Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 2727. 2nd November 1948

Elementary Education Fund—District boards—Strength of ministerial staff in the elementary education section—Further revision ordered.

88710

25

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT

(Education)

G.O. No. 2727. 2nd November 1948

Elementary Education Fund—District boards—Strength of ministerial staff in the elementary education section – Further revision ordered.

READ—the following paper :—

G.O. No. 1936, Education, dated 9th October 1946.

Order –No. 2727, Education, dated 2nd November 1948.

The Director of Public Instruction recommends that in view of the increase of work in the elementary education section of district board offices the scale of clerical staff, fixed for the section, should be revised as follows :—

One clerk for every 100 teachers instead for 150 as at present. (If the total number of teachers employed in the elementary schools of a district board exceeds a multiple of 100, one more clerk may be employed where the excess is not less than 60.)

The Government accept the recommendation of the Director and direct that the scale of clerical establishment in the elementary education section be revised as indicated above.

2. The additional expenditure on this account should be met from the Elementary Education Fund of the district board and no subsidy will be sanctioned from the provincial funds for the purpose.

(By order of His Excellency the Governor)

M. V. SUBRAMANIAN,
Secretary to Government.

To the Director of Public Instruction.
,, all Special Officers of District Boards.
,, the Examiner of Local Fund Accounts.

To the Inspector of Municipal Councils and Local Boards.
,, Superintendent, Government Press.

(3) 161/110 Pub 2(a)

Government of Madras
Education & Public Health Department
G.O.Ps. No.2727. Education, 2nd November 1 9 4 8.

Abstract.

Elementary Education Fund - District boards - Strength of ministerial staff in the elementary education sectinn - Further revision ordered.

-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X

Read the following:--

G.O. No.1936 Education, dated 9th October 1946.

ORDER:

The Director of Public Instruction recommends that in view of the increase of work in the elementary education section of district board offices the scale of clerical staff, fixed for the section, should be revised as follows:-

One clerk for every 100 teachers instead of for 150 as at present.

(If the total number of teachers employed in the elementary schools of a district board exceeds a multiple of 100, one more clerk may be employed where the excess is not less than 60).

The Government accept the recommendation of the Director and direct that the scale of clerical establishment in the elementary education section be revised as indicated above.

2. The additional expenditure on this account should be met from the Elementary Education fund of the district Board and no subsidy will be sanctioned from the provincial funds for the purpose.

(By Order of His Excellency the Governor)

M.V. Subramanian,
Secretary to Government.

To
✓ The Director of Public Instruction.
✓ All Special Officers' of District Boards.
✓ The Examiner of Local Fund Accounts.
✓ The Inspector of Municipal Councils.
X The Superintendent Govt. Press

5-NOV 1948

True copy/Forwarded/By Order.

Despd

Msd.

Superintendent.

Sectt. II-22—5,500—18-11-42.

4 161/110 Pub

PRESS SLIP.

~~ORDINARY.~~ URGENT (*a*). SPECIAL (*a*).

Education ....DEPARTMENT.

Current No. 46350, dated 2.4.6. 1948.

G.O. No. 2727, dated 2.11.48 194 .

Number of MS. pages sent (*b*) Correspondence ....1.... (*c*) Notes ....–....

Brief subject. Ele Edn fund. Dist Boards. Strength of ministerial staff in the Ele Edn Section. Further revision ordered

(*d*) Number of copies required when struck off (*not including copies for volumes and editors' table which are retained in the Press*). (1)	"Press" copies to supply on requisitions for purchase by the public. (2)	Complete correspondence and orders. (3)	Notes. (4)
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The Inspector of Ml. Cls. Local Bds.		18	✓		
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Total ...		150			

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‡ *To be initialled and dated.*

INSTRUCTIONS FOR THE SECRETARIAT.

(*a*) If a paper is marked to be printed urgently or as special the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(*b*) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item had been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(*c*) For rules regarding printing of notes, see the chapter on printing and proof correction in the Secretariat Office Manual.

(*d*) The number of copies and the details of distribution should be filled in by the Superintendent or clerk concerned.

(*e*) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for *one* week, and larger papers for *two* weeks only. *The type of notes and of all confidential papers is distributed immediately after striking.*

(*f*) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(*a*) If, in the opinion of the Superintendent of the Press, a paper has been marked special of urgent unnecessarily, he should send the Press slip to the Assistant Secretary with a remark to that effect.

(*b*) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Assistant Secretary any instance of incomplete or careless editing.

(*c*) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(*d*) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(*e*) The names of the Secretary and Ministers or Advisers should be printed in full when they occur on the right hand side, only the first time when they appear on the left the initials alone being printed later.

at best be in-charge of 5 clerks only. In view of the representations made in the matter, the Government were pleased to sanction the post of an Accountant for the Elementary Education Section. When the need for the supervisory staff has been conceded by Government, it is not conducive to the efficiency of the section to saddle the Superintendent or Accountant of the section with any additional work beyond supervison and control. Hence the work of 15 clerks was distributed among the 13 clerks resulting in each of them having more than 150 teachers to deal with. The clerks are, threfore, to shoulder additional volume of work and the reduction in the scale from 175 teachers to 150 teachers for each clerk has therefore not improved matters to any extent in the section. If the section should aim at efficiency and promptitude it is but quite necessary that there is no diminution in the number of posts of clerks as per scale sanctioned by the Government as the posts of Superintendent and Accountant are to be considered apart in determining the strength of clerical staff.

