

E 2H(A) (194) Department.

(MS) SERIES.

G.O. NO. 801. Edn

Dated 21-4-47.

[Despatch Abstract.]

Statement - Office of the D.P.I., Madras -
employment of a lower Division Clerk in 'C' Section
- sanctioned

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Memo	NO 45792-A/ub-2-Edn		11-11-46				

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

R.O.C.No.2405-F.1/46



Office of the
Director of Public Instruction,
Madras, Dated 7-1-1947.

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

The Secretary to Government,
Education and Public Health Department.

Sir,
Sub: Establishment - Office of the Director of Public
Instruction - Employment of an additional upper
Division Clerk in C Section - Request renewed

I have the honour to invite the attention of Govt.
to my letter NO.2405-F.1/46 dated 9-8-46 disposed of in Govt.
Memo. No.45792-A/46-2 Edn dated 11-11-1946 and to request that
Government may be pleased to reconsider my proposal for the
sanction of an additional upper division clerk to my office
with immediate effect.

I have already detailed in my letter the nature
of the work done in the C Section of my office for which I want
the additional clerk. It may be seen therefrom that the matter
dealt with in the section are all questions relating to the
personnel of the Department and that therefore all papers
received in the section should not only be thoroughly gone into
but disposed off as quickly as possible. I now find that with
the existing number of clerks in the section it is impossible
to attend expeditiously to all the papers most of which are
urgent. In consequence the section has been accumulating
large arrears in spite of every effort by the clerks and
Superintendent of the section. They are always overworked
and unless the clerk is sanctioned immediately serious delays
will occur.

Even viewing from the point of view of the mere num-
ber of papers received in the section, particulars of which had
already been furnished to Govt. in my T.M. dated 11-10-46, there
is a case for sanctioning an additional clerk. As was stated in
para 3 of my letter to Government dated 9-8-46 that the clerks
in the section get everyday more papers than they can dispose
off quickly and in particular the clerk dealing with leave,
appointment and transfer of the personnel belonging to the
Subordinate Educational Service gets on an average 16 papers
per day all of which have to be dealt with as expeditiously as
possible to avoid dislocation of work. In this connection, I
invite the attention of Govt. to my previous letter wherein I
had already explained how the mere numerical number of currents
received by a clerk or a section gives no indication of the
amount of work involved and that it can never be the guiding
principle to decide whether a particular section or a clerk
is overworked. What should be the deciding factor in such
cases is the subject proper dealt with and the amount of work
and time involved in efficiently disposing of it. For example,
the matter of personnel in the Department involves postings and
transfers and appointments have to be made taking into
consideration the requirements of subject, language and the
individual officer's capacity to handle the subject, etc.
As to the point that the number of papers received though
in itself is heavy in the section cannot be the correct index
of the volume of work in this particular type of work, I wish
to state for example that though an application for leave from
a Madras Educational Service officer will be counted as one
current, the action to be taken on it amounts to several cur-
rents, such as, grant of leave, appointment of a substitute,
ordering consequential arrangements down to the lowest grades
of posts and making necessary intervening transfers. In some
cases even without receipt of any current from outside the sec-
tion has to initiate correspondence or take action of its own
accord in matters like, putting proposals for filling newly-
created posts, filling vacancies due to retirements, completion

of probation, confirmation of officers, ordering consequential arrangements when a vacancy ceases. Besides attending to correspondence, the clerks have to maintain several registers, prepare Departmental lists of officers and correct proofs thereof. The correspondence relating to appeals, enquiries, disciplinary proceedings, investigations of complaints suggesting amendments to the service rules, fixation of pay appointments, promotions and reversions are all important questions requiring interpretation of rules and going through previous papers on the subject and quick disposal. Any mistake or error committed owing to the clerk being over-worked will have serious consequences. No doubt no serious mistake has occurred so far and it is due to the conscientious and very hard working turned out by the clerks and the vigilance of the officers. But this strain on them should not be allowed to continue. Even as it is, despite hard work the clerks find it impossible to avoid arrears accumulating. Further there are other items of work in the section which the number of currents gives no indication. They are:-

1. The maintenance of the personal files of over 600 officers in the Department
2. The putting up of several files to dispose of a single case and replacing them in proper places each day thus involving a good lot of time for the clerk
3. The checking of receipt of half-yearly confidential reports and taking necessary action thereon which are not at all be attended to satisfactorily, owing to the clerks having heavy work.
4. The maintenance of all confidential and secret papers. (The correspondence relating to such papers and the maintenance of records relating to confidential disposals are done by the section alone)
5. The answering of so many D.O. letters.

A perusal of a Holiday Attendance Register reveals that almost all the clerks and the Superintendent in this particular Section are obliged to attend office on almost all holidays, not to speak of their working in the office till late in the evening on most days. I am personally convinced that there is every justification for splitting the section into two. Further with the development of the Department and with the increase in work of the Department I find that my office is now understaffed. It may not be out of place to mention here that of late complaints against officers of all grades in both the Men's and women's Branches are being received in large numbers as a result of which number of disciplinary enquiries have to be held and punishments awarded. Consequently the volume of work has increased considerably. Every clerk and Superintendent of my office is having such heavy work that it is not possible to reallocate work in the different sections. I consider that unless my office is strengthened by an additional section arrears are bound to result and consequently delays will be unavoidable. I shall submit proposals in this regard at a later date. In the meantime I request that Government may be pleased to reconsider their orders in the light of the observations now made by me and sanction one Upper Division Clerk for my office with immediate effect.

for Director of Public Instruction.

