Scott. II-27—37,004—13-11-45.

Education and Public Health (1946) Department.

M1 SERIES.

G.O. No. 747. Edn.

Dated 8/4/46

(32)

[Despatch Abstract.]

Establishment--Office of the Commissioner for Government Examinations--Reorganisation--Employment of additional staff--Orders passed.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	
G.O.	1579	Edn.	5/11/42				
G.O	375	Edn.	11/3/43				
G.O.	358	Edn.	7/3/44				
G.O.	1552	Edn.	21-10-44				
G.O.	321	Edn.	14-2-46				
G.O.	474	Edn.	5-3-46.				

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Memo 24933-B1/44-Edn	12.11.			G.Ms.	2758	Edn.	1-9-44.
Memo	2092 Edn 6-2-47						
G.O.	628.	Edn.	23/3/48.				
" Ms.	2111	Edn.	2.4-8-48.				
G.O	1065	Edn	28/4/51				
G.O	1912	Edn	14/9/51				

13

Subject: Establishment - Office of the Commissioner for Government Examinations, Madras - Improvement in position and status -

(2)

43601

DESPATCHED
29 SEP 1945

M a d r a s, 1 OCT 1945 C.No.608-A/45, dated 28th September 1945.

From (Name) Rai Bahadur Dr. B.B.Dey, M.Sc., D.Sc.(Lond.), F.I.C.,

(Designation) Commissioner for Government Examinations.

To

The Secretary to the Government of Madras,
Education and Public Health Department,
Fort St. George.

Sir,

I have the honour to state that office of the Commissioner for Government Examinations, Madras, classified as a 'B' class office, consists of the following superior staff at present:--

1. Secretary	M.E.S. (Rs.200-700)
2. Assistant Secretary	Non-Gazetted - Madras Ministerial Service - Rs.175-15/2-220
3. Accountant	Rs.100-10/2-150
4. Two Upper Division Clerks - I Grade.	Rs.85-4-125 (Revised Scale Rs.70-100) plus House Allowance.
5. Five Upper Division Clerks - II Grade including one temporary.	Rs.55-5/2-70 plus Presidency Allowance
6. Nine Lower Division Clerks.	Rs.30-3/2-45-2/2-55 plus Presidency Allowance.
7. Two Typists.	Rs.30-55 plus Presidency Allowance.

Besides the above staff, about 10 to 15 temporary clerks are appointed for about 6 months in the year out of the lump sum allotment of Rs.2,000 for seasonal work. It was only so early as 1929 that improvement to the staff was made in G.O.No.614, Law (Education), dated 28th March 1929 when the number of candidates and number of centres of the examinations were 41,931 and 662, respectively, and when the total fee receipt was 3;48 lakhs. Since then work has considerably increased but no substantial improvement has been made to the office staff, either in the matter of pay or in number, except the sanctioning on a temporary basis of one Upper Division Clerk, one Attender and two peons - in G.O.No.2120 Edn., dated 5-11-1940 and subsequently renewed in G.O.No.1579 Edn., dated 5-11-1942 and No.1552 Edn., dated 21-10-1944.

Even as early as 1911, it was considered that the status and salary of the clerks of this office were not commensurate with the responsible nature of the work done by them, and the Government while acquiescing in this, stated in G.O.No.144 Educational, dated the 13th March 1911, that it was open to the Commissioner for Government Examinations as Director of Public Instruction to draft to the office of the Director of Public Instruction such of those from the office of the Commissioner for Government Examinations as are

deserving of promotion and that there was no reason to keep these two offices entirely separate. The late Director (Sir Meverel Statham) had also considered it desirable to amalgamate the two offices so as to facilitate mutual transfers of persons. There are, however, technical difficulties in giving effect to the suggestion. The Director's office is an A Class one while the Office of the Commissioner for Government Examinations is class B and the scales of pay in the two offices are different so that mutual transfers from one to the other cannot be effected without hardships to persons. In recent times, this office had to lose the services of about 10 experienced persons by retirement, death and transfer to other Departments. In such contingencies, this office could not draft from the Director's office some experienced and suitable persons as the scale of pay in this office is lower than that in the Director's office. It is an anomaly that the Director of Public Instruction who is also the head of this Department under the designation of ~~the~~ Commissioner for Government Examinations should have under his direct administrative control, two classes of offices on different scales of pay. Strictly speaking, this office, though designated differently, is the Examination Branch of the Education Department of which the Director of Public Instruction is the head. For administrative purposes it should be possible for the Director of Public Instruction to effect mutual transfers of persons from one branch or section to another, but this cannot be done unless the scale of pay is the same in both the sections (offices). This office directly corresponds with all the subordinate officers under the control of the Director of Public Instruction and issues instructions also to those officers and carries on work just like any other section of the Director's office. Hence, for administrative convenience and for efficient discharge of duties, I recommend strongly that the Office of the Commissioner for Government Examinations may be raised to the status of an A Class office like the Director's office so that mutual transfers may become possible.

To treat this office as an A Class one, involves some extra cost, but considering the responsible nature of the work done by this office and the administrative convenience to be derived from the change, the extra cost should not be considered as a serious objection. Work done in this office is of a highly confidential nature and men of reliability and character are needed for this work; their pay and prospects should, therefore, be commensurate with the responsible nature of their duties. The annexed statement shows the existing staff with the present scale of pay and the proposed scale when the office is classified as A class. The immediate extra cost involved in the proposal is only Rs.555½ in 1946-47 (11 months) and the ultimate extra cost is Rs.2,257. Two posts on Rs.85-4-125 for which there is no corresponding scale of pay in A class office, will be converted into those on Rs.100-10/2-150 and will be allotted to the Account and S.S.L.C. Sections, both of which are doing highly responsible work.

The post of the Secretary to the Commissioner for Government Examinations was included in the M.E.S. with effect from 1-7-1934 under G.O.No.798, Law (Education), dated the 27th March 1934.* The responsible and arduous nature of the duties attached to the post of the Secretary were reported to Government in the Director's letter, C.No.2800-C/37, dated 14-9-1937, disposed of in G.O. No.2737 Edn., dated the 16th November 1937. The post of the Assistant Secretary is in the non-Gazetted Madras Ministerial Service. Since 1934 the work of this office has grown considerably as will be seen from the figures given below:-

*as modified by G.O. No. 901 Law (Edn) dated 4-4-34

		1934.		1945.
1.	Number of examinations.	8		13
2.	" candidates.	47,453		82,399
3.	" centres for the examinations.	924		1,284
4.	" subjects and languages in which the examinations are held.	225		382
5.	" question papers (question papers are also in the languages of the presidency besides being in English)	392		580
6.	" Examiners.	910		1,459
7.	" Bills (a) Travelling Allowance Bills . 675	2,254	2607	5,427
	(b) Contingent " 669		1361	
	(c) Remuneration " 910		1459	
8.	Receipts and Charges. Receipts	Rs.4,30,653		Rs.6,77,163
	Charges	" 3,23,546		" 5,20,671

Consequent on the addition to the number of examinations to be conducted by this office which are spread all over the year, the work of the office has increased in volume and is heavy throughout the year, as even by the time one examination is over, arrangements have to be made for the conduct of another. Therefore the duties of the Secretary have also increased enormously as will be evident from the statement made below:--

(1) The following new examinations have been added subsequent to 1934:

(i) Government Technical Examinations in (a) High Speed Tests in Shorthand, (b) Typewriting Examination in Tamil and Telugu and (c) Examination for the grant of certificates of competency for Engine Drivers, I and II class Engineer Operators, Headworks (Water Works) etc.

(ii) Teachers' Certificate Examination in Indian Music.

(iii) Nursery School Teachers' Certificate Examination.

(iv) L.I.M.Examinations (held twice in a year)

(v) VIII Standard Public Examination.

The examination in Physical Education is now held in two grades - Lower and Higher, both for men and women besides the Diploma Examination for Women.

(2) The increase in the number of candidates for the S.S.L.C. Public Examination alone from 18,681 in 1934 to 31,964 in 1945.

(3) Due to general increase of the office work, the confidential work for which the Secretary is mainly responsible has also greatly increased. The receipt and custody of manuscript question papers of the several examinations, their despatch to the press for printing and obtaining proofs, the transmission of the proofs to the several examiners for correction and their final return to the press for striking clean copies - all demand personal and prompt attention of the Secretary. The number of question papers has increased from 392 in 1934 to 580 in 1945.

(4) No less than 5427 bills (Travelling Allowance, contingent and remuneration) have had to be signed during the year by the Secretary alone under the financial rules.

(5) He has to receive the mark books, which are confidential in nature from 1459 examiners as against 910 in 1934, keep them under safe custody and attend to their tabulation under personal supervision and publication of the results.

(6) Correspondence has to be carried on, with the heads of about 500 high schools and 150 training schools which present candidates for the examination, with Divisional Inspectors of Schools, District Educational Officers and Inspectresses of Girls' Schools and with the three Universities in the Presidency, in addition to certain authorities in the nighbouring Indian States where examinations are held, in regard to (a) courses of studies prescribed for the examination (b) syllabuses, (c) text-books, (d) admission of candidates for the examinations, (e) their results and issue of certificates and (f) Rules regarding the examinations, &c.

(7) In the course of the year, arrangements have to be made for the conduct of about 77 meetings of the Boards of Examiners, Sub-Committees and examiners and assistant examiners including the Text-Book Committee. The Secretary is ex-officio Secretary to the Secondary School-Leaving Certificate Board, Training-School Leaving Certificate Board, Text-Book Committee, etc., and he has to prepare agenda, notes for circulation and discussion, keep minutes of the meetings and attend some of these meetings.

(8) The introduction of the revised rules of the Text-Book Committee issued in G.O.No.1694, Education and Public Health, dated the 2nd September 1940 has considerably increased the work of the Text-Book Committee adding financial responsibility also, since the publishers have to remit fees and the reviewers have to be remunerated. Instead of one Text-Book Committee prior to 1941, there are now two (a) Secondary and (b) Elementary, with 27 sub-committees as against 17 before.

(9) Under the orders contained in G.O.No.2443 Edn., dated the 26th December 1940, the work connected with the Technical Terms Committee is being done in this office and there are six special sub-committees.

(10) Under the orders of Government, the Secretary to the Commissioner for Government Examinations has to arrange for the conduct at Madras of the following examinations:-

(a) Indian Audit and Accounts, etc. Services Examinations.
(b) I.M.M.T.S."Dufferin" Examination.
(c) A and B Clerks' Grade Examination.
(d) Special Class Railway Apprentices' Examination.
(e) Engineering Services Examination.
(f) Ministerial Service - Assistants' Grade Examination held last in December 1943.
(g) Institute of Actuaries Examination.

Besides the above, he had even to arrange for the Indian Police and I.C.S. Examinations which are now held in abeyance.

(11) The prompt and correct despatch of question papers in the several subjects and languages of the different examinations to 1284 centres of examinations require the personal attention of the Secretary. Any mistake in this will dislocate the conduct of the examination and affect the candidates. Except the S.S.L.C. and the T.S.L.C., the copies of question papers in regard to other examinations are in single sheets and they have actually to be counted with reference to the requirements of each centre. For the same kind of work in the Madras University, the Registrar is being assisted by a Member of the Syndicate or a responsible person appointed by the Syndicate, who is remunerated at the rate of Rs.75/- per day. Since the question papers are printed in the different languages of the Presidency, besides English, the work in this office is even more complicated and causes great strain on one officer.

(12) The Secretary has to prepare the lists of Examiners and Assistant Examiners in respect of the several examinations. This is highly responsible work, as it involves the careful scrutiny of several names. For the S.S.L.C.Public Examination alone, the names of about 2,500 qualified and eligible applicants are included in the list for consideration. Both officials and non-officials are involved in this and the final selection requires careful and personal scrutiny of the Secretary in order to avoid giving grounds for public comment.

(13) The financial responsibility has also very much increased, during the last eleven years, (from 4.3 lakh in 1934 to Rs.6.77 in 1945, excluding the finances of the Text-Book Committee).

From the foregoing details, the volume of work which has to be done may be estimated and the work, being largely confidential, has to be personally attended to and cannot be delegated, as there is no other Gazetted officer. Added to the ordinary office work of a heavy nature, the confidential work done is very responsible and takes a lot of time of an officer. Experience has shown that there is adequate work for two officers.