4. Apart from the diminution in the strength of clerks in the section the services of no Upper Division Clerk are made available for the section though it contains 13 Lower Division Clerks. The services of Upper Division Clerks who have passed the Account Test are quite necessary for the betterment of the Section and to minimise the very many irregularities that occur viz., excess and double payments in salaries and T.A. Bills, irregular grant of increments resulting in Audit Objections, arrear claims etc.; which may not be the case in clerks with Account Test Qualification are to be in the section. Teachers in Elementary Schools are not conversant with rules and hence a lot of irregular and arrear claims are preferred by them which require a careful scrutiny and a lower Division clerk who is also not well conversant with all the rules relating to the grant of leave, increments, passing of travelling allowance bills etc., cannot be expected to do the work with deligence. It is, therefore, requested that the posts of Upper Division Clerks may be restored to the section without reducing the strength of clerks in the section as per rate sanctioned by Government.

5. It has also been found that the present scale of one clerk for every 150 teachers employed, is also too high. With the introduction of compulsion in 61 centres in this District for which no special staff was sanctioned to this District Board, the volume of correspondence with regard to the seduring of additional accommodation, supply of furniture and equipment, books and slates to poor children maintenance of separate accounts for drawal of subsidy for compulsion etc., is on the increase besides the routine work. The maintenance of Establishment Audit Registers, grant of annual increments owing to the revised scales of pay, grant of leave according to Fundamental Rules and posting of substitutes, correct maintenance of service registers of teachers and service rolls of the peons and inferior servants, and their leave accounts, maintenance of the register of probationers and seniority lists, obtaining exemption for a large number of unqualified hands owing to a dearth of qualified hands and maintenance of list of exempted teachers, preparation of panel of Headmasters and the periodical revision of the same with a view to see that seniors and deserving teachers are eligible for the duty allowance, correspondence arising from frequent visits, inspection reviews of Educational authorities, rectification of defects in the matter of staff, equipment, building

(Contd.,)

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py of the letter R.O.C. No.809-43-B2 dated 20.6.1945 of the Inspector of Local Boards, Madras, to the all Presidents of District Boards.

Sub: CORRESPONDENCE --Elementary Education Section of District Board offices--Distribution of work etc., Remarks invited.

...0o0...

There is no uniformity in the distribution of work or system in the manner and method of work ~~is~~ that is being attended to in the Elementary Education Section of the District Be Board offices. In some District Boards several unauthorised registers are being maintained by the clerks. In some other offices, the work in the section is greatly in arrears. Some district boards ~~distribution~~ distribute the work on the regional basis; whereas other district boards distribute the work on the subjectwar basis. Now that government have passe orders approving the basis for fixing the strength of the clerical staff, I propose to prescribe a definite procedure for adoption in regard to the distribution of work, maintenance of registers.

Generally the work in the section may be divided into three branches, (1) the accounts branch (2) the corresponddence branch ~~me~~ and (3) the administration branch. While the accounts branch may deal with the financial translations, ~~the correspondence branch may de with the financial transactions~~, the correspondence branch may deal with the establishment matters such as transfers, leave, promotions, etc., and the administration branch may deal with the administrative matters roughly comprising of repairs to school buildings, supply of furniture, administration reports, periodicals, review, accommodation, inspection repo and such other subjects which relate to the administrative side.

Each branch may maintain the necessary registers required for the purpose and may ha one or more senior clerks with the required number of assistants depending on the actual amount of work involved therein. The upper division clerk or clerks may supervise the wo generally.

I request your remarks on the above proposals. A descriptive catalogue of the subje to be dealt with in each branch of the section together with an exhaustive list of regi ecessarily to be

(P.T.O)

6

necessarily to be maintained may also be furnished with your reply which may be sent through the concerned Deputy Inspectors.

(True copy)

ms.6/4.

For Special Officer

C.F. 32.

20 APR 1948
MADRAS

LOCAL ADMINISTRATION Department

From (Name) J.C.Griffiths,Esq.,I.C.S.
Designation Special Officer,
Station District Board, Chittoor.

Received .... Registered ....

To The Secretary to the Govt. of Madras,
Edn. & Public Health Department
Fort St. George, Madras.
Through
The Director of Public Instruction,
MADRAS.

7

Enclosures: ....

Roc No. 7943/48-C1. dated 15th April 1948.

Sir,

Sub: Establishment--Chittoor District Board Ele. Education section--Strengthening of Ministerial staff--Orders--Solicited.

(A)
Ref: 1. G.O. No. 1353, Edn. dated 24--9--1942.
2. G.O. No. 1872 Edn. dated 13-12--1944.
3. G.O. No 1936 Edn. dated 9--10--1946.
4. G.O. No. 2434 Edn. dated 12-11--1947.

D#

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As per G.O. No. 1353 Edn. dated 24-9-1942 as subsequently amended in the references cited above, the Elementary Education section of this District Board consists of the following ministerial staff.

Superintendent.	...	One.
Accountant.	...	One.
Lower Division Clerks.	..	Eleven.
Attender.	-..	One.

In this connection I beg to bring the following facts for consideration.

