Educational (1904) Department.

ORDINARY MS.

G.O., No. 716

DATED 7. 12. 04

INDEXED

(12)

[Despatch Abstract.]

Establishment.

Sanctg the entertainment of a temporary peon in the Estbly. dept on a salary of Rs 7/- per mensem for a period of six months in a year.

BACK PAPERS.

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

FURTHER PAPERS.

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

[E]
500—10-2-04.

EDUCATIONAL DEPARTMENT.

CURRENT FILE.

CONTENTS.

From	Number.	Date.	Pages.
Memo from Govt	599	11-11-04	1-4
The Accountant General	P.A422 9259	16-11-04	5-14.

[P. T. O. FOR PUT UP PAPERS

PAPERS PUT UP WITH CURRENT No.______

Papers of the department to which the current belongs.

Number.	Date.	Original (=O) or spare copy (=S. C.).	Remarks. (In this column such of the papers as have been removed for copying, printing, &c., should be marked with a cross.)	Initials of Referencer with date in token of return to Reference department.

Papers of other departments.

Department.	Number.	Date.	Original (=O) or spare copy (=S. C.).	Despatcher to note the return of the papers to the departments concerned.
Finl	665	15-10-03	SC.	

Educational Department

Despd
11/11/4

Memorandum No. 599
11-11-4

The Accountant General is requested to be good enough to have the accompanying proposition statement for the entertainment of a temporary peon on Rs 7 per mensem in the Educational and Legislative Department, verified and returned at an early date.

CRV
5.11.04

8.11.4

Desp.
Secretary to sign
8/11.

To the Acct-Genl.
with propn statt
in duplicate.

7.11.04

ACCOUNTANT-GENERAL'S REPORT.

No.

THE entries in the Column of "Present Scale" have been compared with the Registers of this Office, and are correct with the exception of the items altered in red ink.

ACCOUNTANT-GENERAL'S OFFICE,
Fort St. George,
190 .

Accountant-General.

GOVERNMENT OF MADRAS.

No.

DEPARTMENT.

FORT ST. GEORGE,
The 190 .

Secretary to the Government
of Fort St. George.

3 ~~4~~

Statement of Proposition for Revision of Establishment.

Order sanctioning present establishment Government of Madras Financial Department. Number (1)	Date. (2)	Office which the proposition refers. (3)	Nature of Charge. Present scale. Number. (4)	Designation. (5)	Pay. Minimum. (6) RS. A.	Increment. (7) RS. A.	Maximum. (8) RS. A.	Average cost. (9) RS. A.	Proposed scale. Number. (10)	Designation. (11)	Pay. Minimum. (12) RS. A.	Increment. (13) RS. A.	Maximum. (14) RS. A.	Average cost. (15) RS. A.	Proposition. Permanent. Increase per month. Amount. (16) RS. A.	Decrease per month. Amount. (17) RS. A.	Temporary. Increase per month. Period. (18)	Amount. (19) RS. A.	Decrease per month. Period. (20)	Amount. (21) RS. A.	Grounds of proposition. (22)	Local Government's recommendation. (23)	Orders of the Government of India. Home Department. Remarks. (24)	Financial Department. Remarks. (25)	Orders. (26)
R. 853	14th December 1903	Office of the Secretary to Government, Educational and Legislative Department	1	Assistant	200	10 -	250 ..	237 8	1	Assistant	200	10	250	237 8							The existing establishment of peons is not sufficient to ~~increase the~~ [illegible] changes in work in sending office papers ~~sufficiently~~ cope with the work when the Govt is at Madras.				
			2	Clerks at Rs 75 each	150			150	2	Clerks at Rs 75 each	150			150											
			2	Do at Rs 30 each	60			60	2	Do at Rs 30 each	60			60											
			1	Do	25			25	1	Do	25			25											
			1	Typewriting clerk	20 ..	1 ..	35 ..	27 8	1	Typewriting clerk	20	1	35	27 8											
				Servants						Servants															
			1	attender	12			12	1	attender	12			12											
			1	Do & Muchi	12			12	1	Do & Muchi	12			12											
			1	Peon	9 8			9 8	1	Peon	9 8			9 8											
			1	Do	8 8			8 8	1	Do	8 8			8 8											
			1	Do	8 ..			8 ..	1	Do	8 ..			8 ..											
			1	Do	7			7	1	Do	7			7											
								557	1	Do	7			7 ..			Six ~~Five~~ months every year.	7 ..							

