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1946

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 856, 23rd April 1946

Secondary schools maintained by local bodies—Uniform system of office procedure—Introduced.

Government of Madras



EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 856, 23rd April 1946

Secondary schools maintained by local bodies—Uniform system of office procedure—Introduced.

READ—the following papers :—

From the Inspector of Municipal Councils and Local Boards, dated 5th December 1945, R.O.C. No. 14982/45-B-2.

From the Director of Public Instruction, dated 10th January 1946, R.C. No. 1058-G/45.

From the Examiner of Local Fund Accounts, L.F. No. 10339, dated 26th March 1946.

Order—No. 856, Education, dated 23rd April 1946.

The Inspector of Municipal Councils and Local Boards points out that no uniform system of office procedure is being followed in secondary schools maintained by district boards and municipal councils, for dealing with the correspondence in those schools and suggests that a uniform system as contemplated in the District Board Office

No. 856, EDUCATION, 23RD APRIL 1946

Manual may be prescribed. The Government have considered the Inspector's suggestion in consultation with the Director of Public Instruction and the Examiner of Local Fund Accounts and they have decided to introduce such a system in all secondary schools maintained by local bodies. They accordingly direct that the following registers be maintained in those schools:—

- (1) Personal register.
- (2) Distribution register.

- (3) Periodical register.
- (4) Local delivery book.
- (5) Despatch register.
- (6) Stamp account.
- (7) Security register.

The headmaster of the school concerned will be responsible for the proper maintenance of the registers and for the supervision of the office work.

(By order of His Excellency the Governor)

M. V. SUBRAMANIAN,
Secretary to Government.

To all Presidents of District Boards.
Executive Authorities of Municipal Councils, (through the
Chairmen of Municipal Councils concerned).

To the Director of Public Instruction.
Inspector of Municipal Councils and Local Boards.
Examiner of Local Fund Accounts.

56708
C.F. 32.

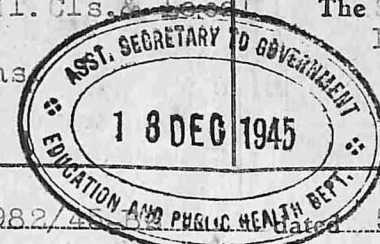
Local Administration Department

From (Name) K. M. Unnithan Esq., I. C. S., To

Designation Inspector of Ml. Cls. & Local

Boards, Madras

Received Registered
The Secretary to Government,
Local Administration Department,
Fort St. George.



Enclosures: R.O. C.No. 14982/45 dated 5th December 1945.

Sir,

Subject:- Office procedure - Correspondence - High Schools under local boards and municipalities - Introduction of Tottenham System as contemplated in the District Board Office Manual.

I submit herewith a copy of the letter No. 1504-45-B dated 17-5-45 of the Municipal Commissioner, Bimlipatam. By a reference of the above letter to all the Deputy Inspectors, it has been found that the office procedure for dealing with the papers relating to correspondence is not uniformly followed in all the district board and municipal high schools and that it is desirable to prescribe some uniform system for all such institutions. I consulted the Director of Public Instruction for his suggestions. A copy of his reply in his Re.No. 1058-G-45 dated 19-10-1945 is herewith submitted. The Director of Public Instruction agrees with me to introduce a uniform system of office procedure in the high schools, and he suggests the maintenance of registers mentioned in his letter. But the maintenance of a despatch register was dispensed with as it is the same as the local delivery book. Further a fair-copy register of the form III(b) of appendix B to the District Board Office Manual is necessary for the despatch of tappals by post. Similarly a security register for entering the valuable articles would also be necessary. If personal registers are to be maintained, there cannot be a personal register without the distribution register. Hence the following registers are to be maintained:-

Personal register, distribution register, record issue register, periodical register, local delivery book, security register, call book, stamp account, copy application register and the fair-copy register.

Moreover the supervising officer is to be the headmaster and he may be made responsible for the proper supervision of the office work.

I request that Government may be pleased to issue necessary orders in the matter.

D. Subbaragasastri
for Inspector 8/12

Copy of letter Re.No. 1504-45-B dated 17-5-1945 from the Commissioner, Bimlipatam Municipality, to this office.

Sub:- Office procedure - Correspondence - Bimlipatam Mlty. - Maintenance of records in the municipal high school. - Maintenance of certain registers - Prescribed by the District Board Office Manual - Permission - requested.