At present, there are 621 Ele. schools and 1898 Elementary school~~s and~~ masters working under this District Board. Due to the sanction of a Superintendent and an accountant two - - Upper Division Clerks posts have been kept in abeyance (vide sub-para (ii) of G.O. No. 1872 Edn., dated 13-12-1944 and G.O. No. 2434 Edn. dated 12-11-47). Consequently the work of the two upper division clerks had to be distributed among the remaining eleven clerks since the Superintendent and Accountant are - - entrusted with the work of supervision of the clerks under them. Thus each clerk has now to deal with 190 teachers, while the maximum prescribed for each clerk is only 150. As the work of the Clerks can never be considered free from blemish without the proper check and supervision by a section head, the posts of the Superintendent and Accountant are indispensable.

2. Due to the introduction of the Revised scales of pay and sanction of annual increments envisaged in G.O. Nos. 975, Edn. dated 10-5-1947 and 1154 Edn. dated 5-6-47, the work in the Elementary Education section has increased considerably. As such it is not possible for a clerk to cope up with the correspondence and the passing of bills relating to about 190 Ele. school masters. To enable the clerks to pass the pay bills of all Teachers and to make payment within the 15th of the succeeding month as contemplated in Government Memo No. 89520-B2/47. Edn. dated 17-2-48 read with G.O. No. 1309 L.A., dated 26-7-1946 to sanction timely annual increments to all teachers(permanent or acting), to maintain probationers' lists and to declare - -

38

declare probation immediately on satisfactory completion of 2 years of service, to post Establishment, Audit Registers which were transferred by the audit department in the recent years, to take prompt action on all objections pointed out by the audit department and other miscellaneous items of work which a Clerk has to do in addition to the regular correspondence, sanction may be accorded for the appointment of one Clerk for every 125 Ele. school masters on the aggregate exclusive of the posts of Superintendent and Accountant.

3. It may not be out of place to submit, in this connection, that the anticipated expenditure under Ele. Education funds (Ordinary and compulsion) for 1948-49 comes to over Rs. 16,00,000/- which has to be watched over closely. The expenditure on the clerical staff inclusive of the additional staff now proposed (at one Clerk for every 125 teachers) comes to about Rs. 22,600/- only. As such the expenditure on the clerical staff works to about 1.4% only. From this it can be seen that the proposals are only too moderate when compared with the per-centage of expenditure incurred on the employment of the staff in other departments.

A

In view of the above facts, I request that the Government be pleased to sanction the appointment of one Clerk for every 125 Ele. school teachers exclusive of the Superintendent and the Accountant in order to maintain the required efficiency in the Elementary Education Section.

Early orders are earnestly solicited.

17.4.48

For Special Officer,

kr. 15/4.48

B

Gf B2 (8) 9

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION, MADRAS.
R.O.C.No.866 B1/48 dated 17th June 1948.

===

Sub: Elementary Education - District Board, Chittoor - Ministerial Staff - Strength.

READ: LetterRoc.No.7943-48 C.1.dated 15th April 1948 of the Special Officer, District Board, Chittoor.

ASST. SECRETARY TO GOVERNMENT
24 JUN 1948
EDUCATION AND PUBLIC HEALTH DEPT.

SUBMITTED.

46350

2. The present strength of the Board is within the authorised number permitted by the several G.Os. on the subject.

3. It is for the consideration of Government to effect the revision. The work has, however, considerably increased by the revised scale of pay providing annual increments and the corresponding work of preparing ~~ex~~ increments etc. annually.

22/6

for Director of Public Instruction.

To

3 22/6.

The Secretary to Government,
Education and Public Health Department.

Ram.22/6/48.

C.F. 32.

Local Administration Department
From (Name) J.C.Griffiths,Esq.,I.C.S.,
Designation Special Officer,
Station District Board, Chittoor.

Received Registered

To

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

Enclosures:

ASST. SECRETARY TO GOVERNMENT
31 MAY 1948
EDUCATION AND P. H. DEPT.

39922

Roc. No. C1--7943 of 48 dated 27th May 1948.

Sir,

Sub:- Establishment - Chittoor District Board - Ele. Education Section - strengthening of - ministerial staff - orders - solicited.

Ref:- This office letter No. C1--7943/48 dated 15-4-48 addressed through the Director of Public Instruction, Madras.

I invite attention to my letter noted above and to enquire when the orders of the Government on the subject may be expected.

A.r. 29/5.

G Rangarao 29/5
For Special Officer,

mns

12

28/12/6

E & P.H Dept.

Memo No. 39922 - B2/48 Edn dt 11-6-48

Subj: Establishment - Dist Board. Chittoor Ele Edn Section strengthening of ministerial staff.

—— xx ——

Ref:

The attention of the Director of Public Instruction is invited to letter No. C1 7943/48 dated 15.4.48 from the Spl officer Dist. Board, Chittoor sent through him ~~the~~ He is requested to state when it will be forwarded to Govt with his remarks.

OSM 9/6/48

2/6

8/6/48

To

15/6-48

C.F. 32.

Local Administration Department

From (Name) J.C.Griffiths, Esq., I.C.S.,

Designation Special Officer,

Station District Board, Chittoor.

To

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

Received 13 Registered (10)

ASST. SECRETARY TO GOVERNMENT
2 JUL 1948
EDUCATION AND PUBLIC HEALTH DEPT.

