4

T

Scott. II-27—58,004—27-10-47.

Cle-g-in M/16/6 Supdt

Edn (1948) Department.

Ms SERIES.

G.O. NO. 1136 (p 13)

Dated 6.5.48

52

[Despatch Abstract.]

Estt - Head clerks of the Edn Dept - Spl pay for supervisory work - Sanctioned.

G.O.	No.	Department.	Date.
Rt	482	Edn	15/10/52

---

2 Urgent

C.F. 32.

EDUCATION Department

From (Name)	DR.S.R.U.SAVOOR, M.A., D.Sc., I.E.S.,	Received	Registered
Designation	DIRECTOR OF PUBLIC INSTRUCTION,	To	The SECRETARY TO GOVERNMENT, EDUCATION AND PUBLIC HEALTH DEPARTMENT, FORT ST.GEORGE, MADRAS.
Station	MADRAS.		

Enclosures:

RC. No. 4987/K.3/46 dated 29th November 1947.

Sir,

ASST. SECRETARY TO GOVERNMENT
9515
3 - DEC 1947
EDUCATION AND PUBLIC HEALTH DEPT.

SUB:- Public Services = Certain recommendations made by Salaries Committee 1946 = Special pay for Supervisory Work = Payment = Sanction requested:

pp1.29 (m)

REF:- G.O.No.MS. 484, Public Services, dated 12th February 1947 and Government Memo. No.1040/46-7 Public Services, dated the 9th July 1947.

p39 (m)

***

p2.7 (m)
p5 - do

According to the orders in paragraph 1(8) of G.O. No.484, Public (Services) dated 12th February 1947 as amended by Government Memorandum No.1040/47-6, Public (Services), dated 9th July 1947, Upper Division Clerks in charge of supervisory work of Sections should be called Headclerks and given a special pay for the supervisory work of Rs.10/- in an office of more than 5 clerks and Rs.5/- per mensem in office with 5 clerks or less. It is further stated in the Government Memorandum cited above that in all such cases, sanction of Government for the special pay should be obtained in advance. I submit herewith a statement showing the names of Government colleges and offices having an upper division clerk designated as Headclerk who supervises the work of the other clerks. The number of clerks excluding the Headclerk employed and the amount of special pay admissible to the Headclerk for supervisory work are noted against each Government college and office. I request that Government may be pleased to sanction the special pay for Supervisory work for Headclerks in Government colleges and offices specified in the statement with effect from 1st January 1947.

I request the favour of early orders.

for Director of Public Instruction.

KAN.1/12

P.T.O

Sd/ 1/12

Statement showing the amount of special pay for Supervisory Work admissible to Headclerks in Government Colleges and offices.

S.No.	Name of College or office.		No.of clerks including typists over whom the Headclerk exercises supervision	Amount of special pay admissible
			(2)	(3)
	COLLEGES.		-	Rs.
1.	College of Engineering, Cocanada		3	5
2.	Government Arts College, Rajahmundry		2	5
3.	Government Training College, Rajahmundry		4	5
4.	Government Arts College, Anantapur		5	5
5.	Government Muslim College, Madras		4	5
6.	Government College for Muslim Women, Madras.		2	5
7.	Presidency College, Madras		7	10
8.	Queen Mary's College, Madras		2	5
9.	Lady Willingdon Training College, Madras		4	5
10.	Teachers' College, Saidapet		4	5
11.	Government College, Kumbakonam		4	5
12.	Government Arts College, Coimbatore		3	5
13.	Government Arthur Hope College of Technology, Coimbatore.		7	10
14.	Government Victoria College, Palghat		6	10
15.	Government College, Mangalore		2	5
16.	Government Brennen College, Tellicherry		3	5
17.	Government College of Engineering, Anantapur at Guindy.		2	5
	OFFICES. Office of the			
1.	Superintendent of Sanskrit Schools, Madras		2	5
2.	Chief Inspector of Physical Education, Madras		2	5
3.	Registrar of Books, Madras		4	5
4.	Inspectress of European Schools, Madras		4 6	5 10
5.	District Educational Officer,	Vizagapatam North.	6	10
6.	.do.	Vizagapatam South	8	10
7.	.do.	Godavari East	7	10
8.	.do.	Godavari West	6	10
9.	.do.	Kistna	8	10
10.	.do.	Guntur North	7	10
11.	.do.	Guntur South	6	10
12.	.do.	Anantapur	6	10
13.	.do.	Bellary	6	10
14.	.do.	Kurnool	7	10
15.	.do.	Cuddapah	6	10
16.	.do.	Nellore	7	10
17.	.do.	Chittoor	7	10
18.	.do.	Madras	7	10
19.	.do.	Chingleput	7 6	10
20.	.do.	South Arcot	7	10
21.	.do.	Tanjore	7	10
22.	.do.	Madura	7	10
23.	.do.	Ramnad	6	10
24.	.do.	Tinnevelly West	6	10
25.	.do.	Tinnevelly East	6	10
26.	.do.	North Arcot	7	10
27.	.do.	Coimbatore	7	10
28.	.do.	Salem	7	10

(3) 3 3

S.No.	Name of College or office.		No.of clerks	Amount
29.	Office of the District Educational Officer,	Trichinopoly:	6	10
30.	.do.	South Malabar	8	10
31.	.do.	North Malabar	8	10
32.	.do.	South Kanara	7	10
33.	Office of the Inspectress of Girls Schools,	I Circle	6	10
34.	.do.	II Circle	5	5
35.	.do.	III Circle	7	10
36.	.do.	IV Circle	6	10
37.	.do.	V Circle	6	10
38.	.do.	VI Circle	7	10
39.	.do.	VII Circle	7	10
40.	.do.	VIII Circle	5	5

for Director of Public Instruction.

KAN.1/12

Sd
1/12

Ed PH Dept. 5

(X) 4

Memo No 95115 A-2 Edn. d. 22.12.47.

Special pay for Supervisory work - Payment to the Head clerks of the Education Dept.

Ref:- Letter from the D.P.I No 4987/K3/46 d 29.11.47.

p1 CF

pp2-3 CF

17/12

23/12

It is observed, ~~that~~ from the statement forwarded ~~to Govt~~ with the letter read above, that the Special pay for Supervisory work proposed for head clerks in Govt Colleges and Offices under the Edu. Dept, is based on the clerical strength of each office including typists. The D.P.I is informed that the Supervisory special pay to head clerks. referred to in para 8 of G.O. No 484 Pub (Ser) d 12.2.47, is intended only to be sanctioned to head clerks (Upper Division clerks) for supervising the work of other lower division and upper division clerks in the office and not for supervising the work of typists, steno typists,

p2 of (m)

P.T.O

B. ~~[illegible]~~

Store keepers etc. He is therefore requested to send a revised ~~estimate~~ statement showing separately the various Categories of ministerial staff, employed in each of the Offices and to recommend the rate of special pay to be sanctioned in each case.

To The D.P.I.

18.12.47

18/12/47

21/12/47

A 5(5) 7

C.F. 32.

EDUCATION Department

From (Name) Sri D.S. Reddi, M.A.(Oxon),

Designation Director of Public Instruction,

Station MADRAS.

Received .... Registered ....

To

The Secretary to Government,

Education and Public Health Department,

MADRAS.

Enclosures:

R.C. No. 4987 K3/46 dated 2nd February 1948.

ASST. SECRETARY TO GOVERNMENT
7 - FEB 1948
9129
EDUCATION AND PUBLIC HEALTH DEPT.

Sir,

SUB: SPECIAL PAY FOR SUPERVISORY WORK - Payment to Headclerks - Sanction requested.

p.p. 5-6 ante

Ref: Government Memorandum No.95115A-2-Edn., dated 22.12.47

----

pp 9-11 infra

With reference to the Government Memorandum cited above, I have the honour to submit herewith a Statement showing separately the various Categories of Ministerial Staff employed in each of the Government Colleges and Offices. The rate of special pay recommended for sanction to Headclerks for supervisory work is specified in column 8 of the Statement.

— do.

p.1 ante

2. In the Offices and Colleges mentioned below additional lower Division Clerks specified against each have been sanctioned since the submission of my original recommendation Rc.No.4987 K3/46 dated 29.11.47. These clerks were not shown in the statement referred to in para 1 above.

1.	Office of the District Educational Officer, North Arcot.	1	Lower Dn.Clerk-on fixed pay.
2.	-do- North Malabar.		-do-
3.	-do- South Malabar.		-do-
4.	" Inspectress, V Circle.		- do-
5.	" " I Circle.		-do-
6.	" District Educational Officer, Tanjore	2	-do-
7.	" Inspectress, IV Circle	1	-do-
8.	" District Educational Officer, Nellore	1	-do-
×9.*	" " " " Ramnad ~~Inspectress of Girls Schools, VIII Circle.~~	1	-do-
10.	Government College, Anantapur.	1	-do-
12.	Presidency College, Madras.	2	Lower Division Clerks - One sanctioned by Government in G.O. No.2284 Edn., dated 28-10-47 and the other by the Director on 3-12-47.
× 9*	Office of the Inspectress of Girls Schools, VIII Circle	1	Lower Dn. Clerk on fixed pay.

A

VRR 5/2

for DIRECTOR OF PUBLIC INSTRUCTION.

Ramu.4.2.48.

SOP 5/2

7/2

Increased to Rs 10/-
in G.O. 1306 Edn
13.9.54
(Govt. college of Technology)

STATEMENT SHOWING THE VARIOUS CATEGORIES OF MINISTERIAL STAFF EMPLOYED AND THE AMOUNT

OF SPECIAL PAY ~~RECOMMENDED TO BE~~ SANCTIONED.

