

Put *up*

Sectt. H-27-15,004-22-3-46.

21/3

Education and Public Health

(1947) Department.

MS. SERIES.

G.O. NO. MS475 Education.

475

Dated the 13th March, 1947

[Despatch Abstract.]

Inspection - Office of the District Educational Officer, Madras.
Post of Additional typist - sanctioned.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
	1590						
	1570						
	1433						
	1572						

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Rg	1117	Edu	14/5/52				

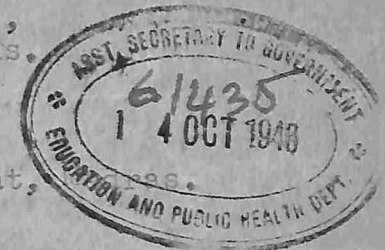
Education Department.

From

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

To

The Secretary to Government,
Education and Public Health Department,



Re. No. 1112 K5/46 dated 11-10-1946.

Sir,

Inspection - Office of the District Educational Officer,
Madras - Employment of an additional Typist -
Sanction Requested.

I have the honour to state that the work in the office of the District Educational Officer, Madras has considerably increased and that there is an immediate need for the appointment of an additional Typist. There is only one typist for the office and the District Educational Officer reports that on an average he gets 60 drafts for typing besides, statements, tabular Inspection Reports etc. the typing of which takes considerable time. It is reported that at present the typist is working overtime and on holidays and still he cannot clear the arrears as the work is too much for one typist and the physical strain too great. Further if he takes a day's casual leave the entire typing work of the office falls in arrears. The District Educational Officer reports that fair-copying work is very much in arrears and that it is impossible to carry on without an additional typist.

2. There are two typists in almost all the offices of the District Educational Officers and I consider it very necessary that such a large office as that of the District Educational Office, Madras should also have two typists in the interest of efficient and expeditious work. I therefore request that Government may be pleased to sanction the appointment of an additional typist for the office of the District Educational Officer, Madras and also accord sanction for the supply of a typewriter.

3. A statement showing the statistics of work for the years 1944-45 and 1945-46 in the offices of the District Educational Officer, Madras and of the District Educational Officers in the adjoining districts is submitted herewith for reference.

M. S. Saver
12.10.46
for Director of Public Instruction.

K.S. 12-10.

Sd/-
12/10

P.t.o.

District.	Strength of Clerical staff.	No. of Schools. Elementary.	No. of papers. Secy. & Spl.	Teaching 1944-45.	1945-46	grants to ele- mentary schools 1944-45.	45-46
Madras.	Headclerk - 1 L.D. Clerks - 5 Typist. 1	210	38	15286	16161	103563	107092
Nellore	Headclerk 1 L.D. Clerks 5 Typists 2	1148	23	20593	22534	300235	369866
Chingleput.	Headclerk 1 Clerks 4 Typists 2	1064	24	15249	15414	152185	155475
Gunttoor.	Headclerk 1 L.D. Clerks 4 Typists 2	972	16	20487	22440	142143	148624
North Arcot.	Headclerk 1 L.D. Clerks 5 Typists 2	1488	34	18935	20829	213187	326310
South Arcot.	Headclerk 1 L.D. Clerks 5 Typists 2	1457	21	21747	26322	289831	360380

M. Haminad
30.9.46
for Director of Public Instruction.

Edn. and P.H. Dept. (A).
By post.
From: The Secy. to Govt., E. & P.H. Dept.
To: The D.P.I.
Ref:- Yr. letter No. 1112-K3/46, dated 11-10-46 - Addl. typist for D.E. O.'s Office, Madras.
Please refer to your letter No 165A/4589-4-45
The lower divn. clerk apptd. in the Office of the D.E.O., Madras, in 1943, on a fixed pay of Rs.30 and later continued in the regular time scale of pay by G.O.'s 1433-Edn., dated 15-9-45, and 1540-Edn., dated 8-8-46, was instead of a typist, the necessity for whose employment was felt but who ~~he~~ could not be employed owing ^{to} the dearth of typewriters. It is ^{Keep} suggested that if a post of addl. typist is now to be sanctd. it shd. be in ^{mentioned.} the place of the l.d. clerk. Pl. say whether you ^{see any objection to the adoption of this suggestion.} have any remarks to offer on this suggestion.
P.H. W.K.
23.10.46
25.10.46
26.10.46

28/11/46
T.M. by post
From: The Secy, E.P.H.
To: The Secy, E.P.H.

Ref: - Tr. letter No. 1112-K3/46, d/11.10.46, re: 6/12
employment of an addl. typist for
Office of the Secy, Madras.

