Medical Colleges and Medical schools and those relating to the Lawrence Asylum and the inspection reports on Colleges, Training schools and Technical schools. In addition to these he has to dispose of the papers relating to exchange compensation allowance and to maintain the register of landed property of the gazetted officers of the department and also the register of title holders. He is responsible only for his own work and does not, like the manager, exercise supervision over the work of others except in the case of the manager's temporary absence. In respect to him the grounds of the request for increased pay are the important nature of his work, particularly the budget work, and the necessity of having a superior clerk to whom new work of importance can be entrusted.

4. Statements A and B show the work assigned to the Deputy Director and the Personal Assistant. Besides this they have original drafting work to do in dealing with confidential papers, special reports and important papers of a general nature which cannot be entrusted to the office establishment, and this, together with the work involved in the revision of the drafts prepared by the manager and the clerks, and the conduct of the generally heavy correspondence connected with papers under reference before they are placed before me for orders, or with the communication of orders or proceedings to officers of the department, is more than sufficient to keep their hands quite full. I may mention in this connection that, besides the manager and the head clerk, seven of the clerks are entrusted with drafting work, and that the drafts prepared by the manager, head clerk and two other clerks pass through the Personal Assistant before they come to me while those of the remaining five clerks pass through the manager to the Deputy Director. Notes relating to appointments are prepared and submitted to me by the Personal Assistant. The Deputy Director passes orders on the papers that come before him unless they are of considerable importance when they are referred to me for orders. These and all papers that pass through the Personal Assistant receive their final disposal from me.

5. From the details given above it will be seen that the Deputy Director, my Personal Assistant, and the manager have each very heavy work to do, and that, while the Deputy Director has relieved me and my Personal Assistant of some portion of the work involved in the revision of routine drafts the manager has quite as much work to do now as he had before the appointment of the Deputy Director.

Enclosures.

A.

Division of Work.

Deputy Director of Public Instruction.

1. Travelling allowance bills of inspecting officers and monthly statement of work.
2. Contingent bills.
3. Budget appropriations.
4. Applications for budget allotments.
5. Scholarships.
6. Stipends.
7. Salary grants.
8. Scholarship grants.
9. Cadet grants.
10. Feeding and clothing grants.
11. Furniture and building grants.
12. Financial statements.
13. Transfer of management.
14. Reports on changes of staff.
15. Pension papers.
16. Local Fund budgets and reports.
17. Municipal budgets and reports.

18. Instructions for the preparation of annual returns.
19. Papers relating (1) to pay and allowances, (2) increments, (3) permanent advance and (4) transfer of charge.
20. Papers relating to verification of service.
21. Report on education (a part).
22. Budgets—(1) Provincial Civil Service Examinations, (2) Police Competitive Examinations and (3) Old College Park.
23. D and E lists (fixed grants).
24. H and I lists (results grants).
25. Return of leave, appointments, fines, etc., received from the inspecting officers.
26. List of officers.
27. Correspondence relating to the net cost of Board schools.
28. Reviews of reports on High and Middle schools and on European schools, except the Lawrence Asylum, Ootacamund.
29. Correspondence relating to stationery.
30. Correspondence relating to departmental forms and Account Code forms.
31. Application for the recognition of Middle schools.
32. Instructions applicable to the Grant-in-aid Code.
33. Text books.
34. Indents for Europe stores.

B.

Division of Work.

Personal Assistant to the Director of Public Instruction.

1. Tour programme.
2. Revision of the Grant-in-aid Code.
3. Papers relating to the School of Arts, the Reformatory school and other special schools.
4. Papers relating to the retention of officers in service.
5. Exemption from the Examination rules.
6. Local Fund papers and Coorg and Bangalore papers.
7. Agency reports.
8. Report on Public Instruction (a part).
9. Reports on Arts and Professional Colleges.
   Do on Training schools
   Do. on Technical schools.
   Do. on the Lawrence Asylum.
10. Papers relating to appointments and leave.
11. Revision of establishment.
12. Confidential papers.
13. Papers of general importance.
14. Budgets—(1) Departmental, (2) Coorg and Bangalore, (3) Medical College and schools, (4) Lawrence Asylum, (5) Buildings and (6) Industrial departments of the School of Arts.
15. Coorg schools.
16. Agency schools.
17. Maps.
18. General questions on the Code.
19. Appeals from office establishment.
20. Redistribution of ranges of Sub-Assistants.
21. Endowments and interest orders.
22. Review of books and other copy-righted publications.
23. Correspondence relating to Examinations.
24. Do. do. to Educational rules.
25. Do. do. to holidays.
26. Do. do. to refund of fees.
27. Do. do. to Examination certificates.
28. Do. do. to acceptance of Examinerships (University and others).
29. Recognition of High schools.
30. Correspondence relating to teachers' certificates and their renewal.
31. Exchange compensation allowance.

C.

Manager.

1. Local Fund papers (including those relating to Coorg).
2. Reviews of the three Agency reports, and the annual reports of two Arts Colleges (First grade), the Teachers' College, Saidapet, the Training College, Rajahmundry, the Reformatory Schools, Chingleput, and the School of Arts.

3. Papers relating to appointments and leave.
4. A portion of the report on Public Instruction.
5. Papers of a general nature.
6. Quarterly Civil List.
7. Revision of the drafts of *five* out of *eight* drafting clerks (two clerks dealing with the grant-in-aid papers, two with audit and one with proposition statements and buildings).
8. General management and supervision of the office.

D.

Head Clerk.

1. 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 industrial departments of the School of Arts and budget estimates of the educational establishments in Coorg and Bangalore : all correspondence connected therewith.
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 two Government Arts colleges.
3. Reviewing inspection reports on Arts colleges, training schools and technical schools, and during the absence of the Sub-Assistant Inspector of Sanskrit schools on tour some of the reports on high schools ; also annual reports on schools in Coorg.
4. Papers relating to exchange compensation allowance.
5. Register of landed property of gazetted officers.
6. Register of title-holders.
7. Papers relating to agency schools.
8. Arranging for the preparation of maps for the Public Instruction Report.
9. Maintaining a personal register and sending out reminders in case of under-reference papers.
10. Preparation of the monthly arrear list.

Memorandum No. 4, Educational, dated 4th January 1904.

With reference to Mr. Stuart's letters No. 6670 of the 7th September and 21st October 1903, Dr. Bourne is requested to be so good as to state his views regarding the proposed increase of salary to the Manager and the head clerk of his office. If increase of salary is considered necessary merely in order to retain an individual officer, the ordinary course of attaining this purpose would be a personal allowance.

2. Dr. Bourne is also requested to consider and report whether the distribution of work between the Deputy Director, the Personal Assistant, the Manager and the head clerk is not susceptible of improvement. From Mr. Stuart's letter No. 6670 of the 21st October last, it appears that the three main branches of work (correspondence, statistical returns and accounts) are not clearly separated and apportioned each to a different officer. Thus while the Manager looks after the account section the head clerk prepares the budgets ; the head clerk reviews reports of some colleges while the Manager reviews reports of other colleges ; the Personal Assistant deals with departmental budgets and the Deputy Director with Local Fund and Municipal budgets.

(By Order.)

A. GALLETTI,
Ag. Assistant Secretary to Govt.

To the Director of Public Instruction.

From the Hon'ble Mr. A. G. BOURNE, D.Sc., F.R.S., Director of Public Instruction, Madras, to the Secretary to Government, Educational Department (through the Accountant-General), dated 26th May 1904, Ref. on C. No. 6670.

In his letter C. No. 7305, dated 8th October 1902, read in G.O., No. 82, Educational, dated 14th February 1903, the late Director submitted proposals for the reorganization of this office, but that proposition statement was not sanctioned. In his letter C. No. 6670, dated 7th September 1903, he requested Government to reconsider the order in so far as the Manager and head clerk were concerned. In

memorandum No. 4, dated 4th January 1904, I was called to state my views with regard to this matter and also to consider whether the distribution of work in the office was not susceptible of improvement. I have delayed a reply until I was thoroughly familiar with the work of the office. I have now the honour to submit the following remarks and proposals.

2. I am convinced that there is most urgent need for some more clerks, not to relieve anybody of work he now does, but to get a great deal of the work done properly which is now necessarily done in the most perfunctory manner or not done at all. The present clerks are doing their very best and are doing good work, but there is more work than they can possibly cope with. I consider additional help of much greater importance than raising the pay of the Manager or head clerk. The appointment of a Deputy Director has enabled us to go into many matters much more thoroughly : the work is increasing by leaps and bounds—the Government of India has recognized " the constantly increasing burden of work and responsibility entailed by the present active and progressive policy "—and I continually find myself checked in developing schemes for want of more clerical assistance.