	Name of the College or Office.	Details of the Ministerial staff employed.				No. of clerks only ~~exclusively~~ the H.C. taken into account for purposes of Supervisory allowance.	Amount of Special pay recommended.
		No. of clerks including the U.Dn.Clerk designated as H.C.	No. of Typists and Steno-Typists.	Librarians.	Storekeepers.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	GOVERNMENT COLLEGES.						
~~1.~~	~~College of Engineering, Cocanada~~	2	1	1	1	1	~~5~~
~~2.~~	~~Govt. Arts College, Rajahmundry~~	2	1	1	1	1	~~5~~
3.	Govt. Trg.College, -do	3	1	1	-	2	5
4.	Govt. Arts College, Anantapur	3+1	1	1	1	2+1	5
5.	Govt. Muslim College, Madras	5		1	1	4	5
~~6.~~	~~Govt. Muslim College for women, Madras~~	2		1	-	1	~~5~~
7.	Presidency College, Madras	6+2	2	2	3	5+2	⑤ 10
~~8.~~	~~Queen Marys' College, Madras~~	2	1	1	1	1	~~5~~
9.	Lady Willington Trg.College, Madras.	4	1	1	-	3	5
10.	Teachers College, Saidapet.	4	2	1	-	3	5
11.	Govt.College, Kumbakonam	3	1	1	1	2	5
12.	Govt. Arts College, Coimbatore	3	1	1	-	2	5
13.	Govt. Arthur Hope College, Coimbatore	3	2	1	2	2	5
14.	Govt. Victoria College, Palghat	4	1	1	1	3	5
15.	Govt. Brennen College, Tellicherry	3	-	1	-	2	5
16.	Govt. College, Mangalore	3	-	1	-	2	5
~~17.~~	~~College of Engineering, Anantapur at~~ Guindy.	2	1	-	-	1	~~5~~ (10)
	OFFICES.						
~~1.~~	~~Superintendent of Sanskrit Schools~~	2	1	-	-	1	~~5~~
~~2.~~	~~Chief Inspector of Physical Edn.~~	2	1	-	-	1	~~5~~ (10)
3.	Registrar of Books. Reader Grade I. 1) " " II. 2) Clerk 1)	4	1	-	-	3	5
4.	Office of the I.E.S.	6	1	-	-	5	5
	OFFICE OF THE DISTRICT EDUCATIONAL OFFICERS.						
1.	Vizagapatam North.	5	2	-	-	4	5
2.	Vizagapatam South.	7	2	-	-	6	10
3.	Godavari East.	6	2	-	-	5	5
4.	Godavari West.	5	2	-	-	4	5
5.	Kistna.	7	2	-	-	6	10
6.	Guntur North	6	2	-	-	5	5
7.	Guntur South	5	2	-	-	4	5
8.	Anantapur.	5	2	-	-	4	5
9.	Bellary.	5	2	-	-	4	5
10.	Kurnool	6	2	-	-	5	5
11.	Cuddapah	5	2	-	-	4	5
12.	Nellore	6+1	2	-	-	5+1	⑤ 10
13.	Chittoor	6	2	-	-	5	5
14.	Madras	6	2	-	-	5	5
15.	Chingleput	5	2	-	-	4	5
16.	South Arcot	6	2	-	-	5	5
17.	Tanjore	6+2	2	-	-	5+2	⑤ 10
18.	Madura	6	2	-	-	5	5
19.	Ramnad	5+1	2	-	-	4+1	5
20.	Tinnevelly West	5	2	-	-	4	5
21.	Tinnevelly East.	5	2	-	-	4	5
22.	North Arcot.	6+1	2	-	-	5+1	⑤ 10
23.	Coimbatore	6	2	-	-	5	5
24.	Salem	6	2	-	-	5	5
25.	Trichinopoly	5	2	-	-	4	5
26.	South Malabar	7+1	2	-	-	6+1	10

(1)	(2)	(3)	(4)	(5)	(6)	(7) 7	(8) 11
27.							
27.	North Malabar.	7 +1	2	-	- (7)	6 +1	10 ✓
28.	South Kanara.	6	2	-	-	5	5 ✓
29.	Office of the Inspectress, I Circle	6 +1	1	-	-	5 +1	⑤ 10
30.	" " II Circle	5	1	-	-	4	5 ✓
31.	" " III "	7	1	-	-	6	10 ✓
32.	" " IV "	5 +1	2	-	-	4 +1	5
33.	" " V "	6 +1	1	-	-	5 +1	⑤ 10 ✓
34.	" " VI "	6	1	-	-	5	5 ✓
35.	" " VII "	7	1	-	-	6	10 ✓
36.	" " VIII "	5 +1	1	-	-	4 +1	5
							310
							12
							3720

****

5/2

for DIRECTOR OF PUBLIC INSTRUCTION.

Ramu.4.2.48.

Sd/
5/2.

Ed PH Dept

(8) 8 13

Estt - Head clerks of the Education Dept - Special pay for Supervisory work - Sanctioned.

Read again G o No 484 Pub (Ser) d 12.2.47
" " Memo No 1040/46-7 Pub (Ser) d 9.7.47.
From the D.P.I No 4987 K3/46 d 29.11.47 and 2.2.48.

pp1-2 of (a)
pp 3-4 - do
C. no 95115 A/47
pp. 1 of C.F.

Order/MS 136 Edn d. 6. 5-48.

The Govt Sanction the payment with effect from the date of this order of a special pay of Rs 10/- and Rs 5/- p.m, as the case may be, to the head-clerks in Govt Colleges and offices specified in the appendix, for doing supervisory work.

2 The D.P.I is informed that if at any time the strength of clerks whose work requires supervision falls below 6 or 2, the special pay for the head clerks should be reduced to Rs 5/- or abolished as the case may be.

F. on p 6 n.f.

R. on p 6 n.f.

Appendix.

H.E the statement on pp 9-11 C.F as corrected in pencil.

To The D.P.I
" The A.G (Mad. Fin)
3 S/cs.

22.3.48 22/8/48

A 9 15

R.C.NO.4987-K.3/46

Office of the
Director of Public Instruction,
Madras, Dated 30-4-1948.

From
Sri D.S.Reddi, M.A.(Oxon),
Director of Public Instruction, Madras.

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

ASST. SECRETARY TO GOVERNMENT
3 - MAY 1948
EDUCATION AND PUBLIC HEALTH DEPT.

Sir,

33052
95115

Sub: Special pay for supervisory work to Head Clerks.

Ref: My letter RC.No.4987-K.3/46 dated 2-2-1948

I solicit the favour of early orders on my letter cited above.

for Director of Public Instruction.

RVR 2/5/-

2/5

Reply No ~~Education & PH Dept.~~ Edn d.

~~The matter is under consideration.~~ Orders are under issue.

may be added to the file

The file in circulation with H.M (Edn) & H.M (Fin)

To The Director of Public Instruction.

~~Asst Secretary to Govt~~

8/5/48

Ed PH & Dept

⑨ 10 17

Not [illegible]

pp 1-2 7
pp 3-4 7 do.
p 1 CF

Estt. – Head clerks of the Edu. Dept. Special pay for supervisory work. Sanctioned.

Read again Go No 484 Pub (Ser) d 12.2.47.
" Memo No 1040/46-7 Pub (Ser) d 9.7.47.
" Letter from the D.P.I No 4987 K3/46 d 29.11.47

Order/MS Edn d.

The Govt. sanction the payment with effect from 1.1.47 of a special pay of Rs 10/- and Rs 5/-o p.m., as the case may be, to the head clerks in Govt. Colleges and offices specified in the appendix for doing supervisory work.

Appendix.

H.E. pp 2-3 CF.

5.12.47 9/12/47

8/12/47

To The D.P.I.
" The A.G. [illegible] Fin.

P.T.O.

2 18

E III

74438 A

Note:— The draft order overleaf may be sent to Finance for acceptance.

5.12.47

7/12/47

8/12/47

S/ J

SECRETARY TO GOVERNMENT
E III
9 - DEC 1947
FINANCE DEPARTMENT

Finance E III

EPH No. 95115 A-1
9.12.47.

Please see the ~~note~~ reference from the Director of Public Instruction in the CF and the draft order put up by E.P.H on p 1 above.

2. The supervisory special pay to Head clerks, referred to in para 8 of G.O 484 Pub(ser) Dt 12.2.47, is intended only to be sanctioned to Head-clerks (Upper Division clerks) for supervising the work of ~~drafting~~ other lower division and Upper Division clerks in the office and not for supervising the work of typists, steno-typists, storekeepers etc. The special pay proposed on pp.2-3 CF is based on the clerical strength of each office including typists.

(n) p2

VE A ⑩ 11 19

As the supervisory special pay is to be sanctioned only on the basis of numbers of lower division or Upper Division clerks in each of the offices referred to on pp 2-3 CF, E.P.H may be requested to get a revised statement showing separately the various categories of ministerial staff in each of the offices and examine the rate of special pay to be sanctioned in each case. The supervisory special pay when sanctioned, will take effect from the date of issue of the order sanctioning the order. ~~and it cannot be sanctioned retrospectively from 1.1.47~~.

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

ASST. SECRETARY TO GOVERNMENT
17 1947
9466
EDUCATION AND PUBLIC HEALTH DEPT.

M 16/12

This is clear from portion 'B' on p 4

(n)

2. With the above remarks the case may be returned to E.P.H

Fin No 74438 A E III-1
16.12.47

10.12.47 16.12.47

EPH 16/12/47

EPH

20

Ed PH Dept (A).

Please see the note of Finance on pp 2-3 ante.
The draft memo beplow is for approval.

Of.
18.12.47.

18/12/47.

21/12/47 S

[Issued as Memo No 95115 A-2 Edn. d 22.12.47] pp5-6 c.f.

C. no. 9139 A/48 from the D.P.I No 4987 K3/46 d 2.2.48. p7 c.f.

The D.P.I has forwarded the statement called for in the Memo on pp 5.6 c.f. The rate of special pay recommended to Head-clerks for supervising work is specified in Column 8 of the statement and it has been altered as indicated in pencil taking into account the additional clerks referred to at A on p7 c.f. pp 9-11 c.f.

2 The D.P.I's recommendations for the special pay to Head clerks is based on the number of clerks referred to in Column 7 of the statement: ~~it has been excluded~~ pp 9-1

8 (21) E3 12 21

9-11 c.f. It is seen from that column that the Spl pay has also been proposed to head clerks in offices where there is only one clerk besides the head clerk. It does not seem that ~~it~~ the special pay can be sanctioned to head clerks in such offices. With this view, serial numbers 1, 2 6, 8 and 17 under the heading "Govt Colleges" and serial nos 1 and 2 under the heading "Offices" on p9 c.f. have been struck off in pencil. The file may be sent to Finance for the acceptance of the special pay recommended in Column (8) of the statement on pp 9-11 c.f. as corrected in pencil, with refce. also to the addl. temp. staff referred to in para. 2 of the D.P.I's. letter on page 7 c.f.

ASST. SECRETARY TO GOVERNMENT
16077 Edn
11 MAR 1948
FINANCE DEPARTMENT

Of.
6.3.48.

