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Scott II-27-58,001-4-11-46.

EDUCATION AND PUBLIC HEALTH

(194⁸) Department.

MS. **SERIES.**

G.O. NO. Ms. 466 Edn.

Dated 10th March 1948.

O for R.S.
M-3-4
can be seen

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[Despatch Abstract.]

Public Services - Personal files - half yearly Confidential Reports -
Preparation, scrutiny and maintenance - Secondary grade teachers, Lower
Division Clerks - Orders passed.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Go	1224	Bdm					
	30539						
Go	144	PH	16.129				
Go	2334	Pul (300)	21237				

Further Papers.

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

Education Department.

from

Dr. S. R. U. Savor, M. A., D. Sc., I. N. S.,
Director of Public Instruction, Madras.

OT

The Secretary to Government,
Education & Public Health Department.

R. C. No. 308 Cl/47, dated 23-11-47.

Sir,

Sub:- Public Services - Personal files - Half-yearly confidential reports - Preparation, scrutiny and maintenance of - Secondary Grade Teachers, Lower ~~xxx~~ Division Clerks, etc.

Ref:- G.O.No.144 P.H. dated 16-1-1959.

With reference to paragraph 2 of the G.O. cited above confidential records in book ~~xx~~ form have to be kept in respect of lower division clerks, secondary grade teachers, Peonats, Munshis Physical Training Instructors, etc. As in connection with the question of making appointments to higher posts in the service, these confidential records have to be sent for from the subordinate officers for reference, their maintenance in Book-form is most inconvenient. I therefore consider it desirable that personal files in the prescribed sheet-form even on behalf of lower division clerks, secondary grade teachers and other teachers in Government Secondary and Training Schools from the time they become eligible for promotion to any higher post in the service should be prepared and maintained. I may state that such personal files in sheet-form are even now maintained in respect of the categories of officers mentioned above in some of the Offices in the Education Department as they are found to be more convenient for reference in the same office or for being submitted to the higher authorities.

28/11/57 In the above circumstances I have the honour to request that the Government may be pleased to permit the preparation and maintenance of personal files in the forms prescribed in G.O. No. 2334P(S) dated 2-12-57 in respect of all lower division clerks, secondary grade teachers and other teachers of similar rank employed in the Education Department who are eligible for higher posts. If the above recommendation is accepted the following may be the authorities to prepare and maintain the personal files.

Particulars of appointment.

Authority who should prepare personal files.	Authority who should scrutinize or maintain personal files.
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1. Lower division clerks.

Head of the office or institution and Deputy Director of public instruction (personnel) in respect of the Director's office.	Appointing authority for the post concerned.
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2 Secondary grade teachers or other teachers of equal rank such as Pandits, Manual Training Instructors, Physical Training Instructors, etc. who are eligible for higher posts in the Department.

1911. May review the requisition & make plans.

NOTE:

The confidential reports to be maintained by the Divisional Inspectors should be submitted through the Pt. Edl. Officers concerned who will scrutinize and countersign them before submitting them to the Divisional Inspector of Schools.

3) With reference to G.O. No. 1224 Edn. dated 30-5-39 the personal files of the School Assistants have to be prepared by the Divl. Inspectors of schools in respect of Men's Branch and Inspectresses of Girls' schools in respect of Women's Branch. On a representation from a Divisional Inspector I have permitted the Pt. Edl. Officers to prepare the personal files in respect of school Assistants in the Men's Branch and to submit them to the scrutinizing authority through the Divisional Inspectors concerned who were required to offer their own remarks on each report before submitting to this office. This practice has been in vogue for over 7 years now. I feel that as the chances Pt. Edl. Officers do not come into direct contact with school assistants frequently and as the confidential reports written by them on school Assistants for this reason often value and not quite dependable. I consider that it would be more useful if the Headmasters or Headmistresses (or Superintendents) concerned are permitted to write the Confidential Reports on the School Assistants serving under them. These reports may be scrutinized and countersigned by the Pt. Edl. Officer and the Divl. Inspector or by the Inspectress, as the case may be before submission to this office. I request that the Govt. may be pleased to approve of the above proposal.

for Director of Public Instruction.

copy to C section.

pr. 27/11

EdPH Dept (A)

G.O. No. 2334 P(S) d 2-12-37 required for the file has been taken by Public Services (D) for their Manp 2 (W) C. no. 2427/47 on 2.9.47. That Dept. may be requested to put the G.O.

Public (Ser).

EdPH No. 93681A-1
27.1.48.

Pub (Ser) Dept

The original of G.O. No. 2334 Pub (Ser), dated 2-12-37 is put up in a file circulated to H.P./H.M (R.D) on 5-1-48 and it is not therefore available now. A copy of the G.O. is ~~however~~ put up at flag (A). If necessary EdPH may renew the requisition a month hence.

Education and P.H. Department (A)

Public Services - Personal files- Half yearly Confidential Reports - Preparation, scrutiny and maintenance - Secondary grade teachers, Lower Division Clerks - Orders passed.