3. For some years the office has only just struggled on getting at times most hopelessly into arrears setting thereby an extremely bad example to the subordinate offices. There has been absolutely no time to devote to an endeavour to improve matters, the office work throughout the department needs improvement and simplification, but unless we have at the head office time to do more than just dispose of the papers in the most hasty manner, it will be hopeless to attempt reform.

4. Again, a very large portion of the correspondence is with non-officials, many of them most unbusinesslike, and constant care is necessary to lay down and maintain a definite policy.

5. I propose to divide the office into four sections—

A. General Administration.
B. Finance and Statistics.
C. Record.
D. Registering, copying and despatch.

The Director must of course be the final authority as regards both general administration and questions involving finance and statistics, but the Personal Assistant will dispose of all routine matters under the former heading, while the Deputy Director will be in charge of the latter. The Manager will have the general management of the whole office and do the duties of head clerk in the administrative section. The head clerk will be in special charge of the financial and statistical section.

6. The late Director proposed six new clerks. I am willing to try what can be done with two new clerks and a full-time clerk in place of the Sub-Assistant Inspector of Sanskrit schools, securing temporary clerks for the copying work whenever that shows any signs of falling into arrears. I have, however, no hesitation in saying that without at least this amount of extra assistance I shall be unable to do much towards smartening up the office work of the department as a whole : my own office has so far loyally supported my efforts, but we have, I think, reached our limit.

7. It is difficult to bring forward any further arguments to show the necessity. I have myself examined and watched the work of each clerk and in order to get through the work do much myself which could be done by a good clerk. Figures prove little as it is the nature of the work that must determine the number of workmen required and such a very large portion of our work is not of a routine nature.

8. I beg to submit a proposition statement providing for two new clerks on Rs. 100 and Rs. 80, respectively, fixing the head clerk's pay at Rs. 125, and converting the post of Sub-Assistant Inspector of Sanskrit schools into a clerk's post. I propose to include the latter in the cadre of the Sub-Assistant Inspectors' establishment. It is very desirable that he should have some prospects which he cannot well have, so long as he holds his present dual post. His head-quarters will still be in Madras and I shall be able to provide him with some work of a special nature when he is not on tour. A reappropriation statement is also submitted. I recommend that my proposals be sanctioned with effect from 1st July next.

Enclosures.

Statement of Proposition for Revision of Establishment.

Order sanctioning present establishment		Office to which the proposition relates.	Nature of charge.																Grounds of proposition.
			Present scale.								Proposition.								
							Pay.				Permanent.				Temporary.				
											Increase per month.		Decrease per month.		Increase per month.		Decrease per month.		
Number.	Date.		Designation.	Number.	Minimum.	Increment.	Maximum.	Average cost.	Number.	Minimum.	Increment.	Maximum.	Average cost.	Amount.	Period.	Amount.	Period.	Amount.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
412, Financial.	27th June 1903.	Office of the Director of Public Instruction.			Rs.	Rs.	Rs.	Rs.		Rs.	Rs.	Rs.	Rs.	Rs.		Rs.					The strengthening of the office establishment is necessary if work is to be done promptly and efficiently.
			1	Assistant and Manager ..	150	5	175	168¾	1	150	5	175	168¾	6¼							
			1	Head Clerk	125	..	125	125	1	125	..	125	125	..							
			..	Clerk	100	..	100	100	1	100	..	100	100	100							
			1	Clerks on Rs. 80 ..	160	..	160	160	2	160	..	160	160	80							
			1	Clerk	60	4	80	75	1	60	4	80	75	..							
			..	,, ...	75	..	75	75	..	75	..	75	75	75							
			1	Clerk	70	..	70	70	1	70	..	70	70	..							
			1	Clerk and Librarian ..	60	..	60	60	1	60	..	60	60	..							
			1	Clerk	60	..	60	60	1	60	..	60	60	..							
			1	,, ...	50	..	50	50	1	50	..	50	50	..							
			1	,, ...	40	..	40	40	1	40	..	40	40	..							
			2	Clerks on Rs. 30 ..	60	..	60	60	2	60	..	60	60	..							
			1	Clerk	20	2	30	27½	1	20	2	30	27½	..							
			3	Clerks on Rs. 25 ..	75	..	75	75	3	75	..	75	75	75							
			4	,, 20 ..	80	..	80	80	4	80	..	80	80	..							
			3	,, 15 ..	45	..	45	45	3	45	..	45	45	15							
			1	Reader	15	..	15	15	1	15	..	15	15	..							
			1	Assistant to the Director of Public Instruction and Sub-Assistant Inspector of Sanskrit Schools.	75	..	75	* 40	..	75	..	75	* 40	..							
			21	Servants	161	..	161	* 40	21	161	..	161	* 40	..							
			1	Secretary to the Text Book Committee.	40	..	40	* 40	1	40	..	40	* 40	..							
				Total ..	1,446	..	1,501	1,487½		1,241	..	1,321	1,301								

* Allowance (honorarium).

Re-appropriation statement to accompany all applications for sanction to expenditure not provided for in the budget, or for additional allotments.

Major, minor, sub and detailed heads of budget.	Heads of estimate proposed to be increased.				Heads of estimate proposed to be reduced.			
	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
22. A. Education.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.
Direction—Establishment..	16,382	2,482	17,222	840	..	..	..	..
22. A. Education.								
Direction—Salaries— Deputy Director of Public Instruction— Special allowance ..	..	..	..	..	1,200	200	..	1,000

Remarks.—The entry in column 5 is the additional sum required during the current year after taking credit for a saving of Rs. 600 in the provision made for the pay of the Assistant and Manager and the Head clerk of the office of the Director of Public Instruction.

Endt. No. P.A. 119/2363, dated 2nd June 1904.

Forwarded to Government.

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

3. There is no audit objection to the proposals and the re-appropriation being sanctioned by Government.

W. DOBBIE,
Accountant-General.

To the Secretary to Government, Educational Department.

Memorandum No. 535, Educational, dated 29th September 1904.

The Director of Public Instruction is requested to be so good as to report the number of typewriting machines he has in his office and to state whether the number is enough for office requirements and by whom they are worked.

(By Order.)

A. GALLETTI,
Ag. Assistant Secretary to Govt.

From the Hon'ble Mr. A. G. BOURNE, D.Sc., F.R.S., Director of Public Instruction, Madras, to the Secretary to Government, Educational Department, dated 15th October 1904, Ref. on Cur. No. 6670 of 1903.

In reply to memorandum No. 535, Educational, dated 29th September 1904, I have the honour to report that there are two typewriting machines in the office. One is ordinarily worked by V. Sadagopachari, who is not technically qualified but was first employed as a typist in the Chief Secretariat and joined this office before the present rules came into force, the other by R. Srinivasaraghava Aiyangar, who is technically qualified.

One of the machines is used by the confidential clerk whenever necessary.

Another machine would be fully utilized. I give the copying figures for the last two weeks which owing to work on the annual report and budgets and my being also occupied with the Special Test examinations was not as heavy as it frequently is—

—	Sent for copying.	Written.	Typed.	Arrears.
First week.				
Saturday ..	..	..	..	95
Monday ..	40	25	24	86
Tuesday ..	54	17	21	102
Wednesday ..	30	20	17	95
Thursday ..	23	22	17	79
Friday ..	66	6	42	97
Saturday ..	Mahalaya Amavasya holiday except for clerks engaged on figures for the annual report.			
Second week.				
Monday ..	73	18	25	127
Tuesday ..	46	..	21	152
Wednesday ..	39	22	21	148
Thursday ..	58	20	24	162
Friday ..	69	..	18	213
Saturday ..	50	..	27	236

A constant check is kept on the copying work which very occasionally gets up to date, but is usually in arrears. I have known as many as 300 papers awaiting fair copy and papers despatched three weeks after the draft had been passed.

We managed to get clear with temporary hands some time ago, but the budget provision for these is now exhausted.

It is hardly good business after making strenuous efforts to get the papers dealt with without unnecessary delay to allow of arrangement whereby the greatest delay occurs in the mere fair-copying.

There is another clerk now in the office, who is a trained operator, but his being spared for copying and the continuance of even the present state of efficiency depends upon some additions to the establishment. To say nothing of the extra work which I want done the present pressure is too great.

Order—No. 641-A, Educational, dated 22nd October 1904.