Pl. say when reply to
my ltr. d/26.10.46, on the
subject, will be sent.

P.S.
2.12.46

26/12/46

R.C.No. 1112 K.3/46.

Madras, 4th December 1946.

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

To
The Secretary to Government,
Education and Public Health Dept.

Sir,

Sub: Inspection - Office of the District Educational Officer
Madras - appointment of an additional typist - proposals

Ref: Govt. T.M. by post dated 26th October 1946.

I have the honour to state that clerical work in the office of the District Educational Officer, Madras, continues to be very heavy and it is on the increase since 1944-45. The District Educational Officer, Madras, reports that the work is too much for 6 clerks including the head clerk and that one more additional clerk is necessary. I enclose herewith a statement showing the distribution of work among the clerks of the office for kind reference. It may be seen therefrom that every clerk has full work and the suggestion to have an additional typist in place of the lower Division clerk already sanctioned will not only cause delay in the transaction of the work of the office but also throw additional work on the clerks who are already overworked. In the interests of efficiency and expeditious disposal of work it is necessary to have the post of an additional typist, besides the post of the lower Division clerk sanctioned in G.O.No. Ms 1540 Edn., dated 8-8-1946 and I therefore request that Government may be pleased to accord sanction the post of an additional typist at an early date.

P.R.K. 6/12/46

For Director of Public Instruction

DISTRIBUTION OF WORK.

1. Head Clerk.

1. General papers of importance.
2. Strikes.
3. Leave, appointments and transfers.
4. Service Rules.
5. Increment Certificates.
6. Pension and compassionate gratuities.
7. Maintenance of service books and leave accounts.
8. Do. of Cash Book.
9. Do. of stock book of furniture, stores and stationery.
10. Do. of office calendar.
11. Do. Register of probationers.
12. Appeals. Casual leave register of the staff of this office, Deputy Inspectors of Schools and Headmasters of Government Schools.
S.S.L.C. Scheme:--
13. Exemption from the operation of age rule.
14. Do. from regional languages.
15. Condonation of shortage in attendance from regular classes and Physical Educational Classes.
16. Condonation of break in the continuity of the school courses.
17. Alteration in the date of birth.
18. Change of optionals.
19. Admission of students from other Provinces.
20. Opening and recognition of Secondary and Special Schools.
21. Approval of Text Books in Secondary Schools.
22. Medium of Instruction in Secondary Schools.
- Examination arrangements:--
23. S.S.L.C. and T.S.L.C. Examination--arrangements of centres, appointment of Superintendents.
24. Correspondence relating to Examination centres to be arranged for various Examinations in the city.
25. Maintenance of Office, discipline of staff.
26. Supervision on the cleanliness of the building.
27. Do. destruction of records.
- Periodical Returns.
28. Return of appointments (monthly)
29. Confidential reports (Half yearly)
30. Return of cycle (Do.)
31. Verification of Service Books.
32. April return as on 1st April, (Annual)
33. List of Officers. (Non-Gazetted)
34. 55th year list
35. Inventory of office furniture
36. Checking the arrears lists of the lower Division Clerks (Weekly & Monthly)
37. Distribution of Tappals.
38. Checking the stamp account and stationery issue.
Correspondence relating:
39. Debarring of pupils.
40. Endowments.

2. Accounts Clerk.

1. Bills and Budget--Office of the District Educational Officer, and Subordinate Offices and Schools.
2. Annual programme of the District Educational Officer.
3. Pay acquittance roll and T.A. bills of the Establishment and Subordinate officers.
4. Control of expenditure.
5. G.P.F.
6. House allowances.
7. Acquisition, alienation of land of Secondary and Special Schools.
8. Stationery: Preparation of indent, issue of the same to the subordinate offices.

(Continued)

Grant-in-aid-Code:--

9. Teaching grant to Secondary and Special schools.
10. Building and Equipment grant to Secondary and Special Schools.
11. Scholarships and fee concession.
12. Sanctioning of stipends to Training Schools.
13. Correspondence relating to irrecoverable stipends from ex-students.
14. Excess admission of pupils.
15. Tabular Inspection Reports--Questionnaire of Subordinate Offices.
16. Exemption under Rule, 13 and 10 A. M.E.R.

Periodical Returns:

17. Return of visits of Elementary Schools, Statement of inspection work and Diary.
18. Permanent advance--acknowledgement.
19. Hostel accounts return.
20. D.C.B. Statement.
21. Certificate regarding pay of menials.
22. Financial Statements.
23. Absentee Statements.

