

Edm & P. H (194⁸) Department.

Min SERIES.

G.O. NO. Ms.3342, Edr.

Dated 29-12-48.

[Despatch Abstract.]

Establishment/- Office of the Director of Public Instruction - Additional
Staff - Continuance - Sanctioned.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Es.	32	Edn	5-1-48				
Es.	1758	Edn	15-7-48				

Further Papers.

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

Office of the
Director of Public Instruction:
Letter: R.C.No.543-F.1/47.
foc

Madras, Dated 10th December 1948.

From
To
The Director of Public Instruction, Madras.
The Secretary to Government,
Education and Public Health Department.

Sir,



Sub: Establishment - Office of the Director of Public Instruction, Madras - Additional Staff sanctioned in G.O.No.32 Edn dated 5-1-48 - Further continuance - Sanction of requesting.

Ref: G.O.No.Ms.1758 Edn dated 15-7-1948. (W)

92/59

The sanction accorded for the continuance of the following staff in the G.O.referred to above expires on 14-1-1949A.N:-

1. 2 Junior Superintendents (Grade II)
2. 4 Upper Division Clerks
3. 4 Lower Division Clerks

2. In this connection I ~~am~~ inform Government that with the above staff, two new sections - D.2 and L Sections - were formed and the work previously done in my office, was re-distributed among all sections - Vide Distribution Statements of work among sections enclosed. From the same, it is observed that the work dealt in the two new sections, D.2 and L Sections is of permanent nature and the same cannot be re-distributed among the other sections, as all most all sections in my office are working with heavy strain due to enormous increase of work in all branches of Education. I have furnished full facts with statistics in my letter to Government RC.No.820-F.1/48 dated 29-9-48 (copy enclosed) requesting for additional staff under Part II schemes for 1949-50. My office requires further strengthening of staff and the continuance of the two sections beyond 14-1-1949 is absolutely necessary.

3. In the circumstances, I request the Government may be pleased to sanction the continuance of the staff for a further period of one year from 15-1-1949.

4. Necessary provision for the continuance of the establishment has been made in the Budget Estimate for 1949-50.

Yours faithfully,

P. M. i

for Director of Public Instruction.

8
10.12.48

Orders issued
info No. 3138 Ed
9.12.48

A Section.

(Budget Estimates of receipts and expenditure--Control-Contingent expenditure in all Government offices and institutions--- D.G.B. of Government revenues--Newspapers suitable for publication of Government advertisement--G.S.C.R.)

- A1 .. Control and distribution of appropriations: Preparation of (i) the advance budget; (ii) Part II Estimates, (iii) Revised Estimates; (iv) Budget Estimate for the coming year; and (v) Surrender statements for the budget year and their review relating to University, Secondary and Primary Education: Maintenance of (1) the Appropriate Reserve Register: (2) Appropriation Register: (3) Section scale book and (4) The Section Register of important G.Os. and the preparation of the estimates (D.D.F.) relating to "Printing at Private Presses:
- A2 .. All papers relating to contingent expenditure in all Government Institutions and Offices. Rent for private buildings taken for accommodating offices, institutions and hostels, papers relating to Madras Buildings (Lease and Rent) Control Act 1946. Petty construction and repairs to Government buildings. Equipment (Furniture, books and laboratory stores) for offices and institutions: Correspondence relating to Military Surplus stores and their purchase: Law charges: Indent for purchase of stores from abroad (England and United States of America). Sanction of discretionary expenditure on games: One Third Games Grant: Law Charges: Inventory of stores: Correspondence relating to employment of menials paid from contingencies. Advertisement charges. List of newspapers suitable for publication of Government advertisement.
- A3. .. Preparation of Budget Estimate of Revenue under XXVI. Education--Checking and posting of D.G.B. Statements of all Government Institutions--Posting of figures under "Receipts"--Reconciliation of departmental figures with the Accountant-General under XXVI. Education--Papers regarding watching of the recoveries from Local Bodies.
- A4. .. Control and distribution of appropriation. Preparation of (i) the Advance Budget, (ii) Part II Estimates, (iii) Revised Estimates, (iv) Budget Estimate for the coming year; and (v) Surrender Statements for the budget year and then review relating to special schools, Direction, Inspection - European Scholarships and Miscellaneous items and the maintenance of appropriate Reserve Register and Appropriation Register - Maintenance of Section Scale Book (D.D.F.).
- Government Servants' Conduct Rules - Permission to broadcast talks from the All India Radio - Government Servants' Conduct Rules - Other than Broadcast.

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B.I. SECTION:

SHIFT SYSTEM IN

Ele. Schools / COMPULSORY ELEMENTARY EDUCATION CORRESPONDENCE AND REVIEWS - 4
BUDGETS AND AUDIT REPORTS OF DISTRICT BOARDS RELATING TO ELE-
MENTARY EDUCATION - SUBSIDIES TO DISTRICT BOARDS UNDER SECTION
37 OF THE MADRAS ELEMENTARY EDUCATION ACT - SUBSIDY ON ACCOUNT
OF COMPULSION - ARREAR CLAIMS OF ELEMENTARY SCHOOL TEACHERS
IN LOCAL BODIES SERVICE - CITIZENSHIP COURSE

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1.

District Board Budgets - Correspondence relating to Board Schools and panchayat schools - Audit reports of District Board and Municipal Schools - Buildings - Amalgamations and conversion of schools - Labour Schools - District Board and Municipal School Budget Estimate pertaining to Elementary Education Fund - Subsidy under Section 37 of the Madras Elementary Education Act - Girls Schools.

2.

Subsidies to Local Boards relating to compulsion and feeding correspondence relating to feeding - Grant to aided schools for equipments - Building and rent - Grant to aided Schools towards the supply of slates to pupils - Progress report relating to compulsion - Supply of Multi-vitamin tablets to school children - Citizenship course.

3.

Revision of salaries - Secondary Education Bifurcated courses - Medical Inspection - Reorganisation of the Inspecting agency - Review of half yearly statistics - Teachers' Unions - Reorganisation etc. - Review of progress of postwar schemes and other allied subjects - arrear claims - Local bodies - Elementary School teacher.

4.