After a careful consideration of the proposals made by the late Mr. Stuart and by Dr. Bourne for the reorganization of the office establishment of the Director of Public Instruction, the Governor in Council considers that a sufficient case has been made out for the grant of the three additional clerks applied for, but sees no sufficient reason to fix the pay of these additional clerks at the high rate proposed by the Director of Public Instruction.

The following revised scale is sanctioned with effect from 1st October 1904 and should sufficiently provide for promotion and an interchange of clerks between the Director's office and the offices of the Inspectors and Inspectresses :—

	Rs.
1 Manager on	150—5—175
1 Head Clerk on	100—5—125
1 Clerk on	80
1 Clerk on	75
1 Clerk on	70
2 Clerks on	60 each.
2 Clerks on	50 „
2 Clerks on	40 „
1 Clerk on	35
2 Clerks on	30 each.
3 Clerks on	25 „

	Rs.
3 Clerks on	20 each.
4 Clerks on	15 „
2 Typewriting clerks—pay according to qualifications.	
1 Secretary, Text Book Committee, on	40
21 servants on an aggregate pay of	161

2. The distribution of the establishments between the various branches of the office will be left to the Director's discretion, but the arrangement noted below is suggested as suitable :—

Deputy Director. | Head Clerk.		Personal Assistant. | Manager.		
Finance General.	Audit.	Administration.	Record.	Copying.
Five clerks on Rs. 75, 50, 40, 25 and 20.	Three clerks on Rs. 70, 40 and 25.	Six clerks on Rs. 80, 60, 50, 30, 25 and 20 including one confidential clerk for Director.	Three clerks on Rs. 60, 35 and 20.	Five clerks on Rs. 30, 15, 15, 15 and 15, and the two typewriting clerks.

3. The Director is requested to submit a proposition and a re-appropriation statement for the formal sanction of Government.

(True Extract.)

H. D. TAYLOR,
Ag. Secretary to Government.

To the Director of Public Instruction.
„ Financial Department.

Exd. C. Parthasarathy.

NOTES CONNECTED WITH G.O., No. 641-A, EDUCATIONAL, DATED 22ND OCTOBER 1904.

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

From the Director of Public Instruction, No. 6670, *dated 7th September* 1903.

The Director's proposal to reorganize his office establishment by raising the pay of four of the clerks, including the manager, and by adding six new clerks at a total cost of Rs. 509–4–0 a month, was negatived in G.O., No. 82, Educational, dated 14th February 1903. He now requests that so much of the proposal as regarded the manager and the head clerk may be reconsidered, and the managers pay raised from Rs. 150—5—175 to Rs. 200—10—250 and the head clerk's from Rs. 100—5—25 to Rs. 125—5—150. The increased cost involved in the proposal is Rs. 93–12–0 *per mensem*, but, in consideration of the fact that the head clerk has been drawing the maximum of his present pay for the last six years, the Director further requests that he may be allowed to draw the maximum pay of the new scale. This amounts practically to fixing his pay at Rs. 150 and the total increased cost is thus Rs. 100 *per mensem*.

2. The reasons assigned for the increase in the first case are—

(i) The present manager has been connected with the office for the past eight years and that although he was sent out on acting promotion he had to be called back, as there is no one else with the necessary knowledge of the several kinds of Educational work who could be appointed in his place. This it is submitted would only justify the grant of a personal allowance so far as the present incumbent is concerned. The point, if conceded, will however equally furnish a ground for further increase to the same person at the end of five years. Then again the statement that the Director knows of no one else who can replace the present incumbent should, it is submitted, be taken with some reserve. On the other hand if he is a person of such rare qualifications the Director can easily put him into the Provincial service and make him his personal assistant after sending out Mr. Scott, the present personal assistant, to a college.

Quite so.
A. T. PRINGLE—22-9-03.

(ii) The managers of nine specified * offices get pay varying from Rs. 200 to Rs. 300. In the Revenue Secretariat, however, it is the Registrar who draws Rs. 225 and he does not occupy the position of a manager. The Chief Engineer's office referred to is apparently the office of the Chief Engineer for Irrigation: the officer who is styled "manager" in that office occupies the position of assistant in other Secretariats and he too should be left out of account. There is no comparison between the Director's office and the

* Inspector-General of Police.
Surgeon-General.
Sanitary Commissioner.
Revenue Board.
Revenue Secretariat.
Local and Municipal Department.
High Court.
Chief Engineer.
Commissioner for Government Examinations.

Revenue Board and High Court offices. The Commissioner for Government Examinations has only a Secretary on Rs. 350 to assist him, and he (the Secretary) is not a full-time officer. The Inspector-General of Police, the Surgeon-General and the Sanitary Commissioner have only one Deputy or Personal Assistant each. The Director has now a Deputy and a Personal Assistant. The Local and Municipal head clerk gets Rs. 200 and the Director would at the most have perhaps been justified in proposing to raise his manager's pay only to Rs. 175—5—200.

3. The reason assigned for the increase in the case of the Director's head clerk is that he has been in the office since 1892. By the Director's own showing, however, the head clerk is not fit to be promoted to Rs. 150—5—175. It does not appear therefore that there is any justification for raising his pay to Rs. 125—5—150 and giving him the maximum.

4. Orders are solicited.

P. T. THARYAN—20-9-03.

Now that there is a Deputy Director, the "Personal Assistant" arrangement should cease, and I am inclined to think that it would be better if there were some changes in the *personnel* of the Director's office; ordinary business habits of punctuality and promptitude seem to be required rather than extraordinary acquaintance with educational matters. Directly any body in an office becomes "indispensable," it is high time some one else replaced him. I do not see that the Director makes out a case for either of his proposals.

A. T. PRINGLE—22-9-03.

A. G. CARDEW—3-10-03.

What is the difference in nature of work and responsibility of the manager and head clerk? Perhaps as a rule the manager of an office (or the head of the clerical establishment as I understand it) should get Rs. 200 or something rising to Rs. 200 (perhaps Rs. 150—10—200). But first I should like to have the information above.

2. Has there been any proposal to abolish the Personal Assistant now that there is a Deputy (or Assistant Director as he is styled in Bengal)? Has the Personal Assistant's duties been anywhere definitely prescribed and how do these differ from those of the Manager?

G. S. F[ORBES]—6-10-03.

Information will have to be called for I think on paragraph 1. Is there any definition of the Personal Assistant's duties?—paragraph 2.

A. G. CARDEW—6-10-03.

A draft memorandum is submitted calling for the information required in paragraph 1.

No orders can be traced defining the duties of the Personal Assistant. The Personal Assistant and the Manager seem to occupy positions similar to the First and Second Assistants in the Secretariat. Both appear to work independently of one another assisted by clerks. Should information on this point also be called for? The Deputy Director is in addition to the Personal Assistant and there has been no proposal to abolish the latter appointment.

Yes.
A. G. CARDEW—8-10-03.

P. T. THARYAN—8-10-03.

[Memorandum No. 556, dated 8th October 1903.]

From the Director of Public Instruction, No. 6670, *dated* 21*st October* 1903.

The Director furnishes four statements showing the work done by the Deputy Director, the Personal Assistant, the Manager and the Head clerk and explains the difference in nature of work and responsibility of the four officers named. From

paragraph 4 of the letter it appears that besides these officers there are seven clerks who do drafting work, and that the drafts prepared by the Manager, the head clerk and two other clerks pass through the Personal Assistant to the Director, while those prepared by the remaining five clerks go through the Manager to the Deputy Director. The Manager has also the supervision over the office in addition.

2. The Manager's original drafts go to the Personal Assistant while those revised by him go to the Deputy Director. Any way his (Manager's) work seems to be heavy enough. It is doubtful whether the division of duties which now exists is the best that can be made. Perhaps if the Manager with some of the clerks to assist him works directly under the Deputy Director and the head clerk with other clerks works directly under the Personal Assistant, there may be some saving of time and labour, but it is submitted that this is a matter affecting the internal arrangements of the office in which the Government can hardly interfere. All that Government can say seems to be that with a Deputy and Personal Assistant an expensive Manager is a luxury.

P. T. THARYAN—28-10-03.

The letter of the Director of Public Instruction of 21st October 1903 seems to me to indicate want of proper division of the work of such an office as the Director's. In such an office there are three main branches of work—correspondence, statistical returns and accounts. Mr. Stuart's letter shows that these subjects are completely mixed up at present. The Manager looks after the audit section, *i.e.*, accounts, yet the head clerk prepares the budgets. The head clerk reviews reports of some colleges, while the Manager reviews reports of other colleges. The Personal Assistant deals with departmental budgets, and the Deputy Director with Local Fund and Municipal budgets, and some others, and so on. With such a system confusion is highly probable. Mr. Stuart, however, is ill now and won't be at work again for two or three weeks, if at all, so he can't explain or defend himself. I think we had better wait till Dr. Bourne joins and then he can be referred to.

