

Education and Public Health

(1947) Department.

Ms. SERIES.

G.O. NO. 2284 Adn.,

2284

Dated 28-10-1947.

[Despatch Abstract.]

College-Presidency, Madras-Employment of one additional lower division clerk-Sanctioned.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
G.O.	635	Edu	2-9-45				
G.O.	88	"	1-4-46				

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
G.O.	3315	Edu.	28-12-48				

C.F. 80.

EDUCATION DEPARTMENT. (2)

Received 19 . Registered 19 .



Subject.

PRESIDENCY COLLEGE = Madras = Employment of
an additional clerk:

50681

ENCLOSURES.
No.
Spare copies

ROC. No. 348 K.2/47

Station M A D R A S , Dated the 17th June 19 47.

From (Name) SRI D.S. REDDI, M.A.(Oxon), M.B.E.,
(Designation) DIRECTOR OF PUBLIC INSTRUCTION, MADRAS.

To The Secretary to the Government of Madras,
EDUCATION AND PUBLIC HEALTH Department.

Sir,

I have the honour to request that Government may
be pleased to sanction the employment of an additional
lower division clerk in the Presidency College, Madras,
with effect from 1st July 1947 in the following circum-
stances.

2. In their Memorandum No.48959-A/46-4, Education,
dated the 29th January 1947, Government have directed
that students in Government colleges may be permitted to
pay term fees in two instalments from the academic year
1947--48. The Principal points out that the system of
collecting fees in instalments will involve additional

separate file

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(p10)

= 2 =

work to the Headclerk who is in charge of the fee collection as well as general supervision of the work of the other clerks and that an additional clerk to assist the Headclerk in this work is necessary. He has also requested that a separate clerk may be sanctioned for the maintaining the attendance registers. He points out that the number of students has increased nearly to 1450 on 31st March 1947 and likely to increase further in 1947-48 and that the system of keeping daily attendance registers involves laborious work and takes the time of a clerk. He states that attendance is not at present satisfactorily done and there is delay in posting the registers from the several subsidiary registers which are about 180 in number to a permanent register. I am satisfied that an additional clerk is essential for the extra work of fee collections and for the maintenance of attendance registers and I request that the employment of a lower division clerk may be sanctioned.

for Director of Public Instruction.

E.P.H.(A)

T.M (by post) dated 3.7.47.

From The A.S., E.P.H.

To The Dy D.P.I.

Sub: Presidency College, Madras -
Employment of an addl. clerk.

From the D.P.I., No 348 K2/47 & 17647.

Pl. furnish information on the following points:-

- (1) The clerical strength of the Presidency College, Madras, and the work allotted to each of them, and the rec. + date of
- (2) The total no. of currents recd. and disposed of for the last 2 or 3 years.
- (3) The total strength of the students in the college including those admitted during the current year

the G.O. in which addl. off. has been sanctioned

Mem-o. No. 566 87-1/47 A Edu dated 22-7-47.
Sub: College - Presidency, Madras. Employment of an addl. clerk.
Ref: T.M. (by post) dated 3.7.47.

The D.P.I. is requested to expedite his reply to the T.M. (by post) read above.

To the D.P.I.

21.7.47

22.7.47

C.F. 32 (a).

Education Department
From (Name) Sri D. S. Reddi, M.A. (Oxon.)
Designation Director of Public Instruction,
Station M a d r a s.

Received.....Registered.....
To
The Secretary to the Government
of Madras, Education and
Public Health Department,
Fort St. George, M a d r a s.

Enclosures :

R. C. No. 348-K2/47 dated 12th August 1947.

Sir,

Presidency College, Madras--Employment of an additional Clerk.

Reference:-Your telephonic message by post dated 3.7.47

I have the honour to enclose herewith a copy of letter

R. C. 486/47 dated 6.8.1947 from the Principal, Presidency College,
furnishing the particulars called for in the telephonic message.

2. It may be noticed that the Principal has requested
sanction for the employment of two clerks immediately.

ks. 13.8.

R. Narasimha
For Director of Public Instruction.

486/
Roc.No. 266/47.