6/3/48

8/3/48 S

PH Memo 95115 A-3
10.3.48

16/3/48

Finance (E III)

(Pre Finance note on pp 2-3 above)

The further note of E.H.H may be perused. The statement on pp 9-11 c.f. gives

6 22

in one view, the post of U.D. clerk proposed to be designated as Head clerk, the number of clerks on whom supervision work is done, and the rate of special pay admissible. The rates of special pay proposed on pp 9 to 11 C.F, are in accordance with the instructions issued in G.O. 484 Pub (Su) dated 12-2-47 read with memo No. 1040/47-6 Pub (Su) dt 9-7-47. This dept may agree to the grant of the special pay to the Head clerks in the various offices referred to on pp 9-11 C.F, subject to its being made clear in the orders to be issued that if at any time, the strength of the staff whose work requires supervision, falls below 6 or 2, the special pay should be reduced to Rs 5 or abolished as the case may be.

pp 9-11 C.F.

pp 1-4 of (M)

7. As previously indicated by this deptt, the sanction of these special pays may be from the date of orders.

/R

'M' pp 3 above

/F.

C. No. 95115A/47

A 12 13 23 7

3/. The case will have to be circulated to HM (Finance) as the extra cost exceeds Rs 3,000 p.a recurring.

Fin. no 16077 [illegible]
13/3/48

Sm 13/3/48

13.3.48

E-P/1

19482 1

Edn & P.H. Dept (A)

Please see the note of Finance on pp 5-7 above. A revised draft order is submitted. The file may be circulated to H.M. (Edn) and H.M. (Fin) for approval of the draft.

20.3.48.

22/3/48

22/3/48

23/3/48 S.

H.M. (Edn)

H.M. (Fin)

TSA
29.3.48

5 - APR 1948
GOVERNMENT OF MADRAS

Why should we create a new special allowance – this supervisory allowance? Is it paid in any other office?

B.G.
2.4

8.

24

W.r.t the minutes of H.M (Fin) on p 7 ante, it is submitted that the Special pay for supervisory work proposed to the Head clerks in the Edn. Dept., referred to in the draft order ~~ant~~ is not a new creation of this Dept. It is based on the recommendations ~~of the~~ made by the Cabinet Salaries ~~Sub~~ Committee 1946. Please see the orders in para 1(8) of G.O. No 484 Pub (Ser) d 12.2.47 as amended by Memo No 1040/47-6 Pub (Ser) d 9.7.47. ~~It~~ It seems to be paid in other offices also. Finance may see before recirculation w.r.t M on p 7 ante.

p 2 of ⑫
pp 3-4 de

7.4.48

7/4/48

8/4/48 Finance

Finance (G.S.R)

E&PH No 95115 A/47-4
8.4.48

(Previous Finance note on pp. 5-7 above)

Please see the orders in circulation and notes on pp. 7-8 above.

The draft order below may be perused and the ~~are~~ returned to E.&P.H.

Sy
15.4.48. 16/4/48

17/4

ASST. SECRETARY TO GOVERNMENT
19 APR 1948
28485
EDUCATION AND PUBLIC HEALTH DEPT.

SECRETARY TO GOVERNMENT
28525
APR 1948
FINANCE DEPARTMENT

Fin 28525 (GSR-1)
19-4-48.

C. No 95115A/48 ⑬ 14

E&PH Dept

The file may be recirculated to H.M (Fin) through H.M (Edn) for the approval of the draft order. (Please see the query of H.M (Fin) on page 7 ante and the subsequent note)

20.4.48

20/4/48

21/4/48

S/ H.M (Edn)
H.M (Fin)

M. (Edn) ✓
M. (Fin) ✓

T.S.A.
30.4.48

5.5

SECRETARY, EDN. AND P.H. DEPT.
5 MAY 1948
GOVERNMENT OF MADRAS

A/ (14)/15 -27

C.F. 32.

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

EDUCATIONAL DEPARTMENT.

Received ______ *Registered* ______,

From (Name) SRI. D.S. REDDI, M.A.(OXON),
(Designation) DIRECTOR OF PUBLIC INSTRUCTION
Post Box ______, (Station) ______,
Telegraphic Address ______

1-JUL 1948

To

The SECRETARY TO GOVERNMENT? EDUCATION & PUBLIC HEALTH DEPARTMENT, M A D R A S.

50165

ROC. *No.* 4987-K3/46, *dated* 2nd JULY 1948.

Sir,

* SUB: ESTABLISHMENT - Head Clerk of the Education Department - Special Pay for Supervisiory Work.

Enclosures ______

p12 C f 7 (A)

Spare Copies ______

p 7 C f 9 (A)

Ref: G.O.Ms.No.1136-Edn., dated 6-5-48.

I have the honour to state that since the submission of my letter R.C. No.4987-K3/46, Dated 2nd Feb July 1948, I sanctioned the employment of an additional Lower Division Clerk - one fixed pay in the office of the District Educational Officer, Coimbatore and the Clerk is reported to have joined duty on the after noon of 28th April 1948. ~~Now~~ Hence the number of clerks working in his office, excluding the Head clerk and the two typists, is six, and the Head clerk is eligible for a special pay of Rs.10/-. I therefore request that the special pay of Rs.5/0/0 (Rs.five only) sanctioned for the Head Clerk, Office of the District Educational Officer, Coimbatore and Nilgiris in the G.O. cited above may kindly be revised to Rs.10/- (Rs.ten only) with effect from 6th May 1948.

2. I solicit the favour of orders on the following points in regard to the Special Pay sanctioned in the G.O. cited above.

- : P.T.O : -

The file may be [illegible] to [illegible] through A. (Edn.) for the approval of the [illegible]

[illegible]

1947
30-11-48

K

(i) Whether the Special Pay may be paid to the incumbant during leave;

(ii) Whether it counts towards pension;

(iii) Whether it may be taken into account for purposes of Travelling Allowance and the House Rent Allowance admissible as per para 7 of the G.O. No.78, Finance, Dated 6th February 1947.

for DIRECTOR OF PUBLIC INSTRUCTION.

SNS/5.7

A/1 (16) 16

EDUCATION DEPARTMENT.

FROM	To
SRI D.S.REDDI, M.A.(Oxon), DIRECTOR OF PUBLIC INSTRUCTION, MADRAS.	The Secretary to Government Education and P.H.Department, Madras.

ASST. SECRETARY TO GO
8- AUG
EDUCATION AND PUBLIC HEALTH DEPT

ROC.No.498/K.3/46 dated 4th August 1948.

Sir,

59118

SUB:- Establishment - Headclerks of the Education Department - Special pay for supervisory work.

REF:- My letter RC.No.4987/K.3/46 dated 2.7.1948.

5165

I solicit the favour of early orders on my letter cited above.

Yours faithfully,

for Director of Public Instruction.

KAN.5/8

3/5/8

Education & PHDe

(12) B/1 17 31/ 3

C.F. 32

Education Department

From (Name) Sri D.S.Reddi, M.A.(Oxon)

Designation Director of Public Instruction,

Station Madras.

Received .... Registered ....

To

The Secretary to Government,
Education and P.H. Department,
Fort St.George, Madras.

Enclosures :

No. RC.4987/K3/46 dated 4th August 1948.

Sir,

59128

p 12 cf 7 (A)

ASST. SECRETARY TO GOVERNMENT
8 AUG 1948
EDUCATION AND PUBLIC HEALTH DEPT.

SUB:- Establishment - Headclerks of the Education Department - Special pay for supervisory work - Sanction Requested:

REF:- G.O.No.MS. 1136, Education, dated 6th May 48.

I have the honour to recommend that Government may be pleased to sanction the payment of special pay for supervisory work to the Headclerks in the Office of the Superintendant of Sanskrit Schools and the Government Arts College, Rajahmundry for the following reasons:

pp 7. ~~13 infra~~ 33-39 infra

Headclerk, Office of the Superintendent of Sanskrit Schools:- The clerical establishment consists of one headclerk (Upper Division), one Typist, one temporary clerk and one attender (on fixed pay). I enclose herewith a statement showing the distribution of work among the staff from which it may be seen that the typist is assigned besides typing work, clerical work also. The headclerk as the Ministerial head of the office is responsible for the efficient running of the office and the Superintendent recommends that the supervisory allowance of Rs.5/- may also be sanctioned without discrimination though technically it may fall short of the standard prescribed by Government. In the circumstances, I recommend that Government may be pleased to sanction a special pay of Rs.5/- for supervisory work to the headclerk, Office of the Superintendent of Oriental (Sanskrit) Schools, with effect from 6th May 1948.

B

//

2. Headclerk employed in the Government Arts College, Rajahmundry:- There are two lower division clerks and one typist besides the headclerk, in the Government Arts College

Rajahmundry. One of the posts of the lower division clerks was created by me in September 1947 in Proceedings C.No. 1312/K.2/47 dated 10th September 1947. The post is being continued in the college. This post was not included in the ministerial staff specified against the college in the statement submitted with my letter RC.No.4987/K3/46 dated 2nd February 1948 and it is apparently an omission. Since the headclerk of the college is eligible for the special pay of Rs.5/- I request that Government may be pleased to sanction the payment with effect from 6th May 1948 a special pay of Rs.5/- to the Headclerk in the Government Arts College, Rajahmundry.

no/Recurrs

p 9 cf 7 (A)

Yours faithfully,

for Director of Public Instruction.

KAN.5/8

Distribution statement of work of the Staff of the Office of the Inspector of Oriental schools and Colleges, Madras.
------ From 1.11.47.