Read again: G.O. No. 2334 Public (Services) dated 2-12-37

" " 144 P.H. dated 16-1-39

" " 1224 Edn. dated 30-5-39.

From the D.P.I. No. 308 Cl/47 dated 23-11-47.

G.O. Ms. No. 466 Edn. dated 10/3/39

In the circumstances stated in the letter of the D.P.I. read above, the Govt. permit the preparation and maintenance of personal files in the forms prescribed in G.O. No. 2334 Public (Services), dated 2-12-37 (as subsequently amended), in respect of all Lower division clerks, secondary grade teachers and other teachers of similar rank, employed in the Education Department who are eligible for promotion to higher posts. The authorities referred to in columns (2) and (3) of the table in the appendix to this order will be the authorities who should prepare and maintain the personal files referred to above. The appendix will be deemed as an addition to the annexure to G.O. No. 1224 Edn., dated 30-5-1939.

2. The Govt. also approve the proposal of the D.P.I. that the Headmasters or Headmistresses (or Superintendents) concerned may be permitted to write the Confidential Reports on the school assistants serving under them and that these reports may be scrutinized and countersigned by the D.E.O. and the Divisional Inspector of Schools or by the Inspectress of Schools, as the case may be, before transmission to the Deputy Director of Public Instruction (Personnel).

~~and direct that to~~
 to this extent the entries relating to school assistants in the Annexure to G.O.No. 1224 Edn., dated 30-5-39 ~~should be deemed to be~~
~~stand~~
 as modified to this extent.

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To the D.B.I
 (2 S.C's.)

APPENDIX.
 TABLE.

Particulars of appointment	Authority who should prepare personal files	Authority who should scrutinise or maintain personal files.
1. Lower Division Clerks	Head of the office or institution and Deputy Director of Public Instruction (Personnel) in respect of the Director's office,	Appointing authority for the post concerned.
2. Secondary Grade Teachers or other teachers of equal rank such as Pandits, Manual Training Instructors, Physical Training Instructors, etc. who are eligible for higher posts in the Department.	Head of the institution concerned	Appointing authority for the post concerned.

NOTE: The confidential reports to be maintained by the Divisional Inspectors should be submitted through the Dt. Educational Officers concerned who will scrutinise and countersign them before submitting them to the Divisional Inspectors of Schools.

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EdPH Dept.
 C.No. 93681A/47 From the D.P.J No 308 C/47 d 23.11.47.

Personal files - Maintenance and Scrutiny

According to the orders issued in G.O.No. 144 P.H d 16.1.39 Confidential Records in book-forms should be kept in respect of C.D. clerks, Secondary Grade Teachers, Pandits, Musicians, Physical Training Instructors etc. but no personal files need be maintained for them. The D.P.J now suggests that instead of Confidential Records in book-forms, personal files in the sheet forms prescribed in G.O.No 2334 Public (Ser) d 2.12.37 may be maintained in respect of those employees and other Govt servants of similar rank employed in the Edu Dept who are eligible for promotion to higher posts and that the authorities referred to in Columns (2) and (3) of the table at A on pp. 2 of may be the authorities who should prepare and maintain them. In view of the reasons stated in para 1 of his letter, for orders whether the D.P.J's suggestion may be accepted.

2. w.r.t G.O.No 1224 Edn d 30.5.39 the personal files of the School assistants should be prepared by the Divisional Inspectors of schools in respect of Men's Branch and by the Inspectress of Girls' Schools in respect of Women's Branch and they should be maintained and scrutinized by the Dy. D.P.J (Personnel). But the D.P.J permitted the D.B.Os to send the personal files of the School Assts. in Men's Branch and to submit them to the Dy. D.P.J (the scrutinizing authority) through the Divisional Inspectors who are required to offer their own remarks on the files before transmission. It is stated that this practice has been in vogue for the past several years.

As the D.E.Os do not come in direct contact with the school assets frequently, the Confidential Reports written on them ^{by the D.E.Os} are often vague and not dependable. ^{the D.E.O.} Therefore proposes that the Headmaster or Headmistress (or Superintendents) Concerned may be permitted to write the Confidential Reports on the school assets. Signing under them and that they may be scrutinised and countersigned by the D.E.Os and the Divisional Inspectors or by the Inspectresses as the case may be, before transmission to the Dy. D.P.D (Personnel). In the circumstances stated at A above for which whether the D.P.D's proposal may be approved.

The file may be sent to Public Sec for remarks.

9.2.48.
M. (Sec.)

12/2/48 S

14/2/48 M. (Sec.)

14/2/48 DP

Public (Ser. D) Dept. E+PH no 9368A-2
14.2.48

The proposals of the E+PH Dept at B and C on pp 1+2 above may be accepted in this Dept and the case returned to that Dept.

17.2.48

18.2.48 E+PH

E+PH Dept.

w.r.t B and C on pp 1-2 above a draft order is submitted for approval.

Pub Sec
no 557/48
18.2.48

23.2.48.
M. (Sec.)

24/2/48 S

27/2/48 M. (Sec.)

M. (Sec.)

7.3.48 T8A



25/2/48