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Supdt.

Scott. II-27-58,004-27-10-47.

Education

(1948) Department.

Ms. SERIES.

G.O. NO. 2502 Edn.

Dated 1. 10. 48

[Despatch Abstract.]

Basic Education - Stenographer - Basic Education
officer at Headquarters - enclosed.

Back Papers.

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

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
	2798						
	794						

C.F. 32.

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

EDUCATION DEPARTMENT.

Received _____ Registered _____

From (Name) SRI D. S. REDDI, M.A., (Oxon).,

(Designation) DIRECTOR OF PUBLIC INSTRUCTION,

Post Box _____, (STATION) MADRAS.

Telegraphic Address "INSTRUCTION".

To

51460



The Secretary to Government,
Education and Public Health Department,
Fort St. George, Madras.
No. 230-H/48, dated 7th July 1948.

ENCLOSURES _____

Sub: Direction - Office of the Director of Public Instruction, Madras - Sanction of the post of a stenographer to the Basic Education Officer, Requested.

SPARE COPIES _____

020

In their order No. 1331 Edn., dated 26-5-48

Government sanctioned the creation of the post of a Basic Education Officer, temporarily in the Madras Educational Service with the powers of a Deputy Director of Public Instruction. As the work attached to this post is of a touring nature and as the ~~Basic~~ Basic Education Officer has to do inspection work in Basic Training Schools it is necessary that a clerk should accompany him on tour. Since he has also to look into the question of revision of syllabuses, preparation of reports and other similar work, the assistance of a clerk who is also a stenographer is keenly felt by him. For the present he has to write notes and D.O. letters himself. This takes much of his time. In case a stenographer is sanctioned the Basic Education Officer can utilise his services and save a lot of time in scriptory work. Hence I recommend that Government may be pleased to sanction the post of a stenographer attached to the Basic Education Officer with effect from 1-8-1948.

2. The immediate cost on account of the above post

P.T.O.

12

works out to Rs. 700/- and the ultimate cost will be Rs. 1500/-
The immediate cost may be met w from the lump sum allotment
of Rs.. 9 lakhs for Basic Education. The expenditure may be debited
to the head "37 (o) Education - General Direction". Necessary
reappropriation of funds from the lump sum provision will be
made in due ~~xxx~~ course.

FOR DIRECTOR OF PUBLIC INSTRUCTION.

KN.9.7.

[Faint, mostly illegible handwritten text, likely bleed-through from the reverse side of the page. Some words like "Education" and "Headquarters" are visible.]

[Handwritten notes in the left margin of the right page:]
 103
 3/8
 ppt - 3 ante

E & P. H (B 3)

5 (V)

Memo No. 51460 B2/46-1 dated 3.8.48

Sub: Basic Education officer at Headquarters -
 creation of the post of a steno-grapher.

Ref: From the D.P.S No. 330 H/46 d. 7.7.48

The D.P.S is requested to report the average No. of days in a month ^{during} which the Basic Education officer at Headquarters will be on tour. He is also requested to state whether it will not be possible for one of the steno-graphers employed in ^{his} office to accompany the officer when he goes on tour and to assist ^{the officer} in the matter of correspondence, work with the Basic Edu. Officer ^{the Director}

He is also requested to examine whether one of the posts of clerks sanctioned in G.O. No. 1904 Edu. d. 28.8.47 ^{under Govt} for the Basic Education officer cannot be converted into that

(A)

of a stenographer.

25.7.48
25/7/48

Handwritten text in Tamil script, mostly illegible due to fading and bleed-through.

T.
T. D. P. J.
4/8/48

C.F. 32 (a).

From (Name) Education Department

Designation Station

DIRECTOR OF PUBLIC INSTRUCTION MADRAS.



Received Registered

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

Rec. No. 230 M/48 dated 3rd September 1948.

Sir,

Basic Education - Officer at Headquarters - Creation of the post of stenographer.

Ref: Government Memo 51460 B2/48-1 Edn., dated 3-8-48.

With reference to the above Government Memo, I may state that since basic education is expanding, the work in the section is becoming heavy and that two clerks, sanctioned for the Basic Education Officer are having their hands full. It is therefore not possible to convert one of these two posts into that of a stenographer.

As regards the other alternative of employing one of the stenographers already working in my office, under the Basic Education Officer, I find that they are having full work. As a matter of fact, some of them attend on two officers.

p.t.o.

The Basic Education Officer will have to be on tour for about 10 days in a month.

In the circumstances, I would again request Government to sanction the post of a Stenographer attached to the Basic Education Officer, as early a date as possible.

Yours faithfully,

R. V. Rudrappaswami
4-9-48

for Director of Public Instruction.

K.h.4-9.

572
1110
p1, p7c-4

Sub:- Basic education - Post of a stenographer -
under the Basic Education officer at Headquarters
- sanctioned.

Ref:- From the D.P.G No. 2304/Kg dated 7.7.48
and 3.9.48.