1. **Head Clerk:**

(a) **General Correspondence:**

1. Correspondence relating to the opening of new schools and Classes to be sanctioned by the Director of Public Instruction.
2. Recognition - sanction to b accorded by the Director of Public Instruction.
3. Permission ~~xxxx~~ for the closure of schools or classes to be sanctioned by the Director.
4. Admission to aid-sections, classes or departments to be sanctioned by the Director.
5. Research scholarships - application -award-Revision of Policy schemes etc., to be sanctioned by the Director of Public Instruction.
6. Ordinary and special scholarships for Oriental learning - Collegiate - Applications- Awards(Ordinary 45 plus special 10) revision of schemes - Policy to be sanctioned by the Director.
7. Educational concessions for children and dependents of soldiers- Allowance for purchase of books etc., sanctioned by the ~~Superintendent~~ Inspector applications for refund of examination fees from Universities etc.
8. Stationery - Indent - Distribution.
9. Questions of policy on Oriental Education - Meetings of Government Sanskrit Entrance Board.
10. Equipment grant- Application - Sanction - Submission of vouchers etc.
11. Building grant - Application - Sanction submission of vouchers etc.
12. Budgets- Statements of grants and expenditure - Additional allotments, surrenders etc.,
13. Affiliation of new courses in Oriental colleges- Correspondence relating to the.
14. Permission to appoint men teachers with reference to qualifications - Exemption, temporary and permanent to be sanctioned by the Director.
15. Permission to appoint superannuated teachers under rule 10-A M.E.R.- to be sanctioned by the Director.
16. Establishment returns and other miscellaneous returns.
17. Supply of paper and note books to Educational institutions- Correspondence relating to.
18. Supply of Kerosene oil to institutions and students - Correspondence relating to the
19. Sale of waste paper in public offices- Government orders and Proceedings Correspondence thereon.
20. Condonation - Prescribed school course - and percentage of attendance for Advanced classes III and IV.
21. Leave - Appointments - Establishment of the Office.
22. Holidays - Institutions - Approval - Communication of approved lists to D.E.O.- Deviations from authorised holidays- Correspondence.
23. Govt. Sanskrit and other Entrance Examinations of Universities - Correspondence relating to.
24. Permission to appear privately to Oriental title examinations from bonafide - teachers- certificates etc.
25. Applications for training and completing of certificates of trained teachers.
26. Framing of syllabuses, time-table etc., and the correspondence relating thereto.
27. Revision of scales of pay of Pandits in Oriental institutions.

28. Govt. orders and proceedings of the Director under 25 different subjects- Public services, M.E.R. Grant-inaid Code-war and Post War Education concessions and Military concessions - Accounts -Financial Codes- Government Servants' conduct rules - Fundamental and Madras Leave rules - Pension gratuity and commutation - Buildings Income tax-other miscellannous. Subject allowances and special pay, T.A. Rules etc.
29. Transfer of correspondentship and management-Registration.

(b)Items of work under Periodicals:
30. Tour programme - Approved - Deviation - Statement of work.
31. Travelling allowance bills of officer and establishment - Advance and detailed bills.
32. Casual leave applications of the officer and establishment.
33. Financial statements - Issue of instructions - Teaching grants and dearness allowance - Correspondence relating to.
34. Return of receipts.
35. Return of appointments and promotions to the Madras Public Service commission.
36. Quarterly verification of stationery.
37. Scholarship returns from schools and colleges and correspondence regarding.
38. Duplicate bills from Treasuries.
39. Monthly statement of expenditure and liabilities.
40. Quarterly return of unanswered references.

(c) Other special work, including accounts and maintenance of registers.

41. Preparation of pay bills-officer and establishment - Income tax statements - Pay acquittance roll and T.A. acquittance roll.
42. Contingent bills and contingent registers- Preparation and payments(Annual allotment Rs.800)-.
43. Maintenance of cash book(Permanent advance Rs.20/-)
44. Maintenance of casual leave register, attendance, service book, service rolls and leave accounts.
45. Verifying records sorted out for destruction and recording the in the destruction register.
46. Inventory of furniture and stores - maintenance of stock book and periodical verification.
47. Library books- Register of books and Catalogue issue register etc.
48. Maintenance of Stationery register.
49. Maintenance of scholarship registers (Research, ordinary and Educational concession grants).
50. Maintenance of equipment and building grant registers.
51. Maintenance of register regarding permission and recognition grant to individual classes and schools.
52. Maintenance of personal register-general book entries of despatched papers etc.,
and (d) Other miscellaneous work.
53. Annual returns - Consolidation of Oriental colleges - Quinquennium reports.
54. Comparison of fair-copies of drafts of the Head clerk.
55. Passing of drafts and supervision.

Typists-
1. All fair copies including manuscript statements.
2. Maintenance of periodical register and the registering of periodical papers.
3. Correspondence under periodicals of a routine nature(Viz) T.I.Rs.,

4. Teaching grant register.
5. Register of periodical- Magazines.
6. Forms - T& A., Education B&C common, economy lables with printed addresses - Maintenance of stock registers and preparation of Indents.
7. Annual returns- Consolidation work of Elementary schools.

8. Comparison of fair -copies: Long ones to be read, to be done with the assistance of the attender.
9. Despatch: In the absence of Mr. P.R. Rengachari on leave, urgent and important despatch work will be done by the Typist. Similarly during the absence of the Typist on leave, urgent and important typing work will be done by Sri P.R. Rengachari, who has also passed Typewriting - Lower Grade.

Sri P.R. Rangachary (Temporary clerk).

1. Registering of T.P.F. tapals in the Personal register-Book entry of despatched papers.
2. Referensing, filing and replacement of T.P.F. files.
3. Disposal of T.P.F. papers-admission, Advance, Transfer, closure and purchase of cash or National Savings Certificates.
4. Maintenance of T.P.F. registers:
   1. List of subscribers, 2 Appendix A Register , 3. Register of Advance, 4. Register of Transfer, 5. Register of closure , 6. Register of cash certificates and other securities. and 7. Register of used up pass books.
5. Verification of monthly T.P.F. statements and correspondence thereon.
6. Verification of T.P.F. Annual returns.
7. Quarterly return of Government contribution statement to the D.P.I.
8. Comparing of fair-copies T.P.F. drafts only.
9. Annual Returns - consolidation work relating to Advanced schools.
10. T.P.F. Rules - Amendments etc.,
11. Despatch work and Maintanance of stamp account . To be assisted by the Attender whenever there is rush. During the absence on leave of Sri P.R.Rangachari, the Typist will attend to urgent and important despatch work, while during the absence of the Typist on leave, Sri P.R. Rangachari will attend to important Typing work.

Attender:

1. Registering of tapals of General nature (excepting T.P.F. and Periodicals).
2. Book entry of despatched papers - General currents only.
3. Filing, replacement and putting up of General currents.
4. Fair-copies of manuscript statements, pay bills, contingent bills, T&A. Bills.
5. Maintenance of Disposal Register, Docketting of disposals and arrangement of records.
6. Destruction of records - sorting etc. under instructions from the concerned clerks.
7. Replacement of disposal files.
8. Pasting correction slips to the various manuals and Codes.
9. Comparing of fair-copies: Only such fair-copies that required to be compared with 2 persons.
10. Despatch: To assist the Despatching clerk when there is heavy despatch work.

General: i) The above distribution is with a view to see that efficient office work is being carried on under the present conditions with responsibility . Whenever there is rush of work, especially just before the departure of the officer on camp or during ~~[illegible]~~ heavy seasons, mutual assistance as desired by the Head Clerk will be arranged.

ii) The above distribution is arranged such that the 3 clerks and attender have each some routine and drafting work or other intersting work consistent to their responsibility, Salary received etc.

andiii) The Attender will after getting himself conversant with all branches of his work and the general administration of the office, maintain a Diary of work from day to day from 1.12.47 and submit same to the Head Clerk daily when the officer is absent on camp and to the officer, when he is at Headquarters.

T. S. Balasubrahmanyan
19-11-47

Inspector of Oriental schools and Colleges,
Madras.

Copy to Officer.
Each members of the staff.

Edn & P.H. (A)

41

50165/48

Memo. No. 50165 A/48 - 2 Edn dated 25/9/48

Head clerks of the Education Deptt. - Special pay for Supervisory work

Read : G.O. No. 1136 Edn Dt 6.5.48

Letter from the D.P.I. No. 4987 K3/48 Dt 2.7.48 & 4.8.48

pp 2 cf & p 5 cf

Sanction is accorded to the payment with effect from the date of this order Special pay for Supervisory work to the Head Clerks in the following educational institutions at the rates noted against them

Office of the D.E.O., Coimbatore and the Nilgiris	Rs 10 p.m.
Govt Arts College, Rajahmundry	Rs 5 p.m.

p 2 nf

p 3 nf

2. The Director's proposal that the Head Clerk in the office of the Superintendent of Sanskrit Schools may be granted a special pay of Rs 5/- p.m. cannot be accepted.

p 3 nf

3. The points raised in para 2 of the Director's letter Dt 2.7.48 are answered below :-

p 2 cf

(a) Whether the Special pay may be paid to the incumbent during leave

Special pay is not admissible during leave. It will however be taken into account for the purpose of calculating leave salary in the case of officers who are governed by the leave rules in the F.Rs. vide definition of pay in F.R. 9 (21)(a). It will not be taken into account for the purpose of calculating leave salary in the case of those who are governed by the Madras Leave Rules - vide definition of pay in ~~Fr~~ rule 4(d) of the Madras Leave Rules.

(b) Whether it counts towards Pension

Special pay counts for pension - vide para 8 under article 486 CSR

and (c) Whether it may be taken into account for purposes of Travelling Allowance and the House Rent Allowance

P.T.O.

The Special pay cannot be taken into account for the purpose of Travelling Allowance — vide the definition of pay in rule 2 (viii) of the M. T. A. Rules. It may be taken into account for the purpose of House Rent Allowance

21/9/48

To the D.P.I.
& A-G ([illegible])
S.C.

5 spare copies

Ed PH Dept

C.B.R. (23) 23

C. no. 50165 A/48 From the D.P.I. No 4987/K3/46 d 2.7.48 and 4.8.48

pp 1-2 & 5-6 c.f.

Estt. – Head clerks of Edn. Dept – Spl pay for supervisory work – Payment of.

Please see the D.P.I.'s letters on pp 1-2 and 5-6 c.f. He has submitted the following proposals:—

para 1 on p1 c.f. (1) that the Special pay sanctioned for the Head clerk office of the D.E.O. Coimbatore and the Nilgiris in G.O. No 1136 Edn. d 6.5.48 may be revised from Rs 5/- to Rs 10/-0 w.e.f. 6.5.48;

p12 c.f. 7 (A) p5 c.f. (2) and that the head clerks of the office of the Supdt of Sanskrit Schools and that of the Govt Arts College, Rajahmundry may be granted each a spl pay of Rs 5/-0 p.m. for supervisory work w.e.f. 6.5.48.

Para 2 on pp1-2 c.f. 2 He also requests the orders of the Govt on the points raised by him at K on p2 c.f.

Para 1 above: (items (1) and (2))

In the circumstances stated ~~in para 1~~ by the D.P.I. in para 1 of his letter on p1 c.f. and those stated on pp 5-6 c.f. this Dept may support his proposals. The spl pay of Rs 5/-0 for supervisory work may be granted to the Head clerk of the Office of the Supdt of Sanskrit School as a special case w.r.t. the recommendation of the D.P.I. at B on p5 c.f.

Para 2 above

The remarks of Finance may be invited on the points raised by the D.P.I. at K on p2 c.f.

