

2712-5022
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Pd. (1947) Department.

MSERIES.

G.O. NO.

32 Pd. order

Dated

5. 1. 1948.

Order on pp 23 CF.

[Despatch Abstract.]

*Establishment - Office of the D.P.D. - Additional Staff
Sanctioned:*

Back Papers.

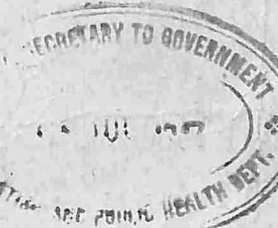
G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Go	2377	Edn.	5-11-47	Go	481	Edn.	28-3-47
Go	2193	Edn.	11-10-47	Go	1847	Edn.	21-12-42
Go	975	Edn.	10-5-47	Go	523	Edn.	24-8-42
Go	655	Edn.	2-4-47				
Go	2017	Edn.	21-10-46				
Go	1121	Edn.	5-6-46				
Go	1671	Edn.	2-10-47				

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Go	1758	Edn.	15-2-48				
Go	3342	Edn.	29-12-47				
Go	1268	Edn.	26-6-48				

EDUCATION DEPARTMENT

R.C.534 -P.1/47



Office of the
Director of Public Instruction,
Madras, Dated 16-7-1947.

From

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

To

The Secretary to Government,
Education and Public Health Department.

Sir,

Subject: Direction -Strengthening of the staff - Office
of the Director of Public Instruction - Sanction
for the Creation of two sections to deal with the
assessment and payment of teaching and other grants
to Secondary schools under Private and Local Body
Management -Requesting

5-8615

In G.O.No.975 Education dated 10-5-1947, Govern-
ment have ordered the abolition from 1-1-1947 of the system of
payment of fixed lump sum subsidies to Secondary Schools under
the Control of Local Bodies. They have also ordered that with
effect from the same date all the Local Board Schools should be
paid grant-in-aid in the same manner as in the case of Aided Schools
under Private Management

2. There are at present about 370 Secondary
Schools under the control of Local Bodies with reference to the
policy laid down in the Government Order referred to above grants
have to be assessed and paid in respect of all these 370 schools.

3. The Aided Secondary Schools may be divided
for purposes of assessment into three groups, namely small schools,
average sized schools, and big schools. The Financial Statement of
any school contains about 50 statements which have to be checked
and examined. The average time taken for scrutiny, assessment and
sanction of payment of grant in respect of each school is roughly
as follows:

Time taken for assessment of a small school	One day
Time taken for assessment of an average sized school	1½ to 2 days
Time taken for assessment of a large school	Two to three days

4. The work relating to Local Board Secondary
Schools is being done at present in the G Section of my office.
This section has a strength of 4 clerks and 1 Superintendent.
This section has to deal with all matters relating to Local Bodies
including appeals from teachers, and in addition the section is
assigned the following items of work.

- Government Buildings
- Manual Training
- Payment towards bills for the purchase of books
and periodicals
- Government Oriental Manuscripts Library and
Registrar of Books (Matters relating to
these)

This section is one of the heavily worked sections in
my office. The additional work of assessment of grant in respect
of the 370 Local Board Schools will therefore be far too much for
this section to manage.

5. As stated in para 3 above the average time taken
to work out One Financial Statement of School is about two days. The
number of Financial Statements that could be worked out per month
by One clerk will be between 15 and 20 only. About 10 days a month
are

are required for attending to Correspondence connected with the Financial Statements, the issue of sanctions, the maintenance of registers, and other such items of work connected with the Financial Statements. At this rate, the number of clerks required to do this work alone will be roughly two. In addition to this the implementing of the new policy will give rise to many complicated questions at the initial stage and the services of one additional clerk will be required for this work. Thus the new policy means additional work for at least 4 clerks. The present Superintendent of the 'D' Section will not be able to supervise this additional work. Further, to have effective control and efficient turn out of work, it is desirable that the work of the four clerks arising out of this new policy should be supervised by a separate Superintendent. In other words an additional section has to be opened immediately to take up this additional work.

6. In this connection, I invite your attention to my letters C 472 F/45 dated 10-8-45 and G.No. 5049-D/46 dated 30-8-46 and to state that the work in the 'D' Section concerned with the assessment and payment of Teaching grant to Aided Secondary Schools, has increased considerably during the recent years. The attempts to tide over the additional work by the appointment of one or two clerks during the last two years have not been helpful. The work of this section is rapidly increasing from year to year mainly on account of the large number of Secondary Schools opened every year. In the year 1940-41 there were in all, including Girls Schools, only 303 schools, whereas in the current year, i.e. 1947-48 the number of schools is 519; in other words there is an increase by about 72%.

7. Thus purely on the basis of number alone the staff in the 'D' Section has to be doubled, but it will be seen that apart from the number of schools the very nature of the work has ~~altered~~ altered in recent years. A few of the major factors that have contributed to the change in the nature of work are mentioned below:-

(1) Since 1943 two additional separate statements are being received, namely the statements relating to the Dearness Allowance. These statements are in reality more complicated than all the other statements in the entire Financial Statements namely the staff statement.

(2) Since last year another additional statement has to be scrutinised namely the statement relating to the payment of special grant in respect of Dearness Allowance.

(3) Compensation Statements relating to military concessions. In many Schools in many districts these statements require most vigilant scrutiny on the part of the office as in three cases out of every ten the claims are not supported by proper sanction. On an average there are about 100 claims for Military concessions in each school.

(4) In recent years on account of the unprecedented rush for admissions to Secondary Schools every school has been obliged to open additional sections and appoint additional teachers.

(5) In the past a middle school remained a middle school for several years but now every middle school develops into a High School.

(6) In G.O.No. 975 Education dated 10-5-47, Government have ordered that in future a special grant equal to $\frac{1}{2}$ the difference between the average scales of pay of the management and the average of the Local Board Scale should be paid to the teachers direct in certain special cases. This work alone will engage two

two full time clerks.

(7) The payment of Dearness Allowance has altered the position of many schools. Many schools which were once profit schools have come to be converted into deficit schools. In terms of time, a deficit school means work from a day to two days while a profit school means work for $\frac{1}{2}$ a day only. Thus the Dearness Allowance by converting the profit schools to deficit schools, adds two to three days of extra work for each school.