Enclosures

48618

Roc.No. C1--7943 of 48 dated 25th June 1948.

Sir,

Sub:- Establishment - Chittoor District Board Ele. Education Section - strengthening of ministerial staff - early orders - solicited.

Ref:- This office letter Roc.C1--7943/48 dated -- 15-4-48 addressed through the Director of -- Public Instruction, Madras and reminder letter thereon dated 27-5-48.

I invite attention to my letter cited above - and request the issue of very early orders on the subject.

G Rangarao 28/6

For Special Officer,

A.T. 26/6.

15 (11)

Local Administration Department.

From

Sri S.Rajagopala Ayyengar,B.A.,
Special Officer,Dt.Board,
North Arcot, Vellore.

To

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

Roc.E.5229-48 dated 30.6..1948.

ASST. SECRETARY TO GOVERNMENT
2 JUL 1948
EDUCATION AND PUBLIC HEALTH DEPT.

48624

Sir,

Sub: ESTABLISHMENT - Elementary Education Fund - District Boards - Strength of Ministerial Staff for the Elementary Education Section - Revision of orders Requested.

Ref: This office letter Roc.E.5229-48 dated 6.4.48.

... ...

I invite your kind attention to this office letter cited above and request early orders in the matter.

For Special Officer.

G.T.30.6.

3.7

C.F. 32.

LOCAL ADMINISTRATION Department

Received Registered

From (Name) N. Subrahmanyam, Esq., I.C.S.

Designation Special Officer,
District Board, Chittoor.

To
The Secretary to the Government
of Madras,
Edn. & Public Health Department
Fort St. George,
MADRAS. 9.

ASST. SECRETARY TO GOVT.
29 JUL 1948
EDUCATION AND PUBLIC HEALTH DEPT.

Enclosures :

56215

Roc No. C1/7943/48. dated 25th July 1948.

Sir,

Sub: Establishment--Chittoor District Board Elementary Education Section--strengthening of Ministerial Staff--early orders--solicited.

Ref: This office letter No. C1/7943/48 dated 15-4-48 and reminder letters thereon dated 27-5-48 and 25-6-48.

As the entrenchment of additional Clerical Staff in the Elementary Education Section of this Board is keenly felt due to the accumulation of arrears, I request that very early orders may be caused to be issued on the subject - - under reference.

G Rangachari 27/7
For Special Officer.

kr. 26/7.

18

E.P.H. Depth

The matter has been referred to the DPI u.o and his remarks are awaited. This may lie over till 15/8/48.

2/8.

2/8/48

4/8/48

PR ⑬ 19

C.F. 32.

Local Administration Department

From (Name) N. Subrahmanyam, Esq., I.C.S.,

Designation Special Officer,

Station District Board, Chittoor.

Received Registered

To

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

Enclosures:

Roc.No. C1--7943 of 48 dated 24th August 1948.

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

63497

Sir,

Sub:- Establishment - Chittoor District Board - Ele. Education Section - strengthening of ministerial staff - very early orders - solicited.

Ref:- This office letter No. C1-7943/48 dated 15-4-48 and reminder letters thereon dated 27-5-48, 25-6-48 and 25-7-1948.

I request the favour of very early orders in the matter.

G Ranga Rao 25/8
For Special Officer,

A.r. 25/8.

25/8

B2
AK1

Local Administration Department.

From
Sri A. Dorai Raj, B.A.,
Special Officer, Dt.Bd.
North Arcot, Vellore.

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

Roc. E. No. 5229-48 dated 26th August 1948.

27 AUG 1948

63973

Sir,

Sub: ESTABLISHMENT--Elementary Education Fund--District Boards--Strength of Ministerial--Staff for Elementary Education Section--Revision of.
Ref: This office letter Roc.E.No.5229-48 dated 6.4.48 and 30.6.1948.

...oOo...

I invite your kind attention to this office letters cited above and request that early orders may be passed in the matter.

For Special Officer.

ms.26/8.

26/8

22

23

(15)

RC.No.1610-B1/47.

Office of the Director of Public
Instruction, Madras.
Dated 30th May 1948.

ASST. SECRETARY TO GOVERNMENT,
3 JUN 1948
EDUCATION AND PUBLIC HEALTH DEPT.

Sub: Elementary Education - District Board - Chingleput - Ministerial Staff - Proposal for strengthening.

Ref: Letter Rc.No. 18131-47A-1 dated 15-3-1948 from the Special Officer, District Board, Chingleput.

****

40908

SUBMITTED.

2. The District Board has the full compliment of 12 clerks (2 Upper Division clerks & 10 Lower Division Clerks) with reference to G.O.No.1936 Edn. dated 9-10-1946. By keeping in abeyance the two Upper Division Clerkx posts, the District Board have employed 1 Superintendent and 1 Accountant. The Special Officer now feels that the number of clerks has been much reduced on account of the appointment of the Superintendent and Accountant.

3. The Special Officer, District Board may be informed that in case he requires more clerks he may renew the clerks posts by abolishing either the Superintendent's post or the Accountant's post or both.

4. As regards the request contained in para 5 of the Special Officer's letter it is for the Government to consider, whether the principle of appointing 1 clerk for every 100 teachers may be allowed by modifying the orders contained in the G.O.No. **1986** Edn. dated 9-10-1946. But I, however, feel that that the request of the Special Officer need not be complied with since any deviation will result in similar applications from other District Boards and this District Board does not seem to be in any way different from others.

