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E & P. H (1948) Dept

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O. J. R. S
pp 9-10 - Cmy m. 1948

Schools - secondary. Local bodies

Purchase of library books. Modification
of the existing procedure - Not approved

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9623250 L&M
9.7.1939

Local Administration Department.

From

N.S. Mani Esquire., I.C.S.,
Special Officer, District Board, Kistna,
Chilakalapudi.

To

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

Through the Director of Public Instruction, Madras.

A.Rc. No. 5609 - 47-A5 dated 18-3-1947.

Sir,

Subject:- Libraries - Secondary schools - purchase of
books.

There are 23 Secondary schools under the management of this Board and many of those schools are ill equipped with libraries. The Headmasters of the Secondary schools are not able to spend every year even the simple allotment made for the library in the schools on account of the laborious procedure to be adopted before purchase of books. It is stated in G.O. No. 3250- L & M., dated 9-7-1929 that Headmasters should call for quotations for books from established Firms and that after approval of rates by the Executive authority of the District Board, order should be placed with the Company that quotes lower rates. As most books are copyright owned and prices

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fixed, it appears superfluous to call for prices of books from various Companies. I suggest that I may be permitted to authorise the Headmasters to purchase books, if necessary, after the prior approval of the District Educational Officer for the order of books, and send necessary vouchers for the expenditure to this office for admittance of the expenditure.

C. Alvarado
For Special Officer,
District Board, Kistna.

P.R. 19/3/47
ml
19.3.47

Office of the
Director of Public Instruction
Madras.

ENDORSEMENT R.C. No. 471/G.3/47 dated the 30th April 1948.

SUB:- Local Bodies - Secondary Schools - Purchase
of Library Books - Procedure:

REF:- From the Special Officer, District Board,
Kistna, A.R.C.No.5609/4/A.5 dated 18th
March 1947.



SUBMITTED.

2. The view of all the Special Officers of District Boards and Commissioners of Municipalities which maintain Secondary Schools were obtained in the matter. Some of them agree with the Special Officer, District Board, Kistna while some are against. After considering the matter with reference to their replies, I am of the opinion that the existing system of purchasing library books for Secondary Schools under Local Bodies is neither laborious nor superfluous and it may be allowed to continue without any change. Copies of the letters of the Commissioner, Bellary Municipality and of the Special Officers, District Boards, North Arcot, Tirunelveli, Guntur and Vizagapatam are submitted herewith for information.

D. A. S. S. S.
for DIRECTOR OF PUBLIC INSTRUCTION.

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

Copy of letter RF.No.35/4011/47 dated 12th May 1947
from the Commissioner, Bellary Municipality to the Director
of Public Instruction, Madras.

Education - Secondary - Local Bodies - Schools
Purchase of library books - Procedure:

I do not consider that the procedure laid down in G.O.
No. 3250, L & M. dated 9th July 1929 is laborious as represented
by Headmasters. If Headmasters take some interest and act in
time there should be no delay. In my opinion the managements
should have knowledge of all transactions involving expendi-
ture before money is spent.

Copy of letter L.No.10798/47 dated 10th May 1947 from
the Special Officer, District Board, North Arcot to the
Director of Public Instruction, Madras.

Sub:- Books and Maps - Secondary Schools - Purchase
of library books - Change in the existing pro-
cedure - Opinion offered:

Ref:- Your Proceedings R.O.C.No.471/G/47 dated the
2nd May 1947.

The existing procedure need not be changed as this gives
proper safeguard to the financing authority to see that its
money is spent properly and no delay is likely to arise by
following it.

- 2 -
Copy of letter L.Dis.No.12852/47 dated 21st May 1947 from the Collector and Special Officer, District Board, Tinnevely to the Director of Public Instruction.

Education - Secondary Schools - Purchase of Library books - Procedure:

REF:- Your Proceedings RC.No.471/G/47 dated 2nd May 1947.

In the above proceedings you have suggested the change of the present procedure calling for quotations for the purchase of library books etc., on the ground that it is laborious. The only thing the Headmasters have to do is to call for quotations from established firms. If there is no response from any firm within a prescribed period, they may ignore it and place orders with the firm which gives its quotation and whose quotation is the cheapest. You have stated that the procedure now adopted is superfluous as most of the books are copy right owned and prices fixed. Though the prices are fixed, the rates of discount allowed by different companies are not the same. A firm which is a publisher and seller of books may allow a longer percentage of discount to its customers than the percentage of commission allowed by other firms. If the procedure suggested by you is adopted, I am afraid it may lead to malpractices and that it would be uneconomic. Therefore I am of opinion that the procedure now in vogue may be allowed to continue.