7. It may perhaps, be asked as to how in spite of such huge increase in the work, the D Section was carrying on the work during the last two or three years. In regard to this it may be stated that in previous years all Financial Statements were worked out completely and all payouts made before the close of each financial year. But since 1945, as this was not possible, many financial statements were assessed tentatively and grants paid subject to adjustment. Though such payment is no doubt within the provisions of Rule 38(iii) of the Grant-in-aid Code I feel that the Rule is contemplated only for special cases. I consider that it is not sound financial propriety to put off payment of grant relating to a particular year to the succeeding year. It also makes budgeting difficult. Moreover, a stage will be reached in time when a whole year will be taken up with this accumulated work. As pointed out already any temporary relief by the sanction of one or two additional clerks for short periods will not meet the requirements of this sections of the office. A permanent arrangement alone can be satisfactory.

8. The time has therefore come to bifurcate both the G and the D ~~the~~ sections of my office. In view of all that has been stated, I request that Government may be pleased to sanction with immediate effect the following posts with a view to enabling me to form two additional sections in my office.

- (1) Two Junior Superintendents in the scale of Rs.190-10-240 1 for each of the sections to be bifurcated.
- (2) Four Upper Division Clerks - 2 for each of the sections to be bifurcated
- (3) Four Lower Division Clerks - 2 for each of the sections to be bifurcated

I am asking for the grade I scale for the Superintendents as they will be in charge of grant-in-aid work involving financial responsibilities.

9. As immediate action has to be taken on the recent Government Orders to get through the work relating to Financial Statements for both Local Body and Aided Secondary Schools for inclusion of the required amounts in the Budget Estimate to be submitted to Government before 1-10-1947, I request early orders of Government in the matter.

R. Narasimhan

for DIRECTOR OF PUBLIC INSTRUCTION.

RVR 17/7/-

SSS
17/7

Statement of extra Cost

	A.V. pay.	D.A.	Total
Two Superintendents	2 (227.5 + 40.0)		535.0
Four Upper Division Clerks	4 (109.3 + 19)		513.2
Four Lower Division Clerks	4 (67.5 + 18 + 7 HRA)		370.0
			<u>1418.2</u>
			<u>17,018.4</u>
			or Rs 17,000 <i>via</i> roundly

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3379
20397

Y
Edmund P. H. Jones

CNO. 88615A - D. P. S. Office
Shift

Some of the G.O. required
for this are put up in another
file sent to Sir. This may
be over the the G.O. become
available. Put up quickly

1/m
25/7/47. 28/7/47

NOTE FOR THE STANDING FINANCE COMMITTEE OF THE CABINET.

Subject Office of the D.P.I., Madras - Employment of additional staff.

Summary of cost.

Major head.	Minor and sub-head of appropriation.	Ultimate cost.		Cost in the year of introduction.	
		Recur-ring.	Non-recur-ring.	Recurring.	Non-recur-ring.
(1)	(2)	(3)	(4)	(5)	(6)
		Rs.	Rs.	Rs.	Rs.
37. Education.	0.- General - Direction B. V. S. S. S. <i>Valid</i>	20,500	--	8,500	--
	Pay of Establish-ments.				

At present there are 10 Sections in the D.P.I.'s Office of which 8 are permanent and two temporary excluding the War Section. All the Sections are heavily worked and the Government had to sanction additional clerks for some of the Sections to cope with the increased work. The Director reports that the work has recently increased very much on account of the Government's decision to abolish from 1-1-47 the system of payment of lump sum subsidies to secondary schools ~~and~~ under local bodies, large increase in the number of aided secondary schools and the increase in the number of ~~of~~ officers, Gazetted and non-Gazetted, ^{consequent on the} on account of opening of new Colleges and strengthening the staff of the existing Colleges. He has ^{therefore} recommended that his office may be strengthened by the employment of the following additional staff:-

		<i>Scales 4/2/2</i>
(a)	2 Junior Superintendents - Rs. 190-10-240.	
(b)	4 U.D. clerks. - " 80-3-95-5-125.	
(c)	4 L.D. clerks. - " 45-3-60-2-90.	
(d)	One Junior Supdt. - " 140--190.	
(e)	One U.D. clerk in lieu of an L.D. clerk <i>45-90</i> - " 80--125.	
(f)	One attender. - " 22--30.	

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Sanctioned

p 3 CP

p 2 CP 7 & 8

The Education and Public Health Dept., support the Director's recommendation. The Finance Dept., considers that items (a), (b) and (c) may be accepted but that the Superintendents may be on the lower scale of Rs.140--190, that sanction may be accorded for 6 months in the first instance and that the Director may be asked to send a detailed justification with statistics of work in all the Sections in his office when he sends proposals for the ~~further~~ continuing of the posts. That Department does not agree to items (d), (e) and (f). They consider that as they have agreed to (a), (b) and (c) above, it is unnecessary to sanction any additional staff at present and that the Director may be asked to re-distribute the work and that if this is not possible he may apply again with more particulars.

H.M.(Education), H.M.(Finance) and H.P.M., have recorded the following minutes:-

"The Director's office has been suffering from over-work for a long time. Our High Schools have increased from nearly 500 to 900. Our Colleges also have increased in number considerably. The work in connection with Elementary schools has also increased very much. With the coming in of the Congress Ministry, representations that have been referred to them for replies have also increased considerably and so, the staff asked for seems to be very necessary and may be sanctioned."

T.S.A.
22-10-47.

"The views of the Finance department may be accepted."

B.G.R.
27-10-47.

"Place before the Standing Finance Committee."

O.P.R.
28-10-47.

"In view of the heavy work in the D.P.I.'s office, we may press for the extra staff asked for by the D.P.I. A note to

to the Standing Finance Committee may be prepared and circulated to ~~the~~ be put before the Committee."

T.S.A.
29-10-47.

B.G.R.
31-10-47.

The proposals are accordingly placed before the Standing Finance Committee for approval. An estimate of additional cost involved is given in the Appendix. The Director has requested that the additional staff may be sanctioned immediately. The Standing Finance Committee may be requested to permit the issue of orders without a reference to the Cabinet.

APPENDIX.

Estimate of additional cost.

