

Education and Public Health

(194⁶) Department.

Ms. SERIES.

G.O. No. 2017 *Edm.*

Dated 21-10-1946.

[Despatch Abstract.]

Establishment-Office of Director of Public Instruction, Madras-
Additional Clerk-Sanctioned.

Back Papers.

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

Further Papers.

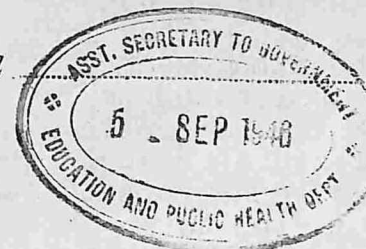
G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Memorandum N.º 45792A/46-2 Em
11/11/46

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Education **DEPARTMENT.**

Received



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Subject.

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51046

Direction - strengthening of staff - office of the
Director of Public Instruction.

11111

ENCLOSURES.

No. 1

Spare copies.....

C. No. 5049 D1/46, dated 30-

Station Madras....., Dated the 30th August..... 19 46

From (Name) Dr. S.R.U. Savor, M.A., D.Sc., I.E.S.,
(Designation) director of public instruction, Madras.

To The Secretary to the Government of Madras,

Education and Public Health Department.

Sir,

I have the honour to invite the attention of Government to para 3 of my letter C.472 F/45, dated 10-8-45 disposed of in G.O.No.2141 Edn., dated 18-12-45, wherein it was clearly explained that the work of the 'D' section consisting of 1 Superintendent and 4 clerks had enormously increased since 1941-42 and to state that, with the creation of a new section in January 1946, in accordance with the G.O. referred to above, the work relating to the assessment of grants of aided colleges and special schools and the provision of stationery and forms was transferred from the D section, to as to give relief to it. But this arrangement could not give any substantial relief to the section as the work relating to Secondary schools has further increased during the current year.

✓ Prior to 1-4-46 there were only 223 secondary schools under private management which had to be granted temporary recognition from time to time after a scrutiny of the ^{caliber} ~~applies~~ With the opening of as many as 47 new secondary schools and 95 additional forms and classes in existing secondary schools in the current year, the work relating to the recognition of secondary schools under private management has considerably increased. The ^{has} ~~work~~ of the Recognition clerk falls time and P.T.O.

P. T. O.

again in arrears and unless he is given additional assistance, he will not be able to overtake the arrears.

3/ Notwithstanding the embargo on building schemes relating to boy's schools and the restriction in regard to the use of controlled materials, a large number of applications for building grants are being received from private managements, consequent on the accession to strength in several Secondary schools in the current year. The second clerk who is dealing with grants for buildings and playgrounds is fully engaged in the examination of these applications and in making recommendations to Government in urgent and deserving cases with a view to permitting either the Director to include the scheme in the list of approved works or the managements to use controlled materials in the construction of buildings. ~~the current~~ therefore assist the recognition clerk to any extent.

4/ Again while the number of secondary schools and secondary grade colleges, in respect of which financial statements had to be worked out in 1945-46 was 405, it has increased to 441 this year. The scrutiny of Financial Statement is a very laborious work and it is found that it is not possible for the two remaining clerks detailed for this work to carry out the scrutiny satisfactorily within the specified time. It may also be pointed out here that one of these two clerks had also to attend to the correspondence bearing on the question of Dearness Allowance to teachers, which is now engaging the attention of the Government and the Director. Now that Government have made a suggestion that Dearness Allowance may be paid in advance to teachers directly from provincial funds once in every quarter of the year, estimates (with necessary statistics) are being called for from the subordinate officers in respect of each institution. The tabulation of all these figures, the checking of details and finally if necessary the passing of the Dearness Allowance grants will throw a large amount of additional work on the section.

5/ Last year the scrutiny of the Financial Statement had to be done under high pressure. Some times grant was passed pending further scrutiny. My opinion is that no accounts work worth the name should be done in a hurry or in a provisional manner. There should be a finality to it when orders are passed. If satisfactory work is to be done an additional clerk in the upper division is quite necessary. I therefore request that Government may be pleased to sanction the immediate employment of an additional clerk in the Upper Division in the Director section of my office atleast for one year in the first instance.

Done

for Director of Public Instruction.

66/21/1+ Estt - Office of the DPI, Madras - ³ Employment
of an Addl clerk - Sanctioned

C.No. 51066 A/ub, From the DPI, C.No. 5049 D. 1/46 d 30-8-46

C.No. 2017

Edn d 21.10.46

The Govt sanction the employment temporarily of an Upper Division clerk on Rs 55-100 in the 'D' section of the Office of the DPI, Madras from the date of appt upto 31-3-47.

2. The DPI is requested to report in due course whether in future, it may not be sufficient if an addl clerk is sanctioned for the section for a few months in each year when the work is heavy. The question should be fully examined and reported on with statistics of currents received each month in the section

To The DPI ✓

A.C. (Para 1 only)

17.10.46

17.10.46

17.10.46

Subject : -ESTABLISHMENT - office of the D.P.I. - employment of an additional clerk in 'D' Section.
C.No. 51046 A/46, From the D.P.I. C. No. 5049D1/46, dated 30.8.46.