The correspondence and records relating to the Municipal High School, Bimlipatam are not maintained in accordance with any approved system as the disposal or Tottenham System. The present practice is to open certain subject files as staff, fee concessions, miscellaneous scholarships etc. and run that correspondence till the end of the year or till the correspondence on all the subjects in the file is closed and then pick up important orders and give them numbers as L.Dis., D.Dis. or R.Dis., and destroy the other papers. Even while pending, the files are not chronological and systematic as papers relating to several subjects are dealt with the same number. The entire correspondence is run on not more than 15 numbers every year. The disposals do not contain the entire correspondence on any subject but only stray papers which it is considered necessary to retain.

Even these are not chronologically arranged and maintained properly.

This practice of maintaining records is undesirable as papers can be done away with at any time without being noticed. Hence I submit that the introduction of the Tottenham System of correspondence and maintenance of records is necessary for the correspondence work in the school also. The high school work is attended to only by one clerk and so the maintenance of all registers prescribed in the District Board Office Manual is not necessary. I request that I may be permitted to order the opening of the following registers and their maintenance according to the instructions contained in the District Board Office Manual in the Municipal High School, Bimlipatam.

1. Distribution register.
2. Personal register.
3. Periodical register.
4. Call book.
5. Local delivery book.
6. Stamp account register.
7. Security register.

Copy of Rc.No. 1058-G-45 dated 19-10-1945 from the Director of Public Instruction, Madras, to this office.

Sub:- Office procedure - Correspondence - High schools under local bodies - Proposal for the introduction of a uniform system - Your letter Rc. 14982/45-B2 dated 17-7-45.

I agree generally with your proposal regarding the introduction of a uniform system of office procedure in high schools under local bodies. But in view of the limited staff in the high schools, it is not desirable to saddle the institutions with too many registers such as those suggested by you, as all of them are not quite necessary for a school. I therefore suggest that it will be enough if the following registers are maintained.

- (1) Personal or current register.
- (2) Periodical register.
- (3) Local delivery book.
- (4) Despatch register.
- (5) Stamp account.

2. The District Board Office Manual sent with your letter referred to above is enclosed herewith.

L.F. 81245.

"TRUE COPY"

A. Subbarayasastri
3/3 Personal Assistant.
8/12

Edna R.H. de Silva

Endt No. 56708 B & d 18.12.45

Referred to the Director of Public Instruction for remarks.
(B.O.)

To the Director of Public Instruction

J. B. Menon
Asst Secy to Govt.
17/12

R. C. No.
1058-G/45.

Office of the Director of Public Instruction,
Madras, Dated 10th January 1946.

Subject:- Office procedure - Secondary schools under Local Bodies - Uniform system - Introduction of.

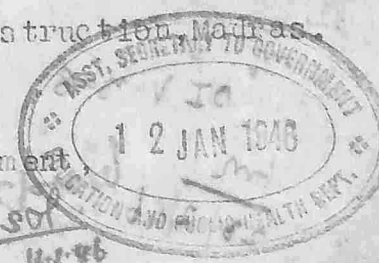
Reference : Government endorsement No. 56708 B.7. dated 18-12-45 referring for remarks the letter R. C. No. 14982/45 dated 5-12-45 of the Inspector of Municipal Cls. & Local Boards.

Resubmitted.

2. I have already stated in my letter to the Inspector of Municipal Cls., & Local Boards, R. C. No. 1058-G/45 dated 19-10-45, that, in view of the limited staff in the High schools, it is not desirable to saddle them with too many registers, which are not necessary for a school. I still hold the same view.

For Director of Public Instruction, Madras.

To The Secretary to Government,
Education and Public Health Department,
Madras.



Enot No. 56708 B/45-2 Edn. dated 19-2-46

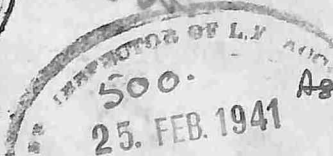
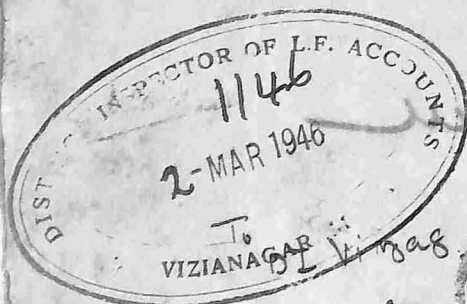
Referred to the Examiner of Local Fund Accounts for remarks. He is requested to state whether the maintenance of a security register in each high school is essential.

