Scott. II-37—87,004—18-11-45.

Edn (1947) Department.

Ps. SERIES.

G.O. No. 1849 Edn

Dated 22/8/47

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 1849, 22nd August 1947

Rules—Local bodies—Headmasters and headmistresses of high schools—Appointment—Procedure—Re-issue—Draft published.

READ—the following papers:—

G.O. No. 953, Education, dated 30th June 1942.
G.O. No. 1236, Education, dated 21st August 1944.
G.O. No. 961, Education, dated 27th June 1945.
From the Director of Public Instruction, dated 28th October 1946 and 10th April 1947, R.C. No. 537-G 1/46.

Order—No. 1849, Education, dated 22nd August 1947.

The Government propose to re-issue the rules in G.O. No. 953, Education, dated 30th June 1942, relating to the appointment of headmasters and headmistresses of board and municipal high schools, as subsequently amended, with certain alterations.

2. The appended notifications will be published in the *Fort St. George Gazette.*

(By order of His Excellency the Governor)

M. V. SUBRAMANIAN,
Secretary to Government.

To the Director of Public Instruction.
" Special Officers of District Boards and Municipal Councils.
" Inspector of Municipal Councils and Local Boards.
" Examiner of Local Fund Accounts.
" Local Administration Department.
" Legal Department.
" Superintendent, Government Press, for publication in the *Fort St. George Gazette.*

APPENDIX.

NOTIFICATIONS.

I

The following draft of certain rules relating to the appointment of headmasters and headmistresses of high schools under district boards which it is proposed to make in exercise of the powers conferred by sections 70 and 199 (2) (*a*) of the Madras Local Boards Act, 1920 (Madras Act XIV of 1920), and in supersession of the rules published with Education Department notification, dated the 30th June 1942, at pages 1-3 of the Rules Supplement to Part I-B of the *Fort St. George Gazette*, dated the 14th July 1942, as subsequently amended, is hereby published for general information, as required by section 200 (*a*) of the said Act.

Notice is hereby given that the draft will be further proceeded with after six weeks from the date of publication of this notification and that any objection or suggestion which may be received with respect thereto before the expiry of that period will be considered by the Government of Madras.

DRAFT RULES.

1. Every vacancy in the post of headmaster or headmistress of a high school with Form V or Form VI as the highest class under a district board shall subject to the provisions of rule 3 (3) be filled by the president of the district board (hereinafter

referred to as the president) from a panel of suitable candidates drawn up by the Divisional Inspector of Schools in the case of boys' schools and by the Inspectress of Girls' Schools in the case of girls' schools:

Provided that it shall be open to the president, in order to avoid dislocation of work or for other reasons to be recorded in writing, to appoint persons not in the panel for periods of one month and less without probationary rights.

NOTE.—If at the time a vacancy in the post of headmaster/headmistress occurs in a school, the most senior among the probationary headmasters/headmistresses be serving as L.T. or B.Ed. Assistant in the same school, he/she shall forthwith be appointed in that vacancy. If there is no such probationer and if it is decided to take action under the proviso to this rule to fill the vacancy, a probationer in the post of headmaster/headmistress serving as L.T. or B.Ed. Assistant in the school shall be preferred to any one else in the school even though the period of such incumbency shall not count for probation.

2. The following procedure shall be adopted in drawing up the panel:—

(1) The president shall send to the Divisional Inspector of Schools or the Inspectress of Girls' Schools concerned, a list of L.T. or B.Ed. Assistants in the service of the district board whose names are not already in the panel, and whom he would recommend for inclusion in the panel, with a detailed statement of the reasons for such recommendation. Such list shall be sent in December immediately preceding the year for which the panel is to be drawn. The Divisional Inspector of Schools and the District Educational Officer sitting together or the Inspectress of Girls' Schools shall draw up a panel of suitable candidates, taking into consideration the list sent by the president, and send it to him not later than the 1st May immediately following. The panel thus drawn up shall be treated as confidential.

(2) It shall be the duty of the inspecting officers aforesaid to draw up at the same time a full minute in support of their recommendations and send a copy of the same to the Director of Public Instruction along with a copy of the panel.

3. (1) The number of persons whose names should be included in the panel in any one year shall be determined as follows:—

The president shall intimate to the Divisional Inspector or the Inspectress, as the case may be, not later than the 1st January of each year—

(*a*) the number of permanent vacancies that would occur by superannuation of existing incumbents during the twelve months commencing from the 1st May of that year; and

(*b*) the number of probationers who are expected to revert to the L.T. or B.Ed. cadre by the 1st May of that year.

The number of persons to be included in the panel for the year will be equal to twice the number of permanent vacancies referred to in clause (*a*) less the number referred to in clause (*b*) subject ordinarily to a maximum of five. Deviations from this rule will require the prior approval of the Director of Public Instruction:

Provided however, that where only one permanent vacancy is expected to arise and neither a probationer nor a person in the panel not appointed hitherto is expected to be available for appointment to the vacancy, the panel may consist of three persons if the president so desires.

(2) The persons included in a panel shall be placed in two groups as follows:—

Group A.—Persons, if any, already included in the panel drawn up for the preceding year and not appointed as headmaster/headmistress arranged according to the year in which their names were first included in the panel and in the order of preference specified therein:

Provided that in respect of persons included in a panel drawn up before the commencement of these rules, the order of preference shall be assigned to them by the authority drawing up the panel for the first time under these rules.

Group B.—Persons newly included, arranged in the order of preference based on their qualifications, merit and ability, seniority being taken into account only if the qualifications, merit and ability are approximately equal.

(3) Persons whose names are in the panel shall be appointed in the order in which the names are arranged in the panel, that is to say, those whose names appear in Group A shall be appointed in the order of preference specified therein and only after all such persons have been appointed, appointments shall be made from among the persons in Group B in the order of preference specified therein.

4. (1) If in the opinion of the Divisional Inspector of Schools sitting with the District Educational Officer in the case of boys' schools, or of the Inspectress of Girls' Schools in the case of girls' schools, it is not possible to select a sufficient number of persons from among the qualified assistants in the service of the district board to make up the panel, it shall be open to the Divisional Inspector or the Inspectress to request

39

the president to invite applications from outsiders by advertisement. The president shall take the necessary action and send all the applications received to the Divisional Inspector or the Inspectress, as the case may be.

(2) If the Divisional Inspector and the District Educational Officer or as the case may be the Inspectress consider that an interview is necessary, the Divisional Inspector and the District Educational Officer together or the Inspectress shall make a preliminary selection from among the applicants and arrange for an interview and shall then draw up a panel from among the candidates who have been interviewed and from among candidates, if any, already in the service of the district board. When persons who are not in the service of the district board are selected, preference shall be given to those belonging to communities which are not represented in the service of the district board as headmasters or headmistresses of high schools.

Where in any year or at any time no new names are required for completing the panel and no names have to be omitted, the Divisional Inspector in consultation with the District Educational Officer or as the case may be the Inspectress may send the panel to the president.

5. (1) If the president on the receipt of a panel for the year wishes to have any name or names either included in it or excluded from it or to modify the order of preference in which the names in Group B have been arranged in the panel, he may appeal to the Director of Public Instruction whose decision thereon shall be final. All such appeals shall be made within fifteen clear days after the receipt of the panel from the Divisional Inspector or Inspectress.

(2) It shall be open to the Divisional Inspector or the Inspectress or the president to have any of the names once included in the panel for a year, for reasons arising subsequent to the preparation of the panel, omitted at any time during the year with the prior approval of the Director of Public Instruction.

6. No person whose name is included in a panel for a year and who has not been appointed shall be removed therefrom at the time of making a panel for the subsequent year, except for reasons to be recorded in writing by the Divisional Inspector and the District Educational Officer or the Inspectress, as the case may be.

7. Save as provided in rule 6, persons whose names are included in a panel but who have not been appointed shall be included in every subsequent panel.

8. If in the course of a year, a permanent or an acting vacancy of longer duration than one month occurs or is about to occur and there is no probationer available for appointment and the panel has been exhausted, fresh names may, on the application of the president, be included in the panel in accordance generally with the provisions of the foregoing rules subject to the condition that the number of names so included shall be not less than two even if the vacancy happens to be an acting vacancy.

9. The provisions of these rules shall, so far as may be, apply to persons whose names have been included in the panel or panels drawn up in accordance with the rules hereby superseded.

II

The following draft of certain rules relating to the appointment of headmasters and headmistresses of high schools under municipal councils, which it is proposed to make in exercise of the powers conferred by sections 73 and 303 (2) (*a*) of the Madras District Municipalities Act, 1920 (Madras Act V of 1920), and in supersession of the rules published with Education Department notification, dated the 30th June 1942, at pages 1–3 of the Rules Supplement to Part I–B of the *Fort St. George Gazette*, dated the 14th July 1942, as subsequently amended, is hereby published for general information as required by section 304 (*a*) of the said Act.

Notice is hereby given that the draft will be further proceeded with after six weeks from the date of publication of this notification and that any objection or suggestion which may be received with respect thereto before the expiry of that period will be considered by the Government of Madras.

DRAFT RULES.

1. Every vacancy in the post of headmaster or headmistress of a high school with Form V or Form VI as the highest class under a municipal council shall subject to the provisions of rule 3 (3) be filled by the Appointment Committee of the council (hereinafter referred to as the Appointment Committee) from a panel of suitable candidates drawn up by the Divisional Inspector of Schools in the case of boys' schools and by the Inspectress of Girls' Schools in the case of girls' schools:

Provided that it shall be open to the Appointment Committee, in order to avoid dislocation of work or for other reasons to be recorded in writing, to appoint persons not in the panel for periods of one month and less, without probationary rights.

NOTE.—If at the time a vacancy in the post of headmaster/headmistress occurs in a school, the most senior among the probationary headmasters/headmistresses be serving as L.T. or B.Ed. Assistant in the same school, he/she shall forthwith be appointed

in that vacancy. If there is no such probationer and if it is decided to take action under the proviso to this rule to fill the vacancy, a probationer in the post of headmaster/headmistress serving as L.T. or B.Ed. Assistant in the school shall be preferred to any one else in the school, even though the period of such incumbency shall not count for probation.

2. The following procedure shall be adopted in drawing up the panel:—

(1) The Appointment Committee shall send to the Divisional Inspector of Schools or the Inspectress of Girls' Schools concerned, a list of L.T. or B.Ed. Assistants in the service of the municipal council whose names are not already in the panel and whom it would recommend for inclusion in the panel, with a detailed statement of the reasons for such recommendation. Such list shall be sent in December immediately preceding the year for which the panel is to be drawn. The Divisional Inspector of Schools and the District Educational Officer sitting together or the Inspectress of Girls' Schools shall draw up a panel of suitable candidates, taking into consideration the list sent by the Appointment Committee, and send it to the executive authority of the council not later than the 1st May immediately following. The panel thus drawn up shall be treated as confidential.

(2) It shall be the duty of the Inspecting Officers aforesaid to draw up at the same time a full minute in support of their recommendations and send a copy of the same to the Director of Public Instruction along with a copy of the panel.

3. (1) The number of persons whose names should be included in the panel in any one year shall be determined as follows:—

The executive authority shall intimate to the Divisional Inspector or the Inspectress, as the case may be, not later than the 1st January of each year—

(*a*) the number of permanent vacancies that would occur by superannuation of existing incumbents during the twelve months commencing from the 1st May of that year; and

(*b*) the number of probationers who are expected to revert to the L.T. or B.Ed. cadre by the 1st May of that year.

The number of persons to be included in the panel for the year will be equal to twice the number of permanent vacancies referred to in clause (*a*) less the number referred to in clause (*b*) subject ordinarily to a maximum of five. Deviations from this rule will require the prior approval of the Director of Public Instruction:

Provided however that where only one permanent vacancy is expected to arise and neither a probationer nor a person in the panel not appointed hitherto is expected to be available for appointment to the vacancy, the panel may consist of three persons if the Appointment Committee so desires.

(2) The persons included in a panel shall be placed in two groups as follows:—

Group A.—Persons, if any, already included in the panel drawn up for the preceding year and not appointed as headmaster/headmistress arranged according to the year in which their names were first included in the panel and in the order of preference specified therein:

Provided that in respect of persons included in a panel drawn up before the commencement of these rules, the order of preference shall be assigned to them by the authority drawing up the panel for the first time under these rules.

Group B.—Persons newly included, arranged in the order of preference based on their qualifications, merit and ability, seniority being taken into account only if the qualifications, merit and ability are approximately equal.

(3) Persons whose names are in the panel shall be appointed in the order in which their names are arranged in the panel, that is to say, those whose names appear in Group A shall be appointed in the order of preference specified therein and only after all such persons have been appointed, appointments shall be made from among the persons in Group B in the order of preference specified therein.

4. (1) If in the opinion of the Divisional Inspector of Schools sitting with the District Educational Officer in the case of boys' schools, or of the Inspectress of Girls' Schools in the case of girls' schools, it is not possible to select a sufficient number of persons from among the qualified Assistants in the service of the municipal council to make up the panel, it shall be open to the Divisional Inspector or the Inspectress to request the executive authority to invite applications from outsiders by advertisement. The executive authority shall take the necessary action and send all the applications received to the Divisional Inspector or the Inspectress, as the case may be.

(2) If the Divisional Inspector and the District Educational Officer or as the case may be the Inspectress consider that an interview is necessary, the Divisional Inspector and the District Educational Officer together or the Inspectress shall make a preliminary selection from among the applicants and arrange for an interview and shall then draw up a panel from among the candidates who have been interviewed and from among

candidates, if any, already in the service of the municipal council. When persons who are not in the service of the municipal council are selected, preference shall be given to those belonging to communities which are not represented in the service of the municipal council as headmasters or headmistresses of high schools.

Where in any year or at any time no new names are required for completing the panel and no names have to be omitted, the Divisional Inspector in consultation with the District Educational Officer or as the case may be the Inspectress, may send the panel to the executive authority.

5. (1) If the Appointment Committee on the receipt of a panel for the year wishes to have any name or names either included in it or excluded from it, or to modify the order of preference in which the names in Group B have been arranged in the panel, it may appeal to the Director of Public Instruction whose decision thereon shall be final. All such appeals shall be made within fifteen clear days after the receipt of the panel from the Divisional Inspector or the Inspectress.

(2) It shall be open to the Divisional Inspector or the Inspectress or the Appointment Committee, to have any of the names once included in the panel for the year, for reasons arising subsequent to the preparation of the panel, omitted at any time during the year with the prior approval of the Director of Public Instruction.

6. No person whose name is included in a panel for a year and who has not been appointed shall be removed therefrom at the time of making a panel for the subsequent year, except for reasons to be recorded in writing by the Divisional Inspector and the District Educational Officer or the Inspectress, as the case may be.