Fort St George }
November 1904. }

To

Chief
The Secretary to Government, Financial Department,
through the Accountant-General, with reference to G.O., No. 1695,
dated the 23rd September 1878, Financial Department,
and with the request that sanction may be accorded
with effect from the 1st November 1904.

7-11-04

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

Signature

(Officer's Designation.) Ag Secretary to Govt

7

ACCOUNTANT-GENERAL'S REPORT.

5

No.

The entries in the Column of "Present Scale" have been compared with the Registers of this Office, and are correct with the exception of the items altered in red ink.

Accountant-General's Office,
Fort St. George,
190 .

Accountant-General.

GOVERNMENT OF MADRAS.

Department.

No.

Fort St. George,
The 190 .

Secretary to the Government
of Fort St. George.

8

Statement of Proposition for Revision of Establishment.

13 6

Order sanctioning present establishment Government of Department. Number. 1	Date. 2	Office to which the proposition refers. 3	Nature of Charge. Present scale. Number. 4	Designation. 5	Pay. Minimum. 6 RS. A.	Increment. 7 RS. A.	Maximum. 8 RS. A.	Average cost. 9 RS. A.	Proposed scale. Number. 10	Designation. 11	Pay. Minimum. 12 RS. A.	Increment. 13 RS. A.	Maximum. 14 RS. A.	Average cost. 15 RS. A.	Proposition. Permanent. Increase per month. Amount. 16 RS. A.	Decrease per month. Amount. 17 RS. A.	Temporary. Increase per month. Period. 18	Amount. 19 RS. A.	Decrease per month. Period. 20	Amount. 21 RS. A.	Grounds of proposition. 22	Local Government's recommendation. 23	Orders of the Government of India. Home Department. Remarks. 24	Financial Department. Remarks. 25	Orders. 26
R 858	14th December 1903	Office of ~~the~~ Secretary to Government, Educational & Legislative Department	1	Assistant	200 -	10 -	250 -	237 8	1	Assistant	200 -	10 -	250 -	237 8							The existing establishment of peons is not sufficient to cope with the work when the Government is at Madras.				
			2	Clerks at Rs 75 each	150 -			150 -	2	Clerks at Rs 75 each	150 -			150 -											
			2	Do at Rs 30 each	60 -			60 -	2	Do at Rs 30 each	60 -			60 -											
			1	Do	25 -			25 -	1	Do	25			25 -											
			1	Typewriting clerk	20 -	1 -	35 -	28 12 ~~27 8~~	1	Typewriting clerk	20 -	1 -	35 -	28 12 ~~27 8~~											
				Servants						Servants															
			1	attender	12 -			12 -	1	attender	12 -			12 -											
			1	Duftmuchi	12 -			12 -	1	Duftmuchi	12 -			12 -											
			1	Peon	9 8			9 8	1	Peon	9 8			9 8											
			1	Do	[illegible] 8			8 8	1	Do	8 8			8 8											
			1	Do	8 -			8 -	1	Do	8 -			8 -											
			1	Do	7			7 -	1	Do	7 -			7 -											
									1	Do	7 -			7 -			Six months every year	7 -							
								~~557~~ 558 4						565 4											

Fort St George
November 1904

To

The Secretary to ~~Government,~~ Department,
through the Accountant General, with reference to G.O., No. 1695,
dated the 23rd September 1878, Financial Department.

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

Signature H D Taylor
I.C.S.

(Officer's Designation.) Ag Secretary to Govt.