Item of expenditure.	Average pay.	Cost of living allowance.	Madras House allowance.	Cost per mensem.	Cost in 1947-48. (4 months) cost per mensem.
	Rs.	Rs.	Rs.	Rs.	Rs.
2 Junior Superintendents, I Grade. (190-240)	227.5 ✓	40 ✓	nil	257.5 ✓ 535 ✓	1784 ✓ 4,828
1 Junior Supdt. II Gr. (140-190)	173.3 ✓	30	nil	203.3 ✓	660 ✓ 1,680
4 U.D. clerks. (80-125) at 109.3	109.3	19	nil	513.2 ✓	1680 ✓ 1,680
1 U.D. clerk in lieu of L.D. clerk. (128.3 ✓ 67.5 + 18 = 92.5)	92.5	--	--	35.8	140 ✓ 140
4 L.D. clerks. (45-40) at 67.5	67.5	18	7	92.5 ✓ 370 ✓	1,120 ✓ 1,120
1 Attender. (22-30)	26.5	16	5	47.5 ✓	172 ✓ 172
Total.				1,704.8	8,457 ✓ 8,800

Additional annual recurring cost therefore is
Rs.1,704.8 x 12 = Rs. 20,457 or Rs. 20,500/-.

(a) Budget provision under the Major head of account Rs. 699.63 lakhs.

(b) Actual expenditure to the end of July 1947 under the major head of account. Rs. 123.31 lakhs.

(c) Estimate of extra expenditure on the present scheme in the current year. Rs. 5,600.

(d) Savings in the budget provision for other items included in the major head.

..Director of Public Instruction has reported that it is not possible to state at present whether the extra expenditure on the

can be met from the savings in the budget provision for other items included in the major head.

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Note to the S.F.C. despatched to all the ^{Home} Ministers and Finance Dept. ⁸ 5/11/47.

NOTE FOR THE STANDING FINANCE COMMITTEE OF THE CABINET.

Subject:- Office of the Director of Public Instruction, Madras - Employment of additional staff.

Summary of cost.

Major head.	Minor and sub-head of appropriation.	Ultimate cost.		Cost in the year of introduction.	
		Recurring.	Non-recurring.	Recurring.	Non-recurring.
(1)	(2)	(3)	(4)	(5)	(6)
		Rs.	Rs.	Rs.	Rs.
37.Education.	0.- General -				
	Direction - Voted.	20,500	--	5,600	---

At present there are 10 sections in the D.P.I.'s Office of which 8 are permanent and two temporary excluding the War Section. All the sections are heavily worked and the Government had to sanction additional clerks for some of the Sections to cope with the increased work. The Director reports that the work has increased very much recently on account of the Government's decision to abolish from 1-1-1947 the system of payment of lump sum subsidies to secondary schools under local bodies, large increase in the number of aided secondary schools and increase in the number of officers, Gazetted and non-Gazetted, consequent on the opening of new Colleges and strengthening the staff of the existing colleges. He has therefore recommended that his office may be strengthened by the employment of the following additional staff:-

		Scale of pay.
		Rs.
(a)	2 Junior Superintendents.	190-10-240.
(b)	4 Upper Division clerks.	80-3-95-5-125
(c)	4 Lower Division clerks.	45-3-55-5-125. 45-3-60-2-90.
(d)	One Junior Superintendent.	140--190.
(e)	One U.D. clerk in lieu of a L.D. clerk on 45--90.	80--125.
(f)	One attender.	22--30.

The Education and Public Health Department support the Director's recommendation. The Finance Department consider that items (a), (b) and (c) may be accepted but that the two Superintendents may be on the lower scale of Rs.140--190, that sanction may be accorded for 6 months in the first instance and that the Director may be asked to send a detailed justification with statistics of work in all the Sections in his office when he sends proposals for continuing the posts. That Department does not agree to items (d), (e) and (f). They consider that as they have agreed to (a), (b) and (c) above, it is unnecessary to sanction any additional staff at present and that the Director may be asked to re-distribute the work and that if this is not possible he may apply again with more particulars.

H.M.(Education), H.M.(Finance) and H.P.M., have recorded the following minutes:-

"The Director's office has been suffering from over-work for a long time. Our high schools have increased from nearly 500 to 900. Our Colleges also have increased in number considerably. The work in connection with elementary schools has also increased very much. With the coming in of the ~~State~~ Congress Ministry, representations that have been referred to them for replies have also increased considerably and so, the staff asked for seems to be very necessary and may be sanctioned."

T.S.A.,
22-10-47.
H.M.(Education).

"The views of the Finance department may be accepted."

B.G.R.,
27-10-47.
H.M.(Finance).

"Place before the Standing Finance Committee."

O.P.R.
28-10-47.
H.P.M.

"In view of the heavy work in the D.P.I.'s office, we may press for the extra staff asked for by the Director of Public Instruction. A note to the Standing Finance Committee may be prepared and circulated to be put before the Committee."

T.S.A.
29-10-47.
H.M.(Education)
B.G.R.
31-10-47.
H.M.(Finance).

The proposals are accordingly placed before the Standing Finance Committee for approval. An estimate of additional cost involved is given in the Appendix. The Director has requested that the additional staff may be sanctioned immediately. The Standing Finance Committee may be requested to permit the issue of orders without a reference to the Cabinet.

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Item of expenditure.	Average pay..	Cost of living allowance.	Madras House allowance.	Cost per mensem..	Cost in 1947-48. (4 months) cost per mensem.
	Rs.	Rs.	Rs.	Rs.	Rs.
2 Junior Superintendents, I Grade.	227.5	40	nil	535	1,784
10 Min Junior Supdt., II Grade.	173.3	30	nil	203.3	660
4 U.D. clerks.	109.3	19	nil	513.2	1,680
1 U.D. clerk in lieu of L.D. clerk.	--	--	--	35.8	140
4 Lower Divn. clerks.	67.5	18	7	370	1,120
1 Attender.	26.5	16	5	47.5	172
Total.				1,704.8	5,556 or 5,600.

Additional annual recurring cost therefore is Rs. 1,704.8 x 12 = Rs. 20,457 or Rs. 20,500/-.

- (a) Budget provision under the Major head of account Rs.699.63 lakhs.
- (b) Actual expenditure to the end of July 1947 under the major head of account. .. Rs. 123.31 lakhs.
- (c) Estimate of extra expenditure on the present scheme in the current year. .. Rs. 5,600

- (d) Savings in the budget provision for other items included in the major head. ...

Director of Public Instruction has reported that it is not possible to state at present whether the extra expenditure on the scheme can be met from the savings in the budget provision for other items included in the major head.

M.V. Subramanian,
Secretary to Government.

NOTE FOR THE STANDING FINANCE COMMITTEE OF THE CABINET.

Subject:- Office of the Director of Public Instruction, Madras -
Employment of additional staff.

Summary of cost.