A. G. CARDEW—29-10-03.

Yes.

G. S. F[ORBES]—30-10-03.

To lie over until Dr. Bourne joins.

A. G. CARDEW—2-11-03.

Dr. Bourne has now joined, but it may be too soon to make a reference to him this week. The question may, however, be decided at once whether the reference is to be official or unofficial. The latter course may not be altogether advisable. If the reference is to be official, the drafting of it may be taken up immediately.

P. T. THARYAN—24-11-03.

A. GALLETTI—24-11-03.

Please put up a reference asking for Dr. Bourne's views.

A. G. CARDEW—21-12-03.

The draft reference placed below is submitted for approval.

P. T. THARYAN—22-12-03.

A. GALLETTI—23-12-03.

A. G. CARDEW—23-12-03.

[Memorandum No. 4, dated 4th January 1904.]

From the Director of Public Instruction, No. 6670, *dated* 26*th May* 1904.

From the Accountant-General, No. P. A. 119-2363, *dated* 2*nd June* 1904.

In memorandum No. 4, dated 4th January 1904, Dr. Bourne was requested—

(1) to state his views on the proposal of the late Director to raise the pay of the manager of his office from Rs. 150—5—175 to Rs. 200—10—250 and of the head clerk from Rs. 100—5—125 to Rs. 125—5—150;

(2) to consider and report whether the distribution of work between the Deputy Director, the Personal Assistant to the Director, the manager and the head clerk was not susceptible of improvement.

2. In reply Dr. Bourne states that it is not so much the increase of salary to the manager and the head clerk that he wants as three additional clerks, one on Rs. 100, another on Rs. 80 and a third on Rs. 75, the last one to take the place of the present Assistant to the Director and Sub-Assistant Inspector of Sanskrit schools whom it is proposed to transfer to the Inspectorate. Dr. Bourne accordingly submits a proposition statement in which the proposed increase of salary to the manager is dropped and the pay of the head clerk is fixed at Rs. 125 and in which the above addition to the number of clerks is provided for. He says that without this addition it will be difficult, if not impossible, to get on with the work of his office.

3. It is submitted that the present proposals may be approved. There is now a clerk on Rs. 60—4—80 above the proposed clerk on Rs. 75 and an existing clerk on Rs. 70. There is also a clerk on Rs. 20—2—30 above three existing clerks on Rs. 25 each. It is for consideration whether the appointment on Rs. 60—4—80 should not be altered into one on Rs. 70 or Rs. 75 and that on Rs. 20—2—30 into one on Rs. 25 or Rs. 30. This will improve the scale somewhat. The extra cost involved in Dr. Bourne's proposals is Rs. 186¼ per mensem, but if the appointment on Rupees 60—4—80 is altered into one on Rs. 70 and that on Rs. 20—2—30 into one on Rs. 30, this amount will be reduced to Rs. 183¾ per mensem or Rs. 2,205 per annum. The raising of the pay of the appointment on Rs. 20—2—30 to Rs. 30 is proposed because there are at present only two clerks on Rs. 30 while there are three on Rs. 25 each.

4. As regards the redistribution of work Dr. Bourne proposes to have four sections in his office, namely,—

A. General Administration;
B. Finance and statistics;
C. Record;
D. Registering, copying and despatch;

and to place the Personal Assistant assisted by the manager in charge of A. General Administration and the Deputy Director assisted by the head clerk in charge of B. Finance and statistics. The manager will also have the general management of the whole office. These proposals seem to be sound. The present arrangements are as noted by Mr. Cardew on page 3 *supra—vide* his note, dated 29th October 1903.

5. The Director desires that his proposals may be sanctioned with effect from the 1st proximo. The proposition and reappropriation statements have to be transferred u.o. to the Financial Department for this purpose with the remarks of the Educational Department on the proposals.

P. T. Tharyan—14-6-04.

Increments in appointments half-way up a raising scale are pointless, and a simple scale without these increments would be an improvement?

2. The head clerk's post, which the Director proposes to convert from an incremental Rs. 100—125 to a fixed 125 is just the sort of appointment that should be incremental? As a man may have to stay in it many years?

3. The present scale has presumably grown by degrees? It may now, if it is to be altered, be made more uniform and regular? but it will have to be made uniform and regular in such a way that the old clerks will fit into the new posts on their present pay, or something very near it?

I submit a more regular scale below:—

	Proposed Scale.	Ol. Scale.
	Superior Appointments.	
	Rs.	Rs.
One assistant and manager ..	150—5—175 .. 168¾	Same.
One head clerk	100—5—125 .. 118¾	Same.
Two clerks	 80	One clerk on Rs. 80.
,, ...	 75	,, ,, 60-80.
,, ...	 70	,, ,, 70.
		Three new men.
One clerk and librarian ..	.. .. ..	.. 60 Same.
One clerk	.. .. ..	.. 60 ,,
,, ...	.. .. ..	.. 50 ,,
,, ...	.. .. ..	.. 40 ,,
	Junior Clerks and Copyists.	
Four clerks	.. .. ..	.. 30 Two clerks on Rs. 30. One clerk ,, 20—30. ,, ,, 25.
Three clerks	.. .. ..	.. 25 Two clerks ,, 25. One clerk ,, 20
,, ...	.. .. ..	.. 20 Same.
,, ...	.. .. ..	.. 15 ,,
	Miscellaneous.	
One reader	.. .. ..	.. 15 Same.
(One Sub-Assistant)	.. .. (abolished)	On Rs. 75.
Twenty-one servants	.. .. ..	.. 161 Same.
One Secretary, Text-Book Committee ..	.. ..	.. 40 ,,
Total ..		1,463½ Total, Rs. 1,301

The total of the Director's new scale is Rs. 1,487¼ or 23¾ more. He proposes a new clerk on Rs. 100, another on Rs. 80, another on Rs. 75 to replace the Sub-Assistant Inspector and assistant. In the above scale the three new appointments are on Rs. 70, Rs. 75, Rs. 80. The Director has suggested high pay for the new posts. It would reduce the cost by Rs. 95 per mensem if the three new men were to be appointed to Rs. 40 and Rs. 50 instead of to Rs. 70, Rs. 75, Rs. 80, as thus:

	Rs.
One Assistant and manager	168¾
One head clerk	118¾
One clerk	80
,, ...	75
,, ...	70
Two clerks	60
,, ...	50
Three clerks	40
&c., &c.	

Total Rs. 1,368½ or only Rs. 67½ more than the present scale [which however includes Rs. 75 a month for the Sub-Assistant Inspector]. This scale would be a better scale from the standpoint of reasonable intervals of promotion: in the scale proposed by the Director there are too many posts at the top.

However a scale that looks pretty does not necessarily work well and perhaps the fewer the alterations made in the Director's scale the better.

A. Galletti—14-6-04.

In paragraph 5 of his proposals the Director of Public Instruction proposes to divide the work of his office into four sections. Will he please state how he proposes to distribute the revised clerical establishment amongst the four sections with reference to the nature and quantity of work in each section.

H. D. TAYLOR—15-6-04.

To the Director of Public Instruction.

Before replying to the question actually asked, I wish to add a word or two with regard to the scale. I think it very possible that my scale is susceptible of improvement, but I should like the Inspectors' offices kept in view. The College and other offices are more or less specialized, but I think that the more of my office and the Inspectors' (and Inspectresses') are in touch with one another the more time we may find to devote to education. Each Inspector has a head clerk on Rs. 50—2—60 the best of whom I should like to take in from time to time on promotion and give in return clerks trained in my office. So I leave a gap 45 to 65 and another 25 to 35. I should be glad to see the posts in my office with increments disappear, also the terms "*Assistant and*" Manager, clerk "*and librarian,*" *reader.*

The possibility of interchange is always desirable.
G. S. F[ORBES].

This may be approved.
H. D. TAYLOR—30-6-04.