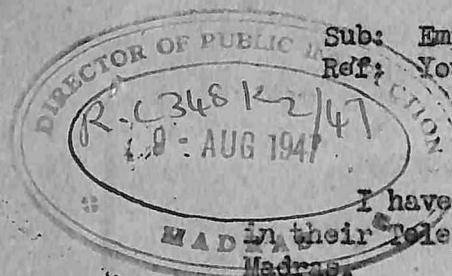
Presidency College, Madras No.
6th August, 1947.

From
Dr. S.G. Manavala Ramanujam, M.A.,
Principal.

To
The Director of Public Instruction,
M a d r a s.

Sir,

Sub: Employment of additional clerk.
Ref: Your Proceedings Roc.No. 348 K2/47, dated 12-7-1947.



I have the honour to submit the particulars called for by Government in their Telephonic Message dated 3-7-1947 to the Director of Public Instruction, Madras.

- (i) The clerical staff of the college, the work allotted to each, the number and date of the G.O. in which additional staff has been last sanctioned:-
- (a) The College office consists of the following clerical staff:-

Head Clerk	...	1)	
Lower Division Clerks	...	5)	
Steno Typist	...	1)	
Upper Division Clerks	...	1)	Temporary. The Upper Division
Typist	...	1)	clerk and attender were sanctioned
Attender	...	1)	temporarily for 2 years from or
			after 1-5-1945 in G.O.No.635 E,
			dated 2-9-1945 and their further
			continuance for 2 more years,
			sanctioned in G.O. No.
			and the Typist for 2 years from
			July, 1946 in G.O.No. 98 E,
			dated 1-4-1946.

The work allotted to each clerk:

Head Clerk: He is solely in charge of the cash of the College. He transacts all the cash business. The receipts and disbursements amount to about Rs.3½ lakhs and Rs. 5 lakhs respectively. The total transaction come to about 8 lakhs a year. This also increases year after year due to the increased admissions of students and consequential increase in staff. This work generally takes away the whole time of the Head Clerk during College hours (i.e) 10 A.M. to 4 P.M. He has therefore to attend to other work such as maintenance of cash register, fee collection and term fee registers and the preparation of D.C.B. statements during out of office hours. He has also to prepare all the contingent bills of the College and to answer correspondences in their connection. He is also dealing with the papers connected with military, half and full fee concessions. The number of applications for such concessions is about 200 a year. In addition to that he is dealing with important general administrative correspondences. Apart from all these above mentioned work he has to supervise the work of all the clerks. He is responsible for the efficient upkeep of the office.

The Upper Division Clerk., is the establishment clerk of this College. He has to attend to the following work: (1) Appointments, transfers, and leave of all the establishment including the menials paid from the contingencies, and proposals for the additional staff of the College, (2) preparation of pay bills of the staff (both gazetted and non gazetted) and the menials paid from contingencies with fair copies along with all the connected schedules and statements, (3) maintenance of service books, and the preparation of establishment returns, and half yearly, quarterly and monthly statements, (4) all kinds of allowances, (M.H.A., H.A., P.A., C.L.A., etc.), (5) G.P.F., D.P.F., and Postal

Life insurances, (6) increment certificates, (7) income tax statements of all the officers, (8) T.A. Bills for both gazetted and non gazetted staff, (9) pension applications and connected correspondences, (10) preparation of budget estimates, (11) monthly statements of expenditure and liabilities and other accounts and (12) other miscellaneous work in connection with the establishment. In addition to the above he has also been engaged in refixing of salaries of all the non gazetted staff as per the revised scale of pay sanctioned in G.O.No. 78 F, dated 6-2-1947. Year after year the strength of the staff has been increasing in numbers. The present staff of this college is 22 gazetted, 47 S.E.S., 94 subordinate services including ministerial and attenders, 26 inferior, 50 menials paid from contingencies. The total strength comes to 219 of which about 70 are temporary. No doubt it is very difficult to attend to all these items of work by himself without any assistance. The nature of work of this section naturally, requires one Upper Division Clerk, with 2 Lower Division clerks in the ordinary course as is now in practice in other big offices with such a large establishment. It is needless to say that all these work cannot be expected of him to be done by himself alone. To maintain speedy work with accuracy at least one assistance to him is an immediate necessity.