RVR 8/1/-
8/1/47

C.F. 32 (a).

EDUCATION Department Received Registered
From (Name) DR. S. R. U. SAVOOR, M.A.,
D.Sc., I.E.S.
Designation Director of Public Instruction,
Station Madras.



Enclosures: RC. No. 2405-F.1/46 dated 10-2-1947.

Sir,
Sub: Establishment - Office of the Director of Public Instruction, Madras - Employment of an additional clerk Upper Division Clerk in 'C' Section - Early sanction of

I have the honour to invite your kind attention to my letter ROC.No.2405-F.1/46 dated 7-1-1947 and request that the favour of early orders in the matter.

for Director of Public Instruction.

RVR 12/2/-

Edin + P. Haepph.
A.

Memo No. 1665-A1/47 Exn M. 20-2-47.

Establishment - Office of the D.P.I. -
employment of an additional upper Division clerk in
C section - Request for.

h. 1-2 cf. From the SPI: - No. 2405 - F/46 M 7.1.47.
h. 3 cf. " " " No. 2405 - F/46 M 10.2.47.

The R.P.I is informed that

This matter is under consideration.

✓ $\frac{92}{14/2}$ mm
To. the API.
14/2/19

$$\frac{0.84}{1.8} = 0.47$$

DRAFT FOR APPROVAL,

Date.

Initials.

SUBJECT :—

When received for
fair copying ..

When copied ..

When examined..

When signed ..

When despatched.

Reestablishment - office of the API, Madras
- employment of an lower Division
clerk in CI section - sanctioned.

READ AGAIN _____, dated _____ 19____

” ” _____ ” _____ 19 _____

READ ALSO :—

READ ALSO:—

C No. 165 A/C From the DPI, No. 2405 F/96, dated 17-1 1941.

19

19

Order Ms. No. 801. Ltn. dated 21-4-1967
Resolution Rout.

The Govt sanction the employment

of a lower American clerk in Rs 45-3-60-2-90 in the 'C' section of the office of the D.P.I., Tadrás, for a period of 6 months from the date of appointment. If they are not convinced of the necessity for the employment of an addl. U.I. clerk in the section, of the post is to be continued beyond 6 months, the Director should justify the proposal with statistics of the work in the section.

10.

The DPI

" AG. thro' Fin

Dep't 2

~~16/11/17~~

body
12/11/2007

Edn and P.H. Dept

6. No: 1665 A From the D.P.S. No: 2405 F/468/7.1.47.

Establishment ~~in~~ Office of the D.P.S.
Employment of an addl clerk

1-3 of

Mem. No 45792 A-2

11.11.46.

In this letter of 9.8.46 the D.P.S. requested sanction for the employment of an addl upper division clerk in the 'C' section of his office. In Memo No: 45792 A/46-2 of 11.11.46 the Govt declined to sanction the request. The grounds on which the proposal was negatived will be found in p 16 of ①. In the current letter the D.P.S. has explained the number of currents is not the only criterion for judging whether a particular section or a clerk is overworked. It has also explained the different nature of some of the currents dealt with in the section. ^{There is} ~~any~~

no doubt that the section requires relief. But some of the work in the section, e.g. maintenance of registers, preparation of lists of officers etc, will be of a routine nature. If a lower division clerk is sanctioned he can relieve ^{the} upper division clerks of this routine work and the upper division clerks can devote more of their time to important and different work. This dept may therefore recommend the employment of a lower division clerk. The file may be sent to the Fin Dept for remarks.



Edn PH. U.O.

No. 1665-A/47 Edn.

9-4-47.

1/2 of
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8/4/47.

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8/4/47.

8/4/47 3/7/47

Edn

Please see the letter from the Director of Public Instruction in 1-2 of and the note of E.H.P.H. above. It is ~~now~~ proposed to

to sanction a lower division clerk to the 'C' Section of the office of the Director of Public Instruction which has at present got five clerks and one Superintendent. The extra cost involved in the proposals is Rs 1,110 p.a.

2. Based on the number of currents received in the 'C' Section it was previously considered that no additional clerk need be sanctioned for the section. The D.P.I. ~~has~~ has emphasised in the present reference that the statistics of the currents in a section will not be a guide, other factors like nature of subject he wants to be taken into account. This point is always taken into account, while examining a case for additional staff, ^{along} with the number of currents dealt with by a clerk. The D.P.I. now states that he is personally convinced that the section needs relief in view of the difficult nature of the work noted on pp.1-2 C.F. In fact the D.P.I. has stated that he will submit proposals for an additional section for his office. In the circumstances this Department may agree to the employment of an additional L.D clerk in the 'C' Section of the D.P.I's office. The sanction may be ~~for~~ for six months in the first instance, the position being reviewed at the end of the period.

The suggestion to sanction a post of L.D. ~~for~~ ^{for} six months in the first instance may be accepted. A Draft order is submitted.



From Education Department.
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 Department,
Madras.

Re. No. 2405 F1/46 Dated 18-4-1947.

Sir,

Sub: Establishment - Office of the Director of Public Instruction, Madras - Employment of an additional Upper Division Clerk in 'C' Section - early sanction of.

Ref: My letter No. 2405 F1/46 dated 7-1-1947.

I invite your kind attention to my letter referred to above and request the favour of very early orders in the matter.

For Director of Public Instruction.

k.h.13-4.

18/4