Order No. No. 2502 Edw. dated 1.10.48

In the circumstances explained by the D.P.G
in his letter read above, the Govt. sanction is
employment
post of a stenographer under the Basic Education
officer at Headquarters for a period of one year
in the first instance with effect from 1.10.48.

The expenditure on this account may
be met from the lump sum appropriation under
"37 Edw. - L. Primary - Grants to local bodies"
in ordinary areas (1) Excluding P.W.R. - 7. Basic
Education - Voted" in the B.E. for 1948-49.

24.9.48. 25.9.48

25/9/48

25/9/48

To

The D.P.G. ✓

The A.C. for Finance

I.S.C.

25/9/48

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11

READ:

ORDER:

The expenditure on this account may be met from the lump sum appropriation under "37. Edn. - I. Primary - Grants to local bodies for primary education - I. Ordinary areas (i) Excluding Post War Reconstruction - 7. Basic Education - Voted" in the Budget Estimate 1948-49.

M. V. Subramanian,
Secretary to Government.

True copy/Forwarded/By Order.

Superintendent.

SUB:- Basic Education -Employment of a Stenographer under the Basic Education Officer at headquarters.

REF:- From the D.P.I., No.230 M/48, dated 7--7--48.

The D.P.I. proposes for the employment of a stenographer under the Basic Education Officer at headquarters from 1--8--1948 for the reasons stated in the letter in the c.f.

The cost (of Rs.700) in 1948-49 is to be met out of the lump sum provision of Rs.9 lakhs made in the current year's budget for the expansion of Basic education. The proposal may be accepted.

Finance may see for remarks before circulation.

SS.
19-7-48.

22/7/48 S
W/M J.

Finance Estt

Please see The reference from the

D.P.I. in the C.F. and the note of E.P.H. above.

2. The Basic Education Officer at headquarters is working in the office of the D.P.I. There is a general proposal to restrict the posts of stenographers to half the strength of officers in an office by adopting a pooling system of stenographers. It is not known for how many days in a month the Basic Education Officer will be in town and whether he cannot adjust with one of the stenographers in the office of the D.P.I. E.P.H. may be requested to furnish the above information and also examine whether one of the posts of clerk or typist already sanctioned for work under the officer may not be converted into that of a stenographer, if necessary. E.P.H. may also be requested

E & P. H. No. 5146082/48

22.7.48.



52925

to put up the papers in which the posts of Basic Education Officer were ~~sanctioned~~ and the subordinate staff for work under him were sanctioned.

N.S. DR
27.7.48 27.7.48

27/7

E-PH

E & P. H (B3)

~~Please see the notes of Finance above.~~

The D.P.G may be asked to ~~submit~~ submit a report on the points raised by Finance.

A draft memo is submitted for approval.

Finance may see before issue.

^N Above. Please see 4.0.00. 1904 Fdn d. 26.5.47.

2
30.7.48

2/8/48

27/7/48

Issued as memo no. 51460 B3/4-1 dated 3.8.48.

Ref:- From the D.P.G no. 230 H/48 dated 3.9.48.

Please see the letter from the D.P.G on

pp 7-8. I am reply to the Govt. memo on 5-6-47.

The file may again be sent to Finance ^{for comments} with ref. to their notes above.

3
16.9.48

2/8/48

2/8

E & P. H. 0.0. 51460 B3/4-3

20.9.48

Finance (E III)

(P & Finance note on pp 1-2 above)

With reference to this dept's

note at M on p 1 above, the D.P.G has stated that the Basic Education Officer will have to be on tour for about 10 days in a month and that it is not possible to defrte any of the stenographers working



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27.7.48

EBH

28 JUL 1948
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170 F.



in his office at present, to work under the Basic Education Officer. He has also stated that the two clerks working under the Basic Education Officer are having full work, and that none of their posts can be converted into that of a stenographer. He therefore presses for the employment of an additional stenographer to work under the Basic Education Officer. The extra cost involved is Rs 1660 p.a.

In the circumstances explained above, this dept may agree to the proposal. The post may be sanctioned for a period of ~~one year~~ in the first instance.

2/9/48 27.9.48

2/9/48

SSPH

FIN. 0.0. 88169/E III-1
22-9.48

E & P. H. (B3)

Please see the notes of Finance above. A draft order is submitted below for approval.

The file may be circulated to H.H. (Adm).

24.9.48

24/9/48

25/9/48

25/9/48



28.9.48

in this office at present. It was a matter of
 Police Education Officer. We also visited
 the two clerks working under the Police
 Education Officer and having full work, and
 that none of their posts can be converted
 into that of a stenographer. The
 proposed for the employment of an additional
 stenographer to work under the Police
 Education Officer. This extra cost involved

is Rs 1600 p.m.
 In the circumstances explained
 above, this deficit we are agreed to be
 for a period of 6 months in the first
 instance.

The file may be circulated to H. H. (24/11/54)
 as no submission below for approval
 Please see the notes of Finance Officer, A. H. (24/11/54)

24.11.54

24/11/54