VKR
1/6

FOR DIRECTOR OF PUBLIC INSTRUCTION.

B
1/6.

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

KN.1.6.

24

E & P. H Dept.

Memo No 40908-B2/48 Edn dt 11-6-48

Subj: Elementary Education - Dist Board Chingleput Ministerial Staff - Proposal for strengthening of

Ref: From the D.P.I R.C. No. 1610-B1/47 dt. 30-5-48

The D.P.I is requested to forward the letter No. 18131-47 A1 dt 15.3.48 from the Spl Officer Dist Board Chingleput referred to in his letter cited above as it has not been recd. in the Sectt.

816

9/6/48

11/6/48

To the D.P.I ✓

15-6-48

16

25

GO/Ps No. 2727 Edn dt. 2.11.48

Elementary Education Fund—District boards—Strength of ministerial staff in the elementary education section —Further revision ordered.

READ—the following paper :—

G.O. No. ~~1872~~ 1936, Education, dated ~~13th December 1944~~ 9th Oct 1946.

Order—No. ~~1936~~, Education, dated ~~9th October 1946~~.

The Director of Public Instruction recommends that in view of the increase of work in the elementary education section of district board offices the scale of clerical staff, fixed for the section, should be revised as follows :—

One clerk for every 100 teachers instead of for 175 as at present.

(If the total number of teachers employed in the elementary schools of a district board exceeds a multiple of 100, one more clerk may be employed where the excess is not less than 50.)

The Government accept the recommendation of the Director and direct that the scale of clerical establishment in the elementary education section be revised as indicated above.

2. ~~They are not convinced of the need for the employment of a separate typist for the section.~~

2. The additional expenditure on this account should be met from the Ele Edn fund of the dist Board and no subsidy will be sanctioned from the provl funds for the purpose.

16/X 16/10/48

18/10/48

To

The D.P.I ✓

All S.O's of Dt Bds

The Exr Offr Afcn

The Inspector of M.Cs.

26

B2 (17) 27

EDUCATION DEPARTMENT

FROM

THE DIRECTOR OF PUBLIC INSTRUCTION, MADRAS

ASST. SECRETARY TO GOVERNMENT
6 NOV 1948
EDUCATION AND PUBLIC [illegible] DEPT.

To

The Secretary to Government,
Education and Public Health Department
Madras

R.C.No.866-B-1/48 dated 4/11/48

Sir,

Sub:--ELEMENTARY EDUCATION--Local Bodies--Elementary Education section--strengthening of the ministerial staff--further revision--proposal.

81978

Added to Cro 2727
-11-48

Ref:--Govt. U.O.No.46350-B-2/48-1 Edn., dated 7-7-1948 and this Office reply (U.O) Rc. No.866-B-1/48 dated 31-7-48.

I request you to let me know whether the revision has been sanctioned with reference to the recommendations contained therein and if so, a copy of the Government order may be communicated for information.

Yours faithfully,

5/11

For Director of Public Instruction

CLB.5/11/48

B
5/11

LOCAL ADMINISTRATION DEPARTMENT.

From
S.A.Iyengar, Esq., I.C.S.,
Special Officer,
District Board,
Nellore.

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

Rc.No.A1.25553/48, dated 22nd December 1948.

Sir,

Sub: ELEMENTARY EDUCATION FUND--District Boards--Strength of ministerial staff in the elementary education section--Further revision--Instructions requested--

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96692

Ref: G.O.No.2727 Education and Public Health, dated 2-11-'48.

***

I request you to inform me whether the provisions contained in sub-paragraphs (2),(3),(4) and (5) of paragraph 2 of G.O.No.1353 Education and Public Health, dated 24-9-1942 and in sub-paragraphs (i) and (ii) of paragraph 2 of G.O.No.2434 Education and Public Health dated 12-11-'47 continue to be in force after the issue of orders of Government in G.O.No.2727 Education and Public Health, dated 2-11-'48.

The favour of very early communication of orders is solicited.

Iyengar 22/12
2/2

SPECIAL OFFICER.

vvr

20/12

E. & P.H. Dept (B2)

Memo No. 96692 B2/48-1 Edn dated 3.1.1949

Sub: Elementary Education Fund - Dt. Boards - Strength of ministerial staff in the elementary education section -

Ref: From the S.O., Dt Board, Nellore No A1.25553/48 dated 22.12.48.

The enquiry made by the S.O., Dt Board, Nellore in his letter read above is answered in the affirmative.

30.12.48

30/12

31/12/48

To

The S.O., Dt Board,
Nellore

The Ex. of L.F.A.