I suggest a scale below which keeps in view the above suggestions and which with some exchanges with Inspecting offices will fit in with the existing people and their pay. This scale is much cheaper. I have used it in the figures in the rest of the note. It did not occur to me in the first instance to revise the whole scale:—

	RS.
Manager on Rs. 150—175	168¾
Head Clerk on Rs. 100—125	118¾
One clerk	90
Do.	85
Do.	80
Do.	75
Do.	70
Two clerks on Rs. 65	130
There are 7 (or 8) posts on Rs. 50—2—60 in Inspectors' offices.	
Two clerks on Rs. 45	90
Do. on ,, 40	80
Do. on ,, 35	70
There are 7 (or 8) posts on Rs. 25—1—30 in Inspectors' offices.	
Three clerks on Rs. 25	75
Four ,, on ,, 20	80
Do. ,, on ,, 15	60
Total ..	1,272½
Servants and Secretary, Text-Book Committee ..	201
	1,473½
Less Sanskrit Sub-Assistant Inspector ..	75
	1,398½

= + 97½

Proceeding from the simple to the complex I take first—

D | 1. *Copying section.*—Numbering, registering, fair-copying and despatch—seven clerks on, say, Rs. 15, 15, 15, 15, 20, 25, 25.

E | Have to be assisted in busy seasons with temporary hands. Although we have been driving them lately we had over 300 drafts waiting for fair copy the other day.

2. *Record section.*—The referencing has been one of the great causes of the delays in the office, but as I have got one of the old record clerks declared a leper and another incapacitated, I hope the work will go on better even without the addition proposed by Mr. Stuart—3 clerks on Rs. 65, 35 and 20.

3. *Finance and statistics.*—Under the head clerk with eight others, of whom three form an audit sub-section (work much neglected at present).

All Budget work—

Departmental and special minor budgets.
Local Fund.
Municipal.
Bangalore and Coorg.
Subsidies.

All grant-in-aid work (before payment), financial statements of all aided schools and "net cost" determinations (need—much more attention).

Travelling allowance bills of inspecting officers and their offices—Monthly statements of work taken here (as well as time) for checking travelling allowance bills.

Scholarships, stipends, endowments and pension papers.

In the general sub-section—5 clerks on Rs. 80, 75, 45, 35, 25.

In the audit sub-section--3 clerks on Rs. 70, 40, 20.

The audit sub-section to audit and post all grant-in-aid bills after payment, check fee returns and post verified statements of accounts. Cash accounts.

4. *Administration.*—Under the manager and six others (including one confidential).

Manager also in general charge of the office to interfere very little with head clerk and his section, but responsible for record and "copying" work.

Tappal (about 43,000 communications a year).

Same clerk to do any "research work" necessary for new schemes.

Confidential (not to the manager unless necessary).

General Educational questions (not to the manager unless necessary).

University, Educational rules, Codes.

Correspondence with Director-General and other Presidencies, etc.

Appointments and leave (proposals originate with Director or Personal Assistant).

Educational matters relating to—

Government institutions.	Arts.
Local Board ,,	Engineering.
Municipal ,,	Medicine.
Bangalore and Coorg institutions.	Agriculture.
Aided institutions.	Law.
	High Schools.
	Lower Secondary Schools.
	Primary Schools.
	Training Schools.
	Technical Schools.
	School of Arts.
	Reformatory.

including reports, management, staff, scholarship schemes, leaving certificates, etc.

Recognition of new institutions.

Inspecting agency (questions other than financial), *e.g.*, tour programmes, returns of leave, appointments and fines, reports on offices, questions on the inspection code.

Delinquencies of subordinates and appeals.

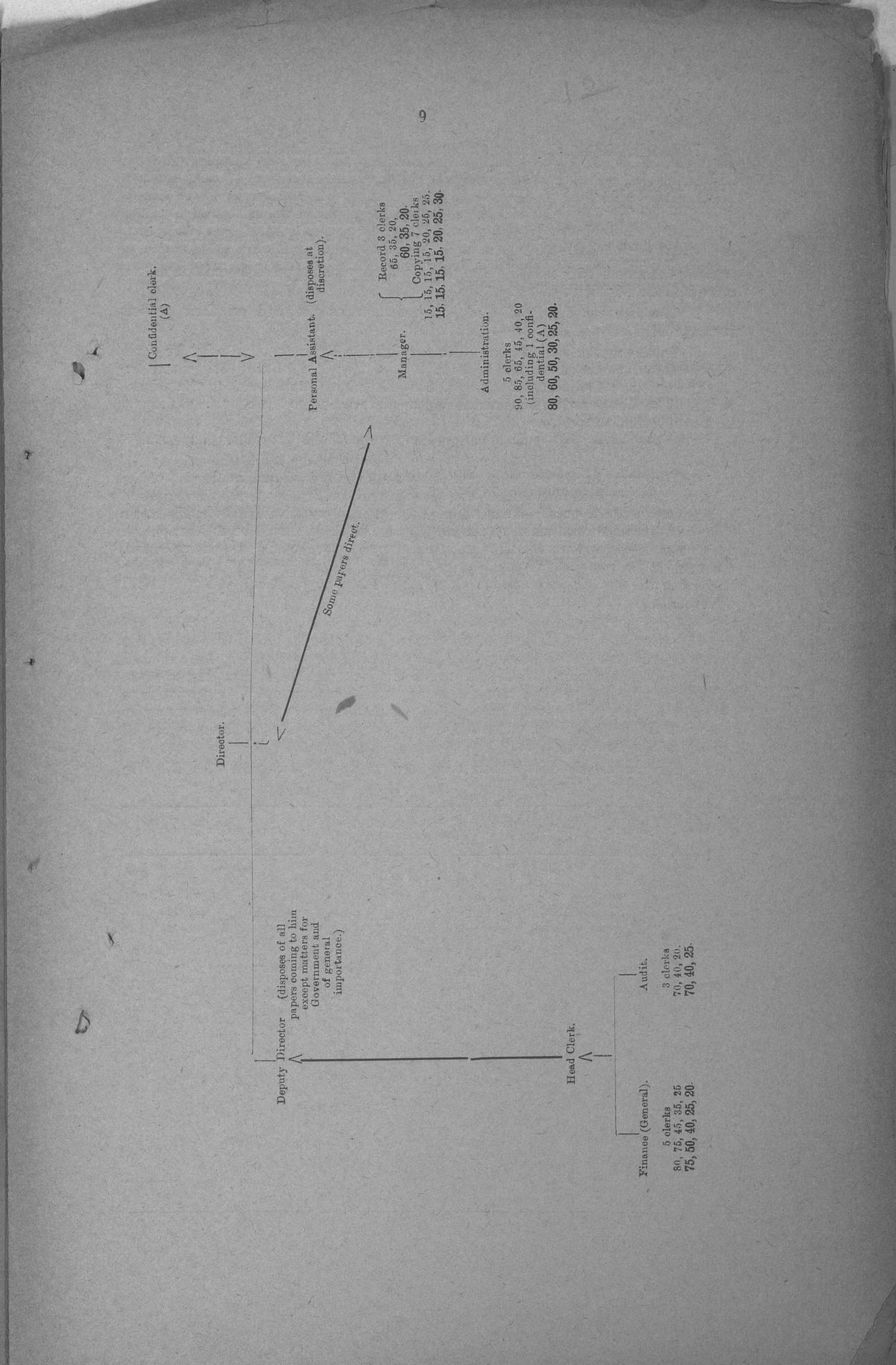
Miscellaneous work, such as—

Text-books, periodicals, books for patronage.
Library indents.
Registered publications—papers from the Registrar of Books.
Oriental Manuscripts Library.
Art Loan collection.
Stationery indents (for whole department).
Departmental forms—Calendars.
Exemptions from Examination rules.
Teachers' certificates.
Register of teachers.
General school list.
List of officers—Civil list.
Government buildings.
Landed property statements and register.
Retention in service.
Examinations—all educational questions transferred from the Commissioner on Technical, Upper and Lower Secondary and Primary examinations.
Acceptance of examinerships and certificates to draw remuneration.
The clerks to draw Rs. 90, 85, 65, 45, 40, 20.

This is the general scheme, but the acuteness of the pressure varies with the time of year and work has to be transferred.

The arrangements for the annual returns, their analysis, the preparation of volume II of the annual report and the collection of material for volume I keeps every one going from April until volume II is through the Press in October or November

A. G. Bourne—18-6-04.



In revising the establishment of the Director of Public Instruction's office, it is, I consider, desirable to get rid of incremental appointments on a rising scale, and the proposal of the Director of Public Instruction to keep his own office scale in touch with that of Inspectors of Schools so as to allow of an interchange of officers on promotion or otherwise is also a sound one. It is not a good thing for a clerk to grow up and become fossilized in a head-quarter office, and it is also desirable to introduce the more busines-like principles which may be supposed to exist in a head office into the Divisional offices.