3 The file may be sent to Finance for remarks.

8 SEP 1948
82210

E.H. [illegible] 50165 A/48-1 Edn
3/9/48

26.8.48

1/9/48

2/9/48

24

Finance (C.S.R)

The proposals in the file are:

(1) that the special pay granted to the head-clerk, office of the D.E.O, Coimbatore, may be raised from Rs. 5 p.m to Rs. 10 p.m with effect from 6.5.48. p 1 c.f

(2) that the head-clerk, office of the Superintendent of Sanskrit schools may be granted a special pay of Rs. 5 p.m with effect from 6.5.48 para 1 p 5 c.f

(3) that the head-clerk, employed in the Govt. Arts College, Rajahmundry may be granted a special pay of Rs. 5 p.m with effect from 6-5-48. para 2 pp 5-6 c.f

(4) whether the special pay may be paid to the incumbent during leave. [illegible] p 2 c.f

(5) whether the special pay counts for pension do

(6) whether the special pay may be taken into account for purposes of T.A do

(7) whether the special pay may be taken into account for purposes of house rent allowance admissible as per para 79 G.O 78 Fin. D 6.2.47. do

2/ Item (1) above: As the head-clerk supervises the work of more than five clerks, the grant of special pay at the rate of Rs. 10 p.m may be agreed to. The enhanced rate of special pay may however take effect from the date of orders as it has been ordered* that retrospective effect should not be given in such cases. p 1 c.f A

* G.O not put up

Item (2) above: The head clerk supervises the work of one clerk, one typist and one attender. The supervisory allowance is intended for supervision over the work of u.d and l.d clerks doing drafting work. para 1 p 5 c.f

Spl. pay not allowed for supervising the work of one clerk M

24 45 3

The head clerk in the present case is not therefore eligible for any special pay. The D.P.I has stated that the typist is assigned besides typing work, clerical work also. But it may be pointed out that the typist will not be spending ~~his whole~~ any time on drafting work but will be doing only routine clerical and consequently supervising the drafting work of the typist will not be as heavy as supervising the work of a whole time clerk doing drafting work. In this view, Finance may advise against the proposal for the grant of special pay for the head clerk.

M/ [illegible] 11/9

Item (3) on p.2 above: The head clerk supervises the work of two l.d clerks. A special pay of Rs. 5 p.m may be granted to him from the date of orders. para 2 pp 5-6 c.f

[illegible] 11/9

The points raised by the D.P.I. in para 2 of his letter on pages 1-2 c.f. are dealt with below.

Item (a) on p.2 above: ~~The~~ Special pay ~~will~~ is not ~~be~~ admissible during leave. It will however be taken into account for the purposes of calculating leave salary in the case of officers who are governed by the leave rules in the F. Rs. - vide the definition of 'pay' in F.R. 9(21)(a). It will not be taken into account for purposes of calculating leave salary in the case of those who are governed by the Madras Leave Rules - vide the definition of 'pay' in rule 4(d) of the M.L.Rs. p 6 Bk 154 p.110 Bk 154

Item (b) on p.2 above: ~~The~~ Special pay counts for pension - vide para 8 annexure art. 486-C.S.R. on p.73 of the Madras supplement to the C.S.R.

Item (c) on p.2 above: The special pay cannot be taken into account for purposes of T.A - vide the definition of 'pay' in rule 2 (viii) of the M.T.A Rules.

Item (d) on p.2 above: For the purposes of house rent allowance, 'pay' has been defined as in F.R. 9(21)(a). Therefore the special pay may be taken into account for the above purpose.

p/16/Bk.116

A on p.2 / (T)

8.9.48 9/9/48

Supdt (A)

Thro' Pers 9.9.48

E.I. 9.9.48

ADS
Edn.P.H

The views of Fin at 'M' on p3 ante may be accepted. A draft memo is submitted for approval.

13 SEP 1948
67953

82210 CSR
13.9.48

MKS
21.9.48
21/9/48

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25 41

Education Department.

From

The Director of Public Instruction,
Madras.

To

The Secretary to Government,
Education & P.H. Department,

1- SEP 1948

Rc.1759 K4/48 dated 28-8-1948.

Sir,

64718

Sub: Establishment - Headclerks of the Offices of the District Educational Officers and Institutions - Supervisory allowance - Payment of.

Ref: G.O.No.Mis.1136 Edn., Dated 6-5-1948.

p13 (V)

In the G.O. under reference the Government have sanctioned the payment of supervisory allowance to the Headclerks in the office of the District Educational Officers and certain other offices. The Government have also laid down the rate of allowances for Headclerks with reference to the number of clerks in each office. Head clerks in offices with more than 5 clerks are given Rs.10/- and those in offices with 5 or less are given Rs.5/-.

The Headclerk of the Government Muslim College has been granted Rs.5/- only as at the time, proposals were made, there were only 4 clerks in the College. Since then, in connection with the transfer of Inter-mediate classes from the Presidency College, the Government have sanctioned the employment of 2 more clerks in the Muslim College. These 2 clerks have joined duty on 16-7-1948. With effect from 16-7-1948, the number of clerks whose work has to be supervised has exceeded 5. Hence the allowance of the Headclerk may be enhanced to Rs.10/- with effect from 16-7-1948.

1258 Edn.
17.5.48

In this connection the Chief Inspector of Physical Education and the District Educational Officers, Tiruchinopally and Vizagapatam North have requested either sanction or enhancement of the allowance for their Headclerks in view of the fact that the stenotypist and typists in their respective offices are also doing actual clerical work which need supervision by the Headclerks. In Memorandum No. 95115 A.2. Edn., dated 23-12-1947 the Government have directed that Steno-typists and typists etc should be excluded for reckoning the supervisory allowance to Headclerks.

p5g (V)

It has been reported that the practice of allotting clerical work to Steno-typists and typists exists in all the offices of the District Educational Officers. I request to be informed whether these cases may be reviewed by me again and recommendations submitted to Government for the enhancement of the supervisory allowance, already sanctioned to the Headclerks of these offices.

Yours faithfully,

for Director of Public Instruction.

K.H.30-8.

31/8.

(26) 26 49

OFFICE OF THE
DIRECTOR OF PUBLIC INSTRUCTION
RC. NO.1862-K4/48.
****

MADRAS: 5th October 1948.

From

THE DIRECTOR OF PUBLIC INSTRUCTION,
MADRAS.

To

8 OCT 1948

THE SECRETARY TO GOVERNMENT,
EDUCATION AND PUBLIC HEALTH DEPARTMENT,
FORT ST. GEORGE, MADRAS.

SIR,

Sub: ESTABLISHMENT - Head-Clerks - Offices and the Institutions of the Education Department - Special Pay for Supervision Works.

74759

Ref: G.O. No.Mis.1136-Edn., dated 16-5-48.

***

In the G.O. under reference the Government have sanctioned the payment of a Special pay of Rs.5/- and Rs.10/- per mensem to the Head Clerks of some of the Offices and institutions of the Department for doing supervisory work.

The Head clerk of the Queen Mary's College was not then eligible for any special pay as the number of clerks employed in the college was only two including the Head clerk. I have since sanctioned an additional incumbant appointed to the post joined duty on the forenoon of 26th July 1948. As the number of clerks whose work requires supervision by the Head clerk is two, which is the minimum number taken into account by Government for sanctioning a special pay of Rs.5/-, the head clerk becomes eligible for a special pay of Rs.5/-.

I request that the Government may be pleased to sanction the payment with effect from 26th July 1948 of a Special Pay of Rs.5/- to the Head Clerk, of the Queen Mary's College.

YOURS FAITHFULLY,

FOR DIRECTOR OF PUBLIC INSTRUCTION,

SNS.7/10

3/x.

E.dt.48 (H) 51

(22) 27

64718/48
Copy Cl (2)

Routine

The original of G.O. Ms 4136 Edn dt 6.5.48 required for the disposal of the file is presumed to have been put up in file bearing C.no 50165/48, sent to Finance on 3.9.48. This may h.o. till 17.9.48 or till the return of the file, whichever is earlier.

MHS
9/9/48
9/9/48

MHS
9/9/48

As the G.O. referred to above is still not available this may continue to h.o. till 1.10.48.

MHS
21/9/48
21/9/48

MHS
22/9/48

~~53~~ E & P. H. Dept (A)

A ~~28~~ (28) 28

64718A/48

Estt. - Head clerks of the Edn Deptt. - Special pay for supervisory work - Sanctioned.

—

p1cf C.No. 64718A/48 Letter from the D.P.I. No. 1759 K4/48 Dt 28-8-48
p3cf 74159A/48 " " " " No. 1862 K4/48 Dt 5-10-48

—

028/10
29/10

Memo No 64718A/48.2 Edn Dated 28/10/48

Sanction is accorded with effect from the date of this order ^to the payment^ of Special pay for Supervisory work to the Head clerks in the following educational institutions at the rates noted against them :-

p1cf
p3cf

Govt Muslim College, Madras	Rs 10/- p.m.
Queen Mary's College, Madras	Rs 5/- p.m.

pp5-6/v

2. The D.P.I. is informed that the orders in Memo No 95115 A.2 Edn, Dt. 22.12.47 regarding the inclusion of typists and stenotypists in the clerical strength of establishment for purposes of granting the special pay cannot be reconsidered. The rate of the special pay should be regulated from time to time according to the orders issued by Govt

To The D.P.I.
The A.G. (Thru' Fin.)
2 spare copies.

NKS 21.10.48
21/10/48

22/10/48

Note : Finance U.O. for acceptance.

E & P.H. U.O. 64718A/48-1 Edn
25/10/48

NKS 21.10.48
25/10/48

22/10/48

ASST. SECRETARY TO GOVERNMENT
93302
25 OCT 1948
FINANCE DEPARTMENT

ASST. SECRETARY TO GOVERNMENT
25 OCT 1948
73667
EDUCATION AND PUBLIC HEALTH

Finance (C.S.R)

The draft memo above may be accepted.

Fin. U.O. 93302 - CSR
27 X 48.

26.10.48
26/10/48

Issue

27/X

E-PH

55

(29) 29

Education Department.

From

The Director of Public Instruction,
Madras

To

The Secretary to the Government of Madras,
Education and Public Health Department,
Fort St. George, Madras.

ASST. SECRETARY TO GOVERNMENT
26 OCT 1948
EDUCATION AND PUBLIC HEALTH DEPT.

79098

R.C.No.1852-K4/48 dated 18th October, 1948.