7. Save as provided in rule 6, persons whose names are included in a panel but who have not been appointed shall be included in every subsequent panel.

8. If in the course of a year, a permanent or an acting vacancy of longer duration than one month occurs or is about to occur and there is no probationer available for appointment and the panel has been exhausted, fresh names may, on the application of the Appointment Committee, be included in the panel in accordance generally with the provisions of the foregoing rules subject to the condition that the number of names so included shall be not less than two even if the vacancy happens to be an acting vacancy.

9. The provisions of these rules shall, so far as may be, apply to persons whose names have been included in the panel or panels drawn up in accordance with the rules hereby superseded.

Rc.No.537 G-1/46.

Office of the
Director of Public Instruction,
Madras, Dated 28-10-1946.

From

Dr. S.R.U. Savoor, M.A., D.Sc., I.E.S.,
Director of Public Instruction, Madras.

To

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

Sir,

Local bodies - High schools - Headmasters and Headmistresses of - Appointment - Procedure - Amendments to rules - Submitted.

SECRETARY TO GOVERNMENT EDUCATION AND PUBLIC HEALTH DEPT. 1 - NOV 1946

(F) 1-3 (9) 1-3

60501

(Y) 1-2

With their order No.955 dated 30-6-1942 Government issued rules governing the appointment of headmasters and headmistresses of high schools under local bodies and amendments thereto were also subsequently issued in G.O.s Nos.1236 Edn., dated 21-8-1944 and 961 Edn., dated 27-6-1945. After watching the working of these rules, I consider that the central idea of panel system is good but that in actual practice, the rules need revision for the following reasons:---

(a) Rule 1 lays down that "every vacancy" in the cadre of H.M. ship ~~xxdrx~~ shall be filled by a person whose name is included in the panel. This is too definite and it has been found in actual practice that deviations from it are necessary. Thus if the appointing authority ~~xx~~ wishes to bring one not already on the staff, it is not possible to do so unless the vacancy is either permanent or sufficiently long. Again, where a management has more than one school under its management, it is not always possible to transfer the selected man from one school to another in the middle of a term if the vacancy is a short one as it would dislocate work in at least two institutions. For these and other reasons it is advisable to allow some discretion to the management not to fill in vacancies of short duration from the panel if it should wish to do so under sufficient safeguards.

(b) At present the panels are constituted by the Inspecting Officer. The appointing authorities enter into the picture only after the panels are communicated and then they have to appeal to the Director if they wish to get any change effected. It is desirable that the appointing authority should have the right to send to the Divisional Inspector or the Inspectress concerned a list of names of qualified assistants in its employ whom it would like to be considered for inclusion in the panel so that the panel-preparing authority may have before it the view of the appointing authority, also in the matter. At present such suggestions are made informally. This is not commendable. There is nothing derogatory in the appointing authorities being called upon to do so. The Director of Public Instruction, for example, sends up names to the Public Services Commission of persons fit to be included in the Provincial service and the Public Service Commission recommends to government names finally.

(c) It is the experience that the minimum requirement of three names in the panel is not possible of fulfilment in the cases of many units, such as high schools for girls under the District Boards and high schools under the municipalities. A smaller minimum would suffice for the purpose.

(d) It now so happens that each year new names are added to those already on the panel and some appointing authorities find it possible consistently to pass over names first included in favour of later nominees. This breeds discontentment and steps should be taken to avoid this.

(e) It is found by experience that even several months after the preparation of the panels, the appointing authorities address the director for the inclusion of a new name in the panel or the exclusion of a name already included in the panel. This is not desirable and so, it is felt that some time limit should be fixed within which period ordinarily, requests for changes in the panel should be considered by the Director.

2. In the light of the above remarks, I have the honour to submit that the panel rules may be recast as suggested below:-- The draft rules are to my mind simple and easily understandable and will not require frequent administrative explanations or elucidations.

Rules.

(1) Every vacancy in the post of Headmaster or Headmistress of a high school under a ~~district board~~ / municipal council shall be filled by the President of the ~~District Board~~ / Appointment Committee of the Council from a list of names of suitable candidates drawn up by the Divisional Inspector of schools in the case of boys' schools and by the Inspectress of girls' schools in the case of girls' schools:

Provided, however, that it shall be open to the President of the district board / Appointment committee in the Council , in order to avoid dislocation of work or other reasons to be recorded in writing to appoint without probationary rights for periods of one month and less , persons not in the panel.

NOTE:- (i) if at the time a vacancy occurs in a school where the seniormost probationer is on its staff, he or she shall be appointed forthwith. and

(ii) if at the time a vacancy occurs in a school, there is only a junior probationer on the staff of the school and the President of the District Board / Appointment Committee of the Council decides, in the interests of the school, to take action under the above proviso, then the junior probationer shall be appointed in preference to any one else in the school, though the period of such incumbency shall not count towards probation.

(2) The following procedure shall be adopted in drawing up the panel:--

The President of the District Board / The appointment Committee of the Council may if ~~he~~/it wishes to do so, send to the Divisional Inspector of Schools concerned or the Inspectress of girls' schools concerned a list of L.T. or B.Ed. Assistants in the service of the ~~District Board~~ / Municipal Council, whose names are not already in the panel and who ~~he~~ / it would recommend for inclusion in the list , with a detailed statement of the reasons for such recommendation. Such lists shall be sent in December preceding the panel year. The Divisional Inspector of Schools and the District Educational Officer sitting together with or the Inspectress of girls' schools shall draw up a panel of suitable candidates, taking into consideration the list, if any, sent by the President, District Board / Appointment Committee and send it to the President of the District Board / Executive authority of the council not later than the 1st May following. The panel thus drawn up shall be treated as confidential.

It shall be the duty of these inspecting officers of the department to draw up at the same time a full minute in support of their recommendations and send a copy of the same to the Director of Public Instruction along with a copy of the panel.

If in the opinion of the panel making authors it is not possible to select sufficient number of persons from among the qualified assistants of the ~~District Board~~ / Municipal council to make up the panel it shall be open to the Divisional Inspector or the Inspectress to request the President of the District Board / Executive authority of the council to invite applications from outsiders by advertisement. The President of the District Board / Executive authority of the Municipal Council shall take the necessary action and send all the applications received to the Divisional Inspector or the Inspectress.

Should the Divisional Inspector and the District Educational Officer or the Inspectress consider that an interview is necessary, the Divisional Inspector and the District Educational Officer together or the Inspectress shall make a preliminary selection from among the applicants and arrange for an interview and shall then draw up a list from among the candidates who have been interviewed and from among candidates, if any, already

3

already in the service of the ~~District Board~~ / Municipal Council When persons who are not in the service of the District Board are selected, preference shall be given to those belonging to communities which are not represented in the service of the District Board as Headmasters or Headmistresses of high schools.

Where in any year or at any time no new names are required for completing the panel and no names have to be deleted, the Divisional Inspector may, in consultation with the District Educational Officer, send the panel to the ~~President of the District Board~~ / Executive authority of the Council without holding a meeting of himself and the District Educational Officer for the purpose.

(3) The number of persons whose names should be included in the panel in any one year shall be determined as follows:--

The ~~President of the District Board~~ / Executive authority of the council shall intimate to the Divisional Inspector or the Inspectress not later than the 1st January each year.

(a) the number of permanent vacancies that would occur by the superannuation of existing incumbents during the twelve months commencing from the 1st May that year;

(b) the number of probationers who are expected to have reverted to the L.T. or B.Ed. cadre by the 1st May.

The number of persons to be included in the panel for the year will be equal to twice the number of permanent vacancies under (a) above less the number under (b) above subject ordinarily to a maximum of five. Deviations from this rule will require the prior approval of the Director of Public Instruction.

Provided however that where only one permanent vacancy is expected to arise and neither a probationer nor a person on the panel not appointed hitherto, is expected to be available for appointment to the vacancy, the panel may consist of three persons if the appointing authority so desires.

The names thus included shall be grouped into two divisions - Group (A):- those, if any, already in the panel not appointed hitherto and Group (B): fresh inclusions.

The officers drawing up the panel shall arrange the names in each Group in the alphabetical order. It shall be open to the ~~President of the District Board~~ / Appointment committee of the Council to make ~~his~~ / its choice in such manner as ~~he~~ / it may decide but it shall be incumbent on ~~him~~ / it to appoint all the continuing members in Group (A) before selecting from Group (B).

(4) Persons whose names are in a list but who have not been appointed shall be included in every subsequent list.

(5) No person whose name is included in a list and who has not been appointed shall be removed therefrom at the time of making a panel for a subsequent year except for reasons to be recorded in writing by the Divisional Inspector and the District Educational Officer or the Inspectress.

(6) If the President of the ~~District Board~~ / Appointment Committee of the Council on the receipt of a panel for the year wishes to have any name or names either included in or excluded from it, ~~he~~ / it may appeal to the Director of Public Instruction whose decision thereon shall be final. All such appeals shall be made within fifteen clear days after the receipt of the panel from the Divisional Inspector or the Inspectress.

(7) It shall be open to the Divisional Inspector or the Inspectress or the President of the ~~District Board~~ / Appointment Committee of the Council to have any of the names once included in the panel for the year, for reasons arising subsequent to the preparation of the panel, deleted at any time during the year with the prior approval of the Director of Public Instruction.

(8) If in the course of a year a permanent or an acting vacancy of longer duration than one month occurs or is about to occur and there is no probationer available for appointment and the panel has been exhausted, fresh names may, on the application of the Appointing authority, be included in the list in accordance generally with the provisions of the foregoing rules subject to the condition that the number of names added shall be not less than two even in case the vacancy happens to be an acting one.

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

for Director of Public Instruction

Copy for file.
Copy to 'G' Section.

m.k.30/10.

All the goo required for the disposal of the case are put up in a file under cover to H.M.(Edn) wherein it is stated that the question of amendment of the rules will be taken up separately after orders are issued in that file.

E & P.H.(B1)

Rules - Local bodies- Headmasters and headmistresses of high schools - Appointment - Procedure - Modification of

From the D.P.I. R.C.No 537 G/1 /46 dated 28-10-46

Memo No 6650/Sub-G/47 Education dated 31.3.47

The D.P.I. has proposed that the panel for the appointment of headmasters and headmistresses should consist of two groups — Group 'A' consisting , if any, of those already in the panel but not appointed till the close of the previous year and group 'B' of those newly included in that year. It has been suggested that group 'A' should itself be subdivided according to the year of enrolment and that the rule should direct that the earlier year's group should be exhausted before the next year's group is taken up (2) that the names in groups A and B should be arranged in the order of preference according to qualifications, merit and ability, seniority being considered only where qualifications, merit and ability are approximately equal instead of in the alphabetical order (leaving the choice of selection to the appointing authority)

(y)that the President of the District Board or the Appointment Committee of the Municipal Council should have an opportunity of appealing to the D.P.I. on receipt of the panel not only inregard to the inclusion of names in or the exclusion of names from the panel but also inrespect of the order of preference in which the names have been arranged. The D.P.I. is requested to offer his remarks on the above suggestions.

2. The ~~Panel~~ Panel making ~~authorities~~ is very vague. It is presumed that it refers to the Divisional Inspector of Schools or the Inspectress and not to the President of the Dt Bd or the Appointment Committee of the ~~M~~ Municipal Council. The D.P.I. is requested to state whether the presumption is correct and if so the ~~names~~ of the authorities may be clearly specified.

3. Under the proposed Rule 6, it is open to the Divisional Inspector and the D.E.O. or the Inspectress to remove at the time of preparing the panel the name of any person included in the previous year's panel and not been appointed by recording the reasons therefor. According to the proposed Rule 5, if after the panel is drawn up it is considered necessary to remove any name for reasons arising subsequent to the preparation of the panel, the authorities mentioned above should obtain the approval of the D.P

The reasons for ~~this distinction in the~~ procedure ~~to be followed~~ are not apparent. The D.P.I. is requested to consider whether it is not desirable to vest the power to remove any name once included in the panel either at the time of drawing up the panel for ~~the~~ a year or subsequently in the authorities who are empowered to prepare the panel subject to the proviso that the reasons ~~recorded~~ for such removal are recorded and communicated to the D.P.I. and the appointing authorities concerned. The D.P.I. is also requested to consider whether provision for this purpose ~~cannot~~ should be made in one rule instead of under two rules and to suggest the necessary alterations to be made to the rules proposed by him with reference to the suggestions made in the foregoing paragraphs.

To
The Director of Public Instruction

Suggestion (4) above):

EDUCATION DEPARTMENT.

From

Dr. S.R.U. Savoor, M.A., D.Sc., I.E.S.,
Director of Public Instruction, Madras.

To

The Secretary to Government,
Education and Public Health Department.

R.C. No. 537-G/46, dated 10--4--1947.

SIR,

Subject: Rules - Local Bodies - Headmasters and Headmistresses of High Schools - Appointment - Procedure - Modification of.

Reference: Government Memorandum No.66501/46-B1-1 Edn., dated 31--3--1947.

I am submitting below my remarks on the various points raised:--

Para 1 of the Memorandum.

(1) The division of Group 'A' of the Panel into smaller sections according to the year or years in which the several names were included:

I agree to this suggestion. This is an improvement in the right direction.

(2) the names in Group 'A' and 'B' should be arranged in the order of preference according to qualifications, merits, seniority etc.

and (3) the President of the District Board or the Appointment Committee of the Municipal Council should have an opportunity of appealing to the Director in respect of the order of preference and in regard to the inclusion in or exclusion from the panel.

I do not agree that the names should be arranged in the order of merit, ability, seniority etc. As I understand, the underlying ideas are

(1) that the educational interests should be safeguarded; and

(2) that non-Educational interests also should not be altogether disregarded.

The detailed provisions contemplated in 2 and 3 above will nullify all possibilities of the second aspect of an appointment, namely, the extra educational considerations, being given effect to. Secondly, all this preliminary work will take time and considering that the period of currency is one year, this should be avoided.

In regard to the inclusion or exclusion of names, provision for an appeal has already been made in Rule 6 of my draft rules.

2 Para 2 of the Memo

The term "Panel-making authorities" means the Divisional Inspectors sitting with the Dt.Educational Officers in the case of boys' schools and the Inspectress of Girls' Schools in the case of girls'

schools. My submission is that the amendment as drafted is quite clear. The President of the District Board and the Appointment Committee or the Executive authority of the Municipal Council are, really in the context in which they appear, merely receivers of the Panel and not Makers of the panel.

3 Para 8 of the Memorandum.

The rules referred to in this para are Rules 5 and 7 and not Rule 6.