G. S. F[ORBES.]

2. The manager and head clerk may remain as proposed on their present incremental salaries of Rs. 150—175 and Rs. 100—125.

3. In the matter of clerks the Director of Public Instruction asks for three additional senior clerks, one of whom will take the place of the Assistant to the Director and Sub-Assistant Inspector of Sanskrit schools transferred to the Inspectorate. The Director of Public Instruction has made out a good case for the additional *number* of hands required by him, and the only question is the scale of pay which is to be fixed for them. The scale * suggested is high.

* Rs. 90, Rs. 85, Rs. 45.

4. The general scale as last proposed by the Director is shown on page 6 of the notes and the proposed distribution amongst the various branches is shown on page 9. It is not necessary to go into the question of the internal organization of the Director's office, but I consider that amongst the copying clerks there should be at least one on a higher scale of pay than Rs. 25 to exercise general control and for comparing copies, while under the heads of "Administration" and "Finance (General)" the pay of the head clerk and second clerk are too close together. One clerk on high pay should suffice as head of each section.

5. The general scale, as proposed by the Director, is to my mind too gradual and the differences in pay too little marked. No sufficient grounds have been shown for a clerk on Rs. 90. I would reduce the pay of that post to Rs. 75. Neither do I approve of the Rs. 65 and Rs. 35 grades. Head clerk and clerks from Inspectorates will probably be glad to come in on the same pay, with a view to further promotion to higher posts in the Director's office. The pay of the proposed Rs. 65 post may be reduced to Rs. 60 and I should raise the pay of one of the Rs. 45 clerks to Rs. 50 and add a new clerk on Rs. 50.

6. The annexed statement shows the present scale, that proposed by the Director and that suggested by me:—

Present scale.			As proposed by Director of Public Instruction.			As proposed by Secretary.		
	Rs.	Cost. Rs.		Rs.	Cost. Rs.		Rs.	Cost. Rs.
1 Manager ..	150—175	168¾	1 Manager ..	150—175	168¾	1 Manager ..	150—175	168¾
1 Head clerk ..	100—125	118¾	1 Head clerk ..	100—125	118¾	1 Head clerk ..	100—125	118¾
1 Clerk	80	80	1 Clerk	90	90	1 Clerk	80	80
1 ,, ...	60—80	75	1 ,, ...	85	85	1 ,, ...	75	75
			1 ,, ...	80	80	1 ,, ...	70	70
			1 ,, ...	75	75			
1 Clerk	70	70	1 ,, ...	70	70			
2 Clerks	60	120	2 Clerks	65	130	2 Clerks ..	60	120
1 Clerk	50	50	2 ,, ...	45	90	2 ,, ...	50	100
1 ,, ...	40	40	2 ,, ...	40	80	2 ,, ...	40	80
						1 Clerk	35	35
2 Clerks	30	60						
1 Clerk	20—30	27½	2 Clerks	35	70	2 Clerks	30	60
3 Clerks	25	75	3 ,, ...	25	75	4 ,, ...	25	100
4 ,, ...	20	80	4 ,, ...	20	80	4 ,, ...	20	80
4 ,, ...	15	60	4 ,, ...	15	60	4 ,, ...	15	60
23			26			26		
1 Secretary, Text-Book Committee	40	40	1 Secretary, Text-Book Committee	40	40	1 Secretary, Text Book Committee	40	40
21 Servants ..	161	161	21 Servants ..	161	161	21 Servants ..	161	161
		1,226			1,473½			1,348½

This scale provides for the abolition of the Sub-Assistant Inspector who has been transferred to Provincial, but provides for three additional clerks as requested on Rs. 50, Rs. 40, Rs. 35 as against Rs. 90, Rs. 85, Rs. 45 asked for by the Director. What is required is additional staff, but not *highly paid* staff. The Director of Public Instruction has evidently kept too much in view the promotion of the clerical establishment in his own and subordinate offices, without regard to strict economy. The scale as now proposed comes to Rs. 1,348½ per mensem, or an increase of Rs. 122½ per mensem over the present staff (excluding the Sub-Assistant Inspector on Rs. 75). The Director's proposals amount to Rs. 1,473½ per mensem, the increase being due largely to increased pay rather than to increased numbers in the staff.

The Director of Public Instruction may be left to distribute the staff amongst the various sections as he thinks best, but the figures indicated in clarendon type on page 9 of the notes are suggested as a guide.

H. D. TAYLOR—1-7-04.

I have gone over these proposals and I agree with Mr. Taylor and approve the scale he recommends.

G. S. F[ORBES]—19-9-04.

Please draft accordingly.

H. D. TAYLOR—20-9-04.

The draft placed below is submitted for approval. If approved, it may go to Financial for acceptance.

2. Mr. Stuart's original proposals will be found in the proposition statement on pages 4 and 5 of G.O., No. 82, Educational, dated 14th February 1903. The total cost was Rs. 1,802-4-0 and the increase proposed, Rs. 509-4-0 per mensem. The total cost of the proposals now sanctioned is only Rs. 1,348-8-0 or Rs. 453-12-0 less. His Excellency desires to see the file.

P. T. THARYAN—21-9-04.

A. GALLETTI—21-9-04.

Please type the draft as revised.

H. D. TAYLOR—21-9-04.

Typed copy submitted.

P. T. THARYAN—23-9-04.

Circulated.

H. D. TAYLOR—23-9-04.

G. S. F[ORBES]—23-9-04.

J. T[HOMSON]—25-9-04.

Issue.

H. D. TAYLOR—26-9-04.

The file has not been to Financial for acceptance of the draft. Submitted that they should see it before the order issues.

P. T. THARYAN—26-9-04.

Yes.

H. D. TAYLOR—27-9-04.

To the Financial Department for acceptance.

FINANCIAL DEPARTMENT.

(i) Are there no type-writing clerks in the Director's office and is the revised scale not to provide for these? I have not been able to find any allusion to this point.

(ii) Funds can apparently be made available in the EDUCATION budget.

(iii) Treat as *urgent* please, the reorganization is to take effect from 1st October 1904.

C. M. SCHMIDT—27-9-04.

Submitted that type-writing clerks (pay Rs. 20—1—35) are not provided for either in the "Present scale" or in the "Proposed scale" of the office establishment of the Director of Public Instruction; the scales provide for "*copyists*".

Vide portion marked **D** in the Director's note, dated 18th June 1904, on page 6 *supra*.

(ii) The extra cost is (Rs. 1,348½ — 1,226) = Rs. 122½ per mensem or Rs. 1,470 *per annum*. The charge during the current year (5 months) can, it is presumed,* be made available in the budget estimate for 1904-1905 under 22. EDUCATION. Paragraph 3 of the draft calls for a proposition and a reappropriation statements from the Director.

* *Vide* reappropriation statement submitted by the Director of Public Instruction along with his letter No. 6670, dated 26th May 1904.

V. GOPALAKRISHNA AIYAR—27-9-04.

The only weak point in the scheme of reorganization of the office of the Director of Public Instruction is, it is submitted, the absence of any provision for a regular type-writing staff. In the Government Secretariats and, it is believed, in the larger offices at head-quarters the system of having a separate staff of typists (G.O., No. 863, Financial, dated 10th October 1898, paragraph 1) has now been in force for some time. Here it has been found to answer well. The copying section of the Director's office was, as proposed by him, to consist of 7 clerks on pay ranging from Rs. 15 to Rs. 25 and to perform the work of numbering, registering, fair-copying and despatching. I submit that for Rs. 15 it is not easy to obtain a good clerk at the Presidency town and that if one is obtained at this price he will in most cases merely take up the post to obtain a footing to help him to get something better. It is much better economy in the long run to keep trained typists for typing and copying work. This is better for the work and better for the type-writing machines. In an office which has 300 drafts awaiting "fairing" (Director of Public Instruction's note at **E** on page 7) there must be ample work to employ typists continuously on typing, and if these men were all trained typists it is very probable that blocks such as that indicated by the Director would not arise. The Director's office has at all events one type-writing machine for many of his letters reach Government type-written, but in an office like his there is room for more than one machine. It is suggested that provision should be made for *type-writing clerks* in place of some or all of the lower paid copyists provided for in the proposed scale and that these men should form a separate typist section and should be granted the pay of typists Rs. 20—1—25 or Rs. 25—1—35 according as they have passed the Elementary or the Intermediate test. The remaining copyists should then be treated as *clerks* for routine work such as registering, despatching and numbering. The Secretary, Educational, provides for an Examiner or Superintendent of typists on pay higher than Rs. 25 who would also apparently be head of the routine section. The proposals may, it is submitted, be otherwise accepted.