3

Copy of Notes connected with the budget Estimates
of the Educational & Legislative Departt:
for 1905-1906.

The Budget Estimate of the Office is submitted with the following explanations:—

(1) Salaries The present A.S. does not draw full pay and his pay and allowances are subject to 4 p.c. annuity deduction. The charges in the Revised Estimate have been calculated at Rs. 760 (pay) and Rs. 47-8-0 (Exchange Compensation allowance) less 4 p.c., but a sum of Rs. 68 has been added to cover sub pro tem allowances for broken periods as advised by the Acctt.-Gl. For the next year pay at Rs. 800 and Exchange compensation allowance at Rs. 50 have been provided as this is the sanctioned scale of pay.

(2) The pay and allowances of the Hon'ble Mr. Forbes while on special duty in the Legislative Departt. in March and April 1904 (G.Os. 196 and 380 Public d/ 29-2. & 27-4- of 1904) viz: Rs. 3750 & 138-14-3 a month less 4 p.c. deduction are debitable to this department and have been provided in the revised Estimate.

Allowances. Hill journey allowances

The allowances of one of the Educational clerks now at Ootacamund are debited to the Local & Muni: Departt; as his name is borne on the Establishment list of

that

that Departt. The expenditure up to date amounts to nearly Rs 800 as shown under:—

Hill allowance from April to August	Rs. 539-3-5
Temporary Establishment —do— (One peon on Rs. 8)	32-12-10
Travelling allowance of A.S. & Establishment	221-8-"
Rs.	793-8-3.

A sum of Rs. 450 may be necessary for the remaining period as shown below:—

Hill allowance for 2 months at Rs. 115 a month	Rs. 230-0-0
Travelling allowance of A.S., Asstt.; a clerk, an attender, & 2 peons.	170-0-0.
Temporary Establishment	16-0-0
	Rs. 416 or in round figure 450.

So in the revised Estimate Rs. 1600 has been cut down to Rs. 1250. The provision of Rs. 160 under travelling allowance of Officers has been retained. In the budget estimate provision is made for the asstt. 2 clerks, one attender and 3 peons as follows:—

Hill allowance

Second Asstt.
Two clerks.
Four servants
} at Rs. 160 per mensem for 7 months — Rs. 1120.

Travelling allowance to & fro.

Travelling allowance to & fro.

Second Asstt.	Rs. 74
Clerks.	Rs. 268.
attender & peons.	Rs 92
T. A. of the A.S.	Rs 160
	Total. Rs 1692.

Lowest amount required Rs. 1600

(2) Telegram charges. The expenditure up to date under this head is Rs. 408-11-0 and for the remaining portion of the year about Rs. 220 will suffice.

The charges up to date under the several Contingent heads are as follows:—

Repairs to furniture	Rs. 3-2-6
Tour charges,	109-1-9
Hot & cold weather charges	44-2-"
Postage charges	228-14-6
Telegram charges.	408-11-0
Office Expenses	17-13-1

In the revised Estimate for printing at private presses the budget allotment of Rs. 50 for Legislative Council have been added to the Rs. 50 for the Educational & Leg: Departt. Bills to the extent of Rs. 17. have been paid to the Madras Lawrence Asylum Press during the current year, but several notes have been printed in the same press for which bills are yet to come & payments have also to be made to the

Have this settled up please before the move
HDT
12-10-03

Branch Press at Ootacamund.

P.T.T / 9.10.04. The Estimate has to go U.O. to Fin:

1. Tour charges: is this not chiefly cooly to outsiders who ought not to be trusted with papers & parcels and who do work which ought to be done by regular peons? If so, why should not the charge be reduced?