Compulsory Elementary Education - Introduction - Selection of Centres - Nomination of members for the attendance committee - All general questions relating to compulsion - Introduction of shift system in Elementary schools - Introduction of Compulsory Education and reviews of the reports thereon - Municipalities - Text Books for Elementary Schools.

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B. II Section.

(ELEMENTARY EDUCATION--Appeals from teachers in Local Body Schools--
Fixation of pay and questions of Provident Fund of such
teachers--Elementary Education--Budget of Municipalities--
Elementary Education under private management--Questions of
Grant-in-aid--Return of visits to elementary schools--
Provocational subjects in Higher Elementary Schools.)

- B1. .. Appeals from teachers in Local Body Schools Service
Rules - Fixation of pay of teachers Provident Fund
for teachers under local bodies.
- B2, .. Expenditure from the Elementary Education Fund of
Local Bodies. Elementary Education Budget of
Municipalities. Recognition and amalgamation of
schools in Municipal areas. Approval of buildings
schemes, Local Bodies, Audit Report, Elementary Educa-
tion Fund Municipalities. Condonation of shortage
in the number of working days in Municipal Schools--
Alteration of date of birth of teachers employed under
local body schools. Questions relating to supervisors
of schools under local bodies. Grant of exemption from
the possession of prescribed qualifications of
teachers of aided schools.
- B3. .. Elementary Education under private managements--
All correspondence - payment of grants-in-aid,
Teaching. Equipment grants for Aided Elementary
Schools. Rules framed under the Madras Elementary
Education Act. Action against teachers under
private managements under Rule 154 M.E.R. Audit
Report of the accounts of teaching grant distributed
to elementary schools by the District Educational
Officers. Recognition of teachers' Unions of
Aided Elementary Schools and questions relating
thereto.
- B4, .. Return of visits to Elementary Schools--Reports on
the admission of Scheduled class children: Expenditure
on Elementary Education from the general funds of
local bodies Syllabus for Elementary Schools.
Introduction of provocative subjects in Higher
Elementary Schools. Alienation and acquisition
of land for aided elementary schools: Teaching
grants to certain elementary schools treated as
special schools: Distribution of grants to compensate
the loss of fee income in elementary schools: Other
miscellaneous papers: Appointment of Provocational
Instructors and Music Teachers in Elementary Schools:
Building grants to aided elementary schools:
Papers relating to Nutrition Sub-Committee.

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"C" SECTION.

(Posting, transfer, promotion, appointment etc., of men's branch -
Gazetted and non-gazetted - Maintenance of Confidential records -
Service Rules and appeals - Complaints, enquiries, punishments
etc.,)

C-1.

Clerk(1) Gazetted officers - Men's Branch -
Posting, transfer, promotion, leave, personal
files of Gazetted officers - Complaints - Service
Rules relating to M.E.S. - Deputation of Govt.
servants for higher studies overseas - overseas
scholarships - Study leave etc. - Key leave
schemes - Public Service Commission Examination -
Panel of Examiners - Corrections to Presidency
lists of Gazetted Officers - History of services of
Gazetted Officers - Men's Branch - Casual leave
and permission to be away from headquarters to
Gazetted officers - ~~History of~~ Men's Branch -
Applications for appointment elsewhere from
Gazetted Officers - Lists of officers - Presidency
and Departmental Maintenance of confidential
Disposals, Registers Etc. and generally assisting
the Superintendent in regard to other confidential
papers. Deputation of Inspecting Officers for the
Inspection of State Schools.

C-2.

General Rules for subordinate service and special
rules relating to the subordinate educational ser-
vice - Inferior service and the General subordinate
service penalties and appeal rules - Annual list
of superannuated persons - Extension of service,
complaints, enquiries punishment and appeals -
Application for B.T. and B.Ed. training - De-
claration of Eligibility for Non-British subjects-
Unpassed clerks - Raising of pay above the bar -
Miscellaneous Rules and G.Os. relating to (i)
Physical standards for recruitment to service -
Petition - Submission - Withholding of - Madras
Public Service Commission Rules of procedure -
Public Servants Exclusion from Government service -
Relaxation of service rules - Madras Public
Service Commission Regulations, 1937 - Conviction of
Government Servants - Applicability of rules
under the classification Rules and Reduction in
the cadre of services - Re-employment of superannua-
ted officers.

C-3.

Postings, transfers promotions, leave, foreign
service etc. of the subordinate educational
service - Collegiate branch and Headclerks, -
Upper division clerks and managers whose appoint-
ments vest in the DDP - Monthly absentee state-
ment list of officers - Non-gazetted - relating
to the above posts - Maintenance of Registers of
appointments etc. unpassed clerks - Issue of certi-
ficates on behalf of unpassed men in service to en-
able them to sit for the Public Service Commission
Examination.

C-4.

Postings, transfers, promotions, leave, foreign
service etc. of subordinate educational service-
Men's branch - Monthly absentee statement - List
of officers - Non-gazetted etc. relating to the
combined cadre of Deputy Inspectors of Schools
and school assistants - Correspondence relating
to officers transferred to Orissa - Submission of
monthly statement of appointments etc. made in the previous month to
the commission-Review of probationers' work and conduct - Advertis-
ment and selection of candidates for these posts- Maintenance of
Registers of appointments etc. - Deputation of teachers for Basic
Training - quarterly return of ex-service men - Allegations against
Government Servants.

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D.I. SECTION.

(SECONDARY SCHOOLS - AIDED - RECOGNITION - APPEALS
REGARDING SERVICE CONDITIONS OF TEACHERS - TEACHING
GRANTS AND SPECIAL GRANT ON ACCOUNT OF DEARNESS
ALLOWANCE TO TEACHERS IN SUCH SCHOOLS)

- D-1. RECOGNITION of aided Secondary Schools -
Tabular Inspection Reports review of -
Service conditions of teachers in aided
Secondary Schools - Appeals - permission
for opening of new Secondary Schools and
Forms in existing schools.
- D-2. Financial statements of about 540 secondary
3. schools and correspondence relating thereto.
4. Miscellaneous grants-in-aid to Boys Scouts
Association,
Girls' Guides, Hindusthan Scout Association etc --
Grant-in-Aide Code -- Revision.
- D-5. Special grant on account of Dearness Allowance
to aided Secondary Schools and Correspondence
relating thereto.