Major head.	Minor and sub-head of appropriation.	Ultimate cost.		Cost in the year of introduction.	
		Recurring.	Non-recurring.	Recurring.	Non-recurring.
(1)	(2)	(3)	(4)	(5)	(6)
		Rs.	Rs.	Rs.	Rs.
37. Education.	O.- General -				
	Direction - Voted.	20,500	--	5,600	---

At present there are 10 sections in the D.P.I.'s Office of which 8 are permanent and two temporary excluding the War Section. All the sections are heavily worked and the Government had to sanction additional clerks for some of the Sections to cope with the increased work. The Director reports that the work has increased very much recently on account of the Government's decision to abolish from 1-1-1947 the system of payment of lump sum subsidies to secondary schools under local bodies, large increase in the number of aided secondary schools and increase in the number of officers, Gazetted and non-Gazetted, consequent on the opening of new Colleges and strengthening the staff of the existing colleges. He has therefore recommended that his office may be strengthened by the employment of the following additional staff:-

Scales of pay.

	Rs.
(a) 2 Junior Superintendents.	190-10-240.
(b) 4 Upper Division clerks.	80-3-95-5-125
(c) 4 Lower Division clerks.	45-3-60-2-90.
(d) One Junior Superintendent.	140--190.
(e) One U.D. clerk in lieu of a L.D. clerk on 45--90.	80--125.
(f) One attender.	22--30 .

The Education and Public Health Department support the Director's recommendation. The Finance Department consider that items (a), (b) and (c) may be accepted but that the two Superintendents may be on the lower scale of Rs.140--190, that sanction may be accorded for 6 months in the first instance and that the Director may be asked to send a detailed justification with statistics of work in all the Sections in his office when he sends proposals for continuing the posts. That Department does not agree to items (d), (e) and (f). They consider that as they have agreed to (a), (b) and (c) above, it is unnecessary to sanction any additional staff at present and that the Director may be asked to re-distribute the work and that if this is not possible he may apply again with more particulars.

H.M.(Education), H.M.(Finance) and H.P.M., have recorded the following minutes:-

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4. M.L.S. & Principal Secy. to Govt. C.S.
1/10/47

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"The Director's office has been suffering from over-work for a long time. Our high schools have increased from nearly 500 to 900. Our Colleges also have increased in number considerably. The work in connection with elementary schools has also increased very much. With the coming in of the ~~the~~ Congress Ministry, representations that have been referred to them for replies have also increased considerably and so, the staff asked for seems to be very necessary and may be sanctioned."

T.S.A.,
22-10-47.
H.M.(Education).

"The views of the Finance department may be accepted."

B.G.R.,
27-10-47.
H.M.(Finance).

"Place before the Standing Finance Committee."

O.P.R.,
28-10-47.
H.P.M.

"In view of the heavy work in the D.P.I's office, we may press for the extra staff asked for by the Director of Public Instruction. A note to the Standing Finance Committee may be prepared and circulated to be put before the Committee."

T.S.A.,
29-10-47.
H.M.(Education)
B.G.R.,
31-10-47.
H.M.(Finance).

The proposals were placed before the Standing Finance Committee of the Cabinet at its meeting held on 4-12-47 for approval. The Committee decided that the additional staff as recommended by the Finance Department might be sanctioned but the proposals should be placed before the Cabinet at its next meeting. The proposals are now accordingly placed before the Cabinet for orders. An estimate of addl. cost involved is given in the Appendix.

APPENDIX.

Estimate of additional cost.

Item of expenditure.	Average pay.	Cost of living allowance.	Madras House allowance.	Cost per mensem.	Cost in 1947-48. (4 months) cost per mensem.
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1 Attender.	26.5	16	5	47.5	172
Total.				1,704.8	5,556 or 5,600.

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total 3 1/2

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Education and Public Health Department

NOTE FOR THE CABINET.

Subject: Office of the Director of Public Instruction, Madras - Employment of additional staff.

Summary of cost.

Major Head.	Minor and sub-head of appropriation	Ultimate cost	Cost in the year of introduction.
		Recur- ring.	Non-recur- ring.
(1)	(2)	(3)	(4)
		Rs.	Rs.
37 Education	O- General -		
	Director - Voted 20,560	--	5,600

At present there are 10 sections in the D.P.I's office of which 8 are permanent and two temporary excluding the War section. All the sections are heavily worked and the Government had to sanction additional clerks for some of the Sections to cope with the increased work. The Director reports that the work has increased very much recently on account of the Government's decision to abolish from 1-1-1947 the system of payment of lump sum subsidies to secondary schools under local bodies, large increase in the number of aided secondary schools and increase in the number of officers, Gazetted and non-Gazetted, consequent on the opening of new Colleges and strengthening the staff of the existing colleges. He has therefore recommended that his office may be strengthened by the employment of the following additional staff:-

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(b) 4 Upper Division Clerks	80-3-95-5-125
(c) 4 Lower Division Clerks	45-3-60-2-90
(d) One Junior Superintendent	140-190
(e) One U.D. Clerk in lieu of a L.D. Clerk on 45-90	80-125
(f) One attender	22-30

The Education and Public Health Department support the Director's recommendation. The Finance Department consider that items (a), (b) and (c) may be accepted but that the two Superintendents may be on the lower scale of Rs 140-190, that sanction may be accorded for 6 months in the first instance and that the Director may be asked to send a detailed justification with statistics of work in all the sections in his office when he sends proposals for continuing the posts. That Department does not agree to items (d), (e) and (f). They consider that as they have agreed to (a), (b) and (c) above, it is unnecessary to sanction any additional staff at present and that the Director may be asked to re-distribute the work and that if this is not possible he may apply again with more particulars.

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H.M.(Education).

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B.G.R./27-10-47
H.M. (Finance)

Place before the Standing Finance Committee".

O.P.R./28-10-47
H.P.M.

"In view of the heavy work in the D.P.I.'s office, we may press for the extra staff asked for by the Director of Public Instruction. A note to the Standing Finance Committee may be prepared and circulated to be put before the Committee".

T.S.A./29-10-47
H.M.(Edn.)
B.G.R./31-10-47
H.M.(Finance)

The proposals were placed before the Standing Finance Committee of the Cabinet at its meeting held on 4-12-47 for approval. The Committee decided that the additional staff as recommended by the Finance Dept. might be sanctioned but that the proposals should be placed before the Cabinet at its next meeting. The proposals are now accordingly placed before the Cabinet for orders. An estimate of additional cost involved is given in the Appendix.

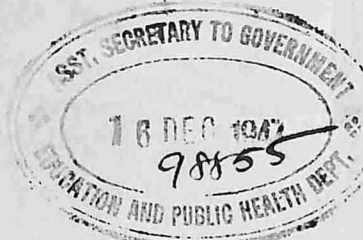
Appendix.