In view of the increased work and added responsibility and of the heavy confidential nature of the work, I recommend strongly that the present post of the Secretary may be raised to the grade of Divisional Inspector of Schools and Deputy Directors (Rs.600-100/2-1000) with the usual allowances (Special pay of Rs.50 per mensem and the Madras House Allowance) and that the present post of the Assistant Secretary in the Madras Ministerial Service be raised to the Gazetted rank in the M.E.S. (Rs.200-30/2-260-40/2-500-50/2-700, ordinary grade) with the Madras House Allowance. In this case, the Assistant Secretary in the Gazetted rank can be made responsible for certain items of work now devolving upon the Secretary and can independently dispose of certain papers, besides signing the bills. I consider the above arrangement to be essential for the efficient discharge of the duties of this office. For administrative convenience, it is advantageous to have the two posts in the cadre of M.E.S. The immediate extra cost on account of the above changes in 1946-47 (for 11 months) will be Rs.3,073 only and the ultimate extra cost Rs.9,081.

The immediate extra cost in respect of all the proposals

detailed

detailed above will be Rs.3,629 in 1946-47 and Rs.11,338 ultimately, which will be only after a lapse of several years. I may add that the Government Examinations are not only self-supporting but leave a good surplus. The average net surplus during the last five years is Rs.1,84,611.

Year	Surplus
1940-41-	Rs.1,93,796
1941-42-	Rs.2,19,991
1942-43-	Rs.1,58,767
1943-44-	Rs.1,94,012
1944-45-	Rs.1,56,492

I may further mention in this connection that the Madras University which conducted the examinations of 25,318 candidates in 1944 and which has a fee fund account of Rs.7.15 lakhs (the fee fund of this office in 1945-46 is Rs.7,06,900), has the following officers and establishment:--

1. Registrar (one)	..	Rs.600-1500
2. Manager (one)	..	" 275-400
3. Superintendents (four)	..	" 150-10-250
4. Upper Division Clerks (Ten)	-	" 70-7½-145-7½-175
5. Personal Clerk to the Vice-Chancellor (one)	..	" 100-10-150
6. Lower Division Clerks (27)	..	" 40-3-70-4-90-5-125

Additions have also been made recently to the above clerical establishment and the post of Manager on Rs.275-400 has been converted to that of an Assistant Registrar on Rs.400-800 - this is pending the sanction of the Senate. Compared with the staff in the office of the University of Madras, it may be stated that the Government Examinations fetching a fairly large revenue to the State are conducted at a considerably less cost to Government.

I, therefore, request that the modest proposals submitted by me for the efficient working of my office may be kindly approved with effect from 1-4-1946.

I have the honour to be,
Sir,
Your most obedient servant,

P. L. Chandran.
for COMMISSIONER. 29/9/45

v.p.28-9.

29.9.45.

Details of appointment in each class.	Detailed scale of pay of present incumbents.	Number of posts at each scale of pay.	Sa... in ... of ... sc...	...ned scale 'B' class (1933	Sanctioned scale in the 'A' class office.	Remarks.
Assistant Secretary	175-15/2-220	1				
Manager and Accountant.	100-10/2-150	1		...me	Same	
Upper Division Clerks I Grade (Superintendents of Sections)	85-4-125	2	70-... plu... All...	...ame	Same	
				...85-7½/2-100 ...dras House ...ce	100-10/2-150	Superintendent's scale is proposed
Upper Division Clerks II Grade	55-5/2-70 + Presidency Allowance	5 (including one temporary)		Same	55-5/2-70-7½/2-100	
Lower Division Clerks.	30-3/2-45-2/2-55+ Presidency Allowance	9		Same	37-3/2-70 (No Presidency Allowance).	
Typists. ..	40-40-1½-55-1-65	1	30-3/2-45-2/2-55+ Presidency Allowance.		Do	
Do	30-3/2-45-2/2-55 Presidency Allowance.	1		Same	Do	

Note. - The scale of pay of attenders and peons is the same in all offices.

P.T.O

Average cost 'B' Class Office.

		Pay. Rs.	House Allowance. Rs.	Total. Rs.
2 Upp	vision Clerks on Rs.70-100	89½x2x12 = 2148 +	15x2x12 = 360	2,508
4 Upp	vision Clerks on Rs.55-70	65¾x4x12 = 3156 +	6½x4x12 = 312 (Presidency Allowance)	3,468
1 Tem Cle	y Upper Division Rs.55-70	65¾x1x12 = 789 +	6½x12 = 78	867
11 Lowe 2 ty	vision Clerks including s.	42½x11x12=5555 +	6½x11x12=858	6,413
				13,256

Average cost 'A' Class Office.

100-10 150	132½x2x12	= 3,180	(No house allowance)
55-5/2- -7½/2-100	81¼x5x12	= 4,875	-do-
37-3/2-	56½x11x12	7,458	(No Presidency Allowance)
		15,513	
Average cost 'B' class office.		13,256	
Difference. ..		2,257	

Office of the Commissioner for Government Examinations, Madras, 29th September 1945.

for COMMISSIONER.

m.a./28-9.

(8)

EXTRA COST IF THE EXISTING PAY OF THE STAFF (Clerical)

IS REVISED TO THAT OF 'A' CLASS:

		Rs.
2 Upper Division Clerks, I Grade will have to be fixed in the next higher stage.		8.
3 Upper Division Clerks, II Grade at Rs.70 plus Rs.6½.	... Rs.77½.	3.
1 Upper Division Clerk, II Grade at Rs.65 plus Rs.6½.	... Rs.77½.	6.
1 -do- Rs.60 plus Rs.6½.	... Rs.70.	3½.
10 Lower Division Clerks (including one typist) Rs.30-55 plus Rs.6½. Increased to Rs.7/- ~~(Typist)~~ (-) Rs.6½	... 0 8 0.	5.
1 Typist (Old Scale) 40-65-3/2-80. Rs.65. Rs.68		3.
	for 1 month.	28½
	11 months.	313½.

If the Upper Division Clerks, I Grade is converted to Rs.100-10/2-150.

2 Upper Division Clerks (85-4-125) 15 x 2. ... 30 for one month.

20½ (Excluding Rs.8 for 2 Upper Division clerks) I Grade.

50½ x 11 months = Rs.555½.

OFFICE OF THE COMMISSIONER
FOR GOVERNMENT EXAMINATIONS,
MADRAS. Dated 29th September 1945.

FOR COMMISSIONER.
29/9/45

R.M./28-9-1945.

Part II Schemes.

Office of the Commissioner for Government Examinations, Madras.

Statement of Additional Expenditure.

(1). **During the Budget year 1946-47:**

Pay of Officers:

Assistant Secretary:

Pay on conversion of the post:		Rs. 230 plus Madras House Allowance.
Present Pay.		Rs.220/- (No Allowance).
Excess.		10/-Plus Madras House Allowance.
Rs.10 x 11.	Rs.. 110/-	

Secretary:

Pay on conversion of the post.		Rs. 600 plus Madras House Allowance plus Special Pay.
Present Pay.		Rs.380/- plus Madras House Allowance.
Excess.		220 plus Madras House Allowance ~~and plus~~ Special Pay.
220 x 2 plus 189 plus 180 x 8.	2069. *	* Taken into account the increment raising pay to Rs.420/- with effect from 9-6-1946.
Special Pay 50 x 11.	550	
Pay of officers.-Total.	2,729.	

Allowances -- Madras House Allowance.

Assistant Secretary. 50 x 11.	550.	Maximum Madras House Allowance Rs.75/-
Secretary. 22 x 2 Plus 18 x 9.	-206.*	Present Madras House Allowance Rs.37/-
Allowances Total...	344.	Future Madras House Allowance Rs.15/-.

*Taken into account the decrease in Madras House Allowance to A.33 due to ~~average~~ increase in pay from 9-6-1946.

Decrease Rs.22/-

(2). **Ultimate average cost:**

Pay of officers.

Assistant Secretary.

422-2/9 x 12 ...	5,066.	Rs.
207-1/4 x 12 ...	2,487.	2,579.

Secretary.

849 x 12. ...	10,188.	
422-2/9 x 12. ...	5,066.	5,122.
Special Pay Rs.50 x 12.		600.
Pay of Officers-Total.		8,301.

Allowances - Madras House Allowance:

Assistant Secretary.	Rs.50 x 12.	600.
Secretary.	Rs.15 x 12.	180.
Allowances.----Total.		780.

(1) Total immediate cost Rs.3,073

(2) Total ultimate cost Rs.9,081

for COMMISSIONER.

13

Subject: Establishment - Office of the Commissioner for Government Examinations, Madras - Additional staff -

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Madras, 1 OCT 1945 C.No.315-A/45 dated 29th September 1945. 30th

43608

From (Name) Rai Bahadur Dr.B.B.Dey, M.Sc., D.Sc.(Lond.), F.I.C.,

(Designation) Commissioner for Government Examinations.

DESPATCHED 30th SEP 1945

To

The Secretary to the Government of Madras,
Education and Public Health Department,
Fort St. George.

Sir,

I have the honour to submit for the sanction of Government the following proposals for the strengthening of the staff of the Office of the Commissioner for Government Examinations in connection with the Part II Schemes for 1946-47:--

(one for the Accounts Sec and another for B Section) - × (i) the employment of two Upper Division Clerks on Rs.55-100.

(ii) the employment of four Lower Division Clerks on Rs.37-70, (One for Accts, one for D Sec, one for E Sec, & one for current section -)

(iii) the employment of one typist on Rs.37-70.

(iv) the employment of two attenders on Rs.19-30 with P.A. of Rs.2-8-0 per mensem

and (v) the employment of two peons on Rs.12-17 with Presidency Allowance of Rs.2-8-0 per mensem.

2. During recent years the work of this office has considerably increased in several directions and no addition has been made to the staff except the temporary staff sanctioned in G.O.No.2120 Edn., dated the 5th November 1940. The following figures will show how the work of the office has enormously increased during the past 11 years and it is now considered essential to make further additions to the staff besides the temporary staff sanctioned in the G.O. referred to above:--

		1934	1941	1945
1	Number of examinations.	8	10	13
2	" candidates	47,453	60,083	82,399
3	" centres for the examinations.	924	832	1,284
4	" subjects and languages in which the examinations are held.	225	374	382
5	Number of question papers (Question Papers are also in the languages of the Presidency besides being in English).	392	479	580
6	Number of Examiners.	910	1,145	1,459
7	Number of bills - (a) Travelling Allowance Bills	675)	1649)	2607)
	(b) Contingent Bills	669) 2254	801) 3,595	1361) 5,427
	(c) Remuneration Bills	910)	1145)	1459)
8	Receipts and Charges. Receipts	Rs.4,30,653	Rs.5,88,214	Rs.6,77,163
	Charges	" 3,23,546	" 3,94,418	" 5,20,671

3. The office is divided into five sections dealing with the Accounts and Examinations and one current section which is responsible for registering, fair copying and despatching. Consequent on the general increase in the work the sections mentioned below require additional strength:

(i) Accounts Section.- There are now in this Section 1 Upper Division I Grade Clerk, 2 Upper Division Clerks II Grade, 1 Lower Division clerk and 1 attender. This Section besides being responsible for the Budget Estimate of Receipts and Charges, has to pass about 2,600 travelling allowance bills, mostly of non-officials who are generally not familiar with the rules of travelling allowance. These bills have to be scrutinised carefully by experienced persons well acquainted with the rules. About 1400 contingent bills of the Chief Superintendents of all the Examinations conducted by this office have to be scrutinised and passed with reference to certain general orders of Government and the special orders issued from time to time by the head of the office. Most of these bills are prepared by non-officials with inadequate or not up-to-date knowledge of account rules and hence the clerks passing these bills must be experienced and thorough with the rules to prevent wasteful or avoidable expenditure. In numerous cases, these bills have to be returned with objections and got revised before they could be passed. The following table gives the number of bills received in 1941-42 and 1944-45 and it will be seen that the bill work has enormously increased:

	1941-42		1944-45	
Number of Travelling Allowance Bills.	1649		2607	
" Contingent Bills.	801	3595	1361	5427
" Remuneration Bills.	1145		1459	

The Account Section has also to scrutinise and check the remuneration bills of the several hundreds of examiners with the rates sanctioned by Government from time to time. Besides it has to do the work of the monthly reconciliation of receipts and charges side by side. Since this office has financial dealings with all the treasuries in the Presidency, and also with the Hon'ble the Residents treasuries at Trivandrum, Mysore and Hyderabad, the work of reconciliation is complicated and involves a lot of correspondence. The receipts of this office amount to nearly Rs.7 lakhs a year by way of fees for the examinations paid mostly by individual candidates and several thousands of chalans have to be sorted treasury-war and entered in the register. The charges of the office amount to Rs.5 lakhs a year. To watch carefully the receipts and charges involving about 12 lakhs, it is essential to have qualified and experienced clerks familiar with all financial rules.