SNS/12.7.

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Teaching grants to aided Colleges, training schools, Sanskrit Colleges and schools and other Miscellaneous grants - Recognition of aided training schools - service condition of teachers in such schools - Building grants to aided colleges, secondary and Training Schools

1. Scrutiny of the Financial Statements of aided (first grade) Arts and Professional colleges and the sanction of teaching grants to these colleges.

Grants for the construction of buildings, Hostels for these colleges and aided second grade colleges.

Grants for playgrounds for aided colleges.

Alienation and acquisition of sites for aided arts and professional colleges.

Rent grants to colleges and Hostels.

All General questions relating to service, pay, D.A. Etc. as far as aided first grade colleges are concerned.

Formation of Advisory committees for the 1st Grade Colleges etc.

2. Teaching grants to aided training schools for masters and Mistresses (Normal Training Schools)

Teaching grants to aided Training Schools for Masters and Mistresses, opened under the Post War scheme.

Building and playground grants to all classes of Training Schools (Normal and Post War)

Alienation or Acquisition of sites for Buildings, Playgrounds etc. as far as it relates to training schools.

Opening and Recognition of all training schools (b th under normal and post war)

All General questions relating to conditions of services, appeals etc. regarding Training Schools.

T.I.Rs. Review of - Fixation of pay to the staff.

3. Teaching grants to Sanskrit Colleges, Advanced Sanskrit Schools, Sanskrit Elementary Schools, Tamil Colleges and Advanced Schools, Tamil Colleges and Advanced Schools, Arabic Colleges, Nursery Schools, Training Schools for Nursery School Teachers, Y.M.C.A. College of Physical Education, Commercial and Technical Schools for defective children and other kinds of special schools.

Opening and Recognition of Sanskrit Colleges, Advanced Schools, Sanskrit Elementary Schools, Tamil Colleges, Arabic Colleges, Nursery schools, Commercial Schools, Schools for defective children - Music Schools and other special schools.

Building grants to all the above kinds of institutions - of institutions.

All General questions relating to appeals etc. from these institutions.

T.I.Rs. - Review of.

4. Grants for construction of buildings and Hostels for aided secondary schools (boys and girls schools)

Grants for playground for aided Secondary Schools for boys and girls.

Alienation of land for playground and building.

Acquisition of land for playground and building.

Grants towards acquisition of lands.

Building - Approval of plans under Rule 19 M.E.R.

Utilisation of surplus funds for the constructions of buildings.

Building grants towards orphanages attached to aided secondary Schools.

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E. SECTION:

EUROPEAN EDUCATION - S.S.L.C. SCHEME - MEDIUM OF INSTRUCTION - TEACHING OF HINDUSTANI - EXEMPTION FROM QUALIFICATIONS AND AGE OF TEACHERS IN AIDED SECONDARY AND TRAINING SCHOOLS - PHYSICAL EDUCATION - G.P.F. - POSTAL INSURANCE - ENDOWMENTS IN GOVERNMENT AND AIDED SCHOOLS - GOVERNMENT SCHOLARSHIPS - STIPENDS - EVALUATION OF TEACHERS CERTIFICATES - M.E.R. - GENERAL QUESTIONS.

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EUROPEAN SCHOOLS - Recognition of schools - teaching grants - Building grants - Equipment grants - Scholarships - Collegiate and Final - Review of Tabular Inspection Reports - Extension of service of teachers - European School Leaving Certificate Board - Provincial Board for Anglo-Indian and European Education - Inter-Provincial Board for Anglo-Indians and European Education.

MEDIUM OF INSTRUCTION - Exemption from the use of the mother-tongue as the medium of instruction in all Secondary Schools, Government, Local Bodies and Aided Schools

HINDUSTANI - Introduction of optional Hindustani in Forms II to IV of all Secondary Schools, Government, Local Bodies and Aided Schools.

S.S.L.C. SCHEME: - Amendment to rules - Alterations in name, Date of birth, caste, Father's name etc. in the S.S.L.Cs - Evaluation of transfer certificates and admissions - All papers relating to S.S.L.C. scheme and S.S.L.C. Examinations.

MADRAS EDUCATIONAL RULE - Rule 10A - Exemption from the operation of age rules of teachers in all schools under private management excepting Elementary Schools.

Madras Educational Rules - Rule 13 - Exemption from the prescribed qualifications of teachers in Aided Secondary and Training Schools for Boys and Girls.

MADRAS EDUCATIONAL RULES - Rule 64 and 65 - Exemption from the prescribed qualifications of teachers and pandits in Aided Sanskrit Institutions.

S.S.L.C. SCHEME - Exemption from study of language under Group 4 - Chapter IV - Grant of - IV, V and VI forms - High Schools for Boys and Girls.

GENERAL PROVIDENT FUND - Admission to the Fund - Gazetted - Non-Gazetted and inferior servants - Sanction of Advance from the Fund - ~~Recommendation~~ Final closure of General Provident

2.(contd)

Provident Fund Accounts - Defence Savings Provident Fund - Admission to Postal Insurance Policy - Sanction of Advance for payment to Insurance Policies.

PHYSICAL EDUCATION - Physical Education conference and refresher courses.

COMMERCIAL EDUCATION - Colleges - Re-organisation - Education for the Handicapped such as the Blind, Deaf and Dumb - Indian Music in Secondary Schools.

3.

ENDOWMENTS - All Colleges and High Schools (Men and Women - Boys and Girls - Arts and Professional - Government and Aided (1) Acceptance of officers (2) Institution of Funds

SCHOLARSHIPS - Sanction of collegiate Scholarships in all colleges for men and women - Arts and Professional - Issue of notifications and distribution of allotments and number of scholarships - Secondary, Elementary and Special - All questions connected with overseas and research scholarships - Sanction of transfer of scholarships.

STIPENDS: - Recovery of stipends - Write off of stipends - Correspondence relating to filing of suits - Training Schools and training colleges - Govt and Aided - Men and women.