Copy of letter L.Dis.No.9456/A.3/47 dated the 28th May 1947 from the Special Officer, District Board, Guntur to the Director of Public Instruction, Madras.

SUB:- Local Bodies - Secondary Schools - Purchase of library books - Procedure - Remarks offered:
REF:- Your RC.No.471/G/47 dated 2nd May 1947.

It is found by experience that even in the case of books, maps, etc. the prices of which are fixed, reduction or commission are offered on negotiations in most cases. The existing system of tabulating the requirements of the different institutions, calling for quotations and accepting the most favourable offers is found not only to conduce to economy but also uniformity to avoid any possible objection in audit apart from malpractices and variations.

The alleged delay in this procedure appears to be more imaginary than real. I am of the view that the present system may be continued with advantage.

Copy of letter No.L.Dis.7772/47 A.6. dated 30th May 1947 from the Special Officer, District Board, Vizagapatam to the Director of Public Instruction, Madras.

SUB:- Local Bodies - Secondary Schools - Purchase of Library books - Procedure - Opinion --
Furnished:

REF:- Proceedings RC.No.471/G/47 dated 2nd May 1947 of the Director of Public Instruction.

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- 3 -
With reference to the proceedings of the Director of public Instruction cited above, calling for the opinion of the Executive authorities of local boards as to the desirability of dispensing with the procedure laid down in G.O. No. 3250, L. & M. dated 9th July 1929, in the matter of purchase of books and maps, in the light of the representations of headmasters of secondary schools, I have to state as follows:

The headmasters of Secondary Schools, themselves are responsible for not being able to spend the allotments for library books, as the indents are sent at the fag end of the official year ultimately resulting in the lapsing of allotments as there is hardly enough time to adhere to the procedure laid down in the G.O. cited above. If the headmasters of Secondary Schools submit their indents for books in April or May every year there will be sufficient time to observe the procedure prescribed in the G.O. under reference, however, laborious the procedure may be. If the management insists on the submission of indents for books sufficiently early i.e. in April or May, there will be no practical difficulties in observing the procedure that is in vogue. I am therefore of opinion that the dispensing with the present procedure in the matter of purchase of books on the score it is laborious does not seem to be necessary.

/True Copies/

for DIRECTOR OF PUBLIC INSTRUCTION.

KAN.2/5



To
The Examiner of
Local Fund Accounts

3302181/48-1 (ch d 15/48)
Referred to the Examiner

of Local Fund Accounts for remarks

Assistant Secretary to Govt

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12.5.48

L. B. H. depar

G.O. No. 3250 LHM d 7.7.1929
required for this current has been
called for from the H. R. G.
chittoor. The receipt of the
G.O. may be awaited till 12.5.48



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To

Encl: A file of 6 pages.

The Secretary to Government,
Education and Public Health Department,
Fort St. George, Madras 9.

MAVS/86/1948.

LF.2147/9-6-48

Examiner's Office.

Subject:- Libraries - Secondary schools - Purchase
of books --Procedure.

Reference:- Education and Public Health Department
Endorsement No.33021 B.1/48, dated the 15th May '48.

The views of the Director of Public Instruction are

The enclosures received are returned herewith.

M. B. Shanker Rao:-

(B. B. SHANKER RAO)
Examiner of Local Fund Accounts.

Issue Branch
Pl. directed

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E & P. H. Dept
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Schools - Secondary - Local bodies.
Purchase of library books. Modification
of the existing procedure. ~~Considered~~
Not approved.

From the S.G. Dt. Board, Kistna, A. Re.
No. 5609-47-Asd 18-3-1947

Enclt. of the D.P.T., R.C. No. 471/5-3/47307/28
" Examiner of Local Fund

Accounts, L.F. 2147 / 9.6.1948
Order No. 1626 Dtd 24/6/48

The Govt do not consider
there see no need to alter the
existing system of purchasing
library books for secondary schools

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under local bodies

by
18/6/48
18/6/48
21/6/48

in
22/6/48

by
S. S. Murthy

To

The S.G. Dt. Board
Kistna

" D.P.I.

" Examiner
L.F. Accounts

(copy for
stock file)

by
26/6/48

Note please see the reference
from the S.G. Dt. Board, Kistna on H/1-24
and the remarks of the D.P.I. thereat
p.3 cf. The recommendation of the D.P.I. that
the existing system of purchasing library books
for secondary schools under local bodies may be
allowed to continue, may be accepted. The
Examiner of L.F. Accounts also supports the
Director's recommendation. Draft order
submitted overleaf is for approval.

H/24

by
S. S. Murthy

in
22/6/48

by
18/6/48
21/6/48