5/1

33

1080

	Name of Dt. Bd.	Number of teachers	No. of schools	No. of clerks as present employed	No. permissible under the revised criterion	Extra cost Rs
1	Anantapur	1298	568	9	14	5400
2	North Arcot	2132	508	15	22	7560
3	South Arcot	2151	905	15	22	7560
4	Bellary	941	457	6	9	3240
5	Chingleput	1745	636	12	18	6480
6	Chittoor	1898	621	13	20	7560
7	Coimbatore	2158	670	15	22	7560
8	Cuddapah	1216	492	8	12	4320
9	East Godavari	2562	827	18	27	9720
10	West Godavari	2330	645	16	24	8640
11	Guntur	2088	638	15	22	7560
12	Kistna	1779	653	13	19	6480
13	South Kanara	1889	551	13	20	7560
14	~~[illegible]~~ Kurnool	1658	591	12	17	5400
15	Madura	2422	645	17	25	8640
16	Malabar	3496	871	24	36	12960
17	Nellore	1384	490	9	14	5400
	~~Nilgiris~~					
18	Salem	3197	777	22	33	11880
19	Ramnad	1588	568	11	17	6480
20	Tanjore	2201	786	15	23	8640
21	Trichy	1757	655	13	19	6480
22	Tinnevelly	1411	430	9	14	5400
23	Vizagapatam	2797	861	19	29	10800
						1,71,720

34

E. & P. H. Dept. [B2]

(21)

p1CF From the Special Officer, District Board, North Arcot,
Roc.No.E.5229-48, dated 6th April 1948.

p7CF From the Special Officer, District Board, Chittoor,
Roc.No.7943/48-Cl., dated 15th April 1948.

From the D.P.I., Roc.No.866 E1/48, dated 17th June 1948.

***

p9CF SUB:- Clerical Staff ~~of~~ for the Elementary Education Section - Increase.

***

Under the existing orders the scale of clerical staff for the elementary education section of the Dt. Bd. office is determined as follows:-

One clerk for every 150 teachers (D)

GO 1936 Edn 9.10.46 (A) One additional clerk if the number of schools under the Dt. Bd. exceeds 500.

GO 2434 Edn 12.11.47 (D) [Of the clerks to be employed one may be in the upper division for every 5 lower division clerks. It has also been ordered that Dt. Bds. may employ a Superintendent and an Accountant for the elementary education section in which case 2 posts of upper division clerks should be held in abeyance.] (D) 1872 13.12.44

GO 2434 12.11.47 (D)

2. It has been brought to the notice of the Govt. that the scale of staff is ~~small essentially~~ inadequate especially on account of the introduction of the revised scales of pay for ~~the~~ Dt. teachers in elementary schools. The S.Os. request that the scale of clerical staff should be increased. The D.P.I. concedes the need for revising the scale of clerical establishment. The question is whether the number of teachers per clerk should be reduced below ~~to~~ 150. In 1942 the clerical staff was fixed at the rate of one clerk for 200 teachers. In 1944, the number ~~of~~ was reduced from 200 to 175, and in 1946, from 175 to 150. It is not known whether a further reduction should be made, and if so to what extent. The Special Officer, District Board, North Arcot, suggests that the number of teachers may be fixed at 100 per clerk while the Special Officer, Dt. Bd., Chittoor, suggests that the number may be reduced to 125. The Director has not indicated the number of teachers to be fixed for a clerk though he accepts the need for revision.

p187CF

p9CF

GO (D)

p4CF

p8CF

p9CF

3. Mo

3. The main difficulty pointed out is that the employment of an Accountant and a Superintendent for the Ele. education section results in the holding ~~for~~ in abeyance of 2 posts of upper division clerks. The consequence is that the scale of establishment of clerks gets reduced by 2. Neither the Superintendent nor the Accountant will do any clerical work ~~and~~ as they are intended for supervising the work of the clerks. The actual staff available for clerical work gets reduced. And consequently the work relating to the section gets into arrears.

4. The question for consideration is whether the number of teachers per clerk may be reduced to a figure below 150 or whether the posts of Accountant and Superintendent may be left out of account for determining the clerical staff required by the section. In either ~~way~~ case there will be some relief for the clerks working in the ele. education section. The D.P.I. ~~probably~~ may [illegible] be consulted as to which of the alternatives may be adopted.

5. The file may be sent ~~km~~ u.o. to the Director for remarks.

5.7.48

6/7/48

7/7

D.P.

B2

B1

P

RC.866.B1/48

DIRECTOR
9 JUL 1948
MADRAS

ASST. SECRETARY
1 - AUG 1948
EDUCATION AND PUBLIC HEALTH

EPH No. 46350-B2/46-1
7/7/48

57398

U.O. reply No.866 B1/48 dated 29-7-1948.

Resubmitted.

2. As per present scale, each District Board is permitted to employ 1 clerk for every 150 teachers and 1 extra clerk for every 500 schools. The District Boards are also permitted to have one Upper Division clerk for every six clerks, thus secured. By this, out of six clerks, five will be in the Lower Division and one in the Upper Division. If the Boards appoint Superintendents or Accountants for supervision work, the number of Upper Division clerks posts should be kept in abeyance.

The contention of the District Board is that the work in the Elementary Education Section of the District Board office has considerably increased by the introduction of the time-scales of pay providing for annual increments and that for the matter of the appointment of Superintendents or Accountants for supervision work, the strength of the clerical staff doing routine clerical work is reduced. Thus, the work naturally has to be done by the remaining clerks.

(22)

3. The suggestion of the District Board, North Arcot, to sanction 1 clerk for every 100 teachers and one extra clerk for every 500 schools (fixed in G.O. No.1355, Education, dated 24-9-42)., is recommended for sanction. One extra clerk may also be allowed if the remainder over every 100 teachers is not less than 60. The work has certainly increased to a very great extent and many of the District Boards have expressed the increase in volume of work consequent on the introduction of the time-scale of pay providing for annual increments.