EVALUATION - Teachers certificates of other Provinces and foreign countries.

4.

GENERAL SUBJECTS - ~~Discipline in schools~~ Educational Rules - Amendment to and interpretation of - Discipline in schools and Colleges address regularities - public Holidays - Central Advisory Board of Education - Technical Teachers' Certificate Examination - All India Council of Technical Education - Arabic Education - Sanskrit Education (Examinations only) - Organisation of Science clubs.

UNIVERSITY EDUCATION - Government orders regarding Audit Reports of Universities - Recognition of foreign degrees by Universities of this Province - Universities Acts - amendments etc. Introduction of new courses of study - General questions

relating

4.(contd)

relating to Universities such as permitting students to appear for University Examinations without attendance, compulsory social service before award of degree etc. - Award of ~~Ex~~ C.Tcs. - Holidays for Government colleges - Strikes in Colleges - Fee concessions under Rule 92 M.E.R - Discipline in Colleges - Reservation of seats for Harijans in colleges - Admissions to B.T. and B.Ed. exemptions from age - Payment of stipends to B.T., B.Ed. student - Collection fees and fines in colleges - Special fees in Colleges - Religious instruction in colleges

SECONDARY EDUCATION - Pandits training - Religious instruction - Excess admissions in colleges - Promotions - Admissions and withdrawals - Suspension and dismissal - Fees and fines collection of - Disciplinary and dress regulations - Corporal punishments - Holidays and vacation - Shift system - Teachers and conduct - Action under 154 M.E.R. (C.T.Cs and T.S.L.Cs) against teachers in Secondary Schools - Question relating to 92 M.E.R - Concessions to children of teachers - Grant of 10% fee concessions in Government Secondary Schools for girls - Strikes in Schools.

TRAINING SCHOOLS - Questions relating to payment and enhancing the rates of stipends - Action under rule 154 (T.S.L.Cs)

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'F' SECTION.

/- Office establishment - Equipment grant to aided institutions
 permanent Advance - Medical Inspection sanction of expenditure
 - Advances - Madras Inspection Code - Public Works Department
 budgets and Government buildings - P.I. Report - Presidency
 Administration report - periodicals to Government Institutions)

Superintendent.

Periodicals to Government insti-
 tutions P.I.R. Financial portion.

1.

Pay bills of establishment and
 Gazetted officers - Contingent bills
 Office contingencies and bills and
 periodicals - Maintenance of service
 book and leave account of establishment
 - April Return of Establishments -
 Advance - sanction of (a) application
 for Motor car advance - Madras
 Inspection Code - Revision of and sub-
 jects bearing on - Direction -
 Revision of office establishment -
 Appointment, leave etc.

2.

Grants-in-aid - Equipment to aided
 Institutions - Arts Colleges - Pro-
 fessional Colleges - Secondary
 Schools - Special Schools - permanent
 Advance - Medical Inspection: (a)
 sanction of expenditure in Government
 Colleges.

3.

Buildings: Public Works Department
 Major and Minor works - Selection of
 works, provision of funds, approval
 of plans and estimates etc. Acquisition
 of land, construction of buildings
 etc. for Government institutions -
 allotment of Government residences -
 issue of vacancy certificates etc.
 under Fundamental Rule 45 - Fixation
 of rent for boarders in hostels etc.
 Located in Government Buildings.

4.

Public Instruction Report - Presidency
 Administration Report - Maintenance
 of list of secondary schools - supply
 of statistics to other sections of
 the Director's Office and other
 Departments.

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'G' SECTION.

(Local Bodies - Secondary Schools - Everything connected with - Teaching of Hindustani in such schools - Local Bodies colleges and special schools. Madras Education Rules so far as it relates to these institutions -- arrear claims of pay and allowances)

G.I.: Appeals against punishment inflicted on Teaching staff in Secondary schools - revision of scales of pay - fixation of pay of teachers including weightage - payment of allowance to Headmasters and to teachers during work in higher forms. reemployment of superannuated teachers. petitions and memorials against supersession of ~~claims~~ *claims* for promotion, reappointment of teachers - provident fund of teachers - Rules relating to personal conduct of teachers - amendments to - statutory rules and their interpretation. Correspondence relating to panel of candidates suitable for appointment as Headmasters.

G.II. Opening of new secondary schools and of additional forms and classes in existing secondary schools - approval of plans and estimates for the construction of buildings for secondary schools under local bodies and payment of subsidies therefor - payment of subsidies to local bodies towards purchase of equipment - Acquisition of playgrounds and payment of subsidies therefor - Levy of fees and grant of fee concessions - Transfer of secondary schools from private managements to local bodies and vice versa - Question incidental to general administration of secondary schools. Abolition of existing secondary schools and classes therein. Teaching of Hindustani in Secondary Schools under local bodies - preparation of Part I and Part II budget Estimates and Final Revised Estimates.

G.III. Opening and maintenance of colleges under the management of local bodies / revision of staff and scales of pay in ~~xx~~ colleges - oriental Institutions - qualifications, scales of pay and Revision of staff - Nursery schools - Opening and maintenance and payment of grants... All Madras Educational Rules questions relating to secondary schools under local bodies except promotions, disciplinary punishments to pupils, action under Rule 154 etc. Approval of scheme for the award of fee revisions in secondary schools under the provisions of the local boards and District Municipalities Acts - Exemption of unqualified teachers - Review of Tabular Inspection Reports - Review of Budget Estimates of Local Bodies.

G.IV. Employment of non-teaching staff in secondary schools under local bodies - Revision of scales of pay - Sanction for payment of contributions of recognition to all secondary schools under local bodies - Sanction of extra-ordinary expenditure pertaining to Education under Local Bodies - Deputation of teachers from secondary schools under Local bodies for Physical Training in the Y.M.C.A. College - Expenditure from Games Fund - Prizes and Endowments schemes - Public Reading Rooms and Libraries Opening and maintenance of - ~~4~~ - Employment of librarians. and Library attenders therein - Arrear claims of pay and allowances of teachers in secondary schools under local bodies and other Miscellaneous papers.

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13
"H" SECTION.

(Control of Expenditure - questionnaire relating to Government
Offices and institutions - Stationary and forms).
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1.