Item of expenditure	Estimate of additional cost				Cost in 1947-48 (4 months) cost per mens.
	Average pay	Cost of living allowance	House allow- -ance	Cost per mensm	
	Rs.	Rs.	Rs.	Rs.	Rs.
2 Junior Superinten- dents I Grade	227.5	40	nil	535.	1,784
1 Junior Supdt. II Gr.	173.3	30	nil	203.3	660
4 U.D. Clerks	109.3	19	nil	513.2	1,680
1 U.D.Clerk in lieu of L.D.Clerk	--	--	--	35.8	140
4 Lower Divn.Clerks	67.5	18	7	370	1,120
1 Attender	26.5	16	5	47.5	172
Total				1,704.8	5,556 or 5,600

M.V. SUBRAMANIAN,
Secretary to Government.

EDUCATION DEPARTMENT.

Received.....19 Registered.....19



58615

Subject.

DIRECTION - Strengthening of the staff - Office of the Director of Public Instruction - Sanction of ~~Rs. 1000~~ for the creation of two sections to deal with the assessment and payment of teaching and other grants to secondary schools under private and local body management.

ENCLOSURES.

No.....

Spare copies.....

Re. No. 534 F/47

Station.....Madras....., Dated the 14th Dec. 1947.

From (Name) DR.S.R.U.SAVOOR, M.A., D.Sc., I.E.S.,

(Designation) DIRECTOR OF PUBLIC INSTRUCTION, MADRAS.

To The Secretary to the Government of Madras,

EDUCATION AND PUBLIC HEALTH Department.

Sir,

pp 1-3 ante

Ref: My letter RC.No.534-F.1/47 dated 16-7-1947.

I have the honour to invite your attention to my letter referred to above and the subsequent reminders thereon regarding the bifurcation of the D and G Sections of my office and to explain the urgent need for immediate sanction of the posts.

pp 1-3 ante

2. In my letter RC.No.534-F.1/47 dated 16-7-1947 I explained in great detail about the phenomenal increase in the work of my office and requested for additional staff. It is now nearly six months and orders have not yet been passed.

3. With the limited staff at my disposal the work relating to the assessment of teaching grants was carried on during these six months against great odds and inspite of overworking and staying late hours at this work the staff have not been able to do much. There are still about 190 Financial statement to be worked out and as already stated, at the rate of 20 statements per month, the number of statements that will be finished by the end of February 1947 by the three clerks now doing assessment of grant will be only 60. This leaves about 130 statements to be worked out still.

4. Thus, the supervision work of the director section with seven

clerks - 4 permanent clerks of the section, one clerk doing the work of special grant in respect of Dearness allowance and two additional clerks recently drafted in to assist in the working out the Financial Statements is becoming unmanageable. It is found very difficult to check and scrutinise the work of all the seven members and unless immediate assistance is given to the section it is impossible to continue the work.

5. The Superintendents of the sections of my office are each having heavy work and it is not therefore possible for me to allocate some of the Financial Statements of the D Section for scrutiny by them and relieve the D Section Superintendent.

6. The work relating to the assessment of teaching grant to local board schools in pursuance of the policy ~~ad~~ adumbrated in G.O.No.975 Education dated 10-5-47 is also under way. It is now already December and unless the local boards are required to submit the Financial Statements of the Secondary Schools under their jurisdiction immediately it may not be possible to make all the payments of grant-in-aid before the close of the Financial year. This part of the work is being done by the G Section of my office and in the letter referred to above I have asked for the bifurcation of this section also.

7. The two clerks sanctioned in G.O.No.2377 Edn dated 5-11-1947 are not doing the work but when the request for ~~use for~~ the immediate sanction of at least two clerks was made it was thought that the full complement of the staff asked for would be sanctioned in a short time. But as matters stand now the appointment of these two clerks have not mitigated matters much and it is therefore absolutely necessary that the entire staff asked for may be sanctioned immediately.

8. The state of affairs as regards disbursement of grant during the current year is anything but satisfactory and unless the immediate assistance is given there is every possibility of many schools going without grants this year.

[Signature]
for Director of Public Instruction.

Edn Dept.

The main file on this subject has been sent to Pule (Spl) on 9-12-47 for placing the proposals of the D.P.G before the Cabinet. This may be added to that file on its return to the Dept.

[Signature]
16.12.47
16/12/47

[Signature]
17/12/47

MEETING OF THE COUNCIL OF MINISTERS HELD AT 6.30 P.M. AT COOUM HOUSE.

The Hon'ble the Premier presided.

PRESENT

1. The Hon'ble Dr. P. Subbarayan.
2. The Hon'ble Dr. T. S. S. Rajan.
3. The Hon'ble Sri M. Bhaktavatsalam.
4. The Hon'ble Sri B. Gopala Reddi.
5. The Hon'ble Mr. Daniel Thomas.
6. The Hon'ble Sri K. Chandramouli.
7. The Hon'ble Sri T. S. Vinashilingam.
8. The Hon'ble Sri K. Madhava Menon.
9. The Hon'ble Sri A. B. Shetty.
10. The Hon'ble Sri V. Kurmayya.

AGENDA

Cases of ratification of decisions of the Standing Finance Committee by the Cabinet.

(b) Office of the Director of Public Instruction - Madras -
Employment of additional staff (4-12-1947).

ORDER

Sanctioned.

[Signature]
19/12
E & P.H. DEPARTMENT.

O.P. RAMASWAMI REDDY

22/



Rapp

DEPARTMENT OF PUBLIC INSTRUCTION.

5/1/48

13 23
Edn and P.H. Dept
A

Establishment - Office of the D.P.S. - Addl Staff
Sanctioned.

H-1-3cf
H-1-2
H-1-9cf

Letter from the D.P.S. No. 534 F/47 dt 16.7.47
No. 676 F/47 dt 9.10.47
No. 534 F/47 dt 14.12.47

Order (Edn) 32 dt 5.1.1948
MS

The Govt sanctions the employment of
the following addl staff in the office of
the D.P.S. for a period of 6 months:-

Two Supdts (II Grade) on Rs 140-5-190.
Four U.D. clerks on Rs 80-3-95-5-125
Four D.D. clerks on Rs 45-3-60-2-90.

They are not convinced of the need for
any ^{more} staff at present. The Director
should distribute the ^{whole} work among all the
sections properly and thereby ^{abolish} the
need for any addl staff.