Here again, I submit, the draft rules may be left as they are. The procedure referred to in the Memorandum is not so difficult as it is stated to be. On the other hand it will be a proper check on the Inspecting authorities and I can state from my experience that the provision will have a very salutory effect.

Accordingly I suggest that my original draft rules may be approved by Government with the following amendements:-

FOR sub para 7 of rule 3 which reads now as follows:-

> "The names thus included shall be grouped into two divisions --Group(A):--those, if any, already in the panel not appointed hitherto and Group (B): fresh inclusions".

SUBSTITUTE the following:

> "The names thus included shall be grouped into two divisions:
>
> "Group(A):Those, if any, already in the Panel not appointed hitherto, arranged according to the year in which the names were first included in the Panel,
>
> & Group (B): Fresh inclusions. "

No other changes are in my opinion necessary.

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

for DIRECTOR OF PUBLIC INSTRUCTION.

Ram.11/4.

11/4

Edn. & P.H.(B1)

Rules--Local bodies-Headmasters and Headmistresses of High Schools-Appointment--Procedure-Draft Published.

Read: G.O.No.953 Education dated 30--6--42
G.O.No.1236 Education dated 21 -8 -44
G.O.No.961 Education dated 27 -6--45

From the D.P.I.R.C.No. 537-G1/46 dated 28-10-46 and 10-4-47.

G.O.(Ms)No. Edn. dated

1) The Government propose to reissue the rules in G.O. 953 Edn.dated 30-6-42 relating to the appointment of headmasters and headmistresses of Board and Municipal High Schools, as subsequently amended, with certain alterations.

2) The appended notifications will be published in the Fort St.George Gazette.

To the D.P.I.
" the Inspector of Municipal & Local boards.
The Exminr. of L.F.A.
The L.A. Deptt.
The Legal Deptt.
The S.G.P.for publication in F.S.G.G.

APPENDIX
NOTIFICATIONS.

I

The following draft of certain rules relating to the appointment of headmasters and headmistresses of High Schools under district boards which it is proposed to make in exercise of powers conferred by sections 70 and 199 (2) (a) of the Madras Local Boards Act, 1920 (Madras Act XIV of 1920) and in supersession of the rules published with Education Dept. Notification, dated the 30th June 1942, at pages 1-3 of the Rules supplement to Part I B of the Fort St. George Gazette, dated the 14th July 1942, as subsequently amended, is hereby published as required by clause (a) of Section 200 (a) of the said Act for general information.

Notice is hereby given that the draft will be further proceeded with after six weeks from the date of publication of this notification and that any objection or suggestion which may be received with respect thereto before the expiry of that period will be considered by the Govt. of Madras.

DRAFT RULES.

1. Every vacancy in the post of headmaster or headmistress of a high school under a district board shall be filled by the president, of the district board (hereinafter referred to as the president) from a panel of names of suitable candidates drawn up by the Divisional Inspector of Schools in the case of boys' schools and by the Inspectress of Girls' Schools in the case of girls' schools:

Provided, however, that it shall be open to the president

of the district board, in order to avoid dislocation of work or for other reasons to be recorded in writing, to appoint without probationary rights for periods of one month and less, persons not in the panel.

Note:- If at the time a vacancy in the post of headmaster occurs in a school, the most senior among the probationary headmasters is serving as L.T./B.Ed. Assistant in the school, he or she shall forthwith be appointed in that vacancy. If there is no such probationer and it is decided to take action under the proviso to fill the vacancy, a probationer in the cadre of headmasters serving as L.T./B.Ed. Assistant in the school shall be preferred to any one else in the school though the period of such incumbency shall not count for probation.

2. The following procedure shall be adopted in drawing up the panel:-

(1) The president of the district board shall send to the Divisional Inspector of Schools concerned or the Inspectress of Girls' Schools concerned a list of L.T. or B.Ed. Assts. in the service of the district board whose names are not already in the panel and whom he would recommend for inclusion in the panel, with a detailed statement of the reasons for such recommendation. Such lists shall be sent immediately in December preceding the panel year. The Divisional Inspector of Schools and the District Educational Officer sitting together or the Inspectress of Girls' Schools shall draw up a panel of suitable candidates, taking into consideration the list, sent by the president, district board and send it to him immediately not later than the Ist of May following. The panel thus drawn up shall be treated as confidential.

(2) It shall be the duty of these inspecting officers aforesaid of the department to draw up at the same time a full minute in support of their recommendations and send a copy of the same to the D.P.I. along with a copy of the panel.

3. (1) The number of persons whose names should be included in the panel in any one year shall be determined as follows:-

The president of the district board shall intimate

to the Divisional Inspector or the Inspectress as the case may be not later than the 1st January of each year

(a) the number of permanent vacancies that would occur by superannuation of existing incumbents during the twelve months commencing from the Ist May of that year; and

(b) the number of probationers who are expected to have reverted to the L.T. or B.Ed. cadre by the Ist May.

The number of persons to be included in the panel for the year will be equal to twice the number of permanent vacancies referred to in clause (a) less the number referred to in clause (b) subject to ordinarily to a maximum of five. Deviations from this rule will require the prior approval of the D.P.I.

Provided however that where only one permanent vacancy is expected to arise and neither a probationer nor a person on the panel not appointed hitherto, is expected to be available for appointment to the vacancy, the panel may consist of three persons if the appointing authority president so desires.

(2) The names thus included shall be grouped into two divisions--Group (A):- those, if any, already in the panel and not appointed hitherto arranged according to the year in which the names were first included in the panel, and

Group (B):- fresh inclusions.

(3) The officers drawing the panel shall arrange the names in each group in the order of preference according to the qualifications, merit and ability, seniority being taken into account only where qualifications, merit and ability are approximately equal. It shall be incumbent on the President, District Board to appoint all the continuing members in each year's group before the next year's group in group 'A' is taken up and to exhaust all in group 'A' before appointing from group 'B'.

4. (1) If in the opinion of the Divisional Inspector of Schools sitting with the District Educational Officer in the case of boys' schools, and the Inspectress of Girls' Schools in the case of girls' schools, it is not possible to select a sufficient number of persons from among the qualified assistants in the service of the district board to make up the panel, it shall be open to the Divisional Inspec

or the Inspectress to request the president ~~of the district board~~ to invite applications from outsiders by advertisement. The president ~~of the district board~~ shall take the necessary action and send all the applications received to the Divisional Inspector or the Inspectress, as the case may be.

(2) ~~Should~~ If the Divisional Inspector and the District Educational officer or the Inspectress consider that an interview is necessary, the Divisional Inspector and the District Educational Officer together or the Inspectress shall make a preliminary selection from among the applicants and arrange for an interview and ~~then~~ shall draw up a panel from among the candidates who have been interviewed and from among candidates, if any, already in the service of the District Board. When persons who are not in the service of the district board are selected, preference shall be given to those belonging to communities which are not represented in the service of the district board as headmasters or headmistresses of high schools.

Where in any year or at any time no new names are required for completing the panel and no names have to be ~~deleted~~ omitted, the Divisional Inspector may, in consultation with the District Educational officer, or the Inspectress may send the panel to the president of the district board without holding a meeting of himself and the District Educational Officer for the purpose.

5. (1) If the president ~~of the district board~~ on the receipt of a panel for the year wishes to have any name or names either included or excluded from it or to modify the order in the panel of preference in which the names have been arranged, he may appeal to the Director of Public Instruction whose decision thereon shall be final. All such appeals shall be made within fifteen clear days after the receipt of the panel from the Divisional Inspector or the Inspectress.

(2) It shall be open to the Divisional Inspector or the Inspectress or the president ~~of the District Board~~ to have any of the names once included in the panel for the year, for reasons arising subsequent to the preparation of the panel, ~~deleted~~ omitted at any time during the year with the prior approval of the Director of Public Instruction.

6. No person whose name is included in a ~~list~~ panel for a year and who has not been appointed shall be removed therefrom at the time of making a panel for the subsequent year, except for reasons to be recorded in writing by the Divisional Inspector and to D.P.I. or the Inspectress, as the case may be.

7. Persons whose names are included in a ~~list~~ panel but who have not been appointed shall be included in every subsequent ~~year list~~ panel.

8. If in the course of a year, a permanent or an acting vacancy of longer duration than one month occurs or is about to occur and there is no probationer available for appointment and the panel has been exhausted, fresh names may, on the application of the appointing authority, be included in the ~~list~~ panel in accordance generally with the provisions of the foregoing rules subject to the condition that the number of names ~~added~~ included shall be not less than two even ~~in case~~ the vacancy happens to be an acting one. vacancy.

9. See notes. (Please enter the rule on p 4 of)

II

The following draft of certain rules relating to the appointment of headmasters and headmistresses of high schools under municipal councils, which it is proposed to make in exercise of the powers conferred by sections 73 and ~~section 40 of section~~ 303 of the ~~M.D.M.~~ Madras District Municipalities Act, 1920 (Madras ~~Act V of 1920~~) and in supersession of the rules published with Education Department Notification dated 30th June 1942 at pages 1-3 of the Rules Supplement to Part I-B of the Fort St George Gazette dated the 14th July 1942 as subsequently amended is hereby published as required by clause (a) of section 304 of the said Act for general information.

Notice is hereby given that the draft will be further proceeded with after six weeks from the date of publication of this notification and that any objection or suggestion which may be received with respect thereto before the expiry of ~~the~~ that period ~~aforesaid~~ will be considered by the Govt. of Madras.

Draft Rules

1. Every vacancy in the post of headmaster or headmistress of a high school under a municipal council shall be filled by the Appointment Committee of the Council from a panel of ~~names~~ of suitable candidates drawn up by the Divisional Inspector

the Inspectress of Girls' Schools in the case of girls' schools:

Provided ~~however~~, that it shall be open to the Appointment Committee ~~of the Council,~~ in order to avoid dislocation of work or for other reasons to be recorded in writing, to appoint persons not in the panel without probationary rights for periods of one month and less, persons not in the panel.

Note:- If at the time a vacancy in the post of headmaster headmistress occurs in a school, the most senior among the probationary headmasters ~~he~~ serving as L.T. or B.Ed Assistant in the same school, ~~he or she~~ shall forthwith be appointed in that vacancy. If there is no such probationer and it is decided to take action under the proviso, to fill the vacancy a probationer in the ~~cadre~~ post of headmasters serving as ~~in~~ L.T. or B.Ed Assistant in the school shall be preferred to any one else in the school even though the period of such incumbency shall not count for probation.

(2) The following procedure shall be adopted in drawing up the panel:

(1) The Appointment Committee ~~of the Council may~~ shall, send to the Divisional Inspector of Schools ~~concerned~~ or the Inspectress of Girls' Schools concerned, a list of L.T. or B.Ed. Assistants in the service of the Municipal Council, whose names are not already in the panel and whom it would recommend for inclusion in the ~~list~~ panel, with a detailed statement of the reasons for such recommendation. Such list shall be sent in December immediately preceding the ~~panel~~ year for which the panel is to be drawn. The Divisional Inspector of Schools and the District Educational Officer sitting together or the Inspectress of Girls' Schools, shall draw up a panel of suitable candidates, taking into consideration the list, sent by the Appointment Committee, and send it to the Executive Authority of the council not later than the 1st May immediately following. The panel thus drawn up shall be treated as confidential.

(2) It shall be the duty of these inspecting officers ~~of the department~~ to draw up at the same time a full minute in support of their recommendations and send a copy of the same to the Director of Public Instruction along with a copy of the panel.

3.(1) The number of persons whose names should be included in the panel in any one year shall be determined as follows:

The Executive authority ~~of the council~~ municipal shall intimate to the Divisional Inspector or the Inspectress not later than the 1st January of each year:-

(a) the number of permanent vacancies that would occur by superannuation of existing incumbents during the twelve months commencing from the 1st May of that year; and

(b) the number of probationers who are expected to ~~have~~ revert ~~ed~~ to the L.T. or B.Ed. cadre by the 1st May.

The number of persons to be included in the panel for the year will be equal to twice the number of permanent vacancies ~~under~~ (a) ~~above~~ less the number ~~under~~ (b) above subject ordinarily to a maximum of five. Deviations from this rule will require the prior approval of the Director of Public Instruction.

Provided however that where only one permanent vacancy is expected to arise and neither a probationer nor a person on the panel not appointed hitherto, is expected to be available for appointment to the vacancy, the panel may consist of three persons if the ~~appointing~~ Executive authority so desires.

(2) The names thus included shall be grouped into two divisions--Group (A):- those, if any, already in the panel and not appointed hitherto arranged according to the year in which the names were first included in the panel, and

Group (B):- fresh inclusions.

The officers drawing the panel shall arrange the names in each group in the order of preference according to the qualifications, merit and ability, seniority being taken into account only where qualifications, merit and ability are approximately equal. It shall be incumbent on the Appointment Committee of the Council to appoint all the continuing members in each year's group before the next year's group in group 'A' is taken up and to exhaust all in group 'A' before appointing from group 'B'.

4.(1) If in the opinion of the Divisional Inspector of schools ~~or the Inspectress~~ it is not possible to select sufficient number of persons from among the qualified assistants of the municipal council to make up the panel, it shall be open to th

Divisional Inspector or the Inspectress to request the Executive authority ~~of the council~~ to invite applications from outsiders by advertisement. The Executive authority ~~of the municipal council~~ shall take the necessary action and send all the applications received to the Divisional Inspector or the Inspectress as the case may be.

(2) ~~Should~~ If the Divl. Inspector and the Dt.Edl. Officer or as the case may be the Inspectress consider that an interview is necessary, the Divil. Inspector and the Dt. Edl. Officer together or the Inspectress shall make a preliminary selection from among the applicants and arrange for an interview and shall then draw up a panel from among the candidates who have been interviewed.

When persons who are not in the service of the municipal council are selected, preference shall be given to those belonging to communities which are not represented in the service of the municipal Council as Headmasters or Headmistresses of high schools.

Educational Officer, send the panel to the Executive authority ~~of the council~~ without holding a meeting of himself and the District Educational Officer for the purpose.

5. If the Appointment Committee ~~of the council~~ on the receipt of a panel for the year wishes to have any name or names either included in or excluded from it, or to modify the order of preference in which the names have been arranged in the panel, it may appeal to the Director of Public Instruction whose decision thereon shall be final. All such appeals shall be made within fifteen clear days after the receipt of the panel from the Divisional Inspector of the Inspectress.

(2) It shall be open to the Divisional Inspector or the Inspectress or the Appointment Committee ~~of the Council~~, to have any of the names once included in the panel for the year, for reasons arising subsequent to the preparation of the panel, ~~deleted~~ omitted at any time during the year with the prior approval of the Director of Public Instruction.