D on page 6 of notes.

Paragraph 4 of note on page 10.

C. M. SCHMIDT—27-9-04.

Yes, perhaps in sanctioning the arrangements this point of type-writers might be brought to notice of the Director of Public Instruction. Educational know how many machines he has, he might be asked who works them and if they are enough.

M. HAMMICK—28-9-04.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Is information available on this point? If not it should be called for.

H. D. TAYLOR—29-9-04.

There appears to be only one machine in the Director of Public Instruction's office—*vide* G.O., No. 248, Educational, dated 6th May 1901. [Original in Madras, abstract put up.]

To make sure and for obtaining the additional information required the draft memorandum placed below may issue.

P. T. THARYAN—29-9-04.

A. GALLETTI—29-9-04.

[Memorandum No. 535, dated 29th September 1904.]

From the Director of Public Instruction, No. 6670, *dated* 15*th October* 1904.

In reply to the reference made to the Director he reports that there are two type-writing machines in his office, one of which is ordinarily worked by a clerk who is not technically qualified and the other by another clerk who is technically qualified. He adds that for office requirements another machine will be needed.

N. LAKSHMANA RAO—21-10-04.

Perhaps instead of the two appointments of clerks on Rs. 25 and Rs. 20 in the **A** | copying branch typists may be allowed. These will get Rs. 20—1—25 if they have passed the elementary and Rs. 25—1—35 if they have passed the intermediate examination—article 4 (13) of the Public Service Notification.

2. A third machine may also be supplied for the use of the second technically qualified man who will then be employed. The technically unqualified clerk now in the office can continue using his old machine.

P. T. THARYAN—21-10-04.

A. GALLETTI—21-10-04.

The proposal at **A** in paragraph 1 may be approved and the draft modified accordingly. The additional cost will be trifling and will vary in accordance with the test passed by the men employed.

H. D. TAYLOR—21-10-04.

Yes.

G. S. F[ORBES]—21-10-04.

Issue as revised.

H. D. TAYLOR—22-10-04.

[G.O., No. 641-A, Educational, dated 22nd October 1904.]

Stock Form No. 127
2,000—12-2-03.

Educational (1903.) Department.

TO The ACCOUNTANT-GENERAL.

ACCOUNTANT GENERAL'S OFFICE
7 SEP 1903
MADRAS

CURRENT No. 1487

INDEXED No.

From

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

[Designation] Director of Public Instruction,

[Station] Madras.

C. No. 6670 Received 17—9— 1903.

Dated 7th september 1903

Enclosures 2 Registered 17—9— 1903

SUBJECT.

Requesting that the orders contained in G.O.No.82, Educational, dated 14th February last regarding the reorganization of the office establishment be reconsidered so far as the Manager and the Head clerk are concerned.

BACK PAPERS.

G.O. No. 82 Edl dt 14-2-03
G.O. No. 425 Edl dt 27-6-03

FURTHER PAPERS.

To

The Secretary to Government,

Educational Department.

Thro' the Accountant-General,

Madras.

Sir,

With reference to G.O.No. 82, Educational, dated 14th February last declining to sanction my proposals for the reorganization of my office establishment, I have the honour to request that Government be pleased to reconsider the order at least so far as the Manager and the Head clerk are concerned. In paragraph 3 of my letter C.No. 7305 dated 8th October read in the G.O. I have stated that a first-rate Manager is -- essential and that a first-rate man cannot be retained in the office for the present pay of the appointment. I have also stated that the pay of the Head clerk should be higher than that of the other clerks and that it should also be high enough to attract a good man from outside whenever there is no one in the office fit to be promoted to the position of head clerk. For these reasons I proposed that the pay of the manager should be raised to Rs. 200-10-250, and that of the head clerk should be fixed at Rs. 125-5-150, the increments being annual.

2. The present manager who has been connected with the office for the past eight years was sent out in August 1901 to act as an Assistant Inspector of Schools on Rs. 200, because he had become entitled to promotion in the ordinary course; but I had to recall him to the office on the 17th August last when he returned

Stock Form No. 127
2,000—

Educational (1903) Department.

CURRENT No. 1692

From

[Name] The Honorable Mr. G. H. Stuart, M.A.,

[Designation] Director of Public Instruction,

[Station] Madras.

DESPATCHED
21 OCT 1903

SECRETARY TO GOVERNMENT
LOCAL & MUNICIPAL DEPARTMENT
2 2 OCT 1903

R.C No. 6670/03 Received 22-10- 1903.

Dated 21st October 1903.

Enclosures four Registered 22-10- 1903.

SUBJECT.

Submitting statements showing the division of duties between the Dy Director, the Personal Assistant and the Manager and explaining the differences in nature of work and responsibility of the Manager and Head Clk.

BACK PAPERS.

Our 5565 8th Oct. '03

FURTHER PAPERS.

21 servants on an aggregate pay of Rs.161.

Form No. 127
Stock Form No. 127
2,000—12-2-03.

Educational (1904) Department.

17

CURRENT No. 1004

INDEXED No.....

From

[*Name*] The Hon'ble Mr. A.G. Bourne, D.Sc.,F.R.S.,

[*Designation*] Director of Public Instruction,

[*Station*] M a d r a s .

ACCOUNTANT GENERAL'S OFFICE
26 MAY 1904
MADRAS

Ref on C. No. 6670/03 *Received* 4 - 6 - 1904

Dated 26th May 1904.

Enclosures two of which one in duplicate. *Registered* 5 - 6 - 1904

SUBJECT.

Submitting proposals for strengthening the office of the Director of Public Instruction and for division & distribution of work therein.

BACK PAPERS.

FURTHER PAPERS.

To

The Secretary to Government,

Educational Department.

Sir,

With reference to Memorandum No.556,dated, 8th instant, I have the honour to submit the accompanying statements showing the division of duties between the Deputy Director, the Personal Assistant,and the manager and to explain the difference in nature of work and responsibility of the manager and head clerk.

2. It will be seen from statement C that the manager has to deal with all local fund papers,and papers relating to appointments and leave,and to review reports on the Agency schools and the reports on two of the Govt. colleges, the Reformatory school,the School of Arts,the Teachers' College and the Training College,Rajahmundry, ~~two of the Government Colleges~~ and to write a portion of the Report on Public Instruction. He has, besides, to distribute daily to the clerks the papers with which they have to deal as they are received in the office, to check the daily work so as to prevent delay, to revise the drafts of five drafting clerks, the drafts of the head clerk, the Sub-assistant of Sanskrit schools, and two of the subordinate clerks alone not passing through him. He has also to deal with papers of general importance, and to exercise careful supervision over the heavy work of the audit section of the office and of the temporary establishment specially entertained for the preparation of the statistical tables required for the report on public instruction. In addition to all this, he is entrusted ~~with~~ with the general management of the office and the supervision of the proper working of the disposal system of records, recently introduced into the office, the old system having been found not

21 servants on an aggregate pay of ...

Stock Form No. 127
2,000—12-2-03.

Educational (1904) Department.

CURRENT No. 1834

From

[*Name*] The Hon'ble Mr. A.G. Bourne, D.Sc., F.R.S.,

[*Designation*] Director of Public Instruction,

[*Station*] Madras.

SECRETARY TO GOVERNMENT
18 OCT 1904
LOCAL & MUNICIPAL DEPARTMENT.

Ref. *No.* Cur No. 6670 of 03 *Received* 18-10-1904

Dated 15 October 1904

Enclosures

Registered 18-10-1904

SUBJECT.

Submitting report called for in Memorandum No. 535 Educational dated 29th September 1904 regarding the number of type-writing machines in this office.

BACK PAPERS.

Memo 535/04

FURTHER PAPERS.

To

The Secretary to Government,

Educational Department.

(through the Accountant General, Madras).

Sir,

In his letter C.No. 7305, dated, 8th October 1903, read in G.O. No.82, Educational, dated, 14th February 1903, the late Director submitted proposals for the reorganization of this office, but that proposition statement was not sanctioned. In his letter C.No.6670, dated, 7th September 1903, he requested Government to reconsider the order in so far as the manager and head-clerk were concerned. In memorandum No.4, dated, 4th January 1904, I was called to state my views with regard to this matter and also to consider whether the distribution of work in the office was not susceptible of improvement. I have delayed a reply until I was thoroughly familiar with the work of the office. I have now the honour to submit the following remarks and proposals.