1/1/48

2 If it is found that the addl staff
sanctioned in para 1 above has to be continued
beyond 6 months ^{and if any further staff is necessary} the Director should furnish
a statement showing in one view the nature
and volume of work transacted in his office,
the total staff employed and how the
work is distributed among the various members
of the staff. The office should be viewed as a whole and it
is not sufficient if the needs of particular sections are emphasized.

1/1/48

(S) 4

3 The addl staff sanctioned in go no:
2377 Edn dt 5.11.47. should be abolished
from the date on which this order is given
effect to.

To the D.P.S.
A.A.G. (the Secy)
28.12.47
28.12.47

2/1/48

C.F. 32.

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

Education. DEPARTMENT.

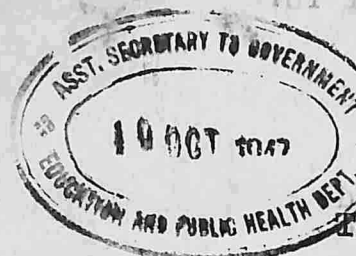
Received _____ Registered _____

From (Name) Dr. S. R. U. Savor, M.A., D.Sc., I.E.S.,

(Designation) Director of Public Instruction,

Post Box _____, (STATION) Madras.

Telegraphic Address _____



The Secretary to Government,
Education & Public Health Department.

R.C. No. 676 F/47, dated 9--10--47. 19

Sir,

ENCLOSURES _____

Sub:- Establishment - Office of the Director of
Public Instruction, Madras - Employment of
additional staff orders requested.

SPARE COPIES _____

With reference to G.O.No.801 Edn. dated 21-4-47) (a)
I have the honour to submit proposals for additional staff
in the C Section of my office.

B |
With the additional clerk sanctioned in the
Govt. Order referred to above the 'C' section in my
office is now having six clerks and one Superintendent.
The number of papers received by the section clerks
during the period from 1-5-47 to 30-9-47 is 9028.
Taking on the average that there will be 24 working days
in a month, the number of papers received for clerk per
day comes to 13. Besides dealing with these papers,
the section has to forward every month returns like
absentee statements for all the non-gazetted servants
in the Department whose appointment rests with the
Deputy Director Personal. It has also to keep up the
personal files of non-gazetted officers numbering over
1400 and of over 200 gazetted officers. The section
almost exclusively deals with all the confidential work
of the Department including enquiries against the erring
servants of the Department. All the work requires
careful noting and drafting and preparation of various
statements quite accurately. It is almost impossible
for a clerk daily receiving about 13 papers without any
break to attend to the work with the care and attention
that is necessary for the work with the result it has
been found not possible to keep all the registers up-
to-date, though they have been working over-time every
day and attending office on almost all holidays. With
such heavy work the Superintendent of the section cannot
also effectively supervise the work of all the six
clerks. The difficulty of supervising the section and
bringing the work up to date is felt all the more when
a clerk or two goes on casual leave for a few days.

P.T.O.

26
In the circumstances for the efficient ~~preservation~~ ^{persecution} discharge of work in the section I am of opinion that the section should be immediately bifurcated and an additional Junior Superintendent with the following staff should be sanctioned. I may in this connection state that I have tried to transfer some work from this section such as questions regarding Broadcasting of Talks by Government Servants and questions relating to pension, to other sections; but that has not in any way reduced the very heavy work. I therefore recommend to Government for very early sanction the following additional staff for the section.

- (i) One Junior Superintendent in the scale of Rs. 140 - 190.
- (ii) One Upper Division Clerk in the scale of Rs. 80 - 125 (The clerk's post sanctioned in G.O.No.801 Edn. dated 21-4-47 may be converted to an upper Division post).
- (iii) One attender in the scale of Rs. 22- 30 for attending to the work of confidential documents such as stitching, docketing and keeping them clean)

The statistics furnished by me conclusively proves that there is an urgent need for more staff; but I am keeping my recommendation to the barest minimum and taking also with consideration the relief that a clerk may get on account of the delegation of powers to Divisional Inspectors sanctioned in G.O.1991 Edn. dated 13-9-47.

I request for very early orders of Government on my proposal.

R. Narasimhan

for Director of Public Instruction.

pk.9/10

Junior Superintendent
140-190

173.3 30

203.3

One U.A. in Charge
on L.D.

(109.3 - 67.5) (19-18)
34.8 411

35.8

One Attender
22-30.

26.5 16

42.5

281.6
12

3,379.2

RC.No.676-F.1/47

From

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

To

The Secretary to Government,
Education and Public Health Department.

Sir,

Sub: Establishment - Office of the Director of Public Instruction, Madras - Employment of Additional staff in 'C' Section - Sanction of
Ref: 1. G.O.No.MS.801-Edn dated 21-4-47
2. My letter RC.No.676-F.1/47 dated 9-10-47



ELPH (A)

The main file

has been sent to Finance.

This answer be added to it on its return to the section

1 have the honour to invite your kind attention to the matter referred to above and request the favour of very early orders in the matter.
2. In this connection I have the honour to state that though in G.O.No.MS.799 Fin. dated 15-10-47 it has been ordered that temporary staff should not be continued beyond the date of expiry of sanction of the staff, in view of the heavy work in the section, I am continuing the Lower Division Clerk's post in anticipation of sanction of Government till the receipt of Government Orders.

for Director of Public Instruction.

b. No. 58615 A From the D. P. S. Re No. 534 F1/A

8/16-7-47 16

Office of the D. P. S. - Addl Staff

The D. P. S. has subd proposals for the strengthening of his office establishment by the addition of the following:-

- 1) Two junior Supdts on Rs 190-10-240.
- 2) Four U. D. clerks on Rs 80-3-95-5-125
- 3) Four L. D. clerks on Rs 45-3-60-2-90.

At present there are 10 sections in the Director's office of which 8 are permanent and two temporary excluding the war section. All the sections are heavily worked and the Govt had to sanction addl clerks for some of the sections to cope with the increased work.

Recently the work in two of the sections 'G' and 'D' has enormously increased; in the former on account of Govt's decision to abolish from 1-1-47 the system of payment of lump sum subsidies to secondary schools under local bodies and in the latter on account of the large increase in the number of aided secondary schools. The Director has explained at length how the work has increased in these sections.

It may also be mentioned that there has been great increase in the Director's office on account of the numerous references this dept had to make in connection with questions in the Legislature and representatives need direct by Govt from private parties. The work in the Education section in the Secretariat has multiplied very much and there must have been a corresponding

138

Go No 11210A (2)

5-6-46

Go No 20175A (2)

21-10-46

Go No 9755A

(X) 10-5-47

120

staff in his office and that his office should therefore, be strengthened by two more additional sections with 1 Senior Superintendent 2 U.D clerks and 2 L.D clerks for each section.