6. No person whose name is included in a ~~list~~ panel for the year and who has not been appointed shall be removed therefrom at the time of making a panel for the subsequent year except for reasons to be recorded in writing by the Divisional Inspector and the District Educational Officer or the Inspectress as the case may be.

7. Persons whose names are ~~in a list~~ included in a panel but who have not been appointed shall be included in every subsequent ~~list~~ panel.

8. If in the course of a year a permanent or an acting vacancy of longer duration than one month occurs or is about to occur and there is no probationer available for appointment and the panel has been exhausted, fresh names may on the application of the appointing authority, be included in the ~~list~~ panel in accordance generally with the provisions of the foregoing rules subject to the condition that the number of names ~~added~~ so included shall be not less than two even in case the vacancy happens to be an acting one.

Education and Public Health(B1)

Rules--Local bodies--Headmasters and Headmistresses of High Schools--Appointment--Procedure-Reissue--Draft Published.

Read: G.O. No. 953 Education dated 30-6-42
G.O. No. 1236 " " 21-8-44
G.O. No. 961 " " 27-6-45

From the D.P.I., R.C. No. 537-G1/46 dated 28-10-46 and 10-4-47.

G.O. (Ms) No. 1849 Education dated 22-8-47

1) The Government propose to reissue the rules in G.O.No. 953 Edn. dated 30-6-42 relating to the appointment of headmasters and headmistresses of Board and Municipal High Schools, as subsequently amended, with certain alterations.

2) The appended notifications will be published in the Fort St. George Gazette.

To the D.P.I.
" the Inspector of Municipal Councils and Local Boards.
" the Examiner of L.F.A.
" the L.A. Dept.
" the Legal "
" the S.G.P. for publication in the F.S.G.G.

APPENDIX
NOTIFICATIONS.
I

The following draft of certain rules relating to the appointment of headmasters and headmistresses of high schools under district boards which it is proposed to make in exercise of the powers conferred by sections 70 and 199 (2) (a) of the Madras Local Boards Act, 1920 (Madras Act XIV of 1920), and in supersession of the rules published with Education Department Notification, dated the 30th June, 1942, at pages 1-3 of the Rules Supplement to Part I-B of the Fort St. George Gazette, dated the 14th July 1942, as subsequently amended, is hereby published for general information, as required by section 200 (a) of the said Act .

Notice is hereby given that the draft will be further proceeded with after six weeks from the date of publication of this notification and that any objection or suggestion which may be received with respect thereto before the expiry of that period will be considered by the Govt. of Madras.

DRAFT RULES

1. Every vacancy in the post of headmaster or headmistress of a

rule 3 (3) be filled by the president of the district board (hereinafter referred to as the president) from a panel of suitable candidates drawn up by the Divisional Inspector of Schools in the case of boys' schools and by the Inspectress of Girls' Schools in the case of girls' schools:

Provided that it shall be open to the president, in order to avoid dislocation of work or for other reasons to be recorded in writing, to appoint ~~for periods of one month or less, persons not in the panel~~ persons not in the panel for periods of one month and less without probationary rights.

Note:- If at the time a vacancy in the post of headmaster/headmistress occurs in a school, the most senior among the probationary headmasters/headmistresses be serving as L.T. or B.Ed. Assistant in the same school, he/she shall forthwith be appointed in that vacancy. If there is no such probationer and if it is decided to take action under the proviso to this rule to fill the vacancy, a probationer in the post of headmaster/headmistress serving as L.T. or B.Ed. Assistant in the school shall be preferred to any one else in the school even though the period of such incumbency shall not count for probation.

2. The following procedure shall be adopted in drawing up the panel:-

(1) The president shall send to the Divisional Inspector of Schools or the Inspectress of Girls' Schools concerned, a list of L.T. or B.Ed. Assistants in the service of the district board whose names are not already in the panel, ~~with a detailed statement~~ and whom he would recommend for inclusion in the panel, with a detailed statement of the reasons for such recommendation. Such list shall be sent in December immediately preceding the year for which the panel is to be drawn. The Divisional Inspector of Schools and the District Educational Officer sitting together or the Inspectress of Girls' Schools shall draw up a panel of suitable candidates, taking into consideration the list sent by the president, and send it to him not later than the 1st of May immediately following. The panel thus drawn up shall be treated as confidential.

(2) It shall be the duty of the inspecting officers aforesaid to draw up at the same time a full minute in support of their recommendations and send a copy of the same to the D.P.I. along with a copy of the panel.

"Group A. Persons, if any, already included in the panel drawn up for the preceding year and not appointed as headmaster/headmistress arranged according to the year in which their names were first included in the panel and in the order of preference specified therein; ~~subject to any subsequent modifications in the order of preference made under these rules;~~

Provided that in respect of persons included in a panel drawn up before the commencement of these rules, the order of preference shall be assigned to them by the authority drawing up the panel for the first time under these rules."

3. (1) The number of persons whose names should be included in the panel in any one year shall be determined as follows:-

The president shall intimate to the Divisioanl Inspector or the Inspectress, as the case may be, not later than the Ist January of each year-

(a) the number of permanent vacancies that would occur by superannuation of existing incumbents during the twelve months commencing from the Ist May of that year; and

(b) the number of probationers who are expected to revert to the L.T. or B.Ed. cadre by the Ist May of that year.

The number of persons to be included in the panel for the year will be equal to twice the number of permanent vacancies referred to in clause (a) less the number referred to in clause (b) subject ordinarily to a maximum of five. Deviations from this rule will require the prior approval of the D.P.I.

Provided however that where only one permanent vacancy is expected to arise and neither a probationer nor a person on the panel not appointed hitherto is expected to be available for appointment to the vacancy, the panel may consist of three persons if the president so desires.

(2) The persons included in a panel shall be placed in two groups as follows:-

Group A.- Persons, if any, already included in the panel drawn up for the preceding year and not appointed as Headmaster Headmistress arranged according to the year and in the order of preference.

Group B.- Persons newly included, arranged in the order of preference based on their qualifications, merit and ability, seniority being taken into account only if the qualifications, merit and ability are approximately equal.

(3) Persons whose names are in the panel shall be appointed in the order in which the names are arranged in the panel, that is to say, those whose names appear in Group A shall be appointed in the order of preference specified therein and only after all such persons have been appointed, appointments shall be made from among the persons in Group B in the order of preference specified therein.

4. (1) If in the opinion of the Divisional Inspector of Schools sitting with the District Educational Officer in the case of boys' schools, or of the Inspectress of Girls' Schools in the case of girls' schools, it is not possible to select a sufficient number of persons from among the qualified assistants in the service of the district board to make up the panel, it shall be open to the Divisional Inspector or the Inspectress to request the president to invite applications from outsiders by advertisement. The president shall take the necessary action and send all the applications received to the Divisional Inspector or the Inspectress, as the case may be.

(2) If the Divisional Inspector and the District Educational Officer or as the case may be the Inspectress consider that an interview is necessary, the Divisional Inspector and the District Educational Officer together or the Inspectress shall make a preliminary selection from among the applicants and arrange for an interview and shall then draw up a panel from among the candidates who have been interviewed and from among candidates, if any, already in the service of the district board. When persons who are not in the service of the district board are selected, preference shall be given to those belonging to communities which are not represented in the service of the district board as headmasters or headmistresses of high schools.

Where in any year or at any time no new names are required for completing the panel and no names have to be omitted, the Divisional Inspector ~~may in special~~ consultation with the District Educational Officer, or the Inspectress may send the panel to the president, ~~without holding a meeting of himself and the~~ District Educational Officer for the purpose.

5. (1) If the president on the receipt of a panel for the year wished to have any name or names either included in it or excluded from it or to modify the order of preference in which the names have been arranged in the panel, he may appeal to the Director of Public Instruction whose decision thereon shall be final. All such appeals shall be made within fifteen clear days after the receipt of the panel from the Divisional Inspector or Inspectress.

(2) It shall be open to the Divisional Inspector or the Inspectress or the president to have any of the names once included in the panel for a year, for reasons arising subsequent to the preparation of the panel omitted at any time during the year with the prior approval of

the Director of Public Instruction.

6. No person whose name is included in a panel for a year and who has not been appointed shall be removed therefrom at the time of making a panel for the subsequent year, except for reasons to be recorded in writing by the Divisional Inspector and the District Educational Officer or the Inspectress, as the case may be.

Save as provided in rule 6,

7. ~~The~~ persons whose names are included in a panel but who have not been appointed shall be included in every subsequent panel.

8. If in the course of a year, a permanent or an acting vacancy of longer duration than one month occurs or is about to occur and there is no probationer available for appointment and the panel has been exhausted, fresh names may, on the application of the ~~appointing authority~~ president, be included in the panel in accordance generally with the provisions of the foregoing rules subject to the condition that the number of names so included shall be not less than two even if the vacancy happens to be an acting vacancy,

9. The provisions of these rules shall, so far as may be, apply to persons whose names have been included in the panel or panels drawn up in accordance with the rules hereby superseded.

II

The following draft of certain rules relating to the appointment of headmasters and headmistresses of high schools under municipal councils, which it is proposed to make in exercise of the powers conferred by sections 73 and 303 (2) (a) of the Madras District Municipalities Act, 1920 (Madras Act V of 1920), and in supersession of the rules published with Education Department Notification, dated the 30th June 1942, at pages 1-3 of the Rules Supplement to Part I-B of the Fort St. George Gazette, dated the 14th July 1942, as subsequently amended, is hereby published for general information, as required by section 304 (a) of the said Act.

Notice is hereby given that the draft will be further procedded with after six weeks from the date of publication of this notification and that any objection or suggestion which may be received with respect thereto before the expiry of that period will be considered by the Govt. of Madras.

Draft Rules

1. Every vacancy in the post of headmaster or headmistress of a high school (with Form V or Form VI as the highest class) under a municipal council shall subject to the provisions of

of rule 3 (3) be filled up by the Appointment Committee of the council(hereinafter referred to as the Appointment Committee) from a panel of suitable candidates drawn up by the Divisional Inspector of Schools in the case of boys' schools and by the Inspectress of Girls' Schools in the case of girls' schools:

Provided that it shall be open to the Appointment Committee, in order to avoid dislocation of work or for other reasons to be recorded in writing, to appoint persons not in the panel for periods of one month and less, without probationary rights.

Note:- If at the time a vacancy in the post of headmaster/headmistress occurs in a school, the most senior among the probationary headmasters/headmistresses be serving as L.T. or B.Ed. Assistant in the same school, he/she shall forthwith be appointed in that vacancy. If there is no such probationer and if it is decided to take action under the proviso to this rule to fill the vacancy, a probationer in the post of headmaster/headmistress serving as L.T. or B.Ed. Assistant in the school shall be preferred to any one else in the school even though the period of such incumbency shall not count for probation.

2. The following procedure shall be adopted in drawing up the panel:

(1) The Appointment Committee shall send to the Divisional Inspector of Schools or the Inspectress of Girls' Schools concerned, a list of L.T. or B.Ed. Assistants in the service of the municipal council whose names are not already in the panel and whom it would recommend for inclusion in the panel, with a detailed statement of the reasons for such recommendation. Such list shall be sent in December immediately preceding the year for which the panel is to be drawn. The Divisional Inspector of Schools and the District Educational Officer sitting together or the Inspectress of Girls' Schools shall draw up a panel of suitable candidates, taking into consideration the list sent by the Appointment Committee, and send it to the Executive Authority of the council not later than the Ist May immediately ~~preceding~~ following. The panel thus drawn up shall be treated as confidential.

(2) It shall be the duty of the inspecting officers aforesaid to draw up at the same time a full minute in support of their recommendations and send a copy of the same to the Director of Public Instruction along with a copy of the panel.

3. (1) The number of persons whose names should be included in the panel in any one year shall be determined as follows:

The Executive Authority shall intimate to the Divisional Inspector

" Group A. Persons, if any, already included in the panel drawn up for the preceding year and not appointed as Headmaster/Headmistress arranged according to the year in which their names were first included in the panel and in the order of preference specified therein, ~~subject to any subsequent modifications in the order of preference made under these rules.~~

Provided that in respect of persons included in a panel drawn up before the commencement of these rules, the order of preference shall be assigned to them by the authority drawing up the panel for the first time under these rules."

or the Inspectress, as the case may be, not later than the Ist January of each year:-

(a) the number of permanent vacancies that would occur by superannuation of existing incumbents during the twelve months commencing from the Ist May of that year; and

(b) the number of probationers who are expected to revert to the L.T. or B.Ed. cadre by the Ist May of that year.

The number of persons to be included in the panel for the year will be equal to twice the number of permanent vacancies referred to in clause (a) less the number referred to in clause (b) ~~above~~ subject ordinarily to a maximum of five. Deviations from this rule will require the prior approval of the Director of Public Instruction.

Provided however that where only one permanent vacancy is expected to arise and neither a probationer nor a person in the panel not appointed hitherto is expected to be available for appointment to the vacancy, the panel may consist of three persons if the ~~Executive Authority~~ Appointment Committee so desires.

(2) The persons included in a panel shall be placed in two groups as follows:-

Group A.- Persons, if any, already included in the panel drawn up for the preceding year and not appointed as Headmaster / Headmistress, arranged according to the year and in the order of preference.

Group B.- Persons newly included, arranged in the order of preference based on their qualifications, merit and ability, seniority being taken into account only if the qualifications, merit and ability are approximately equal.

(3) Persons whose names are on in the panel shall be appointed in the order in which their names are arranged in the panel, that is to say, those whose names appear in Group A shall be appointed in the order of preference specified therein and only after all such persons have been appointed, appointments shall be made from among the persons in Group B in the order of preference specified therein.

4(i). If in the opinion of the Divisional Inspector of Schools sitting with the District Educational Officer in the case of boys schools, or

the Inspectress of Girls' Schools in the case of girls' schools, it is not possible to select sufficient number of persons from among the qualified Assistants in the service of the municipal council to make up the panel, it shall be open to the Divisional Inspector or the Inspectress to request the Executive Authority to invite applications from outsiders by advertisement. The Executive Authority shall take the necessary action and send all the applications received to the Divisional Inspector or the Inspectress, as the case may be.

(2) If the Divisional Inspector and the District Educational Officer or as the case may be the Inspectress consider that an interview is necessary, the Divisional Inspector and the District Educational Officer together or the Inspectress shall make a preliminary selection from among the applicants and arrange for an interview and shall then draw up a panel from among the candidates who have been interviewed and from among candidates, if any, already in the service of the municipal council. When persons who are not in the service of the municipal council are selected, preference shall be given to those belonging to communities which are not represented in the service of the municipal council as headmasters or headmistresses of high schools.