Of the 3 lower division clerks, the first clerk being the senior is keeping the records, and puts up all the previous references. He maintains the disposal register. He attends to the circulation of papers among the members of staff, deals with the correspondences relating to the acceptance of remuneration by the staff. This being a premier college in the Presidency several Professors and Assistant Professors are engaged, in University and other examinations within and outside this presidency. They are also engaged in Radio Talks. Number of correspondences swell like anything due to the increase in the strength of staff. He has been given the work in connection with the endowments and prizes. There are as many as 50 endowments. He is also keeping the stock of stationery and attending to the allied correspondences and indents. He also deals with the papers relating to the improvements to buildings general and electrical. He is also in charge of the miscellaneous correspondences.

The second lower Division Clerk is designated students and attendance clerk. He maintains admission registers, permanent attendance register, class attendance registers, leave applications of students and issues of transfer, conduct, intermediate, age certificates, ~~many~~ arranges for the conduct of the terminal examinations and maintains marks registers, registers of intermediate and S.S.L.C. Certificates, and generally all matters regarding to University, stock book of forms, and prepares indents of all kinds of forms. He deals with scholarship applications and prepares the scholarship bills. He has to attend to the distribution of students by wards for Tutorial supervision. He has to prepare all the statistics connected with students. In the beginning of the academic year, his whole time is taken in with the issue of different kinds of certificates etc., required by students including for railway concession, communal scholarships etc., In the preparation of attendance and other registers he has been assisted by the attender. He has to collect applications from students for University examination in March and September each year and send them to the University after proper scrutiny. He has also to scrutinise that all the students satisfy the University regulations, wherever necessary he has to attend to the regularisation of any defects etc.,

The third Clerk is designated as registering and despatching clerk. He is maintaining the current registers. He attends to the despatching work. In addition to that he also attends to the Telephone, receiving and despatching Telephone messages. He also fair copies statements which could not be typed. He maintains the casual leave register. He assists the Head clerk in the preparation of the endorsed bills.

m. The Steno Typist is solely attached to the Principal as his personal clerk. Hence he could not attend to any other work except attending some personal and confidential ~~work~~ correspondences and such papers as relating to the recognition of foreign examinations, assisting the attendance clerk in administration reports. He attends to the Telephone work in the absence of the despatching clerk.

The Typist is attending to the fair copying work.

The attender assists the Head Clerk in the Fee Collection work and writes in fee receipts, and term fee registers etc., and also assists other clerks. He attends to the work connected with the railway concessions.

He attends to the work connected with the railway concessions.

* Now one Temporary clerk has been sanctioned for 6 months from 21-4-1947 to attend to the admission work.

The above allocation of work will show that the work of a college is a different one from that of other offices. It cannot be judged on the basis of incoming and outgoing papers, more work is connected with the internal administration of the institution. The figures given only represent the number of subjects (i.e.) single separate subjects each in itself - (because of the disposal no. system adopted in this College) received from outside and those disposed of. The following are the special nature of work not applicable to other offices:

Besides general correspondences:

- (1) Requisition for forms for admission about 8000
- (2) Queries regarding admission by post - 600
- (3) Registration of applications for admissions - 3000
- (4) Leave applications from students - 15000
- (5) Leave applications from staff - 2500
- (6) To attend to the enquiry of students alone about 100 daily.
- (7) Enquiries relating to admission, transfer certificates etc., April, May and June about 100 daily.
- (8) Collection of registration fees.