2. Books. What books does Edl: buy?

A.G. 10-10-4

1. Submitted not chiefly but partly. The item includes also charges of bringing up & taking back records to & from Ootacamund. As to coolies the question was raised last Legislative season. During the season there are hundreds of urgent covers to be delivered to members of Council - Secretaries & Govt. Press. We have only two permanent peons of whom one has to be in Office always. I brought to the Secretary's notice then that unless I was relieved of the responsibility of seeing urgent covers delivered without delay, I was obliged to engage coolies, but that every time I did so, I took care to see that a peon was not available to take covers out, and

and the Secy: said that urgent covers should on no account be delayed. Unfortunately the papers are not here and Fin: want this budget urgently but the A.S. will remember the matter. We have made only the usual provision of Rs. 250. The average for the last three years was Rs. 226.

2. As to books we buy Ry: postal & Telegraphic guides, but the amount provided is chiefly a budget provision. If we do not enter it under that head we must enter it under some other head so as to round the total to "even hundreds of rupees" - Vide no. 7 of the budget rules.

P.T.T / 10/10/04. Secy.

Submitted that an extra peon should be entered at Rs. 7 and that an equivalent reduction - Rs. 84/ plus pensionary contribution should be made under Tour charges. It is neither economical nor expedient to substitute the casual coolys for the permanent peon.

A.G. / 11-10-04

If Secy: agrees, Office may total the amount spent on cooly last year and if the amount is anything over Rs 100 Fin: may be asked to sanction an extra peon.

A.G.

Submitted that the disadvantages of employing a permanent peo is that for half the year he will not have any work. For the other half one additional peon alone will not be able to do all the work. But if we are allowed two temporary peons for six months instead of a permanent peon - for the whole year we may dispense with coolies.

P.T.T.
11/10/4.

Secy. A.G.
11-10-4.

Is there no bicycle peon in Est:? What was the actual expenditure on cooly charges for six months in Madras last year?

H.D.T.
12-10-4

Submitted that there is a bicycle in the Office and both our peons know how to ride the machine.

2. The actual expenditure on cooly charges from the 24th of Octr: 1903 to the 23rd of April 1904 was as follows:-

	Rs. as. p.
Octr: from the 24th to End.	3 - 3 - "
Novr.	11 - 3 - 6
December.	8 - 5 - "
January	6 - 4 - "
February	~~4~~ 2 - "
March	10 - 4 - 9
April	6 - 9 - "
	50 - 9 - 3.

It will be seen from the details at flag XVII

that on one day - 15th Novr. 1903 - as many as Eight coolies had to be Employed & on some days - 12th Novr. & 4th March as many as 5 coolies are Engaged always in addition to one of our peons - Letters have to be taken to Guindy - Adyar - Mint buildings & so many other places - and they are not sent at the same time always.

P.T.T.
18/10/4.

One temporary peon on a bicycle could go to Eight places in the time that it takes one cooly on foot to go to Guindy. Submitted that a temporary peon who can ride a bicycle should be entertained.

A.G.
18/10/4

It is respectfully submitted that the H.S. has no practical Experience of the difficulty. The Secy: gives a file at 11 to be sent to H.M. immediately: a quarter of an hour afterwards another paper has to go to H.E. the Govr. A Quarter of an hour later another has to go to the Press. It is obvious that with one extra peon all this work cannot be done. Then again the messenger who takes the file or cover has to wait till he gets a reply or is told that there is no reply.

A. Cooly system.

Cooly no. 1 starts at 11. gets to H.M. at 12-30. Cooly no. 2 starts at 11-15. gets to H.E. at Guindy about 4 p.m. Cooly no. 3 starts at 11-45. gets to Press at 2.

B. peon on bicycle

starts at 11-45, gets to Press at 12, to H.M. at 12-30: to Guindy by 3. P.M. - A.G.

P.T.T.
18/10/4.

If it be ordered that when we

get to Madras papers are never to be sent by cooly except under special directions from the A.S., the A.S. will gain practical experience; and he much doubts whether so many coolies will be sent.