Besides the account work detailed above, this Section is also responsible for the arrangements and conduct of the L.I.M. Examinations conducted half yearly, European Schools Examinations (High and Middle) and the Sanskrit Entrance Examination in addition to the maintenance of the register of valuable stores, forms and stationery including their custody and issue. Thus the work of the section has considerably increased and it is found very difficult to cope with the increased work with the existing staff. For the efficient discharge of the duties entrusted to this Section, I consider it necessary to add to this section one Upper Division clerk, one Lower Division clerk and one attender. The scrutiny of several thousands of bills have to be entrusted to Upper Division clerks, as it involves financial responsibility.

(ii) B. Section (S.S.L.C.Public Examination) - This Section has at present 1 Upper Division Clerk - I Grade and 3 Lower Division Clerks. For the S.S.L.C.Public Examination of 1945, there were 4300 private candidates, besides over 27,000 pupil candidates

Year	No. of candidates registered.
1941	25,799
1942	27,580
1943	28,369
1944	30,588
1945	31,964

from 500 high schools and the examination was conducted at 400 centres all over the Presidency and in some of the adjoining Provinces and Indian States. About 4,300 individual applications of private candidates have to be checked and their eligibility for admission to the examination determined. This section has to carry on correspondence with the heads of 500 high schools on questions relating to the syllabuses, course of studies, etc., contained in the S.S.L.C.Scheme and about the Public Examination, besides attending to the work connected with the prescription of text-books in the several languages and subjects for the S.S.L.C.Public Examination. About 850 examiners are appointed; besides correspondence with them, service stamps have to be issued to them and accounts maintained therefor. The preparation of the nominal lists of candidates for the examination and discharge of other items of work, such as, despatch of instructions, preparation of over 12,000 confidential covers for sending the question papers to the several centres, etc., have to be done accurately and in time. Further, about 45,000 copies of S.S.L.C. forms have to be got printed annually and supplied to 500 High Schools. The number of requests for issue of certified copies of the S.S.L.C. Public Examination marks for submission to the Madras Public Services Commission or other appointing authorities has increased very much in recent years as also the number of duplicate copies of Secondary School-Leaving Certificates issued. The grant of educational concessions to children and dependants of persons employed in the Defence Services with reference to G.O.No.272 Edn., dated the 16th February 1942, entails a lot of correspondence with the heads of schools in refunding the examination fees or in obtaining the proper certificate issued by a competent authority in lieu of the fee receipts. The total number of refunds sanctioned in 1944-45 was 842 involving correspondence with the treasury officers and heads of schools. The work of arranging for the examination has very much increased and has become complicated, in view of the extensive use of the mother-tongue as the medium of instruction and examination in non-language subjects involving six languages. 412 schools have adopted the languages of the Presidency (Tamil, Telugu, Malayalam, Kannada, Urdu and Oriya) as medium of instruction and examination in non-language subjects (15 subjects). This has enormously increased the work connected with the conduct of examination, specially in regard to the distribution of question papers and answer papers to examiners for valuation. To cope with the increased work in this section, the existing staff is very inadequate. It is, therefore, considered essential to strengthen this Section by one Upper Division Clerk. The Upper Division Clerk is necessary on account of the responsible nature of the work.

(iii) D. Section (Technical Examinations) - This Section has at present one Upper Division Clerk II Grade and 2 Lower Division Clerks. It has to conduct the Government Technical Examinations

Year.	No. of candidates registered.
1942	10,782
1943	11,246
1944	11,759
1945	12,051

in Commercial Subjects twice a year in April and October besides the Government Technical Examinations in November. The Engineer-Operator, etc., examinations instituted in G.O.No.19 P.W. (Genl.), dated the 5th January 1938 have also been attached to it. The number of candidates for the Government Technical Examinations has increased every year resulting in the appointment of more assistant examiners and increase in the correspondence work with the candidates, Examiners and Chief Superintendents. The examination is conducted in about 50 subjects in Higher and Lower grades and in certain subjects, in the mother-tongue of the candidates. In addition to the written tests, arrangements have

to be made for oral and practical tests in some of the subjects. The successful candidates have to be awarded certificates which number about 3000 to be issued in the course of the year. The certificate writing itself takes the full time of one clerk, as it has to be written neatly, and legibly and correctly. The examinations come at short intervals and the existing staff in the section is not enough to complete the several items of work connected with one examination before taking up those of another. Since there are not very many recognised schools presenting candidates for the Government Technical Examinations several thousands of individual applications are received for admission to the examination which have to be carefully scrutinised and checked. The rules of admission for this examination are complicated and every application has to be carefully checked and objections issued so as to rectify the defects in the applications. Thus, the existing staff is carrying on the work under severe strain. To cope with the increased volume of work, it is proposed to appoint one more Lower Division Clerk to this Section.

(iv) E. Section (VIII Standard Public Examination) -

At present only one Upper Division Clerk sanctioned in G.O. No.2120 Edn., dated the 5th November 1940 is in charge of this examination throughout the year. Over 2000 Higher Elementary Schools present 24,800 pupil candidates for this examination besides 2,600 private candidates and the examination is held at more than 400 centres. About 150 examiners are appointed each year to value the answer papers in the six languages of the presidency. Over 2,000 confidential covers have to be prepared for sending the question papers in the 6 languages of the presidency and the answer papers distributed for valuation among the assistant examiners in the languages concerned. The individual applications of private candidates (2,600) have to be carefully checked with reference to the rules of admission. Even the nominal lists received from 2,000 Higher Elementary Schools require careful scrutiny as the heads of institutions of Elementary Schools commit several mistakes in the preparation of nominal lists despite repeated instructions. Consequent on the introduction of English as an optional subject from the examination of 1945, the work connected with the examination has increased very much. This only clerk has also to attend to the preparation and printing of text-books in the languages of the Presidency for the VIII Standard Public Examination. This involves lot of correspondence with editors of text-books and copyright holders whose selections are included in the texts. The increase in correspondence and the work connected with the organisation, arrangements and conduct of the examination warrant the strengthening of the Section by one Lower Division Clerk besides the permanent retention of the temporary Upper Division clerk's post already sanctioned till 31-3-1946 vide G.O.No.1552 Edn., dated the 21st October 1944. Experience has shown that one Upper Division Clerk alone is very inadequate to cope with the increasing work of this examination. If the only clerk assigned to this work takes leave considerable difficulty is experienced in carrying on the work.

Year.	No. of candidates registered
1942	28,118
1943	27,755
1944	24,969
1945	27,400

(v) Current and Issue Section - The number of current registered in 1939-40 was 8,800, it rose up to 13,500 in 1944-45, increasing by 50% in the course of five years. This number excludes about 3,500 routine letters per year relating to miscellaneous queries pertaining to the Government Examinations disposed of by sending printed or stencilled memoranda containing the particulars.

On an average about 70 papers have to be attended to by the two typists besides the typing work connected with important notes, circulars to heads of institutions and examiners, agenda for the meetings, proceedings of the meetings, notes for circulation at the meetings, &c. On an average 1,400 sheets are consumed by the office in a year. The work is too heavy for two typists. At the time of meetings (there are about 71 meetings in a year) several pages of matter have to be typed. On several days the typists have to overwork. It is, therefore, necessary to carry on the normal work to have one more typist. There are three typewriters in the office.

There is no examiner of faircopies in this office which has to carry on enormous correspondence work. The work connected with examining the fair copies can be gauged from the figures in the previous para. At present the services of clerks of other sections are utilised, much to the detriment of their legitimate work, for reading and examining the fair copies. The appointment of a Lower Division clerk as examiner of fair copies is, therefore, essential.

4. Attenders -

Prior to April 1941, there was only one attender. In G.O.Ms.No.2120 Edn., dated the 5th November 1940 sanction was accorded on a temporary basis for the post of an additional attender. The duties assigned to the two attenders are enumerated in the enclosed annexure marked A. It is obvious from the duties enumerated therein that two are inadequate for the work assigned. I, therefore, request that two additional posts of attenders may be sanctioned to carry on the normal work of this office.

5. Peons -

The necessity for increasing the number of peons in the office has already been detailed at length in para 7 of this office letter, C.No.385-A/40, dated 28-9-1940 disposed of in G.O.No. Ms.2120 Edn., dated the 5th November 1940. It is found in actual experience that the strength of the peons in spite of the two temporarily sanctioned in the G.O. cited above, is hardly adequate considering the tremendous all round increase in the work of the office. The work has increased in the following directions:--

(i) Consequent on the increase in the number of candidates the number of applications received for admission to the examination is on the increase and now two peons have to be deputed almost every day to attend to the opening of tappals.

(ii) The thousands of applications with the chalans have to be pinned together as soon as the tappals are opened.

(iii) Work connected with the taking of roneo copies of circulars. A peon experienced in working the machine has to be deputed for this daily.

(iv) packing work connected with the Text-Book Committee and Advisory Committees in languages of the presidency.

(v) Several hundredsof covers intended for examiners, candidates, heads of schools, &c., have to be pasted and correctly weighed.

(vi) Daily two to three peons have to be sent on special and urgent work, such as, Government Press, residence of examiners in the city, Accountant-General's office, Post Offices to register tappals and other local deliveries. All the Countersigned bills have to be sent by registered post. On an average aboubt 150 registered covers are sent and the peon has to remain the post office till the postal receipts are delivered

It is, therefore, essential to sanction two additional [illegible] to carry on the increased work.

The following table shows the present strength of each section and the proposed increase to each:--

	Present strength including the temporary staff sanctioned in G.O.No. 120, Law and Education, dated 5-11-40.	Proposed strength.
(Accounts	1 Upper Division Clerk (85-4-125) Section head. 2 Upper Division clerks (55-70) 1 Lower Division clerk (30-55) 1 Attender	1 (Section head) 3 Upper Division clerks 2 Lower " 2 Attenders
B(S.S.L.C.	1 Upper Division Clerk (85-4-125) 3 Lower Division clerks (30-55)	1 (Section head) 1 Upper Division clerk 3 Lower Division clerks
(P.S.L.C.	1 Upper Division Clerk (55-70) 2 Lower Division clerks (30-55)	1 Upper Division Clerk 2 Lower Division Clerks
(Govt. Technical)	1 Upper Division Clerk (55-70) 2 Lower Division Clerks (30-55)	1 Upper Division Clerk (Section head) 3 Lower Division clerks.
VIII Standard)	1 Upper Division Clerk (55-70)	1 Upper Division Clerk (Section head) 1 Lower Division Clerk
Current and Due Section.	2 Typists - One (40-65) and another (30-55) 1 Lower Division clerk (30-55) 1 Attender.	3 Typists 2 Lower Division clerks 2 Attenders

In this office letter, C.No.308-A/45, dated 28-9-45, the Government have been addressed separately to declare this office as a A Class one. So, taking into account the scale of pay admissible to Upper and Lower Division clerks of A class office, the financial effect of the proposals for the additional staff now recommended is as follows:--

Posts.	1946-47. Average cost (11 months)	Ultimate recurring cost.
	Rs.	Rs.
2 Upper Division Clerks (55-100)	1,788	1,950
4 Lower Division Clerks (37-70)	2,499	2,726
1 Typist (37-70)	625	682
2 Attenders (19-30) plus P.A.2½.	605	660
2 Peons (12-17) plus P.A.2½	378	398
	5,895	6,416

The details are shown in the enclosed statement.

7. Provision for the continuance of the temporary staff (1 Upper Division Clerk, 1 Attender and 2 Peons sanctioned in G.O.No.2120 Edn., dated the 5th November 1940) has already been made in Part I of the Budget Estimate of this office for 1946-47. Government are being addressed separately for their permanent retention from 1-4-1946.

8. In this connection I may further add that compared with the establishment of the Madras University or with the establishments solely engaged in examination work conducted by the Madras Public Service Commission, this office is very much understaffed, both in number, pay and prospects.

Office of the Commissioner for Government Examinations. Present.	Proposed.	Madras University.	Madras Public Service Commission - Examination Sections -
Manager & Accountant (Rs.100-150)	No change.	Manager (Rs.275-400)	(1) Madras Ministerial Service Competitive Examination.
Upper Division Clerks - I Grade - (Rs.85-4-125) - (2)	2 Superintendents (Rs.100-150) Proposals separately submitted.	Superintendents - (4) - (Rs.150-10-250)	(2) Special Tests and Departmental Tests. 3 Sections.
Upper Division Clerks - II Grade - (5) - (Rs.55-70) plus P.A. Rs.6-8-0.	Upper Division Clerks (7) - (Rs.55-100)	Upper Division Clerks - (10) (Rs.70-7½-145-7½-175)	Superintendents - 3
Lower Division Clerks (9) - (Rs.30-55) plus Rs.6-8-0-P.A.	Lower Division Clerks (13) -(Rs.37-70)	Lower Division Clerks - (27) (Rs.40-3-70-4-90-5-125)	Upper Division) Clerks) - 5
		Personal Clerk to the Vice-Chancellor (100-10-150)	Lower Division) Clerks) -12
			The Commission further employs temporary staff for seasonal work.
1 Typist -(Rs.40-65) 1 Typist (Rs.40-80) 1 " (Rs.30-55) 2 Typists (Rs.37-70) plus Rs.6-8-0 P.A.			
No. of candidates. .. 82,399	.. 25,318 in 1944	About 3,000 Madras Ministerial Service 5,000 Special Tests, &c. 8,000	

Ordinarily, the work connected with the arrangements and conduct of the examination is almost the same in respect of any examining body; the essential duties are -

(1) the receipt of applications and nominal lists

(2) checking the same

(3) printing the lists of candidates of examination with register numbers and subjects

(4) appointment of examiners, Chief Superintendents and assistant superintendents, &c., for the centres of examinations

(5) Paper setting and printing

(6) Despatch of question papers to the centres

(7) distribution of answer papers for valuation

(8) publication of results

(9) Issue of certificates

(10) bills of examiners, Superintendents, &c.