In addition, the office has to attend to the correspondences within the College from several departments of which the professors are heads. As the general strength of the students increase year after year, the general and teaching staff also increases without any appreciable increase in the strength of the clerical staff of the office which is directly under the Principal, the Administrative Head. The office staff is working overtime due to increased work. It would be more appropriate to allot a separate clerk for answering the enquiries as is done in the University office. Under the above circumstances it is very difficult to cope up with the office work satisfactorily with the limited number of clerks. The immediate need is one clerk to assist the Head Clerk and to attend to the attendance work etc., as requested in my letter C.No. 498/47, dated 23-4-1947 and another clerk to assist the attendance clerk. I therefore request you to be good enough to address Government to sanction the employment of two clerks immediately. It will not be out of place to mention that the whole office staff has to be engaged in the ~~gathering~~ collection of fees from all students after the reopening of the college after the holidays and in December and January for the University examination fees. Or else the collection work could not be done within the stipulated period of 5 days as enunciated in the M.B.R. Hence the whole office general work of the week had to be taken up afterwards along with the normal work of the office with great strain. Hence it would be suggested that a separate account section be set up to deal with collections and finance of the College.

Hence, I once more stress that the work in the office cannot possibly be defined as is done in the case of teaching staff where the University regulated the number of teaching hours per week per Professor or Assistant Professor and the number of correction work and laboratory work. The number of hours of work of the teaching staff also depends on the sections in each class with reference to a limited number of students in each section, when the number of students increase the number of teaching hours increase, and so much so the number of teaching staff also increase correspondingly to satisfy the University regulations. But that in the case of clerical staff it is a different one. For the smooth efficient administrative work there has to be the sufficient number of ministerial staff.

For Part II Scheme.

- (1) I am of opinion that in addition to the above mentioned increase in staff, for the proper conduct of the administrative work of the College, the head clerk is to be relieved of the cash transactions work by appointing a separate cashier, i.e., in Upper Division clerk's cadre, to enable him to pay full attention to the proper supervision on the work of the clerks and attend to the proper conduct of the general office work and to attend to the several enquiries.

(ii) one more lower division clerk to the work connected with the establishment section. This will form a separate proposal for the part II scheme which I hope the Director of Public Instruction will not hesitate to recommend to Government, realising the heavy burden of office work now borne by the limited number of staff. The designation of the post of Head Clerk may be changed to Manager on the scale of pay of Rs.140-170 the junior Superintendent's scale in the Office of the Director of Public Instruction.

(iii) The total Number of

	Currents received.	Disposed of.
1944	910	1000
1945	833	350
1946	1005	1000

The figures represent only the general currents of each subject of its own received from outside. The disposal number system is adopted.

(iii) The total strength of students in the college including those admitted during the current year 1947-1948.

Old students continuing =	790
New students admitted this year =	820
	1610

I also furnish below a comparative statement of the number of students, teaching staff and clerical staff in different years.

Strength of students.	Strength of staff including gazetted non-gazetted and menials paid from contingencies.	Number of clerical staff.
31-3-1940	902	152
		H.C. 1 L.D.C. 3 Steno Typist 1 } 5
31-3-1943	873	155
		-do- } 5
31-3-1946	1335	191
		H.C. 1 L.D.C. 1 Steno Typist 1 L.D.C. 3 } -7
31-3-1947	1610	219
		H.C. 1 U.D.C. 1 L.D.C. 3 Steno Typist 1 Attender 1. } 7

Note: The strength of students has practically doubled in the course of the last 7 years. The strength of staff has been increased by the addition of over 50 members during the same period. But the office staff has not increased correspondingly. The enormous increase in volume of work within the College in relation to students, office and Principal, necessitates practically doubling the existing staff.

The proposal now submitted for additional establishment is for the immediate requirement. Proposals for strengthening the staff with due regard to the strength of the College will be submitted as Part II scheme for 1948-1949 shortly.

S. H. Ramaswamy
PRINCIPAL.

Very urgent-

Edn and P. H. Dept

Telephone message by post No. 5637-2/47A

Edn. dated 1-9-47

From

Mr. Asst Secy. to Govt, Edn and P. H. Dept

✓ To Mr. Dy. D. P. J.

Presidency College, Madras - Employment of addl. clerk.

Ref letter from the D. P. J.

MO-348-K2/47 & 12.8.47

Please say whether the D. P. J.'s recommendation is whether one addl. clerk or two addl. clerks should be sanctioned.