3. Elementary Education Clerk:

1. Opening of new Elementary Schools and recognition.
2. Transfer of management and locality.
3. All Annual returns.
4. Boarding grants.
5. Issue of service registers.
6. Preparation of Teaching grant bills.
7. Approval of Text Books in Elementary Schools.
8. VIII Standard Public Examination--Conduct of.
9. Manual Training and Secondary Schools.
10. Training Schools admission.
11. Admission to the Teachers' Provident Fund.
12. Teachers' Associations meetings.
13. Issue of duplicate T.S.L.C. and E.S.L.C.
14. Periodical Returns: Annual Inspection reports of Elementary Schools.
15. Return of P.T.C., Adult Education.
16. Compulsory Education Report.
17. Half yearly statistics.

4. Teachers Provident Fund.

1. Advance, Transfer and Closure of T.P.F. and Cash Certificates.

5. War Concession and Miscellaneous.

1. Sanctioning of Educational Concessions and bills.
2. Office library and reference books.
3. Forms and covers (indents) and issue.
4. Periodicals and magazines, gazettee (distribution)
5. Technical Examinations.
6. Review of inspection reports of Public Libraries.
7. To assist the record clerk in the arrangement of records.
8. Inspection reports of commercial schools and reviews thereon.
9. Pasting of correction slips.
10. Return of unanswered reference.
11. Correspondence relating to the issue of S.S.L.C. Blank Books and addition Sheet etc.
12. Destruction of unclaimed S.S.L.Cs.
13. Correspondence relating to the issue of duplicate S.S.L.C.
14. List of Gazetted Officers.
15. Educational Films Show.
16. Educational Broadcast.

6. Temporary Clerk.

1. Despatching and stamp account.
2. Disposal register and distribution register--maintenance of.
3. Registering of Head Clerk's papers and putting up back papers.
4. Arrangement of records.
5. Comparing the fair copies of A. Section papers.

7. Typist.

FAIR COPYING OF ALL PAPERS: A minimum of 60 papers is received for fair copy per day.

Very urgent-

Telephone message by post.

From

The Asst. Secy to Govt, Edu and P.H. Dept

To the Dy D.P.O

Inspection - Office of the D.E.O, Madras

Appointment of an addl. typist

Ref D.P.O's letter No. 1112/K3/46

8/4/46.

Please furnish statistics of the work

for the months of January to November 1946.
in the offices of the D.E.O, Madras and of
the D.E.Os in the adjoining districts with the
staff employed in these offices.

1/10/46.

18/12/46

Handwritten notes on lined paper, including the word "Telephone" and other illegible text.

C.F. 32.

In reply, please quote number, date and short title.

EDUCATION DEPARTMENT.

Received _____ Registered _____

From (Name) DR.S.R.U. SAVOOR, M.A.,D.Sc.,I.E.S.,

(Designation) DIRECTOR OF PUBLIC INSTRUCTION,

Post Box _____, (Station) MADRAS.

Telegraphic Address "INSTRUCTION"

To

The SECRETARY TO GOVERNMENT,
EDUCATION AND PUBLIC HEALTH DEPARTMENT.

RC. No. 1112-K3/46, dated 12th February 1947.

Sir,

* SUB:- Inspection - Office of the District Educational Officer, Madras - Appointment of an additional typist:

REF:- Telephone message by post dated 17th Decr.1946.

I have the honour to submit herewith a statement containing the particulars required in the Government reference cited above.

KAN.14/2

for Director of Public Instruction.

(88)

10

STATEMENT SHOWING THE STATISTICS OF WORK IN CERTAIN OFFICES OF THE DISTRICT EDUCATIONAL OFFICERS FOR THE PERIOD
JANUARY TO NOVEMBER 1946.

S.No. Name of Office.	Strength of clerical staff.			No. of papers received and disposed of	No. of Schools.		Amount of teaching grant disbursed.	No. of subscribers to T.P.F.	No. of Educational concessions granted.	REMARKS.
	Clerks including Headclerk.	Typists.	Total.		Ely.	Secy. & Special				
Office of the D.E.O.										
1. Madras.	6 ✓	1 ✓	7 ✓	15507	214	43	71593 TG 70500 DA	1252	651	
2. Nellore	6 ✓	2 ✓	8 ✓	19474	1148	24	a. 369866 b. 317217	341	231	(a) Relate to 1945-46 (b) Jan. to Dec. 1946.
3. Chingleput	5 ✓	2	7 ✓	15329	1061	24	163986 TG 139142 DA	435	435	
4. Chittoor	6 ✓	2	8	18955	993	17	a. 148624 b. 78171	258	342	
5. North Arcot	7 ✓	2	9	21664	1492	35	117455	709	2073	
6. South Arcot	6 ✓	2	8	24000*	1467	24	350071	736	1000	One post of clerk will be discontinued on 1.3.1947. X No. of disposed. No. of received was about 25,000

as per return

Time copy.