(11) despatch of stationery to the centres

sanction

(ii) courses of studies and syllabuses including prescription of text-books.

The office of the Commissioner for Government Examinations is doing more or less the same kind of responsible work in respect of a very large number of candidates with a limited staff.

9. The Government Examinations are not only self supporting but leave a large surplus annually. The average surplus for the 1st five years is Rs.1,84,611.

10. The additional staff now asked for is in addition to the temporary staff sanctioned in G.O.No.2120 Edn., dated the 5th November 1940 and with this additional staff no reduction can be made in the lump sum allotment of Rs.2,000 sanctioned annually for temporary staff, which is intended mainly for seasonal work.

11. In the circumstances detailed above, I request that the Government may be pleased to sanction permanently with effect from 1-4-1946, the additional staff now applied for, for the efficient discharge of the normal duties of this office.

I have the honour to be,

Sir,

Your most obedient servant,

[signature]

for COMMISSIONER. 30/9/45

.p.30-9.

[initials] 30.9.45

ANNEXURE A.

The duties assigned to the attenders are:-

(1) to issue Common forms, Common covers, Special forms, Special covers to indenting clerks. The number of items in each variety stocked in this office is given below:-

T & A Forms.	..	34 items	
Common Forms.	..	90 "	
-Do- Covers	..	12 "	
Special Forms.	..	124 "	(S.S.L.C., T.S.L.C. and Technical and VIII Standard Examination)
Special Covers.	..	7	
Economy labels.	..	19	

Service stamps amounting to Rs.53,000/-

(2) to issue articles of stationery for office consumption and for despatch to examination centres. The number of articles and the quantity in each they have to deal with is furnished hereunder:-

Number of articles of stationery - Office and Examination. 120
Quantity ranging from sheets to bales and from units to hundreds.

(3) to maintain accounts for the issues and to bring the stationery and form registers up-to-date.

(4) to assist the stationery and form clerk in preparing the several indents and to attend to the despatch of stationery to the examination centres exercising supervision and control over the packers. The period spent by them for the despatch of stationery to examination centres is given below:-

S. S. L. C.	..	5 weeks
T. S. L. C.	..	3 weeks
VIII Standard	..	5 weeks

Each of April, October and November Technical Examinations 6 weeks at 2 weeks for each examination.

(5) to attend to the unpacking of unused stationery articles returned from the examination centres after the conclusion of the examination, counting them and arranging them in proper order.

(6) to attend to the current duties of the registering clerk and the despatching clerk whenever they go on casual leave or on leave for short periods when in the interest of economy the appointment of substitutes is avoided.

(7) to pick out references and disposals and to place them in order when they are received back from the sections.

(8) to attend to the stitching of disposals.

Besides the above, they have to attend to the following items of miscellaneous work relating to the accounts section:-

Work relating to charges.

(1) to enter about 2,600 Travelling Allowance bills received from Examiners, Assistant Examiners, Board Members, Members of the Advisory Committee, etc. in the register.

(2) to do the above kind of work with reference to about 1,500 contingent bills received from Chief Superintendents of the examination centres.

(3) to separate office copy with other papers which need not go to the audit office and fair copy.

(4) to affix the rubber stamp seal of 3 kinds viz. (1) 'Head of service', (2) 'Payable at . . . . Treasury' and (3) 'Secretary to the Commissioner for Government Examinations' to all outgoing bills.

(5) to prepare intimation in the printed form to treasury officers authorising payments.

(6) to prepare post cards to be enclosed with the bills for being returned by the parties with the particulars regarding treasury at which payment was received and the date of encashment.

(7) to prepare covers for the despatch of bills to the parties.

(8) to prepare covers for the treasury officers to send authorisation of payment.

(9) to prepare covers for the return of objected bills as most of the Chief Superintendents and Examiners are non-officials who are not familiar with the rules.

(10) to sort the returned encashment cards about 5,500 according to districts for posting in the registers for purposes of reconciliation with the Accountant-General's monthly figures of charges.

(11) to sort the office copies of the travelling allowance and contingent bills according to examinations and date of counter-signature to stitch them and docket them so that they may be ready for posting in the register of charges.

(12) despatch of the above bills and covers containing intimation to Treasury Officers.

Work relating to receipts.

(13) to sort about 40,000 individual fee receipt chalans (S.S.L.C. private, T.S.L.C. private, Technical, VIII Standard, L.I.M. Examinations and other Miscellaneous Examinations) besides about 3,500 consolidated chalans from institutions according to district treasuries and dates for posting in the 'Receipt' registers.

Besides the above items of work, the attenders has to assist the despatching clerk in writing covers numbering about 200 daily, owing to heavy pressure of despatching work and as one clerk is not able to cope with the heavy despatching work.

Several Statements (e.g.), Figure statements, Expanded statements, statement of stationery required for examination centres and other allied statements for the several examinations have to be ruled and headings written on each. This Mechanical work can be entrusted only to attenders. They have to rule several statements of the various examinations numbering about 5000 pages.

The Permanent Attender and one Temporary Attender sanctioned in G.O.No.2120 Education dated 5th November 1940 has by experience proved inadequate to cope with all the items of above work and the necessity for at least 2 more attenders is keenly felt.

- - -.-

m.a./29-9-45.

(12)

AVERAGE COST.

	Immediate cost for eleven months from 1st April 1946.	Ultimate recurring cost per year.
	Pay	Pay
	Rs.	Rs.
2 Upper Division Clerks (55-100) 81¼ x 4 x 11	1,788	1,950
4 Lower Division Clerks (37-70) 56.8 x 4 x 11	2,499	2,726
1 Typist (37-70) 56.8 x 11	625	682
2 Attenders (19-30) 25 x 11x2	550	600
2 Peons (12-17) 14.7 x 2 x 11	323	338
	5,785	6,296
Presidency Allowance.		
2 Attenders 2½ x 2 x 11.	55	60
2 Peons 2½ x 2 x 11.	55	60
	5,895	6,416

Office of the Commissioner for Government Examinations, Madras, 29th September 1945

for COMMISSIONER.

m.a./29-9.

Education & P.W. Dept. (B1).

ESTABLISHMENT - Office of the Commissioner for Government Examinations - Reorganization - Employment of additional staff - Orders passed.

C.No.43601/45. — From the Commissioner for Government Examinations, No.308.A/45, dated 28-9-45and No.315.A/45, dated 29/30--9--1945.

ORDER.Mis.No. 747 Edn. dated 8 --4 --1946.

The Government have considered the proposals made by the Commissioner for Government Examinations for the reorganization of his office and they proceed to pass the following orders.-

(1) RAISING THE STATUS OF THE OFFICE TO THAT OF AN 'A' CLASS OFFICE:--

(2) RAISING THE STATUS AND SCALE OF PAY OF THE SECRETARY TO THE COMMISSIONER FOR GOVERNMENT EXAMINATIONS TO THAT OF A DIVISIONAL INSPECTOR OF SCHOOLS ON Rs.600-1000 WITH THE USUAL ALLOWANCES.

The Government consider that no case has been made out in respect of these proposals; they are therefore unable to approve them.

(3) CONVERSION OF THE NONGAZETTED POST OF ASSISTANT SECRETARY INTO A GAZETTED POST ON Rs.200-700 WITH MADRAS HOUSE ALLOWANCE.

The Government consider it sufficient to make the Assistant Secretary independently responsible for certain items of work now devolving on the Secretary. He will be authorised to sign and draw bills as a special case. The scale of pay of the post will be raised from Rs.175-15/2-220 to Rs.175-15/2-250 with effect from 1-4-46.

(4) EMPLOYMENT OF ADDITIONAL STAFF.--

As the volume of work in the office of the Commissioner has increased ~~considerably~~ since the reorganization in 1929, the Government sanction the employment of the following additional staff temporarily for a period of two years from 1st April 1946.-

(1) Two Upper division clerks on Rs.55-70.

(2) Four lower division clerks on Rs.30-55

(3) One typist on Rs.30-55.

(4) One Attender on Rs. 19-30.

(5) Two peons on Rs. 12-17.

The staff will be eligible to draw Presidency allowance and dearness and war allowances at the usual rates.

The additional staff now sanctioned will be in addition to the temporary staff employed for seasonal work out of the lump sum of Rs.2,000 sanctioned annually for the purpose.

To the C.G.E.,
" A.G. thro' Fin.
" Finance Dept.
(Two spl. copies)

Education & P.H. Department.
(B.)

C.No.43601. From the C.G.E. Letter No.308-A/45 dated 28-9-45.
C.No.43603 Do. C.315-A/45 dated 30-9-45.
C.No.44437. Do. C.323-A/45 dated 3-10-45.

Sub:- Establishment - Office of the Commissioner for Govt Examinations - Improvement in status and additional staff - Permanent retention of temporary staff - Proposals.

The C.G.E, has submitted ~~the following~~ proposals for

(1) Raising the status of the office from 'B' class to 'A' Class;

(2) Raising the status of the Secretary ~~to the C.G.E~~, and the Asst. Secy, ~~Office Asst~~ to the C.G.E,

(3) Employment of additional staff for the office ~~for all round increase of work~~ in addition to the temporary staff sanctioned in G.O.No. 2120 Edn. dated 5-11-40.

(4) the permanent retention of the temporary staff sanctioned in G.O.No. 2120 Edn. 5-11-40., and

(5) the retention of the annual lump sum allotment of Rs.2000/- for temporary staff which is intended mainly for seasonal work. The first three items are dealt with in the sectional notes.

2. Please see portion marked 'A' in the note of Fin. on p.17 of G.O.No.374 Edn., dated 24-2-37. The remarks were made at a time when there were 4 U.D.clerks (II grade) and 9 L.D.clerks, the percentage of U.D.clerks to L.D.clerks being 44%. The existing proportion of U.D.clerks to L.D.clerks in the office is 5 : 9, i.e., 56%. The Finance note referred to above has been kept in view in examining the proposals in the sectional notes ~~and the proportion of U.D. to L.D.clerks will be 6 : 14, i.e., 43% - less than the percentage of the year 1937~~.

3. Items (1) and (2) above have to be treated as Part II Schemes for 1946-47. Item(3) due to increase of work can be treated as Part I provided the estimated cost does not exceed Rs.2500/-. Since the estimated cost will exceed Rs.2500/- in this case, the proposal has to be treated as Part II for 1946-47. Items (4) and (5) require only ~~formal orders~~. Cost sanction.

4. The D.P.I. requests that sanction may be accorded for the permanent retention of the temporary staff sanctioned in G.O.No.2120Edn. dated 5-11-40 as the temporary staff will be completing 5 years by 31-3-46(vide item (4) above). The VIII Standard Public Examination has been continued for three years from 1945 and is likely to be made

2

(1) B/D.S.

permanent ultimately. The above temporary staff may be retained permanently with effect from 1-4-1946.

(Order issued in G.O. 321 Edn 14.2.46)

5 ~~As regards~~ The retention of the annual lump sum allotment of Rs.2000/- for temporary staff for seasonal work sanctioned in G.O.No 2120 Edn d 5.11.1940, may be agreed to.

6. The case may be sent to Finance for remarks.

24/10/45

26/10/45

29/10/45

6 - NOV 1945

50399

Finance (E.I)

30/x/45

Part II Scheme for 1946-47

The case deals with proposals for the improvement of the status and strengthening of the Office of the Commissioner for Government Examinations. The proposals have been noted on in the sectional notes below. If the suggestions made in the sectional notes are accepted it will be sufficient to sanction for the present an additional staff of 3 L.D. clerks and 1 Attender. The cost of the additional staff works out to Rs 2920 p.a. recurring. The staff may be sanctioned temporarily for a period of one year from 1.4.1946 and E&PH may be requested to prepare the necessary note on the Part II scheme.