Control of expenditure - General
(a) Correspondence, checking, posting, consolidation - Verification - and reconciliation of difference between Accountant General's and Departmental figures.
(b) Noting on Audit points on the files referred for remarks by other sections.
(c) Furnishing figures for the financial portion of the Public Instruction Report.
(d) Furnishing figures and explanation for the appropriation and Audit Report of the Accountant General.
(e) Furnishing ~~an~~ a draft report for inclusion on the chapter on revenue and Finance in the Presidency Administration on Education.

2.

Control of Expenditure - Correspondence - Checking, posting of accounts relating to Special and European - Consolidation and verification etc. Questionnaire relating to Govt. Institutions and all offices. (Colleges, Secy. Schools, District Educational Offices, Inspectresses, Sub Assistant Inspectresses, Divisional Inspectors and other offices.)

3.

Control of Expenditure - Correspondence - Checking, Posting of accounts relating to Secondary and Agency - Consolidation and verification etc. Stationery and forms - Preparation of indents (T.A. & Educational and Common and Economy labels) for all the Educational Offices in the Presidency - Printing of non-standardised forms at the Govt. Press. ~~Scrutiny~~ Scrutiny of annual stationery indents of any three colleges in the Province every year.

4.

Control of Expenditure - Correspondence, Checking, posting of accounts relating to University and Primary - Consolidation, verification etc. Correspondence relating to cash security to be obtained from Store-keepers, accountants and Headclerks of Govt. Colleges. Maintenance of accounts of expenditure relating to Post War Reconstruction.

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J. SECTION:

[TEACHERS PROVIDENT FUND - LIBRARY GRANTS - ADMINISTRATION
REPORTS OF LOCAL BODIES - BOARDING GRANTS TO INDIAN ORPHANAGES
AND BOARDING HOMES - PENSION OF GOVERNMENT SERVANTS - LANDED
PROPERTY STATEMENT OF GOVERNMENT SERVANTS - APRIL RETURNS -
OFFICE LIBRARY - RURAL RECONSTRUCTION - MADRAS HOUSE ALLOWANCE -
CONTRIBUTION TO MADRAS INFORMATION.]

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1. Teachers Provident Fund - Adminis-
tration Report of Local Bodies -
Library grants and Correspondence
thereof.
2. Boarding grants to Indian Orphanages
and Boarding Homes.
3. Rural Reconstruction - Madras House
Allowance - Books and Periodicals -
~~Books~~ Text books re: suitability
etc. - Office Library - Publica-
tions and Magazines - Madras
information contribution to.
4. April Returns - Pension - Verifi-
cation of officiating service of
officers under C.S.R.370 and 371 -
Landed property statement of
Government servants - Pension to
Local body teachers - Gratuity
including compassionate gratuity
to local body teachers - Compassion-
ate gratuity to Government
servants.

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'K' SECTION:

[REVISION OF ESTABLISHMENT IN GOVERNMENT INSTITUTIONS AND OFFICES - FIXATION OF PAY - FUNDAMENTAL RULES - AMENDMENT - ADVISORY COMMITTEES OF GOVERNMENT INSTITUTIONS - PROVINCIAL ADVISORY BOARD.]

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1. Fixation of pay - Fundamental Rules
Amendments - Fundamental Rules.
2. Revision of Establishment - Govern-
ment Colleges (Arts and Professional)
Advisory Committee for Government
Colleges.
3. Revision of Establishment - Government
Secondary - Training and Special
Schools - and Inspection.
4. Agency Schools - Advisory Committees
for Government - Secondary and Training
Schools - Review of the Inspection
reports on Secondary and Training
and Special Schools.

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L Section.

Travelling Allowance - Appointments of Matrons and Deputy Wardens - Women's Branch, posting, transfer, promotion, appointment etc. - Correspondence relating to Training Schools, T.S.L.Cs, E.S.L.Cs. - Manual Training - Collection of ~~numerical~~ statistics - communal returns Visual Education - Kindergarten and Montessori Training - Oriental Manuscripts Library and Registrar of Books - Miscellaneous papers

L.1

Appointment, posting, transfer and leave of women officers of the department both subordinate and Madras Educational Service - Amendment to the special rules relating to the women's branch - Complaint against Women officers - Preparation of absentee statement (Women branch) - Corrections to the Gazetted officers' list quarterly and half yearly (Women branch) - Corrections to the Non-Gazetted officers list (women Branch).

L.2

Correspondence relating to training schools, T.S.L.Cs and E.S.L.Cs. - Admission, alteration of date of birth and disciplinary action against students in training schools - Collection of numerical statistics. - Manual Training (Govt. Aided and local Bodies).

L.3

Scrutiny of T.A. bills of subordinate officer and non-official members of the various committees - Appointment of matrons and Deputy Wardens and unqualified persons. - Transfer of Women Secondary grade teachers Physical Training Instructors and other teachers from circle to circle.

L.4.

Miscellaneous papers - Communal returns. - Appointment of Superintendents of Public Service Commissions. Prescription of text books for departmental tests - Visual education Kindergarten and Montessori training Commission's Notification regarding Special and Departmental tests. Correspondence relating to Government Oriental Manuscripts Library and Registrar of Books.

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17 31
'M' SECTION.

(BASIC EDUCATION - ALL PAPERS RELATING TO - ADULT EDUCATION)

1. All correspondence relating to admission of candidates into Basic Training Schools.
 2. --do-- relating to the existing teachers on basic lines.
 3. Opening of new B.T. Schools and conversion of the existing training schools into B.T. Schools.
 4. Construction of buildings and selection of sites ~~mf~~ for Basic Training Schools.
 5. Supply of craft equipment to Basic Training Schools.
 6. Opening of Basic Training Schools under private managements.
 7. Recognition - Basic Training Schools under private managements.
 8. Tabular Inspection Reports of aided Basic Training Schools.
 9. Teaching grant to aided Basic Training Schools.
 10. Correspondence relating to payment of stipendiary grant to Basic Training Schools under private managements.
 11. All questions relating to the opening of Basic Schools and the conversion of the existing elementary schools into Basic Training Schools.
 12. Supply of equipment to Basic Schools.
 13. Syllabus for Basic Schools and Basic Training Schools.
 14. Conduct of Basic Education Board Meetings.
 15. All questions relating to the examination of candidates in the Basic Training schools.
 16. All other questions relating to Basic Education.
2.
 1. Registering.
 2. Maintenance of personnel registers and individual record for the section.
 3. Tour programme of the Basic Education Officer.
 4. Preparation of Travelling Allowance Bills of the Basic Education Officer.
 5. Assistance ~~mf~~ to Clerk (1) in putting up routine drafts, referencing etc.
3. ADULT EDUCATION.