Where in any year or at any time no new names are required for completing the panel and no names have to be omitted, the Divisional Inspector or the Inspectress, as the case may be, in consultation with the District Educational Officer, may send the panel to the Executive Authority ~~without holding a meeting of himself and the District Educational Officer for the purpose~~.

5. (1) If the Appointment ~~of the~~ Committee on the receipt of ~~the~~ a panel for the year wishes to have any name or names either included in it or excluded from it, or to modify the order of preference in which the names have been arranged in the panel, it may appeal to the Director of Public Instruction whose decision thereon shall be final. All such appeals shall be made within fifteen clear days after the receipt of the panel from the Divisional Inspector of the Inspectress.

(2) It shall be open to the Divisional Inspector or the Inspectress or the Appointment Committee, to have any of the names once included in the panel for the year, for reasons arising subsequent to the preparation of the panel, omitted at any time during the year with the prior approval of the Director of Public Instruction.

6. No person whose name is included in a panel for a year and who

has not been appointed shall be removed therefrom at the time of making a panel for the subsequent year, except for reasons to be recorded in writing by the Divisional Inspector ~~of~~ and the District Educational Officer or the Inspectress, as the case may be.

7. Save as provided in rule 6, persons whose names are included in a panel but who have not been appointed shall be included in every subsequent panel.

8. If in the course of a year, a permanent or an acting vacancy of longer duration than one month occurs or is about to occur and there is no probationer available for appointment and the panel has been exhausted, fresh names may, on the application of the ~~appointing authority~~ Appointment Committee, be included in the panel in accordance generally with the provisions of the foregoing rules subject to the condition that the number of names so included shall be not less than two even if the ~~vacancy~~ vacancy happens to be an acting vacancy.

9. The provisions of these rules shall, so far as may be, apply to persons whose names have been included in the panel or panels drawn up in accordance with the rules hereby superseded.

Rules published in the Extraordinary Gazette Part I. B. Supplement dated 23-9-47.

No. 19

Sectt. II-22—8,000—19-10-38.

20

161 / 77 Pub.

23 AUG 1947

22

PRESS SLIP.

ORDINARY. ~~URGENT (a).~~ ~~SPECIAL (a).~~

Education DEPARTMENT.

Current No. 66501, dated 1-11-1946.

G.O. No. 1849, dated 22-8-1947.

Number of MS. pages sent: (b) Correspondence 9; (c) Notes Nil.

Brief subject Rules – Appt. of headmasters & head mistresses in Local bodies – Publish

(d) Number of copies required when struck off (*not including copies for volumes and editors' table which are retained in the Press*). (1)	"Press" copies to supply on requisitions for purchase by the public. (2)	Complete correspondence and orders. (3)	Notes. (4)
FOR RECORD.*			
Madras Records	4	10	
Ooty Records		1	
For filing with original			
Total ...		11	

FOR ISSUE.†	Letter only.	Complete G.O.	(b) Special issue copies of G.O. — No.	Papers.	Notes.
Signature copies		6			
India Office					
Govt. of India ..... Dept.					
Revenue Department					
Public Works Department					
Local Administration Department					
Education and Public Health Dept.					
Public Dept.					
Home Dept.					
Dev. Dept.					
Finance Dept.					
Legal Dept.					
Sectt. of the Madras Legislature					
Total ...					
Spare copies. The D.P.I.		5 ✓			
The S.O. of Dt. Bds.		24 ✓			
The S.O. of Mpltis.		82 ✓			
The Inspector of Mpl. Cs. & L.Bs.		2 ✓			
The Examiner of L.F.A.		2 ✓			
The L.A.		2 ✓			
The Legal		2 ✓			
The ...		~~10~~ 60			
The E.P.H.					
The ~~[illegible]~~		~~14~~			
The ...					
The ...					
The ...					
The ...					
The ...		205			
Total ...		~~145~~ 265			

Apd B 17.9.47

Copies distributed on .... ‡(Press clerk).

† Copies distributed on .... ‡(Press Despatcher).

INSTRUCTIONS FOR THE SECRETARIAT.

(*a*) If a paper is marked to be printed urgently or as special the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(*b*) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item had been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(*c*) For rules regarding printing of notes, see the chapter on printing and proof correction in the Secretariat Office Manual.

(*d*) The number of copies and the details of distribution should be filled in by the Superintendent or clerk concerned.

(*e*) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for *one* week, and larger papers for *two* weeks only. *The type of notes and of all confidential papers is distributed immediately after striking.*

(*f*) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(*a*) If, in the opinion of the Superintendent of the Press, a paper has been marked special of urgent unnecessarily, he should send the Press slip to the Assistant Secretary with a remark to that effect.

(*b*) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Assistant Secretary any instance of incomplete or carelesse diting.

(*c*) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(*d*) This slip should be returned by the Press to the Secretariat when proofs are furnished: it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(*e*) The names of the Secretary and Ministers or Advisers should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

P.T.O.

TO PRESS, MADRAS, OOTY.

A	B	C
Please send proof in duplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited, (*b*) proof need not be sent. Please print and supply number of copies as indicated. Type may be released after usual interval.
	Type may be released after usual interval. / at once.	
M. Natarajan ....Clerk. 2 2/8/47	....Clerk.	....Clerk.
....Supt. 22/8	....Supt. 6/9/47	....Supt.

SPECIAL INSTRUCTIONS.

Certified that the number of copies indented for ~~are necessary~~ is the minimum required

Assistant Secretary to Gov.
22/8/47
22/8/47

TO BE FILLED IN BY THE PRESS.

Diary.		Initials of Press official.
Received in Press on	26-8-47	MS
First proof furnished on	4-9-47	MS
Call for revised proof received on		
Revised proof furnished on		
Corrected proof received for striking on	9/9	ki
Final copies supplied on	13-9-47	MS

Approved. Please carry out the corrections.

9 - SEP 1947

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 1849, 22nd August 1947

Rules—Local bodies—Headmasters and Headmistresses of High schools—Appointment—Procedure—Re-issue—Draft published.

6/9/47

23

READ—the following papers :—

G.O. No. 953, Education, dated 30th June 1942.
G.O. No. 1236, Education, dated 21st August 1944.
G.O. No. 961, Education, dated 27th June 1945.
From the Director of Public Instruction, dated 28th October 1946 and 10th April 1947, R.C. No. 537-G 1/46.

Order—No. 1849, Education, dated 22nd August 1947.

The Government propose to re-issue the rules in G.O. No. 953, Education, dated 30th June 1942, relating to the appointment of headmasters and headmistresses of board and municipal high schools, as subsequently amended, with certain alterations.

2. The appended notifications will be published in the *Fort St. George Gazette.*

(By order of His Excellency the Governor)

M. V. SUBRAMANIAN,
Secretary to Government.

To the Director of Public Instruction.
" Special Officers of District Boards and Municipal Councils.
" Inspector of Municipal Councils and Local Boards.
" Examiner of Local Fund Accounts.
" Local Administration Department.
" Legal Department.
" Superintendent, Government Press, for publication in the *Fort St. George Gazette.*

APPENDIX.

NOTIFICATIONS.

I

The following draft of certain rules relating to the appointment of headmasters and headmistresses of high schools under district boards which it is proposed to make in exercise of the powers conferred by sections 70 and 199 (2) (*a*) of the Madras Local Boards Act, 1920 (Madras Act XIV of 1920), and in supersession of the rules published with Education Department notification, dated the 30th June 1942, at pages 1–3 of the Rules Supplement to Part I-B of the *Fort St. George Gazette*, dated the 14th July 1942, as subsequently amended, is hereby published for general information, as required by section 200 (*a*) of the said Act.

Notice is hereby given that the draft will be further proceeded with after six weeks from the date of publication of this notification and that any objection or suggestion which may be received with respect thereto before the expiry of that period will be considered by the Government of Madras.

DRAFT RULES.

1. Every vacancy in the post of headmaster or headmistress of a high school with Form V or Form VI as the highest class under a district board shall subject to the provisions of rule 3 (3) be filled by the president of the district board (hereinafter

A.N.

referred to as the president) from a panel of suitable candidates drawn up by the Divisional Inspector of Schools in the case of boys' schools and by the Inspectress of Girls' Schools in the case of girls' schools:

Provided that it shall be open to the president, in order to avoid dislocation of work or for other reasons to be recorded in writing, to appoint persons not in the panel for periods of one month and less without probationary rights.

NOTE.—If at the time a vacancy in the post of headmaster/headmistress occurs in a school, the most senior among the probationary headmasters/headmistresses be serving as L.T. or B.Ed. Assistant in the same school, he/she shall forthwith be appointed in that vacancy. If there is no such probationer and if it is decided to take action under the proviso to this rule to fill the vacancy, a probationer in the post of headmaster/headmistress serving as L.T. or B.Ed. Assistant in the school shall be preferred to any one else in the school even though the period of such incumbency shall not count for probation.

2. The following procedure shall be adopted in drawing up the panel:—

(1) The president shall send to the Divisional Inspector of Schools or the Inspectress of Girls' Schools concerned, a list of L.T. or B.Ed. Assistants in the service of the district board whose names are not already in the panel, and whom he would recommend for inclusion in the panel, with a detailed statement of the reasons for such recommendation. Such list shall be sent in December immediately preceding the year for which the panel is to be drawn. The Divisional Inspector of Schools and the District Educational Officer sitting together or the Inspectress of Girls' Schools shall draw up a panel of suitable candidates, taking into consideration the list sent by the president, and send it to him not later than the 1st May immediately following. The panel thus drawn up shall be treated as confidential.

(2) It shall be the duty of the inspecting officers aforesaid to draw up at the same time a full minute in support of their recommendations and send a copy of the same to the Director of Public Instruction along with a copy of the panel.

3. (1) The number of persons whose names should be included in the panel in any one year shall be determined as follows:—

The president shall intimate to the Divisional Inspector or the Inspectress, as the case may be, not later than the 1st January of each year—

(*a*) the number of permanent vacancies that would occur by superannuation of existing incumbents during the twelve months commencing from the 1st May of that year; and

(*b*) the number of probationers who are expected to revert to the L.T. or B.Ed. cadre by the 1st May of that year.

The number of persons to be included in the panel for the year will be equal to twice the number of permanent vacancies referred to in clause (*a*) less the number referred to in clause (*b*) subject ordinarily to a maximum of five. Deviations from this rule will require the prior approval of the Director of Public Instruction:

Provided however, that where only one permanent vacancy is expected to arise and neither a probationer nor a person in the panel not appointed hitherto is expected to be available for appointment to the vacancy, the panel may consist of three persons if the president so desires.

(2) The persons included in a panel shall be placed in two groups as follows:—

Group A.—Persons, if any, already included in the panel drawn up for the preceding year and not appointed as headmaster/headmistress arranged according to the year in which their names were first included in the panel and in the order of preference specified therein:

Provided that in respect of persons included in a panel drawn up before the commencement of these rules, the order of preference shall be assigned to them by the authority drawing up the panel for the first time under these rules.

Group B.—Persons newly included, arranged in the order of preference based on their qualifications, merit and ability, seniority being taken into account only if the qualifications, merit and ability are approximately equal.

(3) Persons whose names are in the panel shall be appointed in the order in which the names are arranged in the panel, that is to say, those whose names appear in Group A shall be appointed in the order of preference specified therein and only after all such persons have been appointed, appointments shall be made from among the persons in Group B in the order of preference specified therein.

4. (1) If in the opinion of the Divisional Inspector of Schools sitting with the District Educational Officer in the case of boys' schools, or of the Inspectress of Girls' Schools in the case of girls' schools, it is not possible to select a sufficient number of persons from among the qualified assistants in the service of the district board to make up the panel, it shall be open to the Divisional Inspector or the Inspectress to request

the president to invite applications from outsiders by advertisement. The president shall take the necessary action and send all the applications received to the Divisional Inspector or the Inspectress, as the case may be.

(2) If the Divisional Inspector and the District Educational Officer or as the case may be the Inspectress consider that an interview is necessary, the Divisional Inspector and the District Educational Officer together or the Inspectress shall make a preliminary selection from among the applicants and arrange for an interview and shall then draw up a panel from among the candidates who have been interviewed and from among candidates, if any, already in the service of the district board. When persons who are not in the service of the district board are selected, preference shall be given to those belonging to communities which are not represented in the service of the district board as headmasters or headmistresses of high schools.

Where in any year or at any time no new names are required for completing the panel and no names have to be omitted, the Divisional Inspector in consultation with the District Educational Officer or as the case may be the Inspectress may send the panel to the president.

5. (1) If the president on the receipt of a panel for the year wishes to have any name or names either included in it or excluded from it or to modify the order of preference in which the names in Group B have been arranged in the panel, he may appeal to the Director of Public Instruction whose decision thereon shall be final. All such appeals shall be made within fifteen clear days after the receipt of the panel from the Divisional Inspector or Inspectress.

(2) It shall be open to the Divisional Inspector or the Inspectress or the president to have any of the names once included in the panel for a year, for reasons arising subsequent to the preparation of the panel, omitted at any time during the year with the prior approval of the Director of Public Instruction.

6. No person whose name is included in a panel for a year and who has not been appointed shall be removed therefrom at the time of making a panel for the subsequent year, except for reasons to be recorded in writing by the Divisional Inspector and the District Educational Officer or the Inspectress, as the case may be.

7. Save as provided in rule 6, persons whose names are included in a panel but who have not been appointed shall be included in every subsequent panel.

8. If in the course of a year, a permanent or an acting vacancy of longer duration than one month occurs or is about to occur and there is no probationer available for appointment and the panel has been exhausted, fresh names may, on the application of the president, be included in the panel in accordance generally with the provisions of the foregoing rules subject to the condition that the number of names so included shall be not less than two even if the vacancy happens to be an acting vacancy.

9. The provisions of these rules shall, so far as may be, apply to persons whose names have been included in the panel or panels drawn up in accordance with the rules hereby superseded.

II

The following draft of certain rules relating to the appointment of headmasters and headmistresses of high schools under municipal councils, which it is proposed to make in exercise of the powers conferred by sections 73 and 303 (2) (*a*) of the Madras District Municipalities Act, 1920 (Madras Act V of 1920), and in supersession of the rules published with Education Department notification, dated the 30th June 1942, at pages 1-3 of the Rules Supplement to Part I-B of the *Fort St. George Gazette*, dated the 14th July 1942, as subsequently amended, is hereby published for general information as required by section 304 (*a*) of the said Act.

Notice is hereby given that the draft will be further proceeded with after six weeks from the date of publication of this notification and that any objection or suggestion which may be received with respect thereto before the expiry of that period will be considered by the Government of Madras.