SIR,

Head clerks

Establishment--Municipal Councils of the Education Department--Special Pay for Supervisory work--Sanction of requested.
Reference:-G.O.No.1136-Education dated 6.5.48.

In the G.O. under reference, Government have sanctioned the payment of a special pay of Rs. 5/- per mensem to the Head Clerk, Office of the District Educational Officer, Madras as at the time proposals were submitted there were only 5 clerks. I have since sanctioned an additional temporary clerk for this office till 31.5.1949 and this clerk is reported to have joined duty on 22.9.1948. As on this date there are 6 clerks the Head Clerk becomes eligible for the special pay of Rs.10/-. I request that the Government may sanction the special pay with effect from 22.9.48.

2. The Head Clerk of the Engineering College, Cocanada was not eligible for any special pay as there was only one clerk whose work was to be supervised by him. It is reported that the additional Lower Division clerk sanctioned in G.O.No.1878-Education dated 28.7.1948 joined duty on 25.9.1948. As there are now two clerks excluding Head Clerk, the latter becomes eligible for a special pay at Rs. 5/-. I request Government may kindly sanction it with effect from 25.9.1948.

Yours faithfully,

For Director of Public Instruction.

ks.21.x.

E. &P.H.-(A5)

~~A~~ (31) 30

Estt - Head clerks of the Edn. Deptt - Special pay for Supervisory work - Sanctioned.

(V)

Cno 79098 A/48

Read: G.O. Ms. 1136 Edn dt 6.5.48
From the D.P.I. No. 1852 - A4/48 dt 18/10/48

Memo No 79098 A/48, Edn dt 8/11/48

Sanction is accorded to the payment ~~of~~ with effect from the date of this order of Special pay ~~of~~ for Supervisory work to the Head clerks in the following educational institutions at the rates noted against them

Office of the D.E.O., Madras	Rs 10/- p.m.
Engineering College, Cocanada	Rs 5/- p.m.

To The D.P.I.
A.G. (thro him)
Spare copy

MKS
8/11/48
4/11/48

DM
5/11/48

Note: Fin may see before issue.

MKS
8/11/48
4/11/48

Dy. Secy (CK)

The draft memo may be accepted and the case returned to Gen. & P.H.

6/11/48

6/11.

E&PH.

Issue
DM
5/11/48

No. 79098 A/48 Edn
5/11/48

ASST. SECRETARY TO GOVERNMENT
96385
5 - NOV 1948
FINANCE DEPARTMENT

Fin. no 96385 - CA
6.11.48

6 - NOV
82360
EDUCATION

(31) 31 59

R.O.C. 1862-K4/48.

Office of the
Director of Public Instruction,
Madras. Dated 17/11/48.

From
The Director of Public Instruction, Madras.

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

ASST. SECRETARY TO GOVT.
23 NOV 1948
EDUCATION AND PUBLIC HEALTH

Sir,

SUB: Special pay for supervision - Accountant - College of Engineering, Guindy.

-x-x-x-x-x-

REF: G.O.No.1163, Education, dated 6/5/48. P13/V

****

86777

I have the honour to request that Government may kindly sanction a special pay of Rs. 10/-for supervision work to the Accountant, College of Engineering, Guindy. The present scale of pay for the post is Rs. 80-125/- which is the same for the posts of Headclerks of the Presidency College and the Inspectress of European Schools, Madras. The only difference is in the designation of the post. The Headclerks of the later offices have been granted Special Pay in the order referred to above. The post of Accountant was not included in my original recommendations by an oversight. The clerical establishment in the college of Engineering, Guindy consists of an Accountant, one Upper Division Clerk and seven lower division clerks excluding the typist and stenotypist. As the Accountant is supervising the work of the other clerks in addition to his over work, he is eligible for the Special Pay of Rs. 10/-p.m.. I request that the Special Pay may be sanctioned with effect from 6/5/1948.

Yours faithfully,

for Director of Public Instruction.

20/11

PNK. 18/11

A/ ~~CSR~~ (32) 32 61

Education & P. H. Dept (A)

25/6112 8809.

Estt. - Accountant, Engineering College, Guindy - Special pay for supervisory - Sanctioned.

—

Read : G.O. 1136 Edn Dt 6.6.48

p13 / V

p106

C.No. 86777 A/48; From ~~the~~ D.P.I. No 1862 - K4/48 Dt 17.11.48

—

Memo No 86777 A/48-2 Edn Dt 4/12/48

Sanction is accorded to the payment, with effect from the date of this order, of Special pay of Rs 10/- p.m. for Supervisory work to the Accountant of the College of Engineering, Guindy.

7/12

To The D.P.I.
The A.G. thro' Fin.
Sp. copy

MKS
25/11/48
25/11/48

No 86777 A/48-1 Edn
27/11/48

Note: Finance may see for acceptance.

MKS
25/11/48
25/11/48

ADDITIONAL DEPUTY SECRETARY
27 NOV 1948
10203
FINANCE DEPARTMENT

Finance (C.S.R)

The draft order above may be accepted. (The Accountant is eligible for the supervisory spl pay of Rs 10 p.m as he supervises the work of one upper division clerk and seven lower division clerks excluding the typist and the stenotypist)

DL
29.11.48
29/11/48

30/11 — E-PH

ASST. SECRETARY TO GOVERNMENT
1 - DEC 1948
89568
EDUCATION AND PUBLIC HEALTH DEPT.

Fin No 102037 CSR-1
30.11.48

EPA

May issue ([illegible])

1/12/48

4/12

A (33) ~~33~~ 63

C.F. 32. Education Department

From (Name) The Director of Public Instruction Madras.

Designation

Station

Received Registered

To

The Secretary to Government
Education and Public Health
Department Madras.

ASST. SECRETARY TO GOVERNMENT
3 - DEC 1948
EDUCATION AND PUBLIC

Enclosures:

No. RC 1862 K4/48 dated 30-11-1948.

904[illegible]5

(V)

Sir,

Sub: Establishment - Head clerks of the Educational Department - supervisory allowance - payment of -
Ref: G.O.No.1136 Education dated 6-5-48.

In the Government Order under reference, the Government have sanctioned a sum of Rs 5/- aspecial pay for supervisory work to the Head Clerk Office of the District Educational Officer Tiruchirapalli as ~~xx~~ at the time when proposals were submitted there were only 4 clerks. Recently in connection with the administration of the Education Department of the Pudukkotta state, 2 additional clerks have been sanctioned to this office till 31-12-48. It ~~xxxx~~ is reported that the clerks have joined duty on 27-9-48 with effect from this date, the number of clerks whose work requires supervision by the Head Clerk is 6 and ~~1~~ the Head Clerk becomes eligible for a special pay of Rs 10/- I request that the Government may kindly sanction~~ed~~ the same.

Yours faithfully,

For Director of Public Instruction

2/XII

MSR 2/12

A ~~CSR~~ (34) 34 65

Edn. & P.H. Deptt (A)

Estt. – Head clerks of the Educational department Special pay for Supervisory work – Sanctioned

—

Read: From the D.P.I. No. 1862 K4/48 Dt 30.11.48

—

Memo No 90485A/48-2 Edn Dt 16/12/48

Sanction is accorded to the payment of a special pay of Rs10/- ~~p.m.~~ limited of Rs 5/- p.m. to the Head clerk of the Office of the D.E.O., Tiruchirappalli for Supervisory work with effect from the date of this order.

NKS
8/12/48
8/12/48

DM
9/12/48

Note: Finance U.O. for acceptance

NKS
8/12/48
8/12/48

DM
9/12/48

Finance

Fin. (CSR)

The draft memo may be accepted and the case returned to Edn & PH.

11/12/48

11/12

E-PH

Issue
NM
13/12/48

k

OO
15/12

17/12

To the D.P.I.
The A.G. (thro' Fin.)
S.C.

No 90485A/48-1 Edn
16/12/48

Additional Deputy Secretary
10 DEC 1948
105714
Finance Department

Fin. U.O. 105714 CSR-1
11.12.48

Asst. Secretary to Government
13 DEC 1948
Education and Public Health Dept.

93435

67

(35)

35

Education Department.

From

The Director of Public Instruction,
Madras.

To

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

Rc.1862 K4/48 dated 20-12-1948:

Sir,

96621

Sub: ESTABLISHMENT - Headclerks of the Education Department - Special Pay for Supervision work - Headclerk, Engineering College, Anantapur - G.O.No.1136 Edn., dated 6-5-48.

p13 (V)

------

p7/V

When proposals were submitted in my letter Rc.4987 K3/46 dated 2-2-48, for sanctioning special pay for supervisory work to the Headclerks of the various institutions in this Department the Headclerk of the Engineering College, Anantapur was not eligible for it as there was only 1 Lower Division Clerk in the College besides Headclerk (Upper Division Clerk). As an additional Lower Division Clerk has since been appointed in the College, the Headclerk becomes eligible for the special pay at the rate of Rs.5/- p.m. I request that the Government may kindly sanction the special pay to the Headclerk.

Yours faithfully,

for Director of Public Instruction.

KHR.22-12.

3/22/XII

68

69

~~CSR~~ ~~A~~ 36 36

Edn. & P.H. Deptt (A)

Estt. – Head clerks of the Educational Deptt – Special pay for supervisory work – Sanctioned.

Read: From the D.P.I. no 1862 K4/48 Dt 20/12/48

~~pp~~
p1 C1

Memo no 96621 A/48-2 Edn Dt 5/1/49

~~77~~
~~5/1~~

Sanction is accorded to the payment of a special pay of Rs 5/- p.m. to the Head clerk of the Engineering College, Anantapur, for supervisory work with effect from the date of this order.

To The ~~D.P.I.~~
The A.G. (Comm'Fin)
S.C.

NMS 27/12/48

28/12/48

7/1

Note: Finance may for acceptance.

96621 A/48-1

NMS 27.12.48

28/12/48

Lo no. 96621 A-1
29.12.48.

Finance (CSR)

The draft memo above may be accepted and the case returned to E.P.H.

ASSISTANT SECRETARY TO GOVERNMENT
30 DEC 1948
110728
FINANCE DEPARTMENT

3/1/49

3/1/49

E-PH

Fin no 110728 CSR-1
3-1-49.

4/1/49

ASST. SECRETARY TO GOVERNMENT
4 JAN 1949
EDUCATION AND PUBLIC HEALTH DEPT.
0429

(37)

I/37

71

EDUCATION DEPARTMENT

FROM

THE DIRECTOR OF PUBLIC INSTRUCTION, MADRAS

ASST. SECRETARY TO GOVERNMENT
1-...1
EDUCATION AND PUBLIC ...