The extra cost involved is Rs 17,000 p.a roundly. At present 'G' and 'D' sections of the office of the D.P.I. are attending to the work relating to the payment of grants to schools under local bodies. Although these sections were previously given some relief, it is considered that the relief is not adequate and that with the additional work referred to above, E.P.H consider that the formation of the additional two sections is justifiable. In view of the detailed justification given by the D.P.I. in the C.F and in the circumstances noted by Secretary, E.P.H. on pp.2-3 above, this Department may agree to the proposals for the employment of the additional staff subject to the following remarks

(i) The D.P.I. has suggested the scale 190-10-240 to the additional Superintendents proposed. This is the scale of pay for ^{Junior} Senior Superintendents I grade in his office. The scale of pay of Junior Superintendents II grade in the office of the D.P.I. is Rs 140-190. It is usual to sanction only posts of superintendents in the lower grade when new posts are created. It does not seem necessary that Superintendents who deal with financial calculations should be of a higher grade. All Superintendents are equally responsible to Govt. in the discharge of their respective duties. The sanctioning of posts on higher scales will only enable some of the existing Junior Superintendents in the II grade to get promoted into that of the 1st grade. In the circumstances this Department may suggest that the scale of pay of the proposed posts of Superintendents may be Rs 140-5-190 i.e. Junior Superintendents II grade. The sanction of 4 U.D clerks and 4 L.D clerks may be agreed to.

(ii) The sanction for the additional staff proposed may be for 6 months in the first instance. The D.P.I. may be requested to send a detailed justification with statistics of work in all the sections in his office when he sends up

proposals for further continuance of the staff.

Financial procedure. As the cost on the additional staff proposed exceeds Rs 5,000 p.a. recurring the case should be referred to the S.F.C. and the Cabinet before orders are issued.

Rs. 17,000 p.a. (17,000)

E.P.H

Mk
17/1/47

Edn and P.H Dept

This file and the linked files deal with certain proposals for strengthening the office of the D.P.I. The following statement shows the proposals of the Director, the recommendations of ^{Edmund} P.H. and the views of this Dept:—

Proposals of
the D.P.I.

Recommendations of
Edn P.H.

Views of the this Dept

1. 2 Superintdts on Rs 190-240
4 U.D clerks on Rs 80-125
4 L.D clerks on Rs 45-90

Director's proposal
may be accepted

Director's proposal
may be accepted
subject to the condition
that the Superintdts
may be on Rs
140-190 & the
scheme should also
be placed before
the Standing Fin
Committee.

- (2) 1 Superintdt on Rs 140-190
1 U.D clerk in lieu of an
L.D. clerk.
1 Attender on Rs 22-30

Director's proposal
may be accepted

In view of para
(1) above it is
unnecessary to sanction
this staff. Director
may be asked
to redistribute
work & if this
not possible
apply again
with more details

- (3) If it is taken into
consideration
the 2 U.D clerks & the
Attender at once.

Director's proposal
may be accepted

on 11/8/47
at which
up to 31/3/48

The Director has explained fully the need for sanctioning immediately proposals (1) & (2). The Fin dept has accepted proposal (1) but suggests that it should be placed before the Standing Fin Committee and the Cabinet. This procedure will involve great delay. Orders of H.M. (Edu) H.M. (Fin) and the H.P.M. may be taken as to whether the proposal may be sanctioned without reference to the Standing Fin Committee and the Cabinet, copies of a summarizing note explaining the proposal being circulated to other H.M.s who have not seen the case and action being taken to obtain a supplementary grant for a token sum in due course.

It is also for orders whether proposal (2) should be pressed. In case proposals (1) & (2) are accepted there will be no need to sanction proposal (3). May be pressed.

The file may be circulated to H.M. (Edu), H.M. (Fin) and the H.P.M.

Handwritten notes:
 2/10/47
 J.M. 21/10/47 S
 M. (Fin) ✓
 H.P.M. ✓
 23/10/47

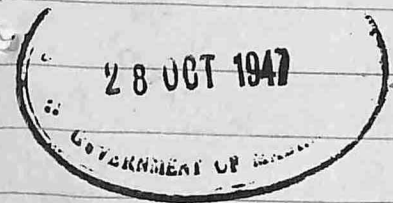
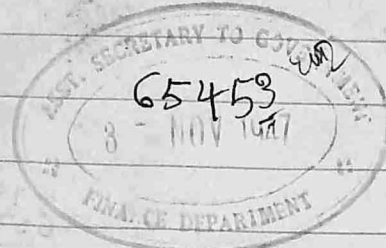
The Director's office has been suffering from over-work for a long time. Our High Schools have increased from nearly 500 to 900. Our Colleges also have increased in number considerably. The work in connection with Elementary schools has also increased very much. With the coming in of the Congress Ministry, representations that have been referred to them for replies have also increased considerably and so, the staff asked for seems to be very necessary and may be sanctioned.

7.

Handwritten: E.H.P.

16

The amount involved is, I presume, not much and may not have to be referred to the Standing Finance Committee. H.M. (Fin.) and H.P.M. may see.



The views of Finance Dept may be accepted, but reference to S.F.C may be required.

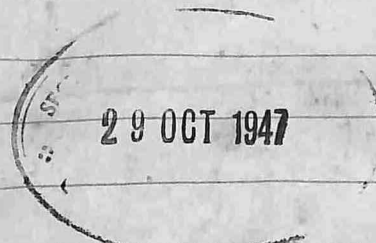
Place before the S.F.C. 27-X
 C.P.R.
 28/10

The file may be circulated to H.M. (Edu) and H.M. (Fin) with the minutes of H.M.

Handwritten: 29/10

In view of the heavy work in the D.P. office, we may press for the extra staff asked for by the D.P. 29-10-47

Both S.F.C. may be prepared & circulated to be put before the Committee



44 no 58615A-2 3.11.47
 (note 2. of 3)

A draft note for the Standing Finance Committee of the Cabinet is submitted. May be sent to Finance for acceptance. (As the Director wants the staff to be sanctioned immediately the permission of the Fin Committee is being asked for the issue of orders without reference to the Cabinet)

Handwritten notes:
 29/10/47 S
 31-X
 M. (Fin) ✓
 H.P.M. ✓

(See finance notes on pp 3-5 above)
 The further notes of E.P. H and the
 orders in circulation on pp 6-7 above may
 be perused.