For Director, Public Instruction.

*SL
14/12*

296
12/3

12/ Inspection - Office of the D.D.O.
Madras - Post of addl. typist -
Sanctd.
Read: - From the D.D.O., A.S. Nos.
1112-K3/ub, dt - 11.10.46,
4.12.46 & 12.2.47.

G.O. (Fb.) No. 475 Edn., dt - 12.3.47

The Govt. sanction the employ-
ment, for the period up to the 30th
June 1947, of an addl. typist on
Rs. 45-3-60-2-90 plus Rs. 10 if he
possesses Higher Gr. Qualification, in the
office of the D.D.O., Madras. The
typist will also be eligible for the
house allowance and the usual dear-
ness allowance.

2. The D.D.O. is informed that
if the post of typist, and also the
post of clerical ~~the continuance of~~
~~which was~~ sanctioned in G.O. No.
1540 Edn., dt - 8.8.46, are to be
continued beyond 30.6.47, statistics
of clerical & typing work done
in the D.D.O.'s office shd. be furnished.

W/CF

Madras, and in the offices
of the D.D.O.'s of adjoining
dist. during the preceding year.

To the D.D.O.
A.S. (Fb.)
Fm.
8.3.47
10/3/47
11/8/47

C.No.61435. From the D.P.I., No.1112-K3/46, dated 11-10-46 and 4-12-46.

Office of the D.E.O., Madras - Employment of an addl. typist.

In view of what has been stated by the D.P.I.

at pp.1 and 5 C.F., this Dept. may support his proposal that an addl. typist ~~may~~ be sanctd. for the D.E.O.'s Office, Madras. The statistics at p.10 C.F. point to the necessity to have at least two typists in the Office. The file may be sent to Fin. ~~for~~ for remarks.

Edn. No.
61435-A

115/47



See Statement
on p.20

1947 (W)

11047 (W)

11047 (W)

11047 (W)

11047 (W)

FINANCE (E.III).

The proposal in the file is to appoint an additional typist in the office of the District Educational Officer, Madras.

The offices of the D.E.O., Madras consists at present 1 Head clerk, 5 L.D.clerks and one typist. The office originally consisted of 1 Head clerk, 4 L.D.clerk and one typist. In 1943, the 5th L.D.clerk was appointed on a fixed pay of Rs 30 and the post was continued in G.O. 1433 Edn dated 15-9-45 and 1540 Edn dated 8/8/1946. But the L.D.clerk was appointed in the place of a typist whose appointment could not be then made owing to the dearth of typewriters. When the post of the L.D.clerk came up for continuance in July 1946, this department pointed out that the work in the D.E.O's office was lighter than the work in other D.E.O's offices except Chingleput D.E.O's office, but agreed to the continuance of the post for one year and that the D.P.I should be asked to furnish statistics of work if the post is to be continued further.

2. The statistics given by the D.P.I. on pages 2 and 10 C.F. show that the work in D.E.O's office Madras is

only slightly more than that of Chingleput D.E.O's office.
(so far as number of papers received and disposed are concerned).

other D.E.O's offices receive and dispose more papers. — See statement on 1/10/47

Chingleput D.E.O's office has a total strength of seven i.e.

5 clerks including Head clerk and two typists; Madras D.E.O's office has the same strength viz 6 clerks ^{including head clerk} and one typist.

There seems to be no case to give an additional typist to the

Madras D.E.O's office on the basis of statistics. As however

D.P.I. has referred that there are arrears of work this

department may agree to an additional typist being sanctioned

till 30/6/1947; the continuance of the post may along with

that of the clerk continued in G.O.1540 Edn dated 8/8/46, ~~been~~

~~be~~ examined on the basis of statistics of typing and clerical

work in the D.E.O's office, Madras. The extra cost for the

additonal typist will be Rs 12 30 per annum.

(Para 1, H.C.
A.P.502)

Sanction in
this case
19-30-6-47

48-90 67.5
12.0
84.5
102.5
1230



Prin. U.O.
11514 Edn 7
4.3.47

Edu. J. G.H. (A)

A draft order is subd.

8.3.47/10m
8/8/47

10/3/47 S 11/8m