A.G.
16/10/04

I think that the best plan ~~would~~ will be to provide for a temporary bicycle peon for 6 months in Madras, and to employ coolies only under orders of A.S. for very urgent papers. The bicycle peon should start his rounds at 12 & should be back by 3 – ready to start off again at 4 p.m. | Coolies would then be seldom required except after 4 p.m. Rs. 50 may be provided under town charges. The Estimates are otherwise approved.

| or some such arrangement.

HDT
19/10/04

The necessary alterations have been made in the budget. The file may now go u.o. to Financial.

P.T.T.
19/10/04

Finl: u.o.
A.G. 20/10/04

Despd. but take copy of the notes & prepare a proposition statt: for a temp. peon
P.T.T.
20/10/04

Done

Legve Deptt

A proposition statement has been prepared. It has to go to Accountant General for verification, before

before sanction. A draft endorsement is accordingly submitted below.

CRV
5-11-04

Q
7.11.04

As the extra peon will be required for five ~~months~~ months only from Nov. to Mar. this period is entered in Col. 18 of the Prop. Statement.

The peon may be sanctd. for 6 months, but he may be employed for any shorter period that may be necessary.

~~Memo~~ draft
HG 8.11

Q
8.11.04

[Memo No 599 – 11-11-04]

From the Accountant General PA 422/4259 d/ 16-11-04.

The proposition statement has been verified and returned by the Accountant-General; and now the draft order placed below may be issued with the concurrence of the Financial department. [redacted]

~~CRV~~
~~18.11.04~~

The permanent second assistant Mr Tharyan was appointed to act as First assistant, Local & Municipal department from 1st October 1904; but the actg second assistant did not join his office till 1st November; so the pay of the second assistant for October is fully available & the salary of the temporary peon may be met from that amount

Finl. u.o.
HG 8.11.04

CRV
18/11/04

Tld
18.11.04

B
18/11/04

Finl. DEPT.
U.O. No. 1364R
19.11.04

Entd. no. 568D
19.11.04

Desp 19/11

P.A.
19/11/04

R
19-11-04

FINANCIAL DEPARTMENT

1364 L

B

FINANCIAL DEPARTMENT.

LOCAL & MUNICIPAL SECRETARIAT.
6 DEC 1904

C.S.

There is no objection to the draft being accepted in Financial. The necessary provision has been entered in the budget estimates (for 1905-1906) under 18 I General Administration - Civil Secretariats - Educational & Legislative Dept.

F.A.H.
2/12/04

Cr
3.12.04

Accepted
S.XII.04

Linked file.

Returned from F.D. 6.12.04

~~Edl. Dept~~ n.o.

Issue

6-12-04

Desp 7.12

[redacted]

[L./5]
300—7-10-03.

12

Educational ~~LEGISLATIV~~E DEPARTMENT.

READ AGAIN G.O., No. ...., dated 190

" " " " ...., " 190

READ ALSO :—

C. No. 2022, From the A.G., No. P.A. 422 / 9259, dated 16th Nov. 1904.

" " ...., " " ...., " ...., " 190

" " ...., " " ...., " ...., " 190

ORDER No. 716, dated 7.12. 1904

Mis

The Entertainment of a temporary peon in the Educational and Legislative Department on a salary of rupees seven per mensem is sanctioned for six months every year when the Government is at Madras.

2. The charges during the current year will be met from savings under "Establishment".

A.G. 19.11

6-12-04

Desp 7.12

Cn
18/11/04

T.R.
18.11.04

18/11/04

To the Financial Dept ~~with Accountant General~~ with proposition Stat. ~~Rly. Indented~~.

Despd
9/12/4

When given for copying ______
When copied ______
When examined ______
When signed ______ } 190 .

READ AGAIN G.O., No. , DATED 190 .							
CURRENT No.							
ENCLOSURES TO C. No.							
ORDER OF GOVERNMENT	A	A	A	A	A	A	A
LETTER OF GOVERNMENT.							
STATEMENT WITH DITTO.							
PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.							

N.B.—

A = Copy in full.
B = Not to be copied.
P = Copy abstract only.
Q = Copy heading only.