SNS/12.7.

50 copies

(WAR - SECTION).

(CONCESSIONS TO CHILDREN OF EX-ARMY MEN ETC. - SURPLUS
STORES - CONTROLS - MEETING OF THE MADRAS PROVINCIAL
SOLDIERS' SAILORS & AIRMEN'S BOARD - BURMA EVACUEES
AND PAKISTAN REFUGEES - FINANCIAL ASSISTANCE -
DEARNESS AND WAR ALLOWANCES)

W-1.

1. Further Education and Training of demobilised personnel.
 2. Scholarships to Young Wives and Widows of Soldiers.
Scholarships to W. A. C. (I)s.
 3. Post War Reconstruction - Scheme of Madras Government -
contribution from the post War Reconstruction Fund.
 4. (a) Free Hostel for Boys at Vellore.
(b) Scholarships to children and dependents of ~~deceased~~
deceased and incapacitated soldiers.
(c) Physical Training of demobilised personnel.
(d) Post War Resettlement - Resettlement of Ex-Ser-
vicemen - certain items of Post War Reconstruction
Work - Co-operative societies.
 5. Allowances - Dearness and War Allowances.
 6. Surplus Stores.
 7. Controls:-
 - (a) Firewood.
 - (b) Textiles.
 - (c) Cement.
 - (d) Iron and Steel.
 - (e) Arms Act - Chemicals - Explosives - Stores and
Chemicals - confiscation.
 - (f) Food.
 - (g) Petrol.
 8. Expenditure relating to 64-B, Civil Defence -
Section 1 and IV.
 9. Meetings of the Madras Provincial Soldiers' Sailors'
and Airmen's Board - Monthly statement of expenditure
 10. Non-Muslim Refugees from Pakistan and Hyderabad - Grant
of Financial Assistance.
 11. Burma Evacuees - grant of financial assistance.
 12. Meeting of the Employment Exchange.
- Distribution of War Maps.
13. Indent for Restricted Categories.

WAR SECTION (CONTINUED)

W.2.

1. Grant of Book allowance to children and dependents of soldiers in aided colleges and Universities in of this province.
2. - Renewal of concessions to children and dependents of soldiers studying in aided colleges and Universities.
3. Appeals from students and schools for the award of the educational concessions.
4. Correspondence with officers commanding Units.
5. Concessions to children and dependents of soldiers - grant on a reciprocal basis to students ~~on~~ belonging to other provinces.
6. Compensation to Universities for the loss of fee income foregone on account of the grant of full fee remission to children and dependents of soldiers.
7. Budget estimates and surrender statements.

W.3.

1. Permission to appear privately for the S.S.L.C. Public Examination for exservice personnel.
2. Refund of Examination fees (A) S.S.L.C. (b) T.S.L.C. and (c) E.S.L.C. and Tuition and special fees due to the children and dependents of soldiers of 1939 to 1945 War.
3. Sanction of special scholarship under G.O. 886, Education dated 26th April 1946 sanctioned to the dependents of soldiers who were deceased or incapacitated during the War of 1939-1945.
4. Award of Lady Linlithgow Scholarship.
5. Sanction of Educational concessions to the children ~~and~~ of Ex-army-men of 1914-1918 War.
6. Evaluation of military certificates of the service Personnel.
7. Correspondence regarding the Indian Red Cross Welfare
7. Budget Estimate and surrender statements. (group

SNS/13.7

19 35
AUDIT SECTION.

Supdt. and Two clerks

AUDIT OF ACCOUNTS OF GOVERNMENT COLLEGES

(ARTS AND PROFESSIONAL)

50 copies

1 T O T A S T I C U A
also sent to Mr. [unclear]
REPUBLIC OF INDIA
(LAW OFFICE) (THA)

FROM

EDUCATION DEPARTMENT.

THE DIRECTOR OF PUBLIC INSTRUCTION,
MADRAS

TO

THE SECRETARY TO THE GOVERNMENT OF MADRAS,
EDUCATION AND PUBLIC HEALTH DEPARTMENT,
FORT ST. GEORGE, M A D R A S.

H.O.No. 820-F1/48 dated 29th September, 1948.

SIR,

ESTABLISHMENT - Office of the Director of
Public Instruction, Madras - Strengthening
of staff - Proposals submitted.

The work in my office during the recent years
and especially during the last 3 years has increased
enormously and in spite of the best efforts made by the
staff to cope up with the increased work it is found
absolutely impossible to carry through the heavy work.
It is no doubt true that Government have from time to
time sanctioned additional staff for the increase in
work in my office, but with all that the office still
remains under staffed.

2. The main reasons for increase in work are as
follows:-

(1) Large increase in the number of Educational
Institutions - colleges, Secondary schools under all
managements - Government, Local Body and aided.
(ii) Re-organisation of Secondary Education and
introduction of bifurcated courses of studies and
correspondence relating to them.

(iii) Introduction of Basic Education,
(iv) Introduction of Adult Education Scheme and
Training of teachers for Citizenship Training.
(v) Introduction of grants according to Grant-in-
aid to Secondary Schools under Local Bodies.
(vi) Consequent on the expansion of Government
Arts and Professional colleges, more posts have been

THE DIRECTOR OF PUBLIC INSTRUCTION
HAWAII

THE UNIVERSITY OF THE GOVERNMENT OF HAWAII
EDUCATION AND PUBLIC INSTRUCTION
1001 ST. GEORGE, HAWAII, 1948

U.S. No. 880-7148 dated 20th September, 1948

ESTABLISHMENT - Office of the Director of
Public Instruction, Hawaii - strengthening
of staff - proposals submitted.