2/ The proposals in paras 4-5 of E&PH note above may also be agreed to in this dept.

E&PH No 43601 B/45 - 3 Edn 30.10.45.

ASST. SECRETARY TO GOVERNMENT 30 OCT 1945 FINANCE DEPARTMENT

49585

pp 10(a), 12, 13 & 19 of Sectional notes.

Accs Sectn 1 LD	66.6
B. Sectn 1 LD	66.6
D. Sectn 1 LD	66.6
Attender 1	43.5
	243.3
	2919.6

4.11.45

E&PH

2.11.45

Thro Fin (Expn)

2.11.45

Fin No. 49585 E&D I 5.11.45

3

E&PH Dept

Fin have accepted all the (15) proposals of this Dept in the Sectional notes excepting the proposal to ~~gaz~~ raise the non-gazetted ministerial post of Asst Secy in the C.G.E's Office on the scale of pay of Rs 175-15/2-220 to a gazetted post on the scale of pay of Rs 250-15/2-280-20/2-300 on p 8(e) of the Sectional notes. ~~The further notes of this Dept have been added on p. 8(c) of the Sectional notes.~~

Vide S/Notes below. p 4, 8(b) & 8(c)

7/11/45

8/11/45

8/11

The CGE's proposals have been discussed in the Sectional notes below.

The important ones are at p 1-8 of the notes - viz (a) raising the status of the office to that of an 'A' class office, (b) increasing the scale of pay of the Secy to the CGE (c) increasing the scale of pay of the Asst Secy (d) raising his post to gazetted rank.

This proposes to negative all these requests - the scale of pay of the Asst Secy will be ~~[illegible]~~ altered from 175-15/2-220 to 175-15/2-250 and he will be authorised to sign & draw bills as a special case.

For orders whether the proposals, as accepted by Finance may be brought forward as a Part II Scheme for 46-47.

8/11/45

May be approved

9.11.45

A_2

A_1 10/11/45

SECRETARY, EDN. AND P.H. DEPT. 10 NOV 1945 GOVERNMENT OF MADRAS

10 NOV 1945

~~Finance (E&I)~~

~~[Last seen in Finance on p. 2 above].~~

~~W.r.t. to the orders in Circulation above~~

A draft Part II note is submitted. It may be ~~sent to Fin for acceptance~~. (Action on paras 4, 5 of o.n. and 1, 2 ante to be taken later).

17/11/45

20/11/45

21/11/45

Finance (E.&P.)

(Please see the previous ~~[illegible]~~ note on page 2 above and ~~[illegible]~~ the orders in circulation on page 3 above) ~~[illegible]~~ The draft note on the Part II scheme ~~[illegible]~~ may be accepted subject to the amendments indicated in pencil in the summary of the note.

A.K.V. 22.11.45

K.R. 24.11.45

W.S. 25.11.45

D.M.R. 22.11.45

E.&P.H. B

21/11

E&PH Lr. No. 43601 B/45-4 Edn 21.11.45.

SECRETARY TO GOVT. 21 NOV 1945 FINANCE DEPARTMENT

26 NOV 1945

53681 E.L.

23/11/45 Thro. B.E. II

Fin. no. 53681 E.P.-2 26.11.45

53919

The Part II note may now be printed ~~with the amendments~~ suggested by Fin ~~in the~~ summary thereof.

2. After taking action on the Part II note, a draft order will be submitted re: paras 4, 5 of the note on pp. 1-2 ante.

27/11/45

28/11/45

10 copies of the Part II note sent to Fin with E&PH Lr. No. B 43601 B/45-5 Edn d. 12.12.45.

Part II note sent to Press 28/11/45
Proof recd 3/12/45
Proof retd 4/12/45
F.C. recd 12/12/45

5

16

EDUCATION AND PUBLIC HEALTH DEPARTMENT.

PART II SCHEME FOR 1946-7.

[SUBJECT.—*Reorganization of the office of the Commissioner for Government Examinations*].

Summary.

Head of account. (1)	Items of expenditure. (2)	Recurring. Ultimate cost. (3)	Recurring. Cost in 1946-7 for eleven months. (4)
		RS.	RS.
47. d. Miscellaneous Departments—Examinations—B. Government Examinations by the Commissioner.			
1. Pay of Officers and Establishments—Authorised.	Raising the scale of pay of Assistant Secretary to Rs. 175—15/2—250 (present pay Rs. 220). (Average Rs. 223-8-0.)	2,686	2,420
	Creation of—		
	(1) Two upper division clerks' posts on Rs. 55—5/2—70 (Average Rs. 65¾).	1,578	1,210
	(2) Four lower division clerks' posts on Rs. 30—3/2—45—2/2—55. (Average Rs. 42-1/12.)	2,020	1,320
	(3) One typist's post on Rs. 30—3/2—45—2/2—55. (Average Rs. 42-1/12.)	505	330
	(4) One attender's post on Rs. 19—30. (Average Rs. 25.)	300	209
	(5) Two peons' posts on Rs. 12—17. (Average Rs. 14·7.)	353	264
		7,442	5,753
	Deduct—The cost of the present scale of pay of Assistant Secretary, viz., Rs. 175—15/2—220. (Average Rs. 207½.)	— 2,487	— 2,420
	Net cost ..	4,955 or 5,000	3,333 or 3,300
2. Allowances—Authorised—Other Compensatory.	Presidency allowance to the two upper division clerks, four lower division clerks and one typist at Rs. 6½ per mensem each. One attender and two peons at Rs. 2½ per mensem each.	700	600
	Dearness and war allowances	2,100	1,800
	Total ..	2,800	2,400
	Grand total ..	7,800	5,700

6

The Commissioner for Government Examinations has made the following proposals for the re-organization of his Office :—

(1) Raising the status of the office to that of an 'A' class office ;

(2) Raising the status and scale of pay of the Secretary to the Commissioner for Government Examinations to that of a Divisional Inspector of Schools and Deputy Director on the scale of pay of Rs. 600—100/2—1000 with the usual allowances (Special pay of Rs. 50 per mensem and Madras House Allowance);

(3) Conversion of the non-gazetted post of Assistant Secretary into a gazetted post on Rs. 200—30/2—260—40/2—500—50/2—700 with Madras House Allowance (the scale of pay applicable to District Educational Officers) ;

(4) Employment of an additional staff of two upper division clerks, four lower division clerks, one typist, two attenders and two peons.

No case has been made out in respect of proposals (1) and (2). In regard to proposal (3), it is considered sufficient to make the Assistant Secretary independently responsible for certain items of work now devolving on the Secretary, and to increase the scale of pay of the post from Rs. 175—15/2—220 to Rs. 175—15/2—250. He will also be authorized to sign and draw bills as a special case. As the volume of work in the office of the Commissioner for Government Examinations has more than doubled itself since the re-organization in 1929, it is proposed to sanction the additional staff asked for, omitting one attender.

The ultimate extra cost involved in the proposal is Rs. 7,800 and the cost in 1946-7 is Rs. 5,700, as shown in the summary at the top. Necessary provision may be made in the estimate of expenditure for 1946-7 on account of the proposal.

C. O. COOREY—21-11-45.

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(17)

Orders issued in G.O. 321 Edn 14.2.46

With reference to para 4 of the note on pp 1-2 ante a draft order is submitted. ~~It may be sent to Fin. Dept for giving a sanction number.~~

2. As regards para 5 of the note on p 2 ante, yearly sanction is accorded to the expenditure of Rs 2000/- for tempy staff for seasonal work. Such sanction for the year 1945-46 has been accorded in G.O. No 360 Edn d. 10.3.45. The C.G.E will come up to Govt for similar sanction for the year 1946-47 by the end of this month and it would suffice if sanction is accorded at that time to the expenditure. ~~If necessary, a mention may be made in the draft order sanctioning the addl staff. If necessary, the appropriate place to make mention of the matter will be in the draft order sanctioning addl staff for the C.G.E's Office~~

(H)

(Proposals received – orders issued separately) Vide G.O. 474 Edn 5/3/46

(F)

13/2/46

13.2.46

14/2/feb

Necessary provision has been made for the Part II scheme on pp 5-6 ante in the Detailed Annual Estimate of Expenditure for 1946-7 authorised by H.E. the Governor.

A draft order is submitted below for approval. Finance may see before issue

ASST. SECRETARY TO GOVERNMENT
1 APR 1946
FINANCE DEPARTMENT

18005 E.I.

28.3.46

29.3.46

30.3.46

D.S.

Finance

A
30/3

EDPH (B1)
U.O. No.
43601 B1/46-4
30/3/46.

8

Finance (E.I)

[Previous Finance notes on p. 4 above]

The draft order may be accepted.

BJ
2.4.46.

2/4/46

ASST. SECRETARY TO GOVERNMENT
18633
5 APR 1946
EDUCATION AND PUBLIC HEALTH DEPT.

D.
E.F.A.

E.P.H.

Fin.U.O. 18005 E.I-1
2.4.46.

ND

E.F.H.(B)

The order may now be issued

USK
5.4.46

6/4/46

S E C T I O N A L   N O T E S.

9

PROPOSAL OF THE COMMISSIONER FOR GOVERNMENT EXAMINATIONS. (18)

****

~~I have the honour to state that~~ The office of the Commissioner for Government Examinations, Madras, classified as a 'B' class office, consists of the following superior staff at present:--

1. Secretary.	M.E.S. (Rs.200-700)
2. Assistant Secretary.	Non-Gazetted - Madras Ministerial Service - Rs. 175-15/2-220.
3. Accountant.	Rs. 100-10/2-150.
4. Two Upper Division clerks - I Grade.	Rs. 85-4-125 (Revised Scale Rs.70-100 plus House Allowance.
5. Five Upper Division clerks - II Grade including one temporary.	Rs. 55-5/2-70 plus presidency allowance.
6. Nine Lower Division clerks.	Rs. 30-3/2-45-2/2-55 plus presidency allowance.
7. Two Typists.	Rs. 30-55 plus Presidency allowance.

Besides the above staff, about 10 to 15 temporary clerks are appointed for about 6 months in the year out of the lump sum allotment of Rs. 2,000/ for seasonal work. It was only so early as 1929 that improvement to the staff was made in G.O.No.614, Law (Education), dated 28th March, 1929 when the number of candidates and number of centres of the examinations were 41,931 and 662, respectively, and when the total fee receipt was 3.48 lakhs. Since then work has considerably increased but no substantial improvement has been made to the office staff, either in the matter of pay or in number, except the sanctioning on a temporary basis of one Upper Division clerk, one Attender and two peons - in G.O.No.2120, Edn., dated 5-11-1940 and subsequently renewed in G.O.No.1579, Edn., dated 5-11-1942 and No.1552, Edn., dated 21-10-1944.

Even as early as 1911, it was considered that the status and salary of the clerks of this office were not commensurate with the responsible nature of the work done by them, and the Government while acquiescing in this, stated in G.O.No.144, Educational, dated the 13th March, 1911, that it was open to the Commissioner for Government Examinations as Director of Public Instruction to draft to the office of the Director of Public Instruction such of those from the office of the Commissioner for Government Examinations as are deserving of

of promotion and that there was no reason to keep these two entirely separate. The late Director (Sir Meverel Statham) had also considered it desirable to amalgamate the two offices so as to facilitate mutual transfers of persons. There are, however, technical difficulties in giving effect to the suggestion. The Director's office is an A class one while the Office of the Commissioner for Government Examinations is class 'B' and the scales of pay in the two offices are different so that mutual transfers from one to the other cannot be effected without hardships to persons. In recent times, this office had to lose the services of about 10 experienced persons by retirement, death and transfer to other Departments. In such contingencies, this office could not draft from the Director's office some experienced and suitable persons as the scale of pay in this office is lower than that in the Director's office. It is an anomaly that the Director of Public Instruction who is also the head of this Department under the designation of Commissioner for Government Examinationsshould have under his direct administrative control, two classes of offices on different scales of pay. Strictly -- speaking, this office though designated differently, is the Examination Branch of the Education Department of which the Director of Public Instruction is the head. For administrative purposes it should be possible for the Director of Public Instruction to effect mutual transfers of persons from one branch or section to another, but this cannot be done unless the scale of pay is the same in both the sections (offices). This office directly corresponds with all the subordinate officers under the control of the Director of Public Instruction and issues instructions also to those officers and carries on work just like any other section of the Director's office. Hence, for administrative convenience and for efficient discharge of duties, I recommend strongly that the office of the Commissioner for Government Examinations may be raised to the status of an A class office like the Director's office so that mutual transfers may become possible.

