

E & P. H (1948) Department.

Ms. SERIES.

G.O. NO. 869
(Edu).

Dated 14. 4. 48.

Closed
by
Supt.

Page 7 of

[Despatch Abstract.]

Sub. Estt. Office of the C. of E. - Section Heads
- Special pay for supervisory work - Sanctioned.

Back Papers.

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

Further Papers.

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

Subject:-
Establishment - Office of the Commissioner for Government
Examinations - Section heads - Special pay for supervision.

R.C.No.43-A/47.

Station:--MADRAS.

Dated the 18th December, 1947.



From (NAME):--Dr.S.R.U.Savoor,M.A.,D.Sc.,I.E.S.,
(DESIGNATION):--Commissioner for Government Examinations,
MADRAS.

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

Sir,

Ref:--G.O.MS No.484, Public (Services) dated 12-2-47 and
Government Memorandum No. 1040/47-6 Public (Services)
dated 9-7-'47.

With reference to the above orders, I have the honour to state
that this office is divided into five sections each in charge
of an Upper Division clerk (section head) and another section for
fair copying etc., as indicated below:--

A. Section. (Accounts &c.)

1. Upper Division clerk on Rs.80-125 (Section head)
3. Upper Division clerks on Rs.80-110
2. Lower Division clerks on Rs.45-90
6. clerks.

B. Section. (S.S.L.C.)

- 1 Upper Division clerk on Rs.80-125 (Section head)
- 1 " " 80-110
- 3 Lower Division " 45-90
- 5.clerks.

C. Section. (T.S.L.C.)

- 1 Upper Division clerk on Rs.80-110 (Section head)
- 2 Lower Division " 45-90
- 3.clerks.

D. Section (Technical)

- 1 Upper Division clerk on Rs.80-110 (Section head)
- 3 Lower Division clerks 45-90
- 4.clerks.

E. Section. (VIII Standard & Text-Book Committee)

- 1 Upper Division clerk - on Rs.80-110 (section head)
- 3 Lower Division clerks 45-90 (Including 2 clerks for
Text-Book Committee)
- 4.clerks.

P.T.O.

F. Section. (Fair copying etc.)

3 Typists on Rs. 45-90
2 clerks " 45-90

3.

Since there is no section head for the F section a senior Upper Division clerk other than the Heads of sections A, B, C, D and E will be allotted for supervision of this section in addition to his work.

The total strength of clerks in the office is 27. Besides this, a number of temporary clerks are appointed to each section from the lump sum allotment sanctioned for the purpose, for about 6 months in the year.

I, therefore, request that the Government may be pleased to sanction a supervision allowance of Rs. 10/- per mensem to six Upper Division clerks of this office, five with effect from 1-1-'47 and the sixth with effect from the date of Government Order sanctioning the proposal.

I have the honour to be,

Sir,

Your most obedient servant,

P. S. Ganigamaya
18.12.47.
FOR COMMISSIONER.

From *Supt.*
The ~~Asst. Secy.~~ E.P.H. Dept.
83 Section

To *Asst. Secy. to the*
The C.G.E.

T.M.

E.P.H. (93)

Ref:— *your letter* ^{from the C.G.E.} R.E. No. 43 A/47.
d/18.12.47 re: *Estt. office of the*
C.G.E. Section heads - spl. pay
for supervision.

please furnish urgently
information on the following points:—

- (1) The details of the *small* staff
other than ^{those} ~~that~~ mentioned in the letter cited
above in the ~~Asst. Secy.~~ office both gazetted
and non-gazetted; and
(2) what are the duties ^{performed by} ~~of~~ the
non-gazetted staff.

23.1.48.
85
23.1.48.

85
26.1.48.

989nd
27/1/48

p-2-nb

p-2-nb

TELEPHONIC MESSAGE (BY POST).

From the Secretary to the Commissioner for Government Examinations, Madras.

To the Superintendent,
G. 3 Section,
Education & Public Health Department,
Fort St. George.

Dated 30th January 1948.

Reference:- Telephonic Message dated 27-1-48 regarding
Establishment - Heads of Special Pay for
Supervision.

With reference to your telephonic message dated 27th January 1948, I have the honour to inform you that the Assistant Secretary to the Commissioner for Government Examinations and Manager and Accountant are the two Non-Gazetted Officers in addition to the Secretary (Gazetted rank) who are on the staff other than those mentioned in the letter of the Commissioner for Government Examinations R.C. No.47 A/47 dated 18th December 1947.