To

The Secretary to Government,
Education & Public Health Dept.,
Madras.

Roc.No.1862 K4/48 dated 23rd May '49

Sir,

41731

Sub:--Inspection--HeadClerks of the Office of the District Educational Officer's--Special pay for supervising work--Higher rate--Recommending--

p13 (G)

Ref:--G.O.Ms.No.1136 Edn. dated 6-5-48

In their order cited above, the Government sanctioned the payment of a special pay for supervising work to the Head Clerks of the District Educational Officers and certain other Office~~r~~s. The Government have also laid down the rate of special pay with reference to the number of clerks in each Office. Head Clerks in Offices with more than 5 clerks are given Rs.10/- per mensem and those in Offices with 5 or less are given Rs.5/- per mensem.

Put up in another file

2. In G.O.No.Ms.2887 Edn. dated 16-11-48, Government have since sanctioned with effect from 1-2-49 additional clerical establishment to all the District Educational Officer's Offices in connection with the monthly payment of teaching grants. Consequently the Head Clerks of some of the Offices have become eligible for a higher rate of special pay viz. Rs.10/- per mensem. Such of the Headclerks who are eligible for this higher rate are shown in the Annexure. I request that the Government may kindly sanction them a special pay of Rs.10/- per mensem with effect from 1-2-49.

p3 infra

Yours faithfully,

For Director of Public Instruction

Clb.26-5-49

27/5

27/5

ANNEXTURE

Name of Office 1	No. of clerks only excluding the H.C 2	Amount of special pay recommended 3
1. Dist. Educational Officer, Salem	6	Rs.10/-
2. " " S.Kanara	8	Rs.10/-
3. " " Chingleput.	6	10/-
4. " " S.Arcot	8	10/-
5. " " Mathurai	8	10/-
6. " " Ramnad	8	10/-
7. " " Tinnevelly West	7	10/-
8. " " Tinnevelly East	8	10/-
9. " " Kurnool	8	10/-
10. " " Chittoor	6	10/-
11. " " Cuddapah	7	10/-
12. " " Bellary	6	10/-
13. " " Vizagapatam North	8	10/-
14. " " Godavary East	8	10/-
15. " " " West	7	10/-
16. " " Guntur North	8	10/-
17. " Guntur South	9	10/-

For Director of Public Instruction

Clb.26-5-49

9/27/5
CB/27/5

39 75

4173/A49

EPH. (A)

E stt. – Head clerks of the of the Office of the D.E.O. Special pay for supervisory work – increased payment ordered

3/
16/6

From the D.P.I. No 1862 K4/48 dt 23.5.49

Memo No 41731 A49-2 Edn dt 15.6.49

Sanction is accorded to the payment of a special pay of Rs 10/- p.m. instead of Rs 5/- p.m. to the Head clerks of the Offices of the D.E.O.'s shown in the Annexure for Supervisory work w.e.f. the date of this order, subject to the condition that if the No. of clerks supervised by the headclerks come to 5 or less than five the enhanced pay should be discontinued

To the D.P.I.
The A.G. Madras

MKS
21/6

MKS
21/6/49
8/6/49

4/6/49

Annexure

H.E.A.M.P 3 cl.

Note: Finance Res. for acceptance

EPH Res. 41731 A49-1 Edn
4.6.49

MKS
21/6/49
8/6/49

4/6/49

Finance (CSR)

The reference from the D.P.I in the CF may be perused. He has stated that in G.O. No 2887 Edn d 16.11.48 Govt have sanctioned with effect from 1-2.48 additional clerical staff to all the D.E.O's offices in connection with the

ASSISTANT SECRETARY TO GOVERNMENT
37268 CSR
6 - JUN 1949
FINANCE DEPARTMENT

2| 76 A

monthly payment of teaching grants and consequently the head clerks of some of the offices have become eligible for a higher rate of supervisory special pay. ~~It is now not known whether~~ The period for which the additional staff is sanctioned is ~~for a short~~ not known. If and when the number of clerks supervised by the head clerks of the offices mentioned in the annexure on p 3 cf comes to 5 or less than ~~five~~ the grant of special pay at ~~Rs 10/~~ the enhanced rate should be discontinued. ~~And they allowed~~ Subject to the draft being amplified with reference to the foregoing remarks, the draft ~~order~~ memo on p 1 above may be accepted.

| J
| 10.6.49

Ins
8.6.49

A
10/6/49.

J
10.6.49

S.R.O.H.
A

M.S
S.P.H

The draft order may now issue.

Fin. U.O. 37268 C.g.R.-1
13/6/49

The memo has been amplified as suggested by Finance above.

M.S
14/6 The papers may be filed with (G) after issue

14/6/49.

ASST. SECRETARY TO GOVERNMENT
14 ....
EDUCATION AND PUBLIC HEALTH DEPT.

45144

A 40 77 40

C.F. 32.

EDUCATIONAL Department

Received Registered

From (Name) The Director of Public Instruction, Madras.

Designation

Station

To

The Secretary to Government
Education and Public
Health Department.
M A D R A S.

66764
1 - SEP 1949

Enclosures:

No. Rc.No.1862 K4/48 dated 26-8-1949 194 .

Sir,

Sub:- Inspection - Head Clerk - Office of the District Educational Officer, Anantapur special pay for supervisory work at Rs. 10/- request -

Ref:- G.O.Ms.No.1136 Education dated 6-5-48

In their order cited above, Government sanctioned a special pay of Rs.5/- for supervisory work to the Head Clerk, Office of the District Educational Officer Anantapur as the Number of clerks excluding the Head-Clerk was then less than 5. Now there are 5 Lower Division Clerks and one Upper Division Clerk excluding the Head-Clerk working in that office from 14-7-49 The additional post of Lower Division Clerk was sanctioned in G.O.No.Ms.2015 Education dated 25-6-49. As the Number of clerks now working is above 5, it is requested that sanction may be accorded for a special pay of Rs.10/-~~R~~P.M. to the Head-Clerk of that office with effect from 14-7-49~~x~~ instead of Rs.5/- P.M.

Yours faithfully,

For Director of Public Instruction.

MSR 30/8

30/8

30/8

~~EPH A~~

~~79~~ (41) B

T.M.
From 41 To

The Asst Secy The Jt. D.P.I.

E & P.H. Depart

Estt. – Head clerks of the Fdl. depts
Special pay for
– supervisory work –

D.P.I.'s letter No 1862 K4/48 dt 26.8.49

---

p1 c.

Issued
MO
19/10.

It is presumed that the Head clerk is supervising the work of the U.D. clerk also. Please confirm.

MLS
17/10

18/10/49

OFFICE OF THE .... 18 ~~87~~

Date .... 194 .

Hours .... Minutes ....

84535

TELEPHONIC MESSAGE.

42

3 1 SEP 194

From	To
The D.P.I.	The A.S. to Govt. E & P.H.

~~T.M. No. 1862 K4/48~~ p 3 and

Ref. your T.M. dt. 22-10-49 re: Estt. Head clerk of the ~~Govt~~ Federal Deptt. – Special pay for supervisory work.

Your presumption that the head clerk is supervising the U.D. clerk's work is correct.

HH
31/10.

[Please write on both sides.

EPH A

Memorandum

Edn

G.O. No 2392 Edn 9 22.7.49 - Supply

Ref: letter from the

119/3/11

A (A) 43 EPH A

83

Estt - Head clerks of the Educational depts - Special pay for supervisory work - Sanction

p/1 of 66764 A/49; From the D.P.I. No 18621/.../48 of 21 [redacted]

Memorandum 66764 A/49-2 Edn dated 1/XI/49

Sanction is accorded to the payment of a special pay of Rs 10/- p.m. instead of Rs 5/- p.m. to the Head clerk of the office of D.E.O. Anantapur for supervisory work with effect from the date of this order.

To
The DPI
The A.G. Madras

ASSISTANT SECRETARY TO GOVERNMENT
68243
15 OCT 1949
FINANCE DEPARTMENT

16/10

14/10/49

14/10/49

No 66764 A/49-1 Edn
14.10.49

Note: Finance u.o. for acceptance.

14/10/49

14/10/49

Finance

Fin (Estt)

The draft memo may be sanctioned. (It is presumed that the Head clerk is supervising the work of the Upper Division clerks also. If not, the number of clerks supervised will be only 5 and the higher rate of Rs. 10 p.m. will not be admissible)

15.X.49

E&PH (A)

M' on p/1 cf

FIN. U.O.
68243/Estt-1
15.X.49

15.10.49

The presumption of Finance is correct. The draft memo may now issue.

80462
17 OCT 1949

1/XI

1/11/49

1/11/49

K

Post Copy of the Telephonic Message, dated 31-10--1949
No.1862 K4-48.

85

(13) A

From
The Director of Public Instruction
Madras.

4 NOV 1949

To
The Assistant Secretary to Government
Education and Public Health Department
Fort St. George, Madras.

Ref:- Your T.M. dated 22-10-49 regarding Establishment - Headclerks of the Education Department -- Special Pay for supervisory work.

85471

Your presumption that the Headclerk is supervising the Upper Division Clerk's work is correct.

For Director of Public Instruction.

SJ/30/10.

EPH (A)

Orders have since been issued in Memo No 66764 A/49 dated 1.11.49. This may be filed with it.

31/10

2/11/49

EDUCATION DEPARTMENT.

A 4486 / 45

K

From
The Director of Public Instruction,
Madras.

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

7 DEC 1949

Roc.No.1672 K4/49 dated 3-12-1949.

(44)

Sir,

Sub: Special pay for supervisory work - payment to the head clerks of the Education Department.

Ref: 1. Govt. Memo.No.95115 A.2 Education dated 22-12-1947.
2. Govt. Memo. No.42932 C.S.R.8 dated 20-4-1949.