To treat this office as an A class one, involves some extra cost, but considering the responsible nature of the work done by this office and the administrative convenience to be derived from the change, the extra cost should not be considered as a serious objection. Work done in this office is of a highly confidential nature and men of reliability and character are needed for this work; their pay and prospects should, therefore, be commensurate with the responsible nature of their duties. The annexed statement shows the existing staff with the present scale of pay and the proposed scale when the office is classified as A class. The immediate extra cost involved in the proposal is only Rs. 555½ in 1946-47 (11 months) and the ultimate extra cost is Rs. 2,257/-. Two posts on Rs. 85-4-125 for which there is no corresponding scale of pay in A class office, will be converted into those on Rs. 100-10/2-150 and will be allotted to the Account and S.S.L.C. Sections, both of which are doing highly responsible work.

P.T.O.

The proposal of the C.G.E., is to raise the status of his office from 'B' class to 'A' class and he has adduced the following arguments in support of his proposal:-

(1) It is an anomaly that the D.P.I., who is also the head of this Deptt., under the designation of C.G.E., should have under his administrative control two classes of offices on different scales of pay.

(2) Strictly speaking this office though designated differently is the examinations branch of the Education Department of which the D.P.I., is the head.

(3) For administrative purposes, it should be possible for the D.P.I., to effect mutual transfers of persons from one branch or section to another, but this cannot be done unless the scale of pay is the same in both the sections (offices)

(4) This office directly corresponds with all the subordinate offices under the control of the D.P.I., and issues -- instructions also to those officers and carries on work just like any other section of the Director's office.

(5) Work done in this office is of a highly confidential nature and men of reliability and character are needed for this work; their pay and prospects should therefore be commensurate with the responsible nature of their duties.

2. The work in the C.G.E.'s office is routine and as the clerks are not allowed to see the question papers, which are very confidential there is nothing special about their work (vide. Finance Deputy Secretary's (Mr. E.C. Wood) note on p.14 of G.O.No.614,Edn., dated 28-3-1929). The work in this office cannot therefore be said to be equal to the work done in an administrative office like that of the D.P.I., which is an 'A' class office. In G.O.No.144, Edl., dated 13-3-1911, the Government stated that the clerks in the office of the Commr., for Govt. Examns., should look up to the office of the D.P.I., for promotion and this is a sufficient incentive for good work. The transfer from the C.G.'Es office (B class) to the D.P.I.'s office (A class) is feasible but that from the D.P.I.'s office to the C.G.E.'s office is not possible except to the posts of Manegerand Accountant and two Upper division clerks I Grade. There is

is not much force in argument. ~~(a) and~~ The other arguments can safely be ignored.

3. The extracts from the notes to G.O.No.258, P.H. dated 13-2-'22 ~~extracted~~ on pp. 15-16 of G.O.1205, P.H. d/ 1--4--42, are very important in deciding the major issue of raising the status of an office. The D.P.H. office, which is a 'B' class office, is considerably bigger than that of the office of the C.G.E. and is also an administrative office. The quality of work done in that office is superior to that done in the C.G.E.'s office. Still it has been decided more than once not to raise the status of the D.P.H. office to that of an 'A' class office. Hence there is no ~~case for converting~~ ~~question of converting~~ the C.G.E.'s office from 'B' class to 'A' class. ~~does not arise at all and~~ The proposal of the C.G.E., in this respect may be negatived.

Finance (Ex.-I)

A above may be agreed to.

PROPOSAL OF THE COMMISSIONER FOR GOVERNMENT EXAMINATIONS.

*****

The post of the Secretary to the Commissioner for Government Examinations was included in the M.E.S. with effect from 1-7-34 under G.O.No.798, Law (Education), dated the 27th March, 1934. The responsible and arduous nature of the duties attached to the post of the Secretary were reported to Government in the Director's letter C.No.2800-C/37, dated 14-9-1937, disposed of in G.O.No.2737, Edn., dated the 16th November, 1937. The post of the Assistant Secretary is in the non-Gazetted Madras Ministerial Service. Since 1934 the work of this office has grown considerably as will be seen from the figures given below:

		1934	1945
1.	Number of Examinations.	8.	13.
2.	" candidates.	47,453.	82,399.
3.	" centres for the Examinations.	924.	1,284.
4.	" subjects and languages in which the examinations are held.	225.	382.
5.	" question papers (question papers are also in the languages of ~~the languages~~ of the Presidency besides being in English).	392.	580
6.	" Examiners.	910.	1,459.
7.	" Bills. (a) Travelling allowance Bills. 675.	2254.	2,607.
	(b) Contingent Bills. 669.		1,361.
	(c) Remuneration Bills. 910.		1,459.
			5,427.
8.	Receipts and charges.		
	Receipts Rs.	4,30,653.	Rs. 6,77,163.
	Charges.	3,23,546.	5,20,671.

Consequent on the addition to the number of examinations to be conducted by this office which are spread all over the year, the work of the office has increased in volume and is heavy throughout the year, as even by the time one examination is over, arrangements have to be made for the conduct of another. Therefore the duties of the Secretary have also increased enormously as will be evident from the statement made below:-

* * *

~~In view of the increased work and added responsibility~~

and L.D.

In view of the increased work and added responsibility and of the heavy confidential nature of the work, I recommend strongly that the present post of the Scretary may be raised to the grade of Divisional Inspector of Schools and Deputy Directors (Rs.600-100/2-1,000) with the usual allowances (special pay of Rs.50/- per mensem and the Madras House allowance) and that the present post of the Assistant Secretary in the Madras Ministerial Service be raised to the Gazetted rank in the M.E.S. (Rs.200-30/2-260-40/2-500-50/2-700 - ordinary grade) with the Madras House allowance. In this case, the Assistant Secretary in the Gazetted rank can be made responsible for certain items of work now devolving upon the Scretary and can independently dispose of certain papers, besides signing the bills. I consider the above arrangement to be essential for the efficient discharge of the duties of this office. For administrative convenience, it is advantageous to have the two posts in the cadre of M.E.S. The immediate extra cost on account of the above changes in 1946-47 (for 11 months) will be Rs. 3,073 only and the ultimate extra cost Rs.9,081/-.

I may further mention in this connection that the Madras University which conducted the examinations of 25,318 candidates in 1944 and which has a fee fund account of Rs.7.15 lakhs (the fee fund of this office in 1945-46 is Rs.7,06,900), has the following officers and establishment:-

1. Registrar (one)	..	Rs. 600-1,500.
2. Manager (one)	..	275-400.
3. Superintendents (four)	..	150-10-250.
4. Upper Division clerks (Ten).		70-7½-145-7½-175.
5. Personal clerk to the Vice-Chancellor (one)	..	100-10-150.
6. Lower division clerks (27)		40-3-70-4-90-5-125.

Additions have also been made recently to the above clerical establishment and the post of Manager on Rs. 275-400 has been converted to that of an Assistant Registrar on Rs.400-800 - this is pending the sanction of the Senate. Compared with the staff in the office of the University of Madras, it may be stated that the Government Examinations fetching a fairly large revenue to the State are conducted at a considerably less cost to Government.

Edn., & P.H. (B) Deptt.

The proposals of the Commissioner for Government Examinations are as follows:-

(1) That the post of Secretary to the Commr., for Govt. Examns., (M.E.S.) on the scale of pay of Rs. 200-30/2-260-40/2-500-50/2-700 (D.E.Os) may be raised to the grade of Divisional Inspectors of Schools and Deputy Directors on the scale of pay of Rs. 600-100/2-1,000 with the usual allowances (special pay of Rs. 50/- p.m. and H.H.A.)

(2) That the post of Assistant Secretary in the office of the Commissioner for

for Government Examinations office - non-gazetted - (Madras Ministerial Service) on the scale of pay of Rs.175-15/2-220 may be raised to a Gazetted post in the M.E.S., on the scale of pay of Rs. 200-30/2-260-40/2-500-50/2-700 with M.H.A. (the scale of pay of D.E.Os).

The reasons for the proposals are:- "that with the general increase of the volume of work in the office since 1934, when the post of Secy., to the Commr., for Govt., Examns., was included in the M.E.S. (with effect from 1-7-1934), the confidential work for which the Secy., is mainly responsible has also greatly increased. The work being confidential has to be personally attended to by the Secy., and cannot be delegated as there is no other Gazetted officer in the office. Experience has shown that there is adequate work for two officers. It is proposed to allot certain portion of the work of the Secy. to the Asst. Secy., when he is made a gazetted officer."

2. From the statistics of work in the C.G.E's office given on p. 5 ante, the all-round increase of work in that office may be roughly estimated at more than 1½ times to that which obtained in 1934. The duties of the Secy., to the C.G.E are enumerated on pp.3-5 c.f. (portion in brackets). It will be observed that it is largely of a routine nature as remarked by Dy. Secy. Fin. (Mr. E.C.Wood) in 1929. He is substantially assisted in his duties by the Asst. Secy.,—Vide the details of the work of the Asst. Secy., furnished by the D.P.I. in his U.O. reply on pp. 16-17 of G.O.No.614, Edn., dated 28-3-1929. The D.P.I., proposes to make the Asst. Secy., independently responsible for certain items of work now devolving upon the Secy., besides signing the bills when he is made a Gazetted officer.

3. A comparison is made by the C.G.E. with the staff employed by the Madras University for discharging similar duties - vide p.6 ante. Presumably the comparison is with the posts of Regr. on Rs. 600-1500 and Asst. Regr. (proposed) on Rs.400-800. But usually comparisons are not allowed with non-Government posts ~~or with scales of pay obtaining in the Central and other Provincial Governments~~.

Moreover, I do not think 'Examinations' is the sole work of the Regr & Asst Regr in University. 29/10/40

4. In 1937, the D.P.I. addressed Govt. for the grant of a personal allowance of Rs. 100 to Khan Sahib Muhammad Sahib Bahadur a senior officer of the M.E.S. who held the post of Secy. to the C.G.E at that time. He was holding the post ever since its conversion to a full-time post and inclusion in the cadre of the M.E.S. i.e., from 1-7-1934, and was drawing the maximum of the old scale of pay viz., Rs.800. In that connection, the note of Deputy Secretary, Fin. on page 10 and the minutes of H (P.M.) on p.11 of G.O.No.2737, Edn. dated 16-11-1937 may be perused. It was considered by Government that there was no ground for raising the post of Secy. to the C.G.E. to the cadre of Divisional Inspectors. H.(P.M.) also minuted as follows:-

"There is nothing to show that for the arduous work done - Rs.800* a month is inadequate".

*Personal pay allowed

5. The average of the scale of pay of Rs. 600-100/2-1000 now proposed for the Secy. to the C.G.E. is Rs.948-9 while the average of the existing scale of pay for the post viz., Rs.200-700 is Rs. 422-2. For one post on the former scale of pay two posts on the latter scale of pay can be created. The D.P.I. states that "experience has shown that there is adequate work for two officers". What is needed is to relieve the Secy. substantially of his responsible work which is proving too much for one officer. [This ~~has been the~~ view was held by A3 (Mr. Rutherford) in 1940 in connection with the repeated efforts of the D.P.H. to raise the scale of pay

pay of the Manager of his office - vide A.3's minutes on page 58 of G.O. No.2908, P.H. dated 3-7-1940.] This relief can be given if the non-Gazetted post of Assistant Secretary is converted into a gazetted post. The D.P.I. has proposed this in item (2) on page 7 ante. ~~It is rather an unsound principle to raise the status of a post merely because the incumbent thereof has too much to do for one person. Moreover, the status proposed to be given to the post of Secy., is that of a Deputy Director of the D.P.I.'s office which is an "A class" office and this is inadmissible on the score of the relative quality of work turned out in an "A class" and "B" class office. For the reasons stated above and~~ In view of the decision of Government referred to in para 4 on p. 8 ante, there is no case for raising the post of Secy. to the C.G.E. to the grade of Divisional Inspectors of Schools and Deputy Directors.

29/10/40

M I agree 29/10/40

6. The C.G.E. proposed to raise the non-Gazetted ministerial post of Asst. Secy. to a Gazetted post in the M.E.S., on the scale of pay of Rs. 200-700. As pointed out in para 5 above, and in view of portion marked "X" in para 2 ~~above~~ on p. ante, there is a case for making the post a Gazetted one. But the scale of pay suggested is unduly ~~highly~~, especially in view of the fact that the Asst. Secy. is at present substantially helping the Secy. in his work and the new factor will only be independent responsibility for certain items of work and signing the bills. The present scale of pay of the post of Asst. Secretary is that of a "B class" office. ~~This scale of pay obtaining~~ as well as that of an "A class" office also. There is no higher scale ~~to this scale~~ in a 'B class' office, but the next higher scale in an "A class office is Rs. 250-15/2-280-20/2-300 - the scale of pay of the Manager. ~~His scale of pay may be adopted for the Asst Secy~~ The increase ~~of~~ in the maximum of the present scale of pay from

X 29/10/40

18

Rs. 220 to Rs. 300 should suffice for the post when it is converted into a Gazetted one. ~~The following statement shows in one view~~

M.K. 24/10/45 — USR 26/10/45

[signature] 29/10/45

Fin (EE)

Raising the ~~Stat~~ Scale of Pay of Secretary. This department may agree with the views of E&PA at M overleaf.