18/8/47

OK 18/8/47

TELEPHONE MESSAGE NO. 348-K.2/47, dated 16--9--1947.
(PST COPY).

From The Director of Public Instruction,
Madras.

To The Assistant Secretary to Government,
Education & Public Health Department.

Sub: Presidency College, Madras - Employment of an additional
clerk - Telephone Message by post No. 5068-2/47-A
dated 1---9---1947.
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17 SEP 1947
SECRETARY TO GOVERNMENT
EDUCATION AND PUBLIC HEALTH DEPT.
p9 ante

74075
As the office work in the Presidency College has
increased considerably and as the staff is working overtime,
I request that Government may sanction 2 clerks instead of
one recommended in this office letter R.C.No. 348-K2/47 dated
17-6-47.

R. Narasimhan
for DIRECTOR OF PUBLIC INSTRUCTION.

Ram. 16/9.
16/9

POST COPY OF TELEPHONIC MESSAGE DATED 16--9--1947.

11/ E.P.H.(A)

Sub: College - Presidency, Madras - Employment
of ~~two~~ ^{one} addl. lower division clerk - Sanctioned.
A.P. 12 Dec 47. 49.3
C.P. 5-12-47. C.no. 50681 from the D.P.J. No. 348K, Jd. 17.6.47.
C.P. 5-12-47. C.no. 66258 from the D.P.J. No. 348-K, Jd. 2-12-8-47.
G.O. Ms. 2287 Edu. dated 28-8-47.

The Govt. sanction the
employment of ~~two~~ ^{one} addl. lower division
clerk in the office of the Presidency
College, Madras ~~in the~~ for a period
of one year from the date of appointment
in the first instance.

To the D. P. J.
A. G. Thero Tin.
S/c.

6/18/47
18/9/47
22/9/47

Note: The need for the addl. staff has been fully
explained in the Principal's letter on p. 5-8 of.
The D.P.J. too supports the Principal's request for two addl. clerks.
P.T.O.

12/4/47
The draft order on page 1, ante is for approval.
Finance may see for acceptance of the draft.

189^m 1/6/47
22/9/47
E.P.H. u.o. 50681-2/47A
dated 23.9.47
Finance Ety.

The proposal is for the employment of two L.D. clerks in the office of the Presidency College, Madras. The extra cost involved is Rs 2,220 p.a. The clerical staff of the college consists of 1 Head clerk, 1 L.D. clerk, 3 L.D. clerks, 1 Steno typist and one typist, and one attender. In addition to this one temporary L.D. clerk has been sanctioned for 6 months from 21-4-1947 for attending to the admission work. It is seen that there are already 5 clerks besides the Head clerk in the college office. The work allotted to each of the clerks is on pp 5 & 6. F From the list of duties, it is observed that the third clerk designated as registering and

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SEP 1947
FINANCE DEPARTMENT
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29.9.47

SECRETARY, EDN. AND P. H. DEPT.
21 OCT 1947
GOVERNMENT OF MADRAS

ASST. SECRETARY TO GOVERNMENT
20 SEP 1947
EDUCATION AND PUBLIC HEALTH DEPT.

13/43
despatching clerk has got comparatively less work; and his work is of a routine nature. It seems possible that some more duties can be entrusted to this clerk. The proposal now made is for the employment of two additional Lower Division Clerks, one for assisting the Headclerk and to attend to the attendance work and another to assist the establishment clerk. This department may agree to allow one L.D. Clerk for a period of one year.

2. With the above additional clerk there will be 6 clerks besides the Headclerk in the College Office. If the work is properly distributed among these 6 clerks ^{& the Headclerk} the entire work can be managed without any further additional staff.

3. Subject to the above remark the draft order on p.1 ^{above} may be accepted. (The extra cost for 1 L.D. Clerk will be Rs 1,100/- per annum.)

D.S. E.P.H. The suggestion of Finance may be accepted. The draft order on page 1 ante may be issued, as modified.

17/10/47 S/11/10/47

TSA
22-9-47

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2/10
1/10

AST

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