DRAFT RULES.

1. Every vacancy in the post of headmaster or headmistress of a high school with Form V or Form VI as the highest class under a municipal council shall subject to the provisions of rule 3 (3) be filled by the Appointment Committee of the council (hereinafter referred to as the Appointment Committee) from a panel of suitable candidates drawn up by the Divisional Inspector of Schools in the case of boys' schools and by the Inspectress of Girls' Schools in the case of girls' schools:

Provided that it shall be open to the Appointment Committee, in order to avoid dislocation of work or for other reasons to be recorded in writing, to appoint persons not in the panel for periods of one month and less, without probationary rights.

NOTE.—If at the time a vacancy in the post of headmaster/headmistress occurs in a school, the most senior among the probationary headmasters/headmistresses be serving as L.T. or B.Ed. Assistant in the same school, he/she shall forthwith be appointed

in that vacancy. If there is no such probationer and if it is decided to take action under the proviso to this rule to fill the vacancy, a probationer in the post of headmaster/headmistress serving as L.T. or B.Ed. Assistant in the school shall be preferred to any one else in the school, even though the period of such incumbency shall not count for probation.

2. The following procedure shall be adopted in drawing up the panel:—

(1) The Appointment Committee shall send to the Divisional Inspector of Schools or the Inspectress of Girls' Schools concerned, a list of L.T. or B.Ed. Assistants in the service of the municipal council whose names are not already in the panel and whom it would recommend for inclusion in the panel, with a detailed statement of the reasons for such recommendation. Such list shall be sent in December immediately preceding the year for which the panel is to be drawn. The Divisional Inspector of Schools and the District Educational Officer sitting together or the Inspectress of Girls' Schools shall draw up a panel of suitable candidates, taking into consideration the list sent by the Appointment Committee, and send it to the executive authority of the council not later than the 1st May immediately following. The panel thus drawn up shall be treated as confidential.

(2) It shall be the duty of the Inspecting Officers aforesaid to draw up at the same time a full minute in support of their recommendations and send a copy of the same to the Director of Public Instruction along with a copy of the panel.

3. (1) The number of persons whose names should be included in the panel in any one year shall be determined as follows:—

The executive authority shall intimate to the Divisional Inspector or the Inspectress, as the case may be, not later than the 1st January of each year—

(*a*) the number of permanent vacancies that would occur by superannuation of existing incumbents during the twelve months commencing from the 1st May of that year; and

(*b*) the number of probationers who are expected to revert to the L.T. or B.Ed. cadre by the 1st May of that year.

The number of persons to be included in the panel for the year will be equal to twice the number of permanent vacancies referred to in clause (*a*) less the number referred to in clause (*b*) subject ordinarily to a maximum of five. Deviations from this rule will require the prior approval of the Director of Public Instruction:

Provided however that where only one permanent vacancy is expected to arise and neither a probationer nor a person on the panel not appointed hitherto is expected to be available for appointment to the vacancy, the panel may consist of three persons if the Appointment Committee so desires.

(2) The persons included in a panel shall be placed in two groups as follows:—

Group A.—Persons, if any, already included in the panel drawn up for the preceding year and not appointed as headmaster/headmistress arranged according to the year in which their names were first included in the panel and in the order of preference specified therein:

Provided that in respect of persons included in a panel drawn up before the commencement of these rules, the order of preference shall be assigned to them by the authority drawing up the panel for the first time under these rules.

Group B.—Persons newly included, arranged in the order of preference based on their qualifications, merit and ability, seniority being taken into account only if the qualifications, merit and ability are approximately equal.

(3) Persons whose names are in the panel shall be appointed in the order in which their names are arranged in the panel, that is to say, those whose names appear in Group A shall be appointed in the order of preference specified therein and only after all such persons have been appointed, appointments shall be made from among the persons in Group B in the order of preference specified therein.

4. (1) If in the opinion of the Divisional Inspector of Schools sitting with the District Educational Officer in the case of boys' schools, or of the Inspectress of Girls' Schools in the case of girls' schools, it is not possible to select a sufficient number of persons from among the qualified Assistants in the service of the municipal council to make up the panel, it shall be open to the Divisional Inspector or the Inspectress to request the executive authority to invite applications from outsiders by advertisement. The executive authority shall take the necessary action and send all the applications received to the Divisional Inspector or the Inspectress, as the case may be.

(2) If the Divisional Inspector and the District Educational Officer or as the case may be the Inspectress consider that an interview is necessary, the Divisional Inspector and the District Educational Officer together or the Inspectress shall make a preliminary selection from among the applicants and arrange for an interview and shall then draw up a panel from among the candidates who have been interviewed and from among

candidates, if any, already in the service of the municipal council. When persons who are not in the service of the municipal council are selected, preference shall be given to those belonging to communities which are not represented in the service of the municipal council as headmasters or headmistresses of high schools.

Where in any year or at any time no new names are required for completing the panel and no names have to be omitted, the Divisional Inspector in consultation with the District Educational Officer or as the case may be the Inspectress, may send the panel to the executive authority.

5. (1) If the Appointment Committee on the receipt of a panel for the year wishes to have any name or names either included in it or excluded from it, or to modify the order of preference in which the names in Group B have been arranged in the panel, it may appeal to the Director of Public Instruction whose decision thereon shall be final. All such appeals shall be made within fifteen clear days after the receipt of the panel from the Divisional Inspector or the Inspectress.

(2) It shall be open to the Divisional Inspector or the Inspectress or the Appointment Committee, to have any of the names once included in the panel for the year, for reasons arising subsequent to the preparation of the panel, omitted at any time during the year with the prior approval of the Director of Public Instruction.

6. No person whose name is included in a panel for a year and who has not been appointed shall be removed therefrom at the time of making a panel for the subsequent year, except for reasons to be recorded in writing by the Divisional Inspector and the District Educational Officer or the Inspectress, as the case may be.

7. Save as provided in rule 6, persons whose names are included in a panel but who have not been appointed shall be included in every subsequent panel.

8. If in the course of a year, a permanent or an acting vacancy of longer duration than one month occurs or is about to occur and there is no probationer available for appointment and the panel has been exhausted, fresh names may, on the application of the Appointment Committee, be included in the panel in accordance generally with the provisions of the foregoing rules subject to the condition that the number of names so included shall be not less than two even if the vacancy happens to be an acting vacancy.

9. The provisions of these rules shall, so far as may be, apply to persons whose names have been included in the panel or panels drawn up in accordance with the rules hereby superseded.

24 26

Edn(B3).

Rules- docal bodies- Headmasters and headmistresses of high schools- Appointment- Procedure- Amendment

From the DPI. RCNo 537 G1/46 dated 28.10.46

The amendments proposed by the DPI to the rules relating to the appointment of headmasters and headmistresses of board and municipal high schools issued in Go. NO 953 Edn dy 30.6.42 are examined in the sectional notes below.

2 According to the revised scales of pay proposed for headmasters of secondary schools under local bodies, headmasters of incomplete high schools with V Form are eligible for the scale of Rs 150-10-200 admissible to headmasters of complete high schools- It has been suggested in the draft ordersent to the DPI regarding the introduction of the new scales, that appointments to the posts of headmasters in high schools with VIth Form & below should be made from the list of suitable candidates drawn up by the Divisional Inspector of schools or the Inspectress. If the DPI agrees to the suggestion, the rules will have to be suitably amended.

After orders are passed in the sectional notes, a redraft of the rules will be submitted for approval

A draft memo to the DPI is submitted below for approval with reference to the Secretary's remarks in the sectional note

Memo. No. 66501/46-1-B dy 31/3/47

2/

From the D.P.I., Rc. No. 537 G/ub d/ 10/11/47.

→ The remarks of the D.P.I. ~~as referred~~ in his letter cited above are examined in the sectional notes below – pages 6 (b)-(c); 8; 9-10; 11 and 15-16, and also pages 22, 24 & 25 and 27 of sectional notes.

20.4.47

19.5.

E&PH (B.1).

A draft order is submitted below for approval. The file may be sent to Legal U.O. for scrutiny of the draft rules.

E & PH. U.O. 66501/ub-2 4/6/47

3.6.47

Legal

S 6208

ASSISTANT SECRETARY
KKS
5 JUN 1947
LEGAL DEPARTMENT

Legal Department.

1 Notification I. Rule 1. It may be made clear that in filling up vacancies, the procedure laid down in rule 3(3) should be complied with. The words "subject to the provisions of rule 3(3)" may therefore be inserted before the words "be filled by the President".

The words "L.T. Assistant" in the [struck out] Note may be altered into "L.T. or B.Ed. Assistant" - cf. rule 2(1).

2 Rule 3(2). The words "arrange the names in each group in the order of preference" will have the effect of conferring on the Inspecting Officers power to vary the order of preference in which the names were arranged in the previous year's panel. This does not seem to be intended. The intention apparently is that the names included in the panel in a previous year should be arranged according to the order of preference mentioned therein. The rule may be recast as follows:-

"(2) The persons included in a panel shall be placed in two groups as follows:-

Group A. Persons, if any, already included in the panel drawn up for the preceding year and not appointed as Headmaster, Headmistress arranged according to the year and in the order of preference, in which their names were included in the panel.

Group B. Persons newly included, arranged in the order of preference based on their qualifications, merit and ability, seniority being taken into account only if the qualifications, merit and ability are approximately equal.".

Rule 3(3). This may be recast as follows:-

"(3) Persons whose names are in the panel shall be appointed in the order in which their names are arranged in the panel, that is to say, those whose names appear in Group A shall be appointed in the order of preference specified therein and only after all such persons have been appointed, appointments shall be made from among the persons in Group B in the order of preference specified therein.".

3 Rule 4. The last paragraph makes no reference to the Inspectress of Girls' Schools who is also an authority competent to draw up a panel. The necessity for the paragraph is however not clear. If in any year no new names are required to be included in the panel, the President of the district board will send an intimation to that effect – see rule 3(1) – and no action as contemplated by rule 2 will be necessary.

4 Rule 5(2). According to this rule, it will be open to the president of the district board to apply direct to the Director of Public Instruction for approving the omission of a name included in a panel. It is not clear whether this is intended.

5 Rule 6. This rule does not provide that the approval of the Director of Public Instruction should be obtained for removing the name of a person included in a previous year's panel, while provision for such approval is made in rule 5(2). It is not clear whether this is intentional.

6 It is presumed that the provisions of the draft rules

should apply to persons whose names have been included in the panel drawn up in accordance with the existing rules. If so, it may be made clear by the addition of a separate rule, numbered as rule 9. The rule may run as follows:-

"9. The provisions of these rules shall, so far as may be, apply to persons whose names have been included in the panel or panels drawn up in accordance with the rules hereby superseded."

The other alterations indicated in red ink on the draft notification may also be made.

Notification II. The remarks on the rules in Notification I apply equally to the rules in Notification II. E.& P.H. may kindly revise the rules in the light of the remarks of this department on Notification I and send the revised draft for scrutiny in this Department.

30/6/47 E+P.H.

Legis 6208-1

5426

E & P.H.(B1)

Please see the Legal Deptt's note from page 2 ante.

2. Rule 1 The alterations suggested by the Legal Deptt may be accepted.

Rule 3(2) The names are not now arranged in the order of preference. When the names of those included in the panel existing before the revised rules come into force are included in the panel drawn up immediately after they come into force, it will be necessary to arrange the names in the order of preference unless it is assumed for this purpose that the order in which the names appear in the previous year's panel indicate the order of preference. The intention is apparently that the names of those included in the panel for the previous year but who were not appointed as headmasters during that year should be included in the panel newly prepared under the revised rules in the same order. If so rule 3(2) and (3) as recast by Legal may be accepted.

Rule 4 The panel is renewed from year to year. Even if no new names are required to be included, the Divisional Inspector will have to furnish the Executive authority with the panel for that year. The last portion of the rule may therefore stand.

Rule 5(2) .The intention seems to be that the President may apply to the D.P.I. direct for the omission of a name included in the panel at anytime during the year when the panel is in force. The D.P.I. will no doubt consult the Divisional Inspector or the Inspectress bebofre passing orders. If this is to be avoided, the President may be required to apply to the D.P.I. through the Divisional Inspector or the Inspectress concerned, as the case may be.

Rule 6 This is intentional. Please see page 11 of the sectional notes. The D.P.I. was consulted and he was of opinion that no change was necessary.

Para 6 of the Legal Deptt's note The presumption is correct. Rule 9 proposed may be accepted.

The alterations indicated in red ink on the draft may also be accepted. A revised draft will be put up for approval after orders are passed on the points raised in the Legal Deptt's note.

3/7/47

A revised draft order is submitted below for approval. The file may be ~~proceeded to~~ sent to Legal Department for scrutiny of the draft rules.

2. Rule 1 may be amended as indicated in pencil as headmasters of secondary schools with Form V as the highest class should hereafter be appointed from the panel. In the last subpara of rule 4 the expression 'without holding a meeting of himself & the District Edl. Officer for the purpose' may be omitted as this procedure applies only to boys' schools and the rule is clear that it will be sufficient if the DEO is consulted.

3. The file may be sent to Legal Dept for scrutiny of the draft rules again as requested by them.

10/7/47

484-20,000-6/6501/46-B1-5

12-7-47

S 7653

Legal Department.

Draft Notification I. Rule 3(2). The intention apparently is that in Group A the names included in the previous year's panel should be arranged in the order of preference specified therein subject to any subsequent modification in the order of preference as provided in the rules. This should be made clear. A proviso with regard to panels prepared before the commencement of

6

B1

these rules is also necessary - see A on page 4 ante. The portion relating to Group A in rule 3(2) may run as follows:-

"Group A. Persons, if any, already included in the panel drawn up for the preceding year and not appointed as Headmaster/Headmistress arranged according to the year in which their names were first included in the panel and in the order of preference specified therein, subject to any subsequent modification in the order of preference made under these rules: A

Provided that in respect of persons included in a panel drawn up before the commencement of these rules, the order of preference shall be assigned to them by the authority drawing up the panel for the first time under these rules." B

The slight alterations indicated in red ink on the draft notification may also be made.

Draft Notification II. Rule 3(2). The remarks on rule 3(2) in draft notification I apply to this rule also and it may be modified accordingly. Subject to this remark, the slight alterations indicated in red ink on the draft notification may be made.

p 7 of the draft

25/7/47 E&P.H.

Legal u.o. 4653/47-1 28/7/47

E & P.H.(B1)

Please see portion marked A in the Legal Deptt's note above.

2. The proviso at B above is the transitional provision ~~to meet the cases of lists made~~ for the revision of the order of preference in the panel of names, drawn up before the commencement of these rules. Once ~~first~~ the panel is drawn up after the coming into force of the revised rules, the order in which the names are arranged in that panel should not be changed subsequently .