WS

2. Revision of Scale of pay of the Assistant Secretary

The present scale of pay of the Assistant Secretary is Rs 175-15/2-220 and it is proposed to raise it to Rs 250-300 in view of the increase of work and on the analogy of the scale of pay of managers in 'A' Class offices.

A p 7 CF

X overleaf

3. Having regard to the fact that the office of the Commissioner ~~of~~ for Govt Examinations is only a 'B' Class office, ~~the~~ Comparison with the scale of pay of managers in certain 'A' class offices is not appropriate. It is no doubt urged that the volume of work in the office has increased, but with all the increase, the work is of a routine nature. Further in point of size of staff and volume of work, it seems doubtful whether it can be compared with the offices of the I.G. of Prisons, Commissioner of Labour, D.I.&C., which have only a manager on Rs 175-220. In fact the scale of pay of manager in some of the 'A' Class offices, viz MRO, CCF. is only Rs 175-220. In the circs, it does not seem that a case has been made out for an enhancement of scale of ~~the~~ pay of the Assistant Secretary. I suggest that it may be negatived. ... to afford relief to the Secretary in the ... ing bills, the Asst. Secy may, perhaps, be ... and draw bills as a special case.

WS 4.11.45

M on p 1 CF

Offices	Total Staff (Excluding ... of ...)
IG of Prisons	78
Comm. of Labour	29
D.I.&C.	58
P.H.	57

As the post is going to be made somewhat more responsible Fin. may agree to the scale of 175-15/2-250

WS

X overleaf

Cf X on p. 7 above

Thro Fin (Exp A)

[signature] 2.11.45

19

8(c)

(23)

Econ Dept (B)

Please see the note of Fin on p 8(b) ante. They are not agreeable to the proposal to raise the non-gazetted ministerial post of Asst Secy, C.G.E's office on the scale of pay of Rs 175-15/2-220 to a Gazetted post on the scale of pay of Rs 250-15/2-280-20/2-300. They suggest that the Asst Secy may be authorised to sign and draw bills as a special case and that a scale of pay of Rs 175-15/2-250 will suffice. Objection is taken to the scale of pay suggested by this Dept ~~as they~~ on the ground that it is only applicable to the Manager of an 'A' class office and that the office of the C.G.E. ~~is only a~~ being 'B' class office the scale should not be introduced. There is a separate post of ~~Manager~~ Manager and Accountant in the C.G.E's office on Rs 100-150, the scale of pay of a 'B' class office. ~~As the designation of the post is only~~ The scale of pay of Rs 250-300 has been proposed for the higher post of 'Asst Secy' ~~and not 'Manager', perhaps the application of the scale of pay of an 'A' class office to that office post may not be~~ so ~~objectionable as it would be if the post is designated as 'Manager'~~. For orders whether this Dept will agree with Fin or whether the proposal of this Dept will be pressed ~~in circulation~~. In the latter case, the file may be circ. to A2 & A1.

[initials] 7/11/45

USR 8/11/45

We may agree with Finance on this pt.

[signature] 8/11/45

***

(i) Accounts Section.- There are now in this Section I Upper Division I Grade Clerk, 2 Upper Division Clerks II Grade, 1 Lower Division clerk and 1 attender. This Section besides being responsible for the Budget Estimate of Receipts and Charges, has to pass about 2,600 travelling allowance bills, mostly of non-officials who are generally not familiar with the rules of travelling allowance. These bills have to be scrutinised carefully by experienced persons well acquainted with the rules. About 1,400 contingent bills of the Chief Superintendents of all the Examinations conducted by this office have to be scrutinised and passed with reference to certain general orders of Government and the special orders issued from time to time by the head of the office. Most of these bills are prepared by non-officials with inadequate or not up-to-date knowledge of account rules and hence the clerks passing these bills must be experienced and thorough with the rules to prevent wasteful or avoidable expenditure. In numerous cases, these bills have to be returned with objections and got revised before they could be passed. The following table gives the number of bills received in 1941-42 and 1944-45 and it will be seen that the bill work has enormously increased:

	1941-42.		1944-45.	
Number of Travelling Allowance Bills.	1,649.		2,607.	
Number of Contingent Bills.	801.	.. 3,595.	1,361.	.. 5,427.
Number of Remuneration Bills.	1,145.		1,459.	

The Account Section has also to scrutinise and check the remuneration bills of the several hundreds of examiners with the rates sanctioned by Government from time to time. Besides it has to do the work of the monthly reconciliation of receipts and charges side by side. Since this office has financial dealings with all the treasuries in the Presidency, and also with the Hon'ble the Residents treasuries at Trivandrum, Mysore and Hyderabad, the work of reconciliation is complicated and involves a lot of correspondence. The receipts of this office amount to nearly Rs. 7 lakhs a year by way of fees for the examinations paid mostly by individual candidates and several thousands of chalans have to be sorted treasury-war and entered in the register. The charges of the office amount to Rs. 5 lakhs a year. To watch carefully the receipts and charges involving about 12 lakhs, it is essential to have qualified and experienced clerks familiar with all financial rules.

Besides the account work detailed above, this Section is also responsible for the arrangements and conduct of the L.T.M. Examinations conducted half yearly, European Schools Examinations (High and Middle) and the Sanskrit Entrance Examination in addition to the maintenance of the register of valuable stores, forms and stationery including their custody and issue. Thus the work of the section has considerably increased and it is found very difficult to cope with the increased work with the existing staff. For the efficient discharge of the duties entrusted to this section, I consider it necessary to add to this section one Upper Division clerk, one lower division clerk and one attender. The scrutiny of several thousands of bills have to be entrusted to Upper Division clerks, as it involves financial responsibility.

Edn., & P.H.(B) Deptt.

~~The proposals of the C.G.E., are~~ For strengthening the Accts. section ~~by the following staff:~~ - the CGE has proposed the employment of

(1) 1 U.D. clerk (2) 1 L.D. clerk (3) 1 attender. ~~and the sec-~~ The necessity for the ~~tions therefor~~ additional staff ~~are~~ is explained on p. 9 ante.

(2) The office was last reorganised in 1929 vide G.O.No.614, Edn., dated 28-3-'29. Since then, additions to the staff were made in 1937, and 1940. (vide G.O.Nos. 374, Edn., d/ 24-2-37 and 1583, Edn. d/ 20-8-40 merged subsequently in 2120. Edn., dated 5-11-40) The addl. staff ~~then~~ sanctioned since 1929 ~~was as follows:~~ is mentioned below:-

(1) 1 L.D. clerk - Text Book Committee work. ~~(for one year)~~ *
(2) 1 U.D. clerk - VIII Standard Public Examns in lieu of L.D. clerk (Temporary) sanctioned in G.O.1583, Edn. d/20-8-40.
(3) 1 Attender. (Temporary)
(4) 2 peons. — (Temporary)

A

* Not meant for Accounts work

The following statt shows the increase of work in the office since 1928:-

	1928.	1945.
No. of examinations.	14	13
No. of candidates.	40000	82399
No. of centres for the examinations.	700	1284.
No. of various bills recd.	2500	5427.
Receipts.	Rs.3,15,297.	Rs 6,77,163.
Charges.	Rs 2,45,681.	Rs.5,20,671.

It will be observed that excepting in the case of the number of examinations, the volume of work in 1945 is more than double that in the year 1928. But the additional staff sanctioned to the office subsequent to that year has been meagre as mentioned at 'A' above. There is thus a strong case for further increasing the staff of the office. The examinations are self supporting and in addition leave a large surplus.(Rs.1,56,492 in 1945). The work in the office is of a progressive nature.

3. The proposal for the addition of two more clerks (one Upper Dn & one Lower Dn) to the Accounts Section may be accepted, ~~but they may both be Lower Division clerks instead of one of them being an upper division clerk. From the statement of present strength of the office on page 18 c.f., it is observed that there are already two upper division clerks in the Section in addition to the Section head who is a upper division clerk of the I grade. The clerks will be only on the scale of pay of Rs.30-55 applicable to clerks in a 'B' Class office in view of the sectional notes on p4 ante~~. As regards one more attender to this section, this need not be considered here and may be dealt with separately under the proposal of the C.G.E. for addl. attenders to the office.

24/10/45 . 26/10/45

29/10/45

Accounts Section

	Existing Staff		Additional Staff proposed by ...	Rem
UD. Clerk, I Grade	1 ✓	para 6 on p18 c.f.	— ✓	1
UD Clerks, II Gr.	2 ✓		1	3
LD. Clerks (30.55)	1 ✓		1 ✓	2
Attender (19-30)	1 ✓			1

Having regard to the increased volume of work, the necessity for additional staff may be admitted. ~~A large proportion of the staff in the Section is however in the UD. In view of this, and allowing for fluctuations in the volume of work in future, it seems sufficient to sanction 1 LD clerk for the section for the present.~~

WS
4.11.45

Instructions on page 12 infra

(ii) B.Section (S.S.L.C. Public Examination) - This section has at present 1 Upper Division clerk - I Grade and 3 Lower Division clerks. For the S.S.L.C. Public Examination of 1945, there were about 4,300 private candidates, besides over 27,000 pupil candidates from 500 high schools and the examination was conducted at 400 centres all over the Presidency and in some of the adjoining Provinces and Indian States. About 4,300 individual applications of private candidates have to be checked and their eligibility for admission to the examination determined. This section has to carry on correspondence with the heads of 500 high schools on questions relating to the syllabuses, course of studies, etc., contained in the S.S.L.C. Scheme and about the Public Examination, besides attending to the work connected with the prescription of text-books in the several languages and subjects for the S.S.L.C. Public Examination. About 850 examiners are appointed; besides correspondence with them, service stamps have to be issued to them and accounts maintained.therefor. The preparation of the nominal lists of candidates for the examination and discharge of other items of work, such as, despatch of instructions, preparation of over 12,000 confidential covers for sending the question papers to the several centres, etc., have to be done accurately and in time. Further, about 45,000 copies of S.S.L.C. forms have to be got printed annually and supplied to 500 High Schools. The number of requests for issue of certified copies of the S.S.L.C. Public Examination marks for submission to the Madras Public Services Commission or other appointing authorities has increased very much in recent years as also the number of duplicate copies of Secondary School Leaving Certificates issued. The grant of educational concessions to children and dependants of persons employed in the Defence Services with reference to G.O.No.272, Edn., dated the 16th February, 1942, entails a lot of correspondence with the heads of schools in refunding the examination fees or in obtaining the proper certificate issued by a competent authority in lieu of the fee receipts. The total number of refunds sanctioned in 1944-45 was 842 involving correspondence with the treasury officers and heads of schools. The work of arranging for the examination has very much increased and has become complicated, in view of the extensive use of the mother-tongue as the medium of instruction and examination in non-language subjects involving six languages. 412 schools have adopted the languages of the Presidency (Tamil, Telugu, Malayalam, Kannada, Urdu and Oriya) as medium of instruction and examination in non-language subjects (15 subjects). This has enormously increased the work connected with the conduct of examination, specially in regard to the distribution of question papers and answer papers to examiners for valuation. To cope with the increased work in this section, the existing staff is very inadequate. It is, therefore, considered essential to strengthen this section by one Upper division clerk. The Upper division clerk is necessary on account of the responsible nature of the work.

Year.	No. of candidates registered.
1941. ..	25,799.
1942. ..	27,580.
1943. ..	28,369.
1944. ..	30,588.
1945. ..	31,964.

P.T.O.

12

26

Edn., & P.H. (B) Deptt.

The *proposal* of the C.G.E., is to strengthen the section (B. section) dealing with S.S.L.C. Public Examination by one U.D. clerk and the reasons therefor are given ~~above.~~ on p11 ante. ~~In view of the general position set out in para 2 of the sectional notes on p[illegible] and the reasons adduced by the C.G.E.~~, The proposal may be accepted. The scale of pay of the clerk ~~will be only on the scale of pay of Rs.~~ may be 55-5/2-70 applicable to a 'B' class office. ~~in view of the sectional notes on p 4 ante.~~

[illegible] 29/10/45

[illegible] 24/10/45.

[illegible] 26/10/45

B - Section - 1 Additional U.D. clerk (55-70) Fin (22)

The increase in the total number of pupils appearing for S.S.L.C. Examination represents about 24 % over that in 1941. Most of the items of work in the section are routine and it seems sufficient to sanction 1 LD. clerk for the section.