4. It is not necessary that the posts of Superintendents or Accountants should be left out of account for determining the clerical staff of the Elementary Education Section.

A

31/7

D.P.

31/7

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

Edn. & P.H.Dept.(B2)

The remarks of the D.P.I. above may be perused.

In 1942 the clerical staff was fixed at the rate of one clerk for every 200 teachers. In 1944, the number was reduced from 200 to 175 and in 1946 from 175 to 150. The D.P.I. has now reported that the work in the Ele. Edn. section of the Dt. Board offices has increased enormously and has recommended that the clerical staff may be fixed at the rate of one clerk for every 100

p.t.o.

teachers plus 1 additional clerk for every 500 schools and one extra clerk for the remainder if the number of teachers is not less than 60. (The posts of Superintendents or Accountants need not be taken into account for determining the clerical staff of the elementary education section.) In view of the large expenditure incurred on elementary education and in the circumstances explained by the Special Officers, Dt. Boards of North Arcot and Chittoor, this Department may accept the recommendation of the D.P.I. The extra cost involved is indicated as (A)

L.A. and Finance Dept. may see for remarks before circulation.

6/8/48

9/8/48.

L.A.

E+P Hno. 46350-B2/48-2
11/8/48

L. A. Dept

This dept may agree to the D. P. I's proposals being accepted.

11.8.48

11.8.48

Secy

Fin

LA no 32198
13/8/48

LOCAL ADMINISTRATION DEPT.
1948
32198
SECRETARIAT, MADRAS

Fin (Expd)

The file relates to the revision of the strength of ministerial staff in the Elementary education section (~~of~~ Expr. debitable to the Elementary Education Fund) of the District Boards. The scale of clerical

ASST. SECRETARY TO GOVERNMENT
14 AUG 1948
78126
FINANCE DEPARTMENT

@ para 2 (i), of G.O. 1353 Edn. 24/9/42

p. 2 of (D)

(b) - G.O. 1872 Edn. 13/12/44

p. 3 of (D)

(c) paras 5 & 6, on pp 2-3 CF and pp 7-8 CF.

para 9 (3), p. 4 CF.

A, p 8 CF

A on p 3 above

E on p 4 above

staff as fixed in 1942 was one clerk for every 200 teachers.@ The number of teachers for every clerk was reduced to 175 in 1944 and to 150 in 1946. It has now been represented that the clerical work in the Elementary Education section has increased to a great extent and that the scale of staff is inadequate and requires revision in consequence of the revision of scales of pay of staff. The Special Officer, North Arcot District Board, has suggested that the number of teachers for every clerk may be fixed at 100, while the Special Officer of the Chittoor Dt. Board has suggested that it may be 125. The D.P.I. has recommended that the scale of staff may be fixed at one clerk for every 100 teachers, plus one additional clerk for every 500 schools plus one extra clerk ~~for~~ if the remainder over 100 teachers ~~, if the number of teachers~~ is not less than 60, the posts of Superintendents and Accountants also being ~~taken into account for determining~~ counted against the strength of the clerical staff determined as above. E.P.H. propose to accept the recommendations of the D.P.I. The total extra cost involved in the proposal is estimated at Rs.1,71,720 p.a.--pl. see the statement put up by E.P.H. at (A).

2. It may be pointed out that most of the District Boards, if not all, are not in affluent circumstances. The Elementary Education Fund Budgets of many of the District Boards are working at deficits, even under the present arrangements on account of revision of salaries and other factors. If the present proposal is agreed to and the revised scale of employment of staff is sanctioned, it will ~~go a long way to~~ considerably enhance the deficits ~~. It will then ultimately~~ and consequently will result in the Govt. giving more subsidies to district boards to wipe them off. ~~the deficits~~ Already, the Govt. are paying a large amount every year as dearness allowance subsidy to District Boards to balance the E.E. Fund budget. Any ~~increase~~ measure which will tend to increase this deficit should not, it seems, be undertaken at the moment when Govt. are curtailing expenditure in all directions to adjust ~~its~~ their own finances.

P.T.O.

It may also be mentioned in this connection that the allotment ~~for additional~~ on account of arrears of toll compensation to district boards will cease from 1949-50. ~~And~~ Local bodies will consequently have to find fresh sources for augmenting their revenues, or ~~to~~ retrench their expenditure in different directions. The Govt. also are, at the instance of the Retrenchment and Reorganisation Committee, considering the question of retrenching their staff on an all round basis at the rate of 12½% of the existing staff. It therefore appears that this is not the opportune moment to consider proposals such as the one now under consideration.

In the above circumstances, Finance may advise against the proposal.

D 22.8.48

3. If the proposal is to be proceeded with, E & P.H. may first be requested to prepare a statement showing the ~~number~~ various ~~of~~ District Boards that will have to be given subsidies by the Govt., if the proposal is sanctioned and the probable amount required, taking into account also, the extra cost on account of the recent enhancement in the rate of dearness allowance while working out the ~~deficit~~ cost. The financial procedure to be followed will be indicated by this department after the probable subsidy that may have to be paid by the Govt. is known.