(By order)

J. B. M. E. S.

Assistant Secretary to Govt.

Encls. 2



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L.F. No. 16339
26-3-46

EXAMINER'S OFFICE

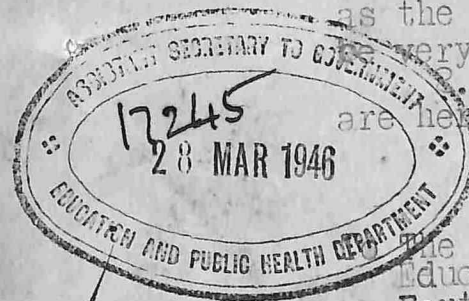
Subject: Office Procedure - Secondary Schools under Local bodies - Uniform system.
Reference: Government Endorsement No. 56708B/45-2 Edn. dated 19th February 1946.

I generally agree with the Director of Public Instruction. So far as the Examiner is aware of the head master of a high school has no need to handle valuables or securities but it must be stated that the maintenance of a Register of Securities in each High School will not appreciably add to the volume of work as the entries to be recorded in a month will, if at all any, be very few. The enclosures received with the Government endorsement are herewith returned.

P. H. R.

Examiner of Local Fund Accounts.

The Secretary to Government,
Education and Public Health Department,
Fort St. George, Madras. (with enclosures).



Subject:- Secondary schools maintained by local bodies -
Uniform system of office procedure - Introduced

From the Inspector of Ml.Cls. & L.Bds., R.O.C.No.
14982/45-P2 dated 5-12-1945.

" D.P.I., R.C.No.1058-G/45 dated 10-1-1946.
" Examiner of L.F. Accounts, L.F.No.10339 dated
26-3-46.

Order No.
Ms.

Edn. d/ 23-4-46

The Inspector of Municipal Councils and Local Boards points out that no uniform system of office procedure is being followed in secondary schools maintained by district boards and municipal councils, for dealing with the correspondence in those schools and suggests that a uniform system as contemplated in the District Board Office Manual may be prescribed. The Govt. have considered the Inspector's suggestion in consultation with the D.P.I. and the Examiner of L.F. Accounts and they have decided to introduce such a uniform system of office procedure in all secondary schools maintained by local bodies. They accordingly direct that the following registers be maintained in those schools:-

- (1) Personal register
- (2) Distribution register
- (3) Periodical register.
- (4) Local delivery book
- (5) Despatch register
- (6) Stamp account
- (7) Security register.

The headmaster of the school concerned will be responsible for the maintenance of the registers and for the proper supervision of the work.

To all P.D.Bs.
" Executive authorities
of Ml.Cls.thro' the
C.M.Cs. concerned.
" D.P.I.
" Insp. of Ml.Cls. & L.Bds.
" Examiner of L.F. Accts.

Note:- The D.P.I. and the Examiner of L.F. Accts. agree with the Inspector's suggestion that a uniform system of office procedure as contemplated in the Dt.Bd. Office Manual is desirable for all secondary schools. The Director, however, differs from the Inspector in one respect, viz., the number of registers to be

maintained in the schools in this connection. He considers that it is not desirable to saddle the limited staff in the secondary schools with the work of maintenance of too many registers.

The Examiner agrees with the Director, but considers it desirable to maintain a security register also. The views

of the Examiner and the Director may be accepted. In the circumstances, the draft order submitted overleaf is submitted for approval.

May be sent to L.A. for remarks, if any, before issue.

2/4/46.
11-4-46

6-4-46

11-4-46

2/4/46
8-4-46

This Dept. may agree with the remarks of the E. & P. H. Dept. at A above and returned to that Dept.

No remarks are called for in this Dept. May be perused & returned to E. & P. H. Dept.

11-4-46

The necessity for the maintenance of the same registers may be accepted and it is rather strange that the correspondence in the secondary schools of local bodies should have been dealt with so far without such registers.

12-4-46

11-4-46

2/4/46

15-4-46

The draft order may issue.

17-4-46

16-4-46



ORDINARY.

PRESS SLIP.

URGENT (a).

SPECIAL (a).

DEPARTMENT.

Current No. 56708/45 dated 1946.
G.O. No. 856.F. dated 23-4-1946.

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A. N. Subramanian
Assistant Secretary to Govt.
18.4.46

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