The work in my office during the recent years
and especially during the last 5 years has increased
considerably and in spite of the best efforts made by the
staff to cope up with the increased work it is found
absolutely impossible to carry through the heavy work.
It is no doubt true that Government have been able to
the mentioned additional staff for the increase in
work in my office, but with all that the office still
working under strain.

The main reasons for increase in work are as
follows:-

- (1) Large increase in the number of educational
institutions - colleges, secondary schools under all
management - Government, local body and aided.
- (ii) No-organizing of secondary education and
instruction of interested courses of studies and
correspondence relating to them.
- (iii) Introduction of Radio Education.
- (iv) Introduction of Adult Education for men and
training of teachers for citizenship training.
- (v) Introduction of private secondary schools to Government
aided secondary schools under local bodies.
- (vi) Government on the expansion of Government
and private schools, more boys have been

created leading to additional work in the appointment
section.

(vii) The work connected with the grant of Educational
concessions to demobilised soldiers and their dependants,
allowances to refugee students from Pakistan etc.

5. The following tables show the strength of the
Educational Institutions and the total expenditure
incurred on them for the past 5 years which have a direct
bearing on the increase in work:-

	1943- 1944.	1944- 1945.	1945- 1946.	1946- 1947.	1947- 1948.	1948- 1949.
No. of Elementary schools ..	36,399	36,020	36,916	36,148	36392	32269
No. of Secondary schools.	701	745	796	901	971	1077
No. of Colleges ..	82	84	93	103	107	111

(Note.-The number of training and special schools have not
been furnished).

Expenditure incurred on the (in lakhs of Rupees):-

ELEMENTARY SCHOOLS ..	515.89	505.66	459.94	572.07	673.64	
SECONDARY SCHOOLS ..	145.35	163.58	203.13	247.62	231.04	
COLLEGES ..	58.01	65.65	85.23	110.90	117.07	
TOTAL..	515.25	614.89	748.30	930.59	1021.75	

The total strength of officers and Establishment in my
office during the past 4 years is as follows:-

	OFFICERS.	Ministerial Staff.
1944 - 45 ..	5	73
1945 - 46 ..	5	79
1946 - 47 ..	6	86
1948 (31.8.1948)	10	115

A statement showing the distribution of work among the
various sections in my office is enclosed. The currents
received in the sections from the past past 3 years are
follows:-

erated leading to additional work in the appointment section. (111) The work connected with the grant of Educational Allowances to Government and their dependants, concessions to Government students from Pakistan etc.

The following tables show the strength of the Educational Institutions and the total expenditure incurred on them for the past 5 years which have a direct bearing on the increase in work:-

	1943-1944	1944-1945	1945-1946	1946-1947	1947-1948
No. of Government Schools ..	36,399	36,030	36,316	36,148	36,399
No. of Government Schools ..	701	748	728	701	701
No. of Colleges ..	88	84	88	103	111
(Note:-The number of training and special schools have not been furnished.)					
Expenditure incurred on the (in lakhs of Rupees):-					
Elementary Schools ..	313.82	308.66	308.94	308.94	308.94
Secondary Schools ..	142.38	133.38	133.13	133.13	133.13
Colleges ..	88.01	88.66	88.23	110.00	117.07
TOTAL ..	544.21	530.70	530.30	552.07	559.14

The total strength of officers and establishment in my office during the past 5 years is as follows:-

	1943-1944	1944-1945	1945-1946	1946-1947	1947-1948
Officers ..	5	5	5	5	5
MINISTERS ..	10	10	10	10	10
..	11	11	11	11	11

A statement showing the distribution of work among the various sections in my office is enclosed. The accounts received in the sections from the past 5 years are as follows:-

	1945	1946	1947	1948 (31.8.1948)	Remarks
A ..	2392	3237	3781	3264	Also handles consolidated Budget & D.C.B. Statements.
B1 ..	4857	5923	7543	5051	
B2 ..	9045	9150	9862	6348	
C ..	6332	12222	13831	10916	
D1 ..	5500	3637	4328	3036	Deals with Financial returns and recognition to Aided Secondary Schools.
D2...	-	-	-	2253	Do. - Aided Secondary schools, Colleges, Special schools etc. Sections opened from 15.1.1948.
E ..	7127	9442	11939	7916	
F.	3265	3690	4069	3986	Also deals with the compilation of Annual Returns and preparation of P.I.R.
G.	5693	6070	8307	6546	
H.	-	-	-	-	Deals with control of expenditure and accounts
J.	4531	5189	5324	3976	
K.	-	4547	7151	6037	Section formed from 3.1.46.
L.	-	-	-	4683	Do. from 15.1.1948.
M.	-	-	-	-	Do. from June 1948.
WAR	6338	7560	9210	8357	
TOTAL..	63080	70670	85345	72269	

From the statement it is observed that the work is very heavy and require immediate relief. All members work overtime every day and they attend office on all - most all holidays.

Further as the policy of the Government is to encourage as far as possible the opening of more schools and to liquidate illiteracy as early as possible and with the introduction of Rural colleges for Adults, Compulsory Elementary Education and starting of more schools, the work in my office is bound to increase. With the staff sanctioned by Government in G.O.No.32-Education dated 5.1.1948 and continued in G.O. No.Ms.1758 Education dated 15.7.1948 two new sections were opened from 15.1.1948 viz, D2 and L Sections and the work dealt with in the sections is in the statements enclosed. I may in this connection invite the kind attention of Government to my letter G.No.1242-W1/48 dated 28.6.1948 disposed of by Government in G.O.No.Ms.1852-Edn., dated 26.7.1948. Taking all these into consideration, I request that Government may be pleased to sanction the following additional staff under Part II Scheme in my office from 1.5.1949:-

1. 3 Superintendents in the scale of Rs.140-5-190
2. 6 Upper Division Clerks
3. 8 Lower Division Clerks
4. 2 Peons.