3. Rule 5 (1) of the draft rules provides for the modification of the order of preference in which the names have been arranged in the panel on appeal to the D.P.I. This is obviously intended for persons newly included in the panel appearing under Group'B'. It is not clear what is the point of the wording as at A. The portion ' subject to any subsequent modification in the order of preference made under these rules may perhaps be omitted. Legal may be consulted u.o. C

p 4 of the draft

4.8 Legal S 8523

E&PH u.o. No. 66501-47/B1-9 21-8-47

29
7

B1 27

Legal Department.

In view of the note of E. & P.H. at C on page 6 ante, the words "subject to any ~~such~~ (subsequent) modification in the order of preference made under these rules" may be omitted from the portion relating to 'Group A' in rule 3(2). A The intention that the provision in rule 5(1) in regard to modification of the order of preference applies only to persons in Group B may be made clear by inserting the words "in Group B" after the words "order of preference in which the names" in that rule. B

A on p 6 ante

pp 4 and 8 of the draft

7/8/47 E&P.H.

Legal u.o. 8523/47-1 7/8/47

E&PH (B1)

The alterations suggested at A & B in the Legal Deptt's note may be accepted.

The file may now be circulated to HM (Edn) for approval of the draft order

8/8/47

11.8.47

11/8/47

HM (Edn.)

21-8-47

The draft order sent to Press

28

SECTIONAL

NOTES.

D.C. Boards

29 30

Existing Rule

1. Every vacancy in the post of headmaster or headmistress of a high school under a district board shall be filled by the president of the district board from a list of names of suitable candidates drawn up by the Divisional Inspector of schools in the case of boys' ~~xxx~~ schools and by the Inspectress of Girls' schools in the case of girls' schools.

Rule proposed by the D.P.I.

(1) Every vacancy in the post of Headmaster or Headmistress of a high school under a district board shall be filled by the President of the District Board from a list of names of suitable candidates drawn up by the Divisional Inspector of schools in the case of boys' schools and by the Inspectress of girls' schools in the case of girls' schools.

Provided however, that it shall be open to the President of the district board, in order to avoid dislocation of work or for other reasons to be recorded in writing to appoint without probationary rights for periods of one month and less, persons not in the panel.

Note:- (i) if at the time a vacancy occurs in a school (where) the seniormost probationer is on its staff, he or she shall be appointed forthwith, and

(ii) If at the time a vacancy occurs in a school, there is only a junior probationer on the staff of the school and the President of the District Board decides in the interests of the school, to take action under the above proviso, then the junior probationer shall be appointed in preference to any one else in the school though the period of such incumbency shall not count towards ~~xxx~~ probation.

Ernst (87)

Ernst (87)

The DPI considers that it is necessary to allow some discretion to the management to make the most convenient arrangement in short vacancies with a view to avoid dislocation of work in the middle of a term on account of the transfer of the person selected for appointment as headmaster from one school to another or for other reasons. The necessity for amending the rule may be accepted. ~~It is however for consideration whether the maximum period for which such temporary arrangements may be made may be fixed as three months instead of one month.~~

The note may be recast as shown below.

"If at the time a vacancy in the post of headmaster or headmistress occurs in a school, the most senior among the probationary headmasters is serving as d.T. Asst in the school he or she shall forthwith be appointed in that vacancy. If there is no such probationer and if

is decided to take action under the proviso, to fill the vacancy. ~~any~~ a probationer in the cadre of headmasters, serving as an L.T. Assistant in the school shall be preferred to any one else in the school though the period of such incumbency shall not count for probation."

USR
9/3/47

16.3.47

S 25/3/47

3/

Existing Rules.

31
30

p 2 of (F)

2. The list shall be prepared by the Divisional Inspector of schools and District Educational Officer sitting together or the Inspectress, as the case may be, within the period of four months commencing on the first day of January every year and furnished confidentially to the president of the district board before the Ist May: Provided that the list for the year 1942-43 shall be prepared by the District Educational Officer or the Inspectress as the case may be, and furnished confidentially to the President of the district Board, before such date as the Provincial Government may direct. A copy of the list shall also be sent confidentially at the same time to the Director of Public Instruction.

Rule ~~prepared~~ proposed by the D.P.I.

p 2 of

2. The following procedure shall be adopted in drawing up the panel:-

A The President of the District Bd. ~~may~~ shall if he wishes to do so, send to the Divisional Inspector of Schools concerned or the Inspectress of girls' schools concerned a list of L.T. or B.Ed Assts. ~~in~~ in the service of the District Board whose names are not already in the panel and whom he would recommend for inclusion in the list, with a detailed statement of the reasons for such recommendation. Such lists shall be sent in December preceding the panel year. The Divisional Inspector of Schools and the District Educational Officer sitting together or the Inspectress of girls' schools shall draw up a panel of suitable candidates, taking into consideration the list, if any, sent by the President, District Board and send it to the President of the District Board not later than the Ist May following The panel thus drawn up shall be treated as confidential

It shall be the duty of these inspecting officers of the department to draw up at the same time a full minute in support of their recommendations and send a copy of the same to the D.P.I. along with a copy of the panel.

E(M)(S.1)

E(M)(S.1)

(b) on p 1 of

The object of the amendment is to allow an opportunity to the appointing authority to propose the names of qualified L.T. Assistants who are considered suitable for appointment as headmasters so that the recommendations may be considered before the final list is drawn up. This is only intended to legalise the existing practice.

The submission of the preliminary list of L.T. or B.Ed Assistants may be made obligatory on the part of the Presidents of D. Bds. For the words "may if he wishes to do so" the word "shall" may be substituted ~~[illegible]~~ & the words "if any" occurring later may be deleted

USR
/47

3.47

S

EXISTING RULE.

3. The list shall consist of not less than three and not more than five names, and shall be kept confidential.

RULE PROPOSED BY THE D.P.I.

The number of persons whose names should be included in the panel in any one year shall be determined as follows:-

The President of the Dt. Bd. shall intimate to the Divisional Inspector of the Inspectress not later than the Ist January each year:

(a) the number of permanent vacancies that would occur by superannuation of existing incumbents during the twelve months commencing from the Ist May that year;

(b) the number of probationers who are expected to have reverted to the L.T. or B.Ed. cadre by the Ist May.

The number of persons to be included in the panel for the year will be equal to twice the number of permanent vacancies under (a) above less the number under (b) above subject ordinarily to a maximum of five. Deviations from this rule will require the prior approval of the D.P.I.

Provided however that where only one permanent vacancy is expected to arise and neither a probationer nor a person on the panel not appointed hitherto, is expected to be available for appointment to the vacancy, the panel may consist of three persons if the appointing authority so desires.

The names thus included shall be grouped into two divisions-- Group (A):- those, if any, already in the panel not appointed hitherto and Group(B): fresh inclusions.

The officers drawing up the panel shall arrange the names in each group in the alphabetical order. It shall be open to the President of the District Board to make his choice in such manner as he may decide but it shall be incumbent on him to appoint all the continuing members in Group(A) before selecting from Group (B)

(E & P.H.)
B1

The object of the amendment is to regulate the number of persons whose names should be included in the list of suitable candidates for appointment as headmasters with reference to the number of vacancies expected to arise during the course of a year and also to ensure that the claims of those whose names were included in the list in the previous year or years are considered before those whose names were included in the year in which the lists were prepared. The D.P.I. has suggested that the names in each group should be arranged in the

6(a)

alphabetical order and that it should be open to the President of the District Board to make his choice in such manner as he may decide but it should be incumbent upon him to appoint all the continuing members in Group (A) before selecting from group (B). It is for consideration whether any discretion should be allowed to the appointing authority in the matter and whether the authority may not be required to appoint candidates in the order of preference as indicated in the list furnished by the Divisional Inspector or the Inspectress as the case may be. | A

2. It has been suggested in connection with the introduction of the revised scales of pay for headmasters of high schools that headmasters or headmistresses of high schools with V Form only should also be appointed from the list of suitable candidates drawn up by the Divisional Inspector or the Inspectress as the case may be and that they should be ~~apxxx~~ paid the scale of pay admissible for headmasters of complete high schools. The D.P.I. may be asked ~~xx~~ whether the maximum number of candidates in the selected list, five suggested by him requires alteration. | B

3. The term 'panel' is not used in the existing rules. Instead of the word panel the words 'the list of suitable candidates' may be substituted whereever the former term is used.

I see no objection to 'panel'.

[initials]

[initials] 22/3/47

A above

The existing rule has been the cause of several petitions and representations to Govt. The School Assistants included in the panel of headmasters are not appointed by the Presidents of Dt. Boards either according to seniority or according to the order of arrangement in the list. Further candidates included in a previous year in the list are kept over in preference to candidates appointed afresh in a subsequent year. This has been the cause for much heartburning and representations. The suggestion of the Director will enable candidates to be included in a panel of an earlier year being appointed before candidates ~~[illegible]~~ included in a subsequent year ~~[illegible]~~ but within the year the appointments should be regulated. The list should be arranged in order of preference according to the qualifications, merits and ability of each candidate, seniority being taken into account only where qualifications, merit and ~~capacity~~ ability are approximately equal. The posts of headmasters are included in the selection grade. In respect of similar posts in provincial service the Public Service Commission arranges the list of suitable candidates

For group A there may be subdivisions according to year of enrolment & the rule should direct that each year's group should be exhausted before the next one is taken up.

[initials]

If agree the lists should be arranged in the order of preference.

The P.D.B. should, however have an opportunity of appealing to some authority [illegible] if they [illegible] for [illegible] under the new rule 5.

[initials]

[initials]

32 33

6(b)

in order of preference and the Govt. approves the list with any changes if necessary. Similarly in the Local Board service as the lists are prepared by Divisional Inspectors of Schools and D.E.O.s it may be expected that the lists will be prepared carefully giving due weight to the recommendations sent in by the Presidents of Dt. Boards under the new rule 2.

The discretion hitherto allowed to Presidents of Dt. Boards to appoint any one from the list may thus be withdrawn especially in view of the revised rule 2.

B on p 6(a)

The limit or maximum of 5 is only an ordinary limit. It can be deviated from with the approval of the D.P.I. The rule may therefore remain unaltered at present. It may be taken up if the D.P.I. moves in the matter.

[initials] 26-3-47

S [initials] 28/3/47

Please see para 1 of the memo on pages 5-6 cf

p 9 cf

and the Director's reply on pp 9-10 cf. The Director has agreed to the suggestion that group 'A' should be subdivided according to the year of enrolment and that it should be provided in the rule that each year's group should be exhausted before the next year's group is taken up. ~~He does not agree~~

This may be given effect to.

[initials]

p 9 cf

2. The Director does not agree to the suggestion that the names in both the groups should be arranged in the order of preference according to qualifications, merit, ability etc as the preliminary

6(c)

work for any such arrangement of names will take time and as the panel will be in force only for one year at a time, this should be avoided. For orders whether the Directors views may be accepted.

U.S.K. 18/4/47

The main reason adduced by the Director is that by the adoption of the procedure suggested in the memo the extra-educational considerations (non-educational interest) in regard to appointment of headmasters will be multiplied. It is not clear what exactly the Director means by this. It does not seem necessary that non-educational interests should be given any weight in the selection of panel of headmasters and their appointment. [illegible]

20.4.47

S

D.P.I.'s objection [illegible] [illegible] [illegible] very [illegible] & [illegible]. [illegible] [illegible] 6 [illegible] [illegible].

9 apr.

[illegible]

7

33 34

Existing Rule.

pp 2 of (F)

4. If the Divisional Inspector of schools or the Inspectress, as the case may be, is of opinion that a sufficient number of suitable candidates in the services of the district board is not available for inclusion in the list the president shall invite application from outsiders by advertisement. All the applications received by the president shall be forwarded to the Divl. Inspector of schools or the Inspectress. If the Divl. Inspector of schools or the Inspectress considers that an interview is necessary he with the D.E.O. together or she shall make a preliminary selection from among the applicants and arrange for an interview and shall then draw up a list from among the candidates who have been interviewed and from among candidates if any, already in the service of the district board.

When persons who are not in the service of the dt. board ~~are selected, preference~~ shall be given to those belonging to communities which are not represented in the service of the dt. board as headmasters or headmistresses of high schools.

Rule proposed by the D.P.I.

pp 2-3 of

Divl. Inspector of Schools & the [illegible] in the case [illegible]

If in the opinion of the ~~panel making authors~~ it is not possible to select sufficient number of persons from among the qualified assistants of the dt. board to make up the panel it shall be open to the Divl. Inspector or the Inspectress to request the President of the Dt. Bd. to invite applications from outsiders by advertisement. The President of the Dt. Bd. shall take the necessary action and send all the applications received to the Divl. Inspector or the Inspectress.

Should the Divl. Inspector and the Dt. Edl. Officer or the Inspectress consider that an interview is necessary the Divil. Inspector and the Dt. Edl. Officer together or the Inspectress shall make a preliminary selection from among the applicants and arrange for an interview and shall then draw up a list from among the candidates who have been interviewed and from among candidates, if any, already in the service of the Dt. Bd. When persons who are not in the service of the Dt. Bd. are selected, preference shall be given to those belonging to communities which are not represented in the service of the Dt. Bd. as Headmasters of Headmistresses of High Schools.

A [Where in any year or at any time no new names are required for completing the panel and no names have to be deleted, the Divil. Inspector may, in consultation with the Dt. Edl. Officer, send the panel to the President of the district board without holding a meeting of himself and the Dt. Edl. Officer for the purpose.

EMH(B)

~~The portion marked A is the addition proposed to the existing rule. This may be incorporated at the end of the existing rule.~~

U.S.K. 9/3/47

The rule as redrafted by the D.P.I. with the addition at 'A' above may be accepted.

See below 2

[illegible] 16.3.47 S

'Panel-making authors' is an ugly phrase.

9 Better [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]

Please see para 2 of the memo on p 6 of the Director's reply on pp 9-10 cf. He states that the term 'Panel-making authorities' means the Divisional Inspectors of Schools sitting with the DEOs in the case of boys' schools and the Inspectresses of Girls schools in the case of girls schools. and that it does not refer to the DDOs or the Executive Authorities of Mcl cls who are only receivers of the panel. It is for consideration whether the names of the Authorities may be clearly specified as in the existing rule 1.

18/4/47

20-4-47 S

EXISTING RULE.

5. If there is a difference of opinion between the Divl. Inspector of schools or the Inspectress of Girls' schools and the president of the dt. board regarding the names included in the list, either of them may refer the matter to the D.P.I. whose decision thereon shall be final.