2. I am convinced that there is most urgent need for some more clerks, not to relieve anybody of work he now does, but to get a great deal of the work done properly which is now necessarily done in the most perfunctory manner or not done at all. The present clerks are doing their very best and are doing good wo[rk] but there is more work than they can possibly cope with. I consider additional help of much greater importance than raising the pay of the manager or head-clerk. The appointment of a Deputy Director has enabled us to go into many matters much more thoroughly: the work is increasing by leaps and bounds - the Government of India has recognized "the constantly increasing burden of work and responsibility entailed by the present active and progressive policy" - and I continually find myself checked [by]

To

The Secretary to Government,

Educational Department.

Sir,

In reply to Memorandum No. 535 dated 29th September I have the honour to report that there are two typewriting machines in the office. One is ordinarily worked by V. Sadagopachari who is not technically qualified but was first employed as a typist in the Chief Secretariat and joined this office before the present rules came into force, the other by R. Srinivasaraghava Aiyangar, who is technically qualified.

One of the machines is used by the confidential clerk whenever necessary.

Another machine would be fully utilized. I give the copying figures for the last two weeks which owing to work on the annual report and budgets and my being also occupied with the Special Test Examinations was not as heavy as it frequently is.

First week.

	Sent for copying.	Written	Typed	Arrears
Saturday				95
Monday	40	25	24	86
Tuesday	54	17	21	102
Wednesday	30	20	17	95
Thursday	23	22	17	79
Friday	66	6	42	97
Saturday	Mahalya Amavasya holiday except for clerks engaged on figures for the annual report.			

Second Week

Monday	73	18	25	127
Tuesday	46	"	21	152
Wednesday	39	22	21	148
Thursday	58	20	24	162
Friday	69	"	18	213
Saturday	50	"	27	236

A constant check is kept on the copying

9 19

In reviewing the establishment of the D.P.I. office it is, I consider, desirable to get rid of ministerial subordinates on a rising scale, as the proposals of the D.P.I. to keep the non-office scale in touch with that of Inspectors of schools do not allow of an intelligent office promotion otherwise, is also a sound one. It is not a good thing for a clerk to pass his whole service in a head clerk's office and it is also desirable to utilise the more business like knowledge that may be supposed to exist in a head office with the Divisional offices.

2. The Manager and Head Clerk may remain, as proposed, on their present ministerial salaries of R150-175, and R100-125.

3. In the matter of clerks the D.P.I. asks for three additional senior clerks, one of whom will take the place of the Asst. to the Director of Public Instn. of Sanskrit schools transferred to the Inspectorate. The D.P.I. has made out a good case for the additional number of hands required by him, the only question is the scale of pay which is to be fixed for them. The scale suggested is Rs. 90-5-130 - R58. [illegible] general scale of Rs. 60-5-130 and Rs. 50-2½-75 and the Rs. 60 to Rs. 130 scale is now confined to the Accountants and Superintendents

Present Scale			Recommended Scale			Recommended Rates		
		Cost			Cost			Cost
1. Manager	150-175	168¾ ✓	1 Manager	150-175	168¾ ✓	1 Manager	150-175	168¾
1. H.C.	100-125	118¾ ✓	1. H.C.	100-125	118¾ ✓	1 H.C.	100-125	118¾
1 Clerk.	80	80 ✓	1 Clerk	90 ✗	90 ✓	1 Clerk	80	80
1 -	60-80	75 ✓	1 -	85 ✗	85 ✓	1 -	75	75
1 Asst Clerk (acting)	75	75	1 -	80	80 ✓	1 -	70	70
1 -	70	70 ✓	1 -	75	75 ✓			
			1 -	70	70 ✓	2	60	120
2 -	60	120 ✓	2 -	65	130 ✓	2 -	50	100
1 -	50	50 ✓	2 -	45	90 ✓	2 -	40	80
1 -	40	40 ✓	2 -	40	80 ✓	2 -	35	70
2 -	30	60 ✓	2 -	35	70 ✓	1 -	30	30
1 -	20-30	27½ ✓	3 -	25	75 ✓	2	25	50
3 -	25	75 ✓	4 -	20	80 ✓	4	20	80
4 -	20	80 ✓	4 -	15	60 ✓	4	15	60
4 -	15	60 ✓						
23			26			26		
1 Asst. H.C.	40	40 ✓	1 Asst H.C.	40	40 ✓	1 Asst H.C.	40	40
2 Clerks	161	161 ✓	2 Clerks	161	161 ✓	161 Clerks	161	161
		1301			1473½			1368½ final

The amended statement shews the present scale, that proposed by the Director. Also the existing Grade —

The Civil Service Commissioners have sanctioned the creation of 3 clerks at R50, 40, R31 — vice 4 at R60. 55-45 — proposed by the Director —

Checked & resubmitted.

These two sheets have also been typed.

PH 8/7/14

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cancels header & shows on page 16.

It is not necessary to go into the question of the internal organisation of the Director's office, but I consider that as soon as the copying clerk there should be at least one or two higher scale of pay than R25 to exercise general control & supervising copying — while under the heads of "Administration" and "Finance (General)" the pay of the Head clerk and 2nd clerk are too close together. The clerk in high pay should be in charge of each section.

5: The general scale, as proposed by the Director, is in my mind too gradual and the difference in pay too little marked. No sufficient grounds have been shewn for a clerk on R90. I would reduce the pay of that post to R75. Further I do not approve of the R65 Reader. Head clerks from Inspectorates will probably be glad to come in on the same pay, with a view to further promotion to higher posts in the Director's office. The pay of these posts might be reduced to R60. I would raise the pay of one of the R45 clerks to R50. and add a new clerk on R50 ~~instead~~ ~~of the R65 Reader~~. ~~The statement shews the pay proposed on the present scale~~ ~~and the pay proposed on the new scale~~ ~~The difference in the cost of the two scales~~ ~~is £~~

12

21

Read again G.O. No. 82, dated 14th F e b r u a r y 1903.

Read also---

C. No.1487, from the D. P. I., No.6670, dated 7--9-1903.
C. No.1692, " " No.6670, " 21-10-1903.
C. No.1004, " " No.6670, " 26--5-1904.

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14P

Decision in this furnished to the Press.

PTJ 22/10/04

641-A

ORDER: ~~6642~~ 87 22-10-04

P.S.

After a careful consideration of the proposals made by the late Mr. Stuart and by Dr. Bourne for the re-organization of the office establishment of the Director of Public Instruction, the Governor in Council considers that a sufficient case has been made out for the grant of the three additional clerks applied for, but sees no sufficient reason to fix the pay of these additional clerks at the high rate proposed by the Director of Public Instruction.

The following revised scale is sanctioned with effect from 1st October 1904 and should sufficiently provide for promotion and an interchange of clerks between the Director's Office and the offices of the Inspectors & Inspectresses:-

1 Manager on	₹.150-5-175
1 Head Clerk on	₹.100-5-125
1 clerk on	₹.80
1 clerk on	₹.75
1 clerk on	₹.70
2 clerks on	₹.60 each
2 clerks on	₹.50 each
2 clerks on	₹.40 each
1 clerk on	₹.35
2 clerks on	₹.30 each
3 clerks on	₹.25 each
3 clerks on	₹.20 each
4 clerks on	₹.15 each
1 Secretary, Text Book Committee on	₹.40
21 servants on	aggregate pay of ₹.161

2 Typewriting clerks - pay according to qualifications

2

22

Deputy Director — Head Clerk		Personal assistant. — Manager		
Finance General	Audit.	Administration	Record	Copying
Five Clerks on Rs 75, 50, [illegible], 25+20.	Three clerks on Rs 70. 40+25.	Six Clerks on Rs 80, 60, 50, 30 25+20 = including one confidential Clerk to Director	Three clerks on Rs 60. 35+20.	Five ~~Seven~~ clerks on Rs 30, ~~[illegible]~~, 15 15, 15+15+ the two typewriting clerks.
10	10	13	10	11

2. The distribution of the establishments between the various branches of the office will be left to the Director's discretion but the arrangement noted in the margin is suggested as suitable.

3. The Director is requested to submit a proposition and a re-appropriation statement for the formal sanction of Government.

By order,

[illegible]

Secretary to Government.

12/12

To

The Director of Public Instruction.
" Financial Department.

Copy
22/12/11

sent to Press.

or signature.

in print.

NUMBER OF COPIES REQUIRED. { Order complete. / Letter only. / Order complete with Letter. } 40

.O., No. , DATED

16

ERNMENT .. ..

ERNMENT.

UTIO.

ANT FOR DESPATCH

dy.
y.