The draft note for the Standing Finance
 Committee may be accepted as slightly
 amended in pencil.

Sm
 4/11/47

MR
 4/11/47

EPH
 A

Fin. no
 65453247
 4-11-47

Please take copies and circulate.
 Then send file to Finance.

RM
 4/11/47

Copies of the note for the Standing
 Finance Committee have been circulated to
 all H.M.S and also to (Fin Dept) The file may
 now be sent to D.S. Finance.

CP
 5.11.47
 5/11/47

RM
 5/11/47 Finance

EPH no 58615 A-3
 5.11.47
 (with a.l.b)

Standing Finance Committee.

It was decided that additional staff as recommend-
 ed by the Finance Department might be sanctioned. The
 proposal will have to go before the Cabinet at its next
 meeting.

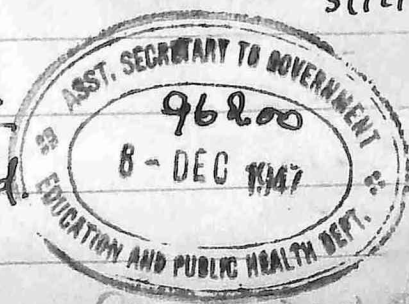
MR
 5/11/47

EPH Fin. 066274/5F/47-1
 5/11/47

EPH Dept (A)

A draft note for the Cabinet is submitted.
 May be sent to Finance for acceptance.

RM
 5/12/47



EPH no 58615 A-1
 6.12.47
 (with a.l.b)
 223

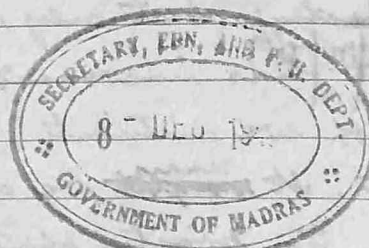
9

Edw and P.H. Det

Copies of the note may be circulated
 to all H.M.S. The file may be sent to
 H.M.S. for approval of the draft
 RM 8/12/47 S 1/12/47 (Edw) 19
 8/12/47 (M. Sw.)

MS
 8/12/47

TSA
 7-12-47



Copies of the note for the Cabinet
 may be circulated to all H.M.S, Chief Secretary
 Finance, Secretary and to the P.S.G. After
 despatch of the note the file may be sent
 to Chief Secretary the Public Dept.

EPH no 58615 A-5
 with a.l.b 9.12.47

CP 8.12.47 8/12/47 RM 8/12/47 Rathi

E.P.H. Dept.

B.I.P.

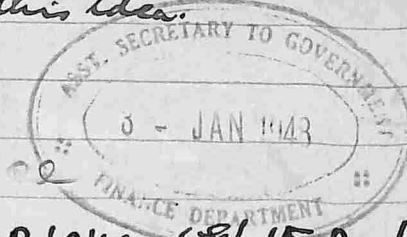
Please see the decision of the Cabinet on p 21 CF. A draft order is submitted. Finance may see before issue.

26.12.47. (Will now add staff need to be sanctioned for the D.P. J. H. on the basis of the increase of work in particular sections. It does not seem that this is the correct method. If add staff is required in Edu. & P. H. Dept we don't say that the work has increased in this section or that section but may say that the work in the dept has increased and when we get the add staff we distribute the work according as we think fit. It may be desirable to follow this method in the Director's office also. The draft order has been worded to bring out this idea. It is for orders.)

Am
28/12/47.

J.M.
2/1/48

W.
2/1/48



E.P.H. No 5865 A-6
3.1.48.
(with a.d. 6)

Finance E.M.

11

(Previous note of Finance on p 8 above) 20

The file deals with the appointment of additional staff in the office of the Director of Public Instruction. The Standing Finance Committee, to whom the proposals were referred, had decided that the additional staff as recommended by the Finance Department viz two superintendents on Rs 140-190, for Upper Division clerks on Rs 80-125 and four lower division clerks on Rs 40-90 for a period of six months, might be sanctioned. The Cabinet ratified the decision of the Standing Finance Committee. Please see the note of E.P.H. on p 10 above and the draft order below which follows the orders of the Cabinet.

2. The draft order may be accepted and the case returned to E.P.H.

Fin. No.
2238117
5.1.48

As. No.
5.1.48 5148

E.P.H.

W.
5/1/48

Issue
5.1.48

17-
Issued as Gono 326 dated 5.1.48

9.10.47

The D.P.S has fully explained the necessity for the addl staff. The file may be sent to the Fin dept for remarks. The Director had separately asked for two addl sections. This file has already been sent to Fin.

11-10-4
60919
11 OCT 1947
ADDITIONAL DEPUTY SECRETARY
FINANCE DEPARTMENT

A above

One Attender on Rs 22-30.

pencil working on p2 of

49 2. The C section in the office of the D.P.I. deals with all questions relating to the personnel of the Education department. The section has at present got a staff of six clerks and one Superintendent. ^{the employment of} One lower division clerk out of the above six clerks was sanctioned in April 1947

Barbier

G. 801

② 1/20

When it was considered that some relief was immediately required for the section - please see ^{the note of E.P.H.} ~~the note of E.P.H.~~ on p 1 of G.O. 801 Edn dated 21.4.47. It is now reported that the number of papers received during the five months 1-5-47 to 30.9.47 is 9028 and that the existing staff of six clerks and one Superintendent are not able to cope up with the work. The D.P.I. has not, however, furnished stated how many U.D. clerks and how many L.D. clerks ~~are~~ ^{are} there in the section and what the nature and volume of work for each clerk ^{is} ~~each~~. It is separately proposed and agreed to by this dept. to sanction ~~two~~ ^{two} additional ~~at~~ ^{comprising of two Supdts, four U.D. clerks and four L.D. clerks} sections for the office of the D.P.I. in connection with the work relating to the teaching grants to aided schools etc. Taking that into consideration, the D.P.I. may be asked to redistribute the work in his office among the sections and examine whether additional staff will even then be required. If the D.P.I. considers that there will be still a case for the sanction of the additional staff now proposed even after the sanction of the staff referred to at 'A' above, he may be requested to send a statement showing in one view the nature and volume of work entrusted to each clerk ^{in all the} ~~and~~ sections in his office for a further examination of the proposal in this ~~dept's~~ ^{dept's} file. It does not seem desirable to take up the bifurcation of each section of the D.P.I.'s office individually.

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

Res. 16.10.47 16.10.47

17/10/47

EPH

A

For. 60919 EPH 17.10.47

Please see note in top left

26/10/47

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