The Assistant Secretary to the Commissioner for Government Examinations, Madras, has to assist the Secretary in all confidential and semi confidential work connected with all the examinations and he has to maintain and print list of Examiners and assistant examiners every year, keep custody of papers containing opinions of members of Text-Book Committee, attend to the issue of certificates and tabulation of results and the drafting of the agenda and proceedings of meetings of the S.S.L.C. and other boards. All files have to be scrutinised and passed by him before they go to the Secretary. Some of the ~~files~~ files or papers are disposed of by him. He has to make periodical inspection of the several registers of forms, stationery, etc., and to arrange for all meetings of examiners, committees, etc.

The Manager and Accountant is in charge of the permanent advance of the office and also other cash received in the office in connection with the examination of this office and outside bodies. He is responsible for the Examination and office contingent expenditure involving a sum of about Rs. 1,00,000, and to maintain the cash, contingent and permanent advance registers. He has to maintain the Service registers of the establishment and leave account and exercise general control over the entire establishment. He receives all the tappals, letters (ordinary and registered) and other parcels each day and has to distribute the papers and files among the various sections in the office. He has further to direct and control the work of the inferior staff and also to attend to the day to day administration. He is in charge of cases of malpractice at the Government Examinations.

Nagangamayakali
2.2.48
SECRETARY.

ND 2-2-48.

Register number.	Name of candidate.	Class of community.	Age.	Indian Music.
	MADRAS (WOMEN) MUSIC—cont.		YRS.	
1187	R. Janaki	B	12	L (v)
1188	V. Kamala (daughter of R. Ven- katarama Ayyar).	B	14	L (v)
1189	C. P. Lakshmi	B	19	L (v)
1190	K. Mythili	B	13	L (v)
1191	N. Padmavathy	B	14	L (v)
1192	P. Premavathi Bai	B	15	L (v)
1193	R. Rajalakshmi	B	12	L (v)
1194	M. V. Swarnam	B	15	L (v)
1195	T. R. Saradambal	B	13	L (v)
1196	M. Sakunthala	B	12	L (v)
1197	R. Sathyavathi	B	16	L (v)
1198	S. Kalyani	B	15	H (v)
1199	N. Rajalakshmi	B	15	H (v)
1200	R. Rukmani	B	15	H (v)
1201	R. Champakalakshmi	B	15	L (v)
1202	V. Gomathi	B	33	L (v)
1203	T. V. Janaki	B	13	L (v)
1204	T. R. Janaki	B	16	L (v)
1205	N. Kanthimathi	B	15	L (v)
1206	K. Rajalakshmi	B	14	L (v)
1207	G. Vijayalakshmi	B	18	L (v)
1208	P. Mythili	NB	14	L (v & ve.)
1209	T. Padmavathi	NB	23	L
1210	A. Alamelu	B	16	H (v)
1211	M. Jayalakshmi	B	25	H (v) & (L ve. P. only.)
1212	R. Krishnaveni	B	26	H (v & ve.)
1213	R. Pattaramal	B	32	H (v & ve.)
1214	T. S. Saroja	B	16	H (v)
1215	S. Jayalakshmi	B	16	L
1216	N. S. Vanajakshi	B	17	L
1217	M. Gowri	B	20	H (v)
1218	R. Jayalakshmi	B	19	H (v)
1219	S. Kalpakam	B	21	H (v)
1220	V. Kamala (daughter of P. Viswa- nathan).	B	19	H (v)
1221	S. V. Kamala	B	17	H (v)
1222	V. Rukmani	B	16	H (v)
1223	K. S. Rukmani	NB	19	H (v)
1224	V. V. Jayalakshmi	B	11	L (v)
1225	S. Kamalam	B	14	L (v)

B = Brahman.
(v) = Vocal.

NB = Non-Brahman Hindu.
(ve) = Veena.

L = Lower.
H = Higher.
P = Practical.

E & P.H. (G3) Deptt.

Estt. - Office of the C.G.E. - Section heads - spl.
pay for supervisory work - sanctioned.

Ref:- From the C.G.E. R.C.No. 43.A/47, dated 18-12-47.

ORDER(Ms.) No. 869 Edn. dated 14-4-48.

Sanction is accorded to the payment ~~of~~ with effect from the date of this order, of a special pay of Rs. 5/- ^{each} p.m. to the U.D. Clerks in charge of supervisory work of the sections A, to E in the office of the C.G.E.

2. The C.G.E. is informed that as the supervisory special pay is intended only for supervisory ^{the} work of drafting clerks and as the work done ^{in the} ~~to the~~ F section is merely typing and fair copying, ^{no} special pay ~~is~~ will be admissible to the U.D. Clerk allotted for supervision of this section.

To
the C.G.E.
the A.C. (through Fin.) 83.
Sparecopies 2.

24.3.48

26.3.48

ESTABLISHMENT - Office of the C.G.E. - Section heads - Special pay for supervision - Sanction of.

C.No. 100113/47.

From the C.G.E. RC.No.43.A/47, dated 18-12-1947.