[illegible] 2.11.45

Let there be 1 U.D. clerk.

WS 4.11.45

See pencil figures all along in the margin. Cf N on p 12[illegible]

Please see notes on page 14 infra

13

26

PROPOSALS OF THE COMMISSIONER FOR GOVT. EXAMINATIONS.

***

(22)

pp 15-16 cf

(iii) D.Section (Technical Examinations). - This Section has at present one Upper Division clerk - II Grade and 2 Lower Division clerks. It has to conduct the Government Technical Examinations. in Commercial subjects twice a year in April and October besides the Government Technical Examinations in November. The Engineer-Operator, etc., examinations instituted in G.O.No.19,* P.W. (Genl) dated the 5th January 1938 have also been attached to it. The number of candidates for the Government Technical Examinations has increased every year resulting in the appointment of more assistant examiners and increase in the correspondence work with the candidates, Examiners and Chief Superintendents. The examination is conducted in about 50 subjects in Higher and Lower grades and in certain subjects, in the mother-tongue of the candidates. In addition to the written tests, arrangements have to be made for oral and practical tests in some of the subjects. The successful candidates have to be awarded certificates which number about 3,000 to be issued in the course of the year. The certificate writing itself takes the full time of one clerk, as it has to be written neatly, legibly and correctly. The examinations come at short intervals and the existing staff in the section is not enough to complete the several items of work connected with one examination before taking up those of another. Since there are not very many recognised schools presenting candidates for the Government Technical Examinations several thousands of individual applications are received for admission to the examination which have to be carefully scrutinised and checked. The rules of admission for this examination are complicated and every application has to be very carefully checked and objections issued so as to rectify the defects in the application. Thus, the existing staff is carrying on the work under severe strain. To cope with the increased volume of work, it is proposed to appoint one more Lower Division Clerk to this Section.

Year.	No. of candidates registered.
1942.	10,782
1943.	11,246
1944.	11,759.
1945.	12,051

* [illegible]

Edn and P.H. (B) Department.

The Proposal of the C.G.E. is to strengthen the section dealing with technical examinations (D Section) by one lower division clerk and the reasons therefor are mentioned above. The ~~speicial~~ special features of these examinations is that unlike other examinations they are held thrice a year in April, October and November. In March and April, when generally all the major examinations are held there will be full pressure of work simultaneously for all the sections dealing with examinations and no ~~mutel~~ mutual assistance will be possible. ~~In view of the general position set out in para 2 of the sectional notes on page 10 ante and the reasons adduced by the C.G.E.~~ The proposal may be accepted. The clerk ~~will~~ may be ~~only~~ on the scale of pay of Rs. 30-55 applicable to a 'B' class office ~~in view of the sectional notes on page 4 ante.~~

A [illegible] 29/10/45

[illegible] 29/10/45

[illegible] 24/10/45. [illegible] 26/10/45

Accepted

14

27

Fin(28)

The proposal of Edn.PH. at A overleaf may be accepted.

[initials]
2.11.45

[initials]
4.11.45

28

PROPOSALS OF THE COMMISSIONER FOR GOVT. EXAMINATIONS.

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(iv) E.Section (VIII Standard Public Examination) - At present only one Upper Division Clerk sanctioned in G.O.No.2120, Edn., dated the 5th November 1940 is in charge of this examination throughout the year. Over 2,000 Highwer Elementary Schools present 24,800 pupil candidates for this examination besides 2,600 private candidates and the examination is held at more than 400 centres. About 150 examiners are appointed each year to value the answer papers in the six languages of the Presidency. Over 2,000 confidential covers have to be prepared for sending the question papers in the 6 languages of the Presidency and the answer papers in the 6 languages of the Presidency and the answer papers distributed for valuation among the assistant examiners in the languages concerned.

Year.	No. of candidates registered.
1942.	28,118.
1943.	27,755.
1944.	24,969.
1945.	27,400.

The individual applications of private candidates (2,600) have to be carefully checked with reference to the rules of admission. Even the nominal lists received from 2,000 Higher Elementary Schools require careful scrutiny as the heads of institutions of Elementary Schools commit several mistakes in the preparation of nominal lists despite repeated instructions. Consequent on the introduction of English as an optional subject from the examination of 1945, the work connected with the examination has increased very much. This only clerk has also to attend to the preparation and printing of text-books in the languages of the Presidency for the VIII Standard Public Examination. This involves lot of correspondence with editors of text-books and copyright holders whose selections are included in the texts. The increase in correspondence and the work connected with the organisation, arrangements and conduct of the examination warrant the strengthening of the Section by one lower division clerk besides the permanent retentionof the temporary upper division clerk's post already sanctioned till 31-3-1946 vide G.O.No.1552, Edn., dated the 21st October 1944. Exper-ience has shown that one upper division clerk alone is very inadequate to cope with the increasing work of this examination. If the only clerk assigned to this work takes leave considerable difficulty is experienced in carrying on the work.

Edn and P.H.(B) dept.

The proposal of the C.G.E. is to strengthen the section dealing with VIII Standard public examination (E Section) by one lower division clerk and the reasons therefor are mentioned above. The examination has been continued for three years from 1945 with the addition of English (Optional subject)- vide G.O.No. 1535 Edn. dd. 18.10.1944. Itis likely that the examination will be ultimately continued on a permanent basis. The figures in respect of candidates appearing for the examination given above are no criterion as they are fluctuating - a sharp fall in 1944 and a sharp rise in 1945. It is likely that the figures may increase in future. In view of A and B above, the proposal of the C.G.E. may be accepted. The lower division clerk will be on the scale of pay applicable to a 'B' class office. The permanent retention of

the temporary upper division clerk is dealt with in the main note.

24/10/45

26/10/45

29/10/45

Fin (28)

~~Two proposals of staff to concede~~

One Additional LD clerk for the 'E' Section

On the basis of the total number of candidates registered from time to time for the VIII Standard Public Examination, there seems to be no case for the additional clerk proposed. It is no doubt stated that consequent on the introduction of English as an optional subject from 1945, the work connected with the examination has increased. This work seems to be rather seasonal about the examination time, and as there is an annual lump sum allotment for temporary staff, the Commissioner can employ necessary staff from that provision. The proposal in this case may therefore be disallowed.

2.11.45

X on p15 notes

para 2 on p19 of (c); of para 5 on p 2 of the main note

May be agreed to

4.11.45

See note on p17-18 infra

PROPOSALS OF THE COMMISSIONER FOR GOVT. EXAMINATIONS.

****

(v) Current and Issue Sections.- The number of currents registered in 1939-40 was 8,800, it rose up to 13,500 in 1944-45, increasing by 50% in the course of five years. This number excludes about 3,500 routine letters per year relating to miscellaneous queries pertaining to the Government Examinations disposed of by sending printed or stencilled memoranda containing the particulars.

On an average about 70 papers have to be attended to by the two typists besides the typing work connected with important notes, circulars to heads of institutions and examiners, agenda for the meetings, Proceedings of the meetings, notes for circulation at the meetings &c. On an average, 1,200 stencil sheets are consumed by the office in a year. The work is now too heavy for two typists. At the time of meetings (there are about 71 meetings in a year) several pages of matter have to be typed. On several days the typists have to overwork. It is, therefore, necessary to carry on the normal work to have one more typist. There are three typewriters in the office.

There is no examiner of fair copies in this office which has to carry on enormous correspondence work. The work connected with examining the fair copies can be gauged from the figures in the previous para. At present the services of clerks of other sections are utilised, much to the detriment of their legitimate work, for reading and examining the fair copies. The appointment of a lower clerk as examiner of fair copies is, therefore, essential.

Edn and P.H. (B) Dept.

The proposals of the C.G.E. are for strengthening the current and issue section by (1) one typist and (2) one lower division clerk for examining work. ~~In view of the general position set out in paragraph 2 of the sectional notes on page 10 ante~~, The proposals of the C.G.E. may be accepted. The typist and the lower division clerk ~~will~~ may be on the scales of pay applicable to a 'B' class office.

24/10/45

26/10/45

29/10/45

Fin (22)

1 1 Additional Typist E&PH may be requested to obtain, in the first instance, information about the daily average number of pages typed in each month during the last 3 years in order to examine the necessity for the additional Typist

2 1 Fair Copy Examiner (LD clerk) This ~~demand~~ may be ~~allowed~~ deferred until ~~the~~ information about the volume of fair copying ~~&~~ work — See para 1 above

May be agreed to

14.11.45

See the notes on p. 19 infra

(@ [illegible] has to be compared)

becomes available
ante
2.11.45

3)

PROPOSALS OF THE COMMISSIONER FOR GOVT. EXAMINATIONS.

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ATTENDERS - Prior to April, 1941, there was only one attender. In G.O.Ms.No.2120, Edn., dated the 5th November, 1940 sanction was accorded on a temporary basis for the post of an additional attender. The duties assigned to the two attenders are enumerated in the enclosed annexure marked A. It is ibvious from the duties enumerated therein that two are inadequate for the work assigned. I, therefore, request that two additional posts of attenders may be sanctioned to carry on the normal work of this office.

Edn and P.H. (B) dept.

The proposal of the C.G. E. is for the appointment of two more ~~examiners~~ Attenders for the office. Please see the statement of the existing and proposed strength of the office on page 18 c.f. If two additional attenders are intended as additions to the Accounts Section and the current and issue sections to which the existing two attenders are attached. A perusal of the duties of the existing two attenders on pages 21 to 22 c.f. shows that they are attending to the work of those sections. ~~Since~~ It is proposed to sanction one upper division and one lower division clerk to the Accounts section on account of the increase of work. It is sufficient if one more attender is ~~sanctioned~~ for ~~the~~ this Section office. His services ~~will~~ should may be utilised wherever there is a pressure of work.

24/10/45.

26/10/45

ante
2.11.45

29/10/45

Accepted Fin (Ex)

The proposal at M above may be agreed to

4.11.45

PROPOSALS OF THE COMMISSIONER FOR GOVT. EXAMINATIONS.

****

PEONS - The necessity for increasing the number of peons in the office has already been detailed at length in para 7 of this office letter C.No.385-A/40, dated 28-9-1940 disposed of in G.O.No.Ms. 2120, Edn., dated the 5th November, 1940. It is found in actual experience that the strength of the peons in spite of the two temporarily sanctioned in the G.O. cited above, is hardly adequate considering the tremendous all round increase in the work of the office. The work has increased in the following directions:--

(i) Consequent on the increase in the number of candidates the number of applications received for admission to the examination is on the increase and now two peons have to be deputed almost every day to attend to the opening of tappals.

(ii) The thousands of applications with the chalans have to be pinned together as soon as the tappals are opened.

(iii) Work connected with the taking of roneo copies of circulars. A peon experienced in working the machine has to be deputed for this daily.

(iv) Packing work connected with the Text-Book Committee and Advisory Committees in languages of this Presidency.

(v) Several hundreds of covers intended for examiners, candidates, heads of schools &c., have to be pasted and correctly weighed.

(vi) Daily two to three peons have to be sent on special and urgent work, such as, Government Press, residence of examiners in the city, Accountant-General's office, post offices to register tappals and other local deliveries. All the countersigned bills have to be sent by registered post. On an average about 150 registered covers are sent and the peon has to remain in the post office till the postal receipts are delivered.

It is, therefore, essential to sanction two additional peons to carry on the increased work.

Edn and P.H. (B) dept.

~~The proposal of the C.G. E. is for two additional peons for the office and the reasons therefor are explained above.~~ There are at present 7 peons in the office, (5 permanent and 2 temporary) and the addition of two temporary peons was made in 1940 vide G.O.No. 2120 Edn dated 5.11.1940 and the notes on page 15 thereof relating to proposal No. (3) Please see also the statement regarding the menial establishment of certain other offices ~~in comparision to~~ as compare with this office on page 11 of G.O.No. 374 Education, dated 24.2.1937. The strength of the office ~~is~~ at present is 20 and will increase on account of these Reorganisation proposals. The ~~proposal~~ necessity of two peons may be accepted. It should be possible to utilise the services of a peon for helping the attender i

the current and issue sections.

35

(8)
24/10/45.
HSM
26/10/45

LCC
29/10/45

Fin(22)

2 Peons There are at present 7 peons in all (5 permanent + 2 Temps) in the office of the Commissioner for Govt Examinations. Although the work ~~Number of applications for admission~~ relating to examinations has increased, the work of the peons will not necessarily increase in the same ratio. The existing menial staff, having regard to the size of the office, seems adequate at the rate of 2 for the Secretary, and 5 for the office. It is for the office to make an equitable distribution of work among the peon and within their terms to the maximum advantage. The demand may be disallowed

HSM
2.11.45

May be agreed to

HS
4.11.45

Fin