In August last, the D.P.I. submitted proposals for the strengthening of his office establishment by the addition of the following staff : --

- (1) One Junior Superintendent.
- (2) 3 Upper Division clerks.
- (3) 2 Lower Division clerks.

Subsequently he asked for the employment of a typist also. The reasons put forth in support of the proposals are contained in paragraph 3 of the Director's letter on pages 1-3 c.f. of G.O. No. 2141 Education, dated 18. 12. 1945. Only one Junior Superintendent, 2 Upper Division clerks and 3 Lower Division clerks were, however, sanctioned and the Director was informed that the existing Upper Division clerks should be distributed among the sections having regard to the nature of work in each section - vide the notes at pages 1-2 N.F. of (X)

2. The staff was sanctioned to give relief to the 'A' and 'D' sections of the Director's office which it was then stated to be overworked. Before the additional staff was sanctioned, the subjects dealt with in 'D' section, consisting of 1 Superintendent and 4 clerks, were as follows :-

- (1) Scrutiny of financial statements of all aided institutions of all grades and types and sanctioning of teaching grants.
- (2) Grants for buildings and playgrounds.
- (3) Recognition of schools of all types and grades
- (4) Provision of stationery and forms for the entire Education Department and
- (5) payment of stipendiary grants to all aided training schools.

Two clerks were detailed for the work mentioned in item 1. The third clerk was entrusted with items 3 and 5 and the fourth with item 2. When the additional staff referred to in paragraph 1 was sanctioned the portion of the work relating to item 1 and all work relating to items 4 and 5 were transferred

from the D. Section in order to give relief to that section. The Director says that this arrangement has not given sufficient relief to the section as the work relating to secondary education is on the increase. He, therefore, requests that an upper division clerk may be sanctioned immediately for the D. Section for a period of one year at least to begin with. In the circumstances explained by the Director, the proposal may be approved. The file may be sent to Finance for remarks.

11-9-46
11/9/46
M. G. C.

Finance E.H.

The proposal in the file is to sanction an additional Upper division clerk to the 'D' section of the D.P.I.'s office which now consists of 1 Superintendent and 4 clerks. Please see the letter from the D.P.I. in the C.F. and the note of E.H.P.H. from p.1 above.

2. The subjects dealt with by the 'D' section now are as follows:

Two clerks :- Scrutiny of Financial statements of all aided institutions of all grades and types

Third clerk :- Recognition of all schools of all types and grades

Fourth clerk :- Grants for buildings & playgrounds
The D.P.I. states that the work relating to the Scrutiny of Financial statements and recognition of schools has enormously increased necessitating the appointment of

The D.P.I. has
made up a good
case.
M. G. C.

Edn. v. 51046A/46-1



49126
A on p.1 C.F.

para 2, p.1 above

para 2, p.1 above

Edn. v. 49126 E.H. 7
9x46

an Upper Division clerk if satisfactory work is to be done.

3. During the years 1942-44, when the 'D' section was dealing with some more subjects viz., sanctioning of teaching grants, provision of stationery and forms and payment of stipendiary grants, the number of currents received in the section ^{gradually fell from 5103 to 6081} ~~was 1000 to 1000~~. Based on statistics, the section appeared to require no relief. However, in view of the facts stated by the D.P.I. in his letter on pp.25 to 26 C.F. of G.O.2141 Edn., dated 18-12-45 relief was given to the 'D' section by the sanctioning of additional staff in the above G.O. The D.P.I. now reports that the existing work is too much for the section but he did not furnish any statistics of currents received in the section. In the circumstances, it is for consideration whether the question may be further examined after statistics are called for from the D.P.I. or the proposal to appoint one additional U.D. Clerk for 1 year may be agreed to in this department. If the latter is agreed to the extra cost involved is Rs. 1190 p.a.

4. After orders are passed on the above, the case may be returned to E. & P.H.

Rs. 1190
7.10.46

The D.P.I.'s letter I think makes it quite clear that there should have been a considerable addition to the work of the section during the current year. We may, therefore, agree to the additional U.D. Clerk proposed. ^{the post-} It may be sanctioned upto 31.3.47.

It is possible that at least a portion of the work in the section is of a seasonal nature e.g. the work relating to recognition of schools & charges might diminish soon after the beginning of the academic year. E.H.P.H. may call for figures of currents received ^{in the section} month by month & consider whether in future years it would not be sufficient to sanction an additional clerk for a few months until the rush of work diminishes.

9.10.46. E.H.P.H.



OPH(A)

Finance Dept have agreed to the employment of the V.D. clerk upto 31-3-47. The suggestion of A.D.S. Fin. may be put to the SSI for remarks and he may be asked to make a report in the matter to Govt in due course.

A draft order is submitted.

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W.
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