RULE PROPOSED BY THE D.P.I.

If the President of the Dt. Bd. ~~of the council~~ on the receipt of a panel for the year wishes to have any name or names either included in or excluded from it, he may appeal to the Director of Public Instruction whose decision thereon shall be final. All such appeals shall be made within fifteen clear days after the receipt of the panel from the Divisional Inspector or the Inspectress.

It shall be open to the Divisional Inspector or the Inspectress or the President of the District Board to ~~of the councils~~ have any of the names once included in the panel for the year, for reasons arising subsequent to the preparation of the panel, deleted at any time during the year with the prior approval of the Director of Public Instruction.

The object in modifying the rule is to impose a time limit for appointing authorities to address the DPI for modifying the list of suitable candidates drawn up the Divisional Inspector of Schools or the Inspectress of girls' schools as the case may be. The proposed rule may be accepted

9-3-47

(6.3.47) S

Please see the portion marked M. on p 6 (6) rule. The question whether provision should be made for an appeal to the DPI against the order of preference indicated in the panel will arise only if it is decided that the names should be arranged in the

10

order of preference. The DPI considers that such an arrangement is not necessary as there would be no scope for extra educational considerations - This rule may be amended if necessary after a decision regarding the amendment of rule 3 is reached

USK
18.4.47

W
20.4.47 S

Please see note on p:6 c; Amendment may be made accordingly.

[illegible]

The amendment suggested by Secy has been included in the draft order

W
[illegible].6.47

11

EXISTING RULES

p2 of (F)

6. No person whose name is included in a list shall be removed therefrom except for reasons to be recorded in writing.

RULE PROPOSED BY THE D.P.I.

p3 of

No person whose name is included in a list and who has not been appointed shall be removed therefrom at the time of making a panel for a subsequent year except for reasons to be recorded in writing by the Divl. Inspector and the Dt. Edl. Officer or the Inspectress.

EMN(PG)

The rule proposed by the DPI may be accepted

USK
9/3/47

W
16.3.47 S

A | Please discuss this. Please see note T on p. 10 - [illegible] in regard to the intervention of the DPI?

[illegible]
[illegible]

Please see para 3 of the memo on pp6-7 cf and the DPI's reply to it on page 10 cf. He considers that the draft rules may be left as they are. For orders whether the Director's suggestion may be accepted. ~~Legal Deptt will no doubt make suggestions for improving the draft wherever necessary~~ -

"There is no objection to allow this [illegible]."
W
20.4.47
[illegible]

USK
18/4/47

W
20.4.47

[illegible]

13

36 37

EXISTING RULES.

7. Persons whose names are in a list but who have not been appointed shall be included in every subsequent list.

THE RULE PROPOSED BY THE D.P.I.

Persons whose names are in a list but who have not been appointed shall be included in every subsequent list.

no change has been proposed to the existing rule.

15

37 36

EXISTING RULE.

8. If in the course of a year it is found that the number of persons whose names are included in the list is not sufficient, fresh names may be included in the list in accordance with the provisions of the foregoing rules.

RULE PROPOSED BY THE D.P.I.

If in the course of a year a permanent or an acting vacancy of longer duration than one month occurs or is about to occur and there is no probationer available for appointment and the panel has been exhausted, fresh names may on the application of the appointing authority, be included in the list in accordance generally with the provisions of the foregoing rules subject to the condition that the number of names added shall be not less than two even in case the vacancy happens to be an acting one.

[illegible]

~~The rule proposed by the D P I may be accepted~~

~~The words 'one month' occurring in the proposed rule may be changed into three months if the alteration proposed to rule 1 is accepted.~~

KSK
9/3/47

In the case of Provincial services no provision for fresh inclusion of names in the course of the year exists. If the list is exhausted emergency appointments are made during the year and when the lists are prepared for the subsequent year additional names are included in the list. This will avoid unnecessary work, the need for the preparation of a panel twice or more during the same year. The estimate prepared should cover the whole subsequent year. If the maximum of 5 names (ordinary/[illegible]) mentioned in rule 3 above is not sufficient it may be exceeded. Perhaps this rule may be deleted. (There is no such rule under [illegible])

[illegible]
16.3.47

S [illegible]

A) [illegible] propose rule 1 [illegible] as it does [illegible] the provision at all?

plante

A above — Proposed rule 1 ~~[illegible]~~ ~~has only a very restricted application. The appointment therein can be made only to vacancies which are for one month and less~~ [illegible]

Should be suitably be amended by inserting the word 'ordinarily' between the words "by the President of the Board" and "from a list of ---"

20.4.47

No. By objection to your proposal, see the D.P.I.'s. The rule as drafted by the D.P.I. may be accepted.

21.4.47

Mpl. Councils

17

38 39

p 2 of (F)

Existing rule.

1. Every vacancy in the post of headmaster or headmistress of a high school under a municipal council shall be filled by the Appointments Committee of the Council from a list of names of suitable candidates drawn up by the Divisional Inspector of Schools in the case of boys' schools and by the Inspectress of Girls' Schools in the case of girls' schools.

p 2 of

Rule proposed by the D.P.I.

1. Every vacancy in the post of headmaster or headmistress of a high school under a municipal council shall be filled by the Appointment Committee of the Council from a list of names of suitable candidates drawn up by the Divisional Inspector of Schools in the case of boys' schools and by the Inspectress of girls' schools in the case of girls' schools.

Provided, however, that it shall be open to the Appointment Committee of the Council, in order to avoid dislocation of work or other reasons to be recorded in writing to appoint without probationery rights for periods of one month and less, persons not in the panel.

NOTE:- (i) if at the time a vacancy occurs in a school, where ~~is only a junior~~ the seniormost probationer is on its staff, he or she shall be appointed forthwith, and

(ii) if at the time a vacancy occurs in a school, there is only a junior probationer on the staff of the school and the Appointment Committee of the Council decides, in the interests of the school, to take action under the above proviso, then the junior probationer shall be appointed in preference to any one else in the school, though the period of such incumbency shall not count towards probation.

Please see the notes on p 1 ante. The rule will be recast after orders are passed on the points raised therein

9/3/47

This is the same as rule 1 under the Boards. This rule may be recast as on pages 1-2 only.

16.3.47

S

20/3/47

Existing rule.

2. The list shall be prepared by the Divisional Inspector of Schools and District Educational Officer sitting together or the Inspectress, as the case may be, within the period of four months commencing on the first day of January of every year and furnished confidentially to the executive authority of the municipality before the 1st May: Provided that the list for the 1942-43 shall be prepared by the District Educational Officer or the Inspectress, as the case may be, and furnished confidentially to the executive authority of the municipality, before such date as the Provincial Government may direct. A copy of the list shall also be sent confidentially at the same time to the Director of Public Instruction.

Rule proposed by D.P.I.

(2). The following procedure shall be adopted in drawing up the panel:

The Appointment Committee of the Council ~~may~~ shall, if it wishes to do so, send to the Divisional Inspector of Schools concerned or the Inspectress of girls' schools concerned a list of L.T. or B.Ed. Assistants in the service of the Municipal Council, whose names are not already in the panel and who it would recommend for inclusion in the list, with a detailed statement of the reasons for such recommendation. Such lists shall be sent in December preceding the panel year. The Divisional Inspector of Schools and the District Educational Officer sitting together or the Inspectress of girls' schools shall draw up a panel of suitable candidates, taking into consideration the list, if any, sent by the Appointment Committee and send it to the Executive Authority of the council not later than the 1st may following. The panel thus drawn up shall be treated as confidential.

It shall be the duty of these inspecting officers of the department to draw up at the same time a full minute in support of their recommendations and send a copy of the same to the Director of Public Instruction along with a copy of the panel.

Existing rule.

3. The list shall consist of not less than three and not more than five names, and shall be ~~kept~~ kept confidential.

Rule proposed byb D.P.I.

3. The number of persons whose names should be included in the panel in any one year shall be determined as follows:

The Executive authority of the council shall intimate to the Divisional Inspector or the Inspectress not later than the 1st January each year:-

(a) the number of permanent vacancies that would occur by superannuation of existing incumbents during the twelve months commencing from the 1st May that year;

(b) the number of probationers who are expected to have reverted to the L.T. or B.Ed. cadre by the 1st May.

The number of persons to be included in the panel for the year will be equal to twice the number of permanent vacancies under (a) above less the number under (b) above subject ordinarily to a maximum of five. Deviations from this rule will require the prior approval of the Director of Public Instruction.

Provided however that where only one permanent vacancy is expected to arise and neither a probationer nor a person on the panel not appointed hitherto, is expected to be available for appointment to the vacancy, the panel may consist of three persons if the appointing authority so desires.

The names thus included shall be grouped into two divisions -.Group (A) those, if any, already in the panel not appointed hitherto and Group (B) fresh inclusions.

The officers drawing up the panel shall arrange the names in each group in the alphabetical order. It shall be open to the Appointment Committee of the Council to make its choice in such manner as it may decide but it shall be incumbent on it to appoint all the continuing members in Group (A) before selecting from Group (B).

22/

Emhh(1-2)

Please see the notes on p 6 ante. ~~This may be recast suitably after orders are passed thereon.~~

[illegible] 9.3.47 The amendments to this rule should be following the same as on p 6 ante and will be carried out.

[illegible] 16.3.47 S

Please see my comments there also. [illegible]

Please see the notes 6(a), 6(b) and 6(c) ante. The alteration suggested therein will hold good on this also.

[illegible] 18.5 [illegible] 18.5.47

[illegible] 19.5.47 S

[illegible]

43

When persons who are not in the service of the municipal council are selected, preference shall be given to those belonging to communities which are not represented in the service of the municipal council as Headmasters or Headmistresses of high schools.

Existing Rule.

4. If the Divisional Inspectorof Schools or the Inspectress, as the case may be, is of opinion that a sufficient number of suitable candidates in the service of the municipal council is not available for inclusion in the list, the executive authority shall invite applications from outsiders by advertisement. All the applications received by the executive authority shall be forwarded to the Divisional Inspector of schools or the Inspectress. If the Divisional Inspector of schools or the Inspectress considers that an interview is necessary, he with the D.E.O. together or she shall make a preliminary selection from among the applicants and arrange for an interview and shall then draw up a list from among the candidates who have been interviewed and from among candidates, if any, already in the service of the municipal council.

Rule proposed by the D.P.I.

4. If in the opinion of the ~~panel making authors~~ Divisional Inspector of Schools or the Inspectress it is not possible to select sufficient number of persons from among the qualified assistants of the municipal council to make up the panel it shall be open to the Divisional Inspector or the Inspectress to request the Executive authority of the council to invite applications from outsiders by advertisement. The Executive authority of the municipal council shall take the necessary action and send all the applications received to the Divisional Inspector or the Inspectress.

Should the Divl. Inspector and the Dt. Edl. Officer or the Inspectress consider than an interview is necessary, the Divil. Inspector and the Dt. Edl. Officer together or the Inspectress shall make a preliminary selection from among the applicants and arrange for an interview and shall then draw up a list from among the candidates who have been interviewed and from among candidates, if any, already in the service of the municipal council.

[N.E. the Slip above]

Where in any year or at

24

any time no new names are required for completing the panel and no names have to be deleted, the Divisional Inspector may, in consultation with the District Educational Officer, send the panel to the Executive authority of the council without holding a meeting of himself and the District Educational Officer for the purpose.

E.O.M.H.(S.T.)

The rule proposed by the DPI makes it clear that applications from outsiders shall be invited by the Executive Authority on the request of the authorities who should draw up a list of suitable candidates and that when the list prepared for the previous year requires no addition or alteration the Divisional Inspector may in consultation with the DEO send the list without holding a meeting for the purpose. ~~The existing rule may be recast suitably~~. The rule suggested by the D.P.I may be accepted.

USK 10/3/47   [illegible] 16.3.47   S [illegible] see my [illegible] [illegible] 21/3/47

Please see the notes in page 8 ante. The names ~~[illegible]~~ "panel-making authorities" may be clearly specified as decided on page 8 ante.

[illegible] 15.5.47   S   [illegible] 21/5/47

[illegible] 18/5   USK 18/5/47

25   42   45

p3 of (F)

Existing rule.

5. If there is a difference of opinion between the Divisional Inspector of Schools or the Inspectress of Girls' Schools and the Appointments Committee regarding the names included in the list, either of them ~~any~~ may refer the matter to the Director of Public Instruction whose decision thereon shall be final.

Rule proposed by the D.P.I.

p3 of

5. If the Appointment Committee of the council on the receipt of a panel for the year wishes to have any name or names either included in or excluded from it, it may appeal to the Director of Public Instruction whose decision thereon shall be final. All such appeals shall be made within fifteen clear days after the receipt of the panel from the Divisional Inspector or the Inspectress. (A)

It shall be open to the Divisional Inspector or the Inspectress or the Appointment Committee of the Council, to have any of the names once included in the panel for the year, for reasons arising subsequent to the preparation of the panel, deleted at any time during the year with the prior approval of the Director of Public Instruction. (B)

E.O.M.H.(S.T.)

The provisions at A + B above are newly proposed. It is desirable to fix a time limit for preferring appeals against the selection made by the Divisional Inspector of Schools or the Inspectress. The provision for removing the name once included in the panel is also necessary. The rule proposed may be accepted.

This is the same as on p 9 ante but made applicable to [illegible] Councils. [illegible] 16.3.47

USK 10/3/47   [illegible] 16.3.47   S [illegible] 21/3/47

[illegible] — but see my comment at p. 9. [illegible]

S.O.M.H.(S.T.)

Please see the notes on page 10 ante. The rules in this case would follow the same on page 9 ante.

[illegible] 18/5   [illegible] 19.5.47   S. [illegible] 21/5/47

USK 18/5/47

43 46

Existing rule.

6. No person whose name is included in a list shall be removed therefrom except for reasons to be recorded in writing.

Rule proposed by D.P.I.

No person whose name is included in a list and who has not been appointed shall be removed therefrom at the time of making a panel for a subsequent year except for reasons to be recorded in writing by the Divisional Inspector and the District Educational Officer or the Inspectress.

Edn(B7)

The rule proposed by the DPI may be accepted

10/3/47

10.3.47 S Please see my remarks at P.10.

Edn(B7)

Please see the notes on page 11 ante. The rule proposed by the D.P.I. may be accepted.

18/5/47

19.5.47 S

Edn(B7)

Existing rule.

7. Persons whose names are in a list but who have not been appointed shall be included in every subsequent list.

Rule proposed by D.P.I.

7. Persons whose names are in a list but who have not been appointed shall be included in every subsequent list.

No alteration has been suggested to the existing rule. It may be allowed to stand

16-3-47