95472

In the memorandum first quoted, Government have stated that the supervisory special pay to head clerks etc. referred to in para 8 of G.O.No.484 Public (Services) dated 12th February 1947 is intended to be sanctioned only to the head clerks, (Upper Division Clerks) for supervising the work of other Lower Division Clerks and Upper Division Clerks in the office and not for supervising the work of typists, Steno-typists, Store-Keepers and etc. But in the amendment to the Madras Manual of Special Pay and Allowances, Volume II issued in Govt. Memorandum No.42932 C.S.R.8 dated 20th April 1949 it has been specified that the Upper Division Clerks who supervise the work of other clerks including store-keepers and accountants are eligible for the supervisory allowance of Rs.5/- or Rs.10/- as the case may be. With reference to this amendment, the Principal, Engineering College, Anantapur, has requested that the Head clerk of the College (Upper Division) who has been granted a special pay of Rs.5/- per mensem in Government Memorandum No.96621 A/48-2 Education dated 5-1-49 may be allowed the special pay of Rs.10/- as he supervises the work of 5 Store-Keepers in addition to the 3 Lower Division Clerks. I request to be informed whether ~~whether~~ the claim of the Head-clerk of the Engineering College may be examined and submitted to Government for sanction.

p69

A/D

Yours faithfully,

For Director of Public Instruction.

vs.3.12.

5/12

Esp. H Deptt (A)

Routine

G.O. No 1136 Edn of 6.5.49 required for the disposal of this file is put up in a file of G2 section. They may be requested ~~[illegible]~~ to kindly put up the G.O.

Thro G2

17/12/49

E.S.P.H. (G2)

17/12/49. The GO is still required ~~and~~ for a file in this section. 'A' ~~may~~ section may renew the request after a fortnight

Still under disposal

19/12/49.

This may lie over till 5.1.1950

19.12.49

20/12/49

The file of G2 section referred to

89

to above has been circulated to Hon. (Edn) & Hon. (Fin) on 28/12/49. This may be put up on the return of the file.

(ascertain whether from G2 today)

Mes
7/1

DM
9/1/50

L.W. 9/2/50

file not available
may be put up 9/3/50
Mes

7/1/50

Please see the D.P.I.'s letter ~~on p1~~ p1 Cf. In the circumstances stated by him, as at A he may be informed there. ~~may be~~

The file may be sent to Finance (CSR) for their remarks.

Mes
13/3

Where is the detail?
You has put up
don't see anything
to follow
18/3

90
Edn A 47

Memo No 95472 A/49-2 Edn Dt 27/3/50

Special pay for supervisory work – payment to head clerks in the Edn. depts.

12/28/3

p1 cf

Letter from the D.P.I. No 1672 K4/49 Dt 3.12.49

The D.P.I. is informed that he may examine the claims of the Head clerk Engg. college, ~~[illegible]~~ Anantapur for increased special pay for supervisory work. A and submit specific proposals to Govt. He is also requested to specify the scales of pay of storekeepers.

To
The D.P.I.
S.C.

Desp
29/3/50

25/3/50

DM
27/3/50

(will be filed with G.O. Ms 1362 Edn Dt 21/5/49 Ain.)

A EII

Edn Dept

C. No: 95472 A. ~~From~~ the D.P.I. No: 1672 K4/49 d 3.12.49

Special pay for supervisory work - payment to head clerks in the Education Dept

Please see the D.P.I.'s letter in the c.f. The file may be sent to the Finance dept for remarks.

Edn No 95472 A/50 d. 20/3/50

18/3/50.

20/3/50

Finance (EII)

ASSISTANT SECRETARY TO GOVERNMENT
21 MAR 1950
20175
FINANCE DEPARTMENT

The reference from the D.P.I. in the c.f. may be perused. He requests to be informed whether the Head clerk of the Engg. College Anantapur who supervises the work of 5 storekeepers and 3 Lower division clerks may be paid the supervising special pay of Rs. 10/- with reference to the orders issued in Fin. (GSR) Memo. 42832 GSR-8 dated 20.6.49.

A.on p. 1 c.f.

A.on p. 19 (c)

As the Head clerk in question supervises the work of more than 5 clerks including storekeepers, it seems he may be paid the special pay of Rs. 10/-. Finance may agree to the proposal at 'A' on p. 1 c.f. subject to the remark that the orders take effect only from the date of orders to be issued.

~~Education may be requested to issue orders accordingly~~. The DPI may be asked to examine the claim of the Headclerk and submit specific proposals to Govt. ~~The rates of~~ He may be also asked to specify the scale of pay of storekeepers

ASSISTANT SECRETARY
23 MAR 1950
4134
EDUCATION DEPARTMENT

Fin. No 20175 EII 22/3/50.

B' on p. 1 c.f.

22.3.50

22.3.50

Edn

Edn A

The draft memo below is for approval.

Mas
28/3, Bn
25/3/50

28/3/50

A

(48) 94

49

EDUCATION DEPARTMENT.

From

The Director of Public Instruction,
Madras.

To

10011 The Secretary to Government,
Education Department, Madras.

MAY 1950
EDUCATION DEPARTMENT

R.C. No. 1672 K4/49 dated 2-5-1950.

Sir,

Subject:-

Special pay for supervisory work- Head Clerk- College of Engineering, Anantapur- Increased rate of pay- sanction- requested.

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p 90/(K)

Ref:- Government Memorandum No. 95472 A/29-2 Edn. dated 27th March 1950.

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p 69/(K)

Sanction was accorded in Government Memorandum No. 96621-A/48-2 Edn. dated 5-1-1949 to the payment of a special pay of Rs.5/- p.m. to the Head Clerk of the College of Engineering, Anantapur, for supervisory work. In reckoning the number of clerks for granting supervisory allowance to the Head-Clerk, typist and store-keepers employed in the College were eliminated as per orders in Government Memorandum No. 95115 A-2 Edn. dated 22-12-1947. In the amendment to the Madras Special Pay and Allowances Vol. II issued with Government Memorandum No. 42932-C.S.R. 8. dated 20th April 1949, the special pay for supervisory work has been made applicable to Head Clerks (Upper Division Clerk) who supervise the work of other clerks including store-keepers and accountants. The Principal, College of Engineering, Anantapur, reports that the special pay of Rs.5/- sanctioned to the Head Clerk of the College may be raised to Rs.10/- as the Head Clerk supervise the work of the store-keepers also.

p5-6/(K)

(Q)

Besides three lower division clerks there are five store-keepers in the College. The store-keepers are in charge of stores, prepare indents, pass bills, maintain stock, contingent and personal registers etc. The Head-Clerk has to check the indents and audit the bills before they are signed by the Principal. He has also to check the several registers maintained by the store-keepers and has to spend about an hour every day in supervising the work of the store-keepers. Thus the Head-Clerk has supervision over the work of 8 clerks including the 5 store-keepers in the College and I consider that supervision by the Head Clerk over the work of the store keepers is necessary since financial implications are involved in the preparation of indents and passing of bills.

In the circumstances I request that Government may be pleased to increase the rate of supervisory allowance paid to the Head Clerk of the College of Engineering, Anantapur from Rs.5/- to Rs.10/- p.m.

Yours faithfully,

for Director of Public Instruction.

A.S./3-5.
3/5.

3/5

E VII

96 50

Education deptt (A)

ead clerks of the Educational deptt - Special pay
ervisory work - Sanctioned
from the D.P.I No 1672 K4/49 dt 2/5/50

o 10011 A/50-2 Edn. 18/5/50

Sanction is accorded to the payment
ecial pay of Rs10/- p.m. instead of Rs5/-
to the Headclerk College of Engineering
apur for supervisory work with effect from the
this order.

5/50 18/5/50

Finance may see for acceptance.

5/50 18/5/50
Finance

Fin (R.W.)

The reference from the D.P.I. in the G. may be perused. The draft ~~orders~~ memo overleaf may be accepted.

A.S.
13.5.50

14.5.50

ASSISTANT SECRETARY
10 MAY 1950
11611
EDUCATION DEPARTMENT

D.S.
15.5.50

Fin. Coo
34101 Sr.
15.5.50

DS
Education [illegible]

Issue
16.5.50

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(50) 98

51

ASSISTANT SEC.
21 JUN 1950
16573
EDUCATION DEPARTMENT

Education Department.

From

The Director of Public Instruction,
Madras

To

The Secretary to the Government of Madras,
Education Department, Fort St.George, Madras.

R.C.No. 609-K4/50 dated 16th June 1950.

Sir,

ESTABLISHMENT--Head Clerk--Office of the Chief Inspector of Physical Education--Special pay for supervisory work--Sanction requested.

The Head Clerk (Upper Division Clerk) in the Office of the Chief Inspector of Physical Education,Madras, is not in receipt of the Special Pay for supervisory work as he had to supervise till 25.5.1950 the work of only one Lower Division Clerk besides the Steno-Typist. One of the Regional Inspectors of Physical Education with a clerk sanctioned in G.O.No.1254 -Education dated 19.4.1950, has now been attached to the Chief Inspector of Physical Education and consequently the number of clerks whose work requires supervision by the Head Clerk has increased to two. The Chief Inspector therefore requests that a special pay of Rs. 5/- may be sanctioned to the Head Clerk with effect from 25.5.1950, the date on which the additional lower division clerk was appointed. Since the number of clerks whose work requires supervision is two, the Head Clerk is eligible to the Special Pay of Rs.5/- for supervisory work. I therefore request that Government may be pleased to sanction the special pay of Rs.5/- to the Head Clerk, Office of the Chief Inspector of Physical Education from 25.5.1950.

m. Spl. pay for supg. 1 clerk - [illegible] Man p45
G.O. 1136 Edn. 6/5/48

(V)

(D)

Yours faithfully,

For Director of Public Instruction.

ks.19.6.

19/6

19/6

E11 100

52 Edn. Dept. A

Memo No 16573 A/50-2 Edn. 5.7.50

Estt. - Head clerk of the Edn Dept - Special pay for supervisory work - sanctioned

Read again: G.O. No 1136 Edn D 6.3.48

from the D.P.I., no 60944/50 dt. 6.50

~~Sa~~ Sanction is accorded to the payment with effect from the date of this ~~order~~ memo of a special pay of Rs 5/- p.m. for supervisory work to the Head clerk, Office of the Chief Inspector of Physical Education, Madras.

22/6 103/24.6.50

26/6

p.13/ (V) 16/5/7

p.14

ASSISTANT SECRETARY TO GOVERNMENT
27 JUN 1950
R.633
FINANCE DEPARTMENT

Dft 6/7

To the D.P.I.

" The A.G. thro Fin

Edn No 16573 A/50-1
dt 27.6.50

Note: Finance may see for acceptance

22/6 103/24.6.50

28/6 Fin

2.

101

A

Fin (E III)

The draft memo overleaf may be accepted.

28.6.50

29.6.50

27.6.50

Edn Deptt A

18070
JUL 1950

Fin. U.O. 48633/E III!
29.6.50

Education

The memo overleaf may now issue.

3.7.50.

4/7