D 22.8.48

HA 20.8.48

D 22.8.48

~~A.S.F.&~~

Mj 21-8-48 It will be seen from the E&PH Deptl. note on page 3 above that the scale of clerical staff for work relating to Elementary ~~education~~ Education in Dist. board offices ~~had~~ already been increased twice ~~before~~ since 1942 — once in 1944 and again in 1946. It is less than two years since the scale of establishment was last increased (Oct 1946.) There does not appear to be adequate justification for the further increase now proposed, especially in view of the factors mentioned in para 2 of the note on pages 5-6 above. Fin. may therefore advise against the proposal.

Kr 24/8/48

E&PH

See on p. 5 of (D)

ASST. SECRETARY TO GOVERNMENT
20 AUG 1948
EDUCATION AND PUBLIC HEALTH DEPT.
63506

25/8

with the ... processes ... need not be troubled

Fin. U.O. 78126 E.A-1

(24)

p 3 ante

The proposal in this file is whether the strength of clerical staff in the Ele. Education Section of the District Board Offices should be increased. The D.P.I. has reported that the work in the Ele. Edn. Section has increased very much and has therefore recommended that the scale of establishment should be revised to provide for more clerks. This department and L.A.Dept. have accepted the recommendations of the D.P.I. The Finance Department have, however, noted against the proposal. The existing scale of clerical staff, and the basis on which it is to be revised, ~~is~~ are given in the note on pp.3-4 ante.

2. The extra cost to the District Boards, if the recommendation of the D.P.I. is accepted, will be as shown in the statement put up at A.

3. The District Boards are incurring huge expenditure on elementary education. If the additional staff asked for by the District Boards is not sanctioned, the work in the Ele. Edn. Section may fall into arrears with the result the audit objections may increase. It may not be possible for the District Boards ~~in~~ to reply the objections promptly. It is also possible that the accounts may not be maintained correctly which may result in delay in the disbursement of salaries to teachers and over-payments at times. Further, the extra cost on account of revising the ~~xx~~ scale of establishment is not very much when compared to the huge expenditure on elementary education. In the circumstances it appears necessary to revise the scale of establishment as already noted at 4 ante.

The Finance Deptt. want the cost involved to be worked out as stated in para 3 on p.6 ante. A statement will be prepared if the proposal is accepted in circuation.

We may press for this. M

~~3~~ 4. The file may be circulated to H.Ms. (Edn.), (L.A.) and Finance for orders. whether the principle of proposal may be processes with; in their case the statements asked for by Fin. will be prepared & the finance ... settled in consultation with them.

SS 4/9/48

9/9/48

The proposal can be accepted only when the Govt. is prepared to give subsidy

20/9

1/10/9

TSA 17.9.48

1/10/48 H.(Edn.) H.(L.A.) H.(Fin.)

8

I agree with the proposal as suggested by Secretary E & P.H. There is no case for Govt-subsidy.

21.9

The file may be recirculated to H.M. (L.A.).

21/9/48 S

21/9

H.M. (L.A.)

SECRETARY, EDN. AND P.H. DEPT. 21 SEP GOVERNMENT OF MADRAS

The Dt. Bd. should not increase its staff and burden it with more expenditure.

28/9

SECRETARY, EDN. AND P.H. DEPT. 23 SEP GOVERNMENT OF MADRAS

The file may be recirculated to H.M. (Edn) and H.M. (Fin).

23/9/48 S

23/9

H.M. (Edn) ✓

H.M. (Fin) ✓

Without this staff, administration is not possible. Supdt & Ac may be allowed at the expense of the Bd itself for its own efficient management.

30.9

ISA

26.9.48

SECRETARY, EDN. AND P.H. DEPT. 4 OCT GOVERNMENT OF MADRAS

The file may be recirculated to H.M. (L.A.).

4/10/48 S

4/10

H.M. (L.A.)

15/10

SECRETARY, EDN. AND P.H. DEPT. 15 OCT GOVERNMENT OF MADRAS

B2 ~~EA~~ 9 (25)

With reference to the orders in circulation in the previous page, a draft order is submitted for approval.

Fin dept may see before issue.

16/X

16/10/48

18/10/48 S

E&P Mis. 46350 - B2/48-3

21.10.48

ASST. SECRETARY TO GOVERNMENT 21 OCT 1948 92727 FINANCE DEPARTMENT

Fin (Ex NA)

(Previous Fin. note on pp. 4-6 above)

The notes, orders in circulation on pp. 7-8 above and the draft order below may be perused and the case returned to E&P.H. (An addition has been suggested in pencil in para 1 of the draft which is for consideration by E&P.H)

22.X.48

21/X/48 SSPA

Fin U.O. 92727 EA-1

22-10-48

ASST. SECRETARY TO GOVERNMENT 22 OCT 1948 EDUCATION & PUBLIC HEALTH DEPT.

78787

E&P.H

Orders regarding ~~posts~~ the appointment of superintendents & accountants in the Ele Edn sections of Dist Board offices have already been issued in G.O. 1872 Edn dt 13.12.44 & G.O. 2434 Edn dt 12.11.47 and there is no intention to modify them. The addition suggested by Fin Dept does not therefore appear necessary. The draft order may issue as it is. (The Supdt & Accountant if appointed will be only in the place of the upper division clerks. Para 4 of the D.P.I.'s reply is only with refce to the suggestion as P on p 2 ante and has no bearing on the orders in the draft below.)

26/10

26/10/48

27/10/48

25