The financial effect of the proposal will be as shown hereunder:-

COST IN 1949 - 50.			
Pay of 3 Superintendents in the scale of Rs. 140-5-190	3 x 140	..	420/- p.m.
Pay of 6 Upper Division clerks of Rs.80-5-95-5-125	6 x 80	..	480/- p.m.
Pay of 8 Lower Division clerks in the scale of 45-3-60-2-90	8 x 45	..	360/- p.m.
Pay of 2 Peons in the scale of Rs.16-1/2(A) - 25	2 x 16	..	32/- p.m.
			<u>1292/- p.m.</u>
Total cost in 1949-50 .. 1292 x 11 .. Rs. 14,212/- or Rs. 14,200/- in round figures.			

Particulars	1947-48	1948-49	1949-50	1950-51
A .. A	3332	3332	3332	3332
B1 .. B1	4837	4837	4837	4837
B2 .. B2	5048	5048	5048	5048
D .. D	8232	8232	8232	8232
D1 .. D1	3600	3637	3637	3637
D2 .. D2	-	-	-	-
E .. E	7137	7137	7137	7137
F .. F	3332	3332	3332	3332
G .. G	5832	5832	5832	5832
H .. H	-	-	-	-
J .. J	4837	4837	4837	4837
K .. K	4837	4837	4837	4837
L .. L	-	-	-	-
M .. M	-	-	-	-
NAV	8232	8232	8232	8232
TOTAL .. TOTAL	3332	3332	3332	3332

From the statement it is observed that the work is very heavy and requires immediate relief. All members work overtime every day and they stand all on all - most all holidays.

Further as the policy of the Government is to encourage as far as possible the opening of more schools and to subsidize the same as early as possible and with the intention of having colleges for Adults, Government Elementary Education and starting of more schools, the work in my office is bound to increase. With the staff sanctioned by Government in G.O. No. 32-1948 dated 8.1.1948 and continued in G.O. No. 1752-1948 dated 18.1.1948 two new sections were opened from 18.1.1948 viz. PS and I sections and the work dealt with in the sections in the statement enclosed. I may in this connection invite the kind attention of Government to my letter G.O. No. 1242-W/48 dated 28.8.1948 dated 28.7.1948. Taking all these into consideration, I request that Government may be pleased to sanction the following additional staff under Part II Scheme in my office from 1.8.1948:-

1. 3 Superintendents in the scale of Rs. 140-5-190	
2. 6 Upper Division Clerks	
3. 6 Lower Division Clerks	
4. 2 Peons	
The financial effect of the proposal will be as shown hereunder:-	
<u>COST IN 1948 - 49</u>	
Pay of 3 Superintendents in the scale of Rs. 140-5-190	3 x 173 1/2 .. 520/- p.m.
Pay of 6 Upper Division Clerks in the scale of Rs. 80-3-95-5-125	6 x 109 1/4 .. 656/- p.m.
Pay of 6 Lower Division Clerks in the scale of Rs. 45-3-60-2-90	6 x 67 1/2 .. 540/- p.m.
Pay of 2 Peons in the scale of Rs. 16-1-2-(A) 25	2 x 20 7/10 .. 41/- p.m.
Total cost in 1948-49 .. Rs. 1757 x 12 .. Rs. 21,084/-	
Total cost in 1949-50 .. Rs. 1757 x 12 .. Rs. 21,084/-	
Total cost in round figures .. Rs. 21,000/-	

ULTIMATE COST:-

Average pay of 3 Superintendents on Rs. 140-5-190.	3 x 173 1/2 ..	520/- p.m.
Average pay of 6 Upper Division clerks on Rs. 80-3-95-5-125.	6 x 109 1/4 ..	656/- p.m.
Average pay of 6 Lower Division Clerks on Rs. 45-3-60-2-90	6 x 67 1/2 ..	540/- p.m.
Average pay of 2 peons on 16-1-2-(A) 25	2 x 20 7/10 ..	41/- p.m.
		1,757/-p.m.

Total ultimate cost per year .. Rs. 1757 x 12 .. 21084/- or Rs. 21,100/- in round figures.

YOURS FAITHFULLY,

K. Subramanian

For Director of Public Instruction.

ks. 299.

Sub:- Establishment - Office of the D.P.I. - Additional Staff - Continuance - Sanctioned.

Read again:- G.O. No.32, Education, dated 5--1--1948.
G.O. No.1758, Education, dated 15--7--1948.

From the D.P.I., No.543-FI/47, dated 10-12-48

ORDER (MS.) NO. 3342 EDN., DATED 29-12-48

The Govt. sanction the continuance up to 31-3-1949 of the following staff employed in the Office of the D.P.I. with reference to the orders read above:-

Two Superintendents (II GRADE)

Four Upper Division Clerks

Four Lower Division Clerks

2. The D.P.I. is requested to furnish early in March 1949 complete statistics of the currents received in his office from 1--1--1948 to 31-12-1948. The question of the continuance of ~~the~~ ^{these} three posts beyond 31-3-1949 will be considered then.

To

The D.P.I.

The A.G. Thro' Fin.

S.C.

NOTE:- Please see the D.P.I.'s letter on page 1 c.f. The Director's proposal for additional staff in his office submitted in connection with Part II Estimates for 1949-50 was negatived in G.O.No.3138, Edn., dated 9-12-1948. The posts sanctioned in G.O.No.1758, Education dated 15-7-1948 may be continued up to 31-3-1949 as the Director says that they are absolutely necessary. By that time definite orders would have been issued on the 12½% cut question. The draft may be sent to Finance for acceptance.

E P H 92759 A 12/12/48



Finance (E III)

Please see the note of E.H.P. from the middle of page 1 above. The order of the Govt regarding the 12 1/2 % reduction in the strength of the entire existing staff recommended by the R.H. Committee, ~~which~~ since been issued in G.O. No. 3154 Pub (Gen) dated 14-12-48. The D.P. 9 will no doubt take action in this respect. Pending such an examination, this dept need not object to the temporary staff mentioned at 'A' on p. 10 of being continued till 31-3-49.

not put up



26

The draft order overleaf may be accepted.

SM 21/12/48
AS 21/12-48

21/12

E-P.H. E.H.P.

A. Fin. v. o. (08001/E III)-1

21.12.48

May issue

SM 25/12/48
25/12/48