In G.O.No.484.Pub(Ser) dated 12-2-47, ~~the Govern-~~
~~ment directed the Heads of Departments~~ ^{were directed} to submit proposals to the Government in the respective administrative departments for issue of orders in regard to details arising out of the recommendations made by the Cabinet Salaries Committee. With reference to recommendation (8), the C.G.E. has submitted proposals for grant of special pay to the upper division clerks of his office doing supervisory work. It is stated that there are 5 sections in the C.G.E.'s office each under the charge of an U.D. clerk (Section head) besides the Fair copying section consisting of 3 typists and 2 clerks. The C.G.E. states that a senior U.D. clerk other than the five section heads referred to above will be allotted for supervision of this section in addition to his normal work. The C.G.E. requests that a supervision allowance of Rs. 10/- each p.m. may be sanctioned to all the 6 U.D. clerks doing supervisory work - the first 5 with effect from 1-1-47 and the 6th (fair copying section head) with effect from the date of orders.

According to ~~the~~ Memo.No.1040/47-6.Pub(Ser) dated 9-7-1947, the rate of special pay for supervisory work should be Rs. 5/- each p.m. in respect of an office with 5 clerks or less. It may be observed that the number of clerks ^{each of} in ~~all~~ the sections of the C.G.E.'s office excluding the section heads is only 5 and below. It would seem that for purposes of calculating the rate of supervisory allowance the section heads ^{should be excluded. In that case all the section heads} of the C.G.E.'s office will be eligible ~~only~~ for a special pay of Rs. 5/- ~~p.m.~~ only. It is therefore for orders whether a special ^{pay} of Rs. 5/- each p.m. may be sanctioned with effect from 1-1-47 for the 5 U.D. clerks in charge of regular sections ^{and} with effect from the date of orders for the U.D. clerks in charge of the fair copying section.

para 3 on p. 2 (J)

p. 2 (J)
(x) pp 1-2 cb
p 1 cb

p 2 cb

p 2 cb

p 1 (P)

pp 1-2 cb

Public (Ser) and Finance may see the case for

remarks.

What are the details of the remaining staff in the C.G.E.'s office both gazetted and non gazetted. What are the duties of the non gazetted staff? A similar question arose in connection with the office of the Registrar General of Births, deaths etc. Put up that paper and note further.

Asst. Secy.'s query at 'A' above:-

The staff in the C.G.E.'s office other than those mentioned at pp. 1-2 c.f. is as follows:-

Gazetted:- Secretary to the C.G.E.

Non-Gazetted: 1. Asst. Secy. to the C.G.E.
2. Manager and Accountant.

The duties of the Asst. Secy. and the Manager - Accountant are stated in the T.M. at p. 3 of (a).

Asst. Secy.'s query at 'B' above:-

G.O.No.1978.Edn. dated 11.9.47 referred to by Asst. Secy. is put up at (Y). The grant of the special pay of Rs. 5/- was refused in this case as the ministerial staff other than the U.D. clerk (Section head) consists of only one L.D. clerk. This is not so in the present case. In the C.G.E.'s office all the sections consist of more than two clerks besides the section head, except 'C' Section (T.S.L.C.) which consists of only two L.D. clerks and one U.D. clerk who will do the supervisory work. It seems that in respect of this section also, the special pay of Rs. 5/- may be allowed as the U.D. clerk has to supervise the work of the other two clerks besides attending to his own work.

The case may be sent to Public (Ser) and Finance v.o. for remarks prior to circulation.

The senior w.d. clerk in sections

A, B and the w.d. clerks in sections D and E may be allowed a special pay of Rs. 5 each p.m. for supervising the work in sections. The w.d. clerks who will be allotted the supervisory work of 7 sections may also be paid the allowance. The allowance may be

As per the T.M. the U.D. clerk in 'C' section also should get the allowance.

E.P.H. No. 100/13.87.47-1
26.2.48.



Pub. Secy.
No. 704/48-1



AP

B May be regarded

Submitted That Finance may see the case first as that dept are primarily concerned with questions relating to 'Special Pay'.

H.983 2nd section etc. 28/2/48. 11/3/48

Please see the note of E.H.H. and Pub on pp. 1-3 above. The proposal in the file is for the grant of supervisory special pay to U.D. clerks in charge of supervisory work of sections the 6 sections mentioned in pp. 1-2 c.f. with reference to the orders in G.O. 484 Pub (Ser) dated 12.2.47 read with memo No. 1040/47-6 Pub (Ser) dated 9.7.47, the Upper Division clerks in charge of supervisory work in sections A, B, C, D, and E, shall be eligible for a special pay of Rs. 5 p.m. The 'E' section (Fair Copying section) has no section head at present, and the Commissioner for Government Examinations propose, that a Senior Upper Division Clerk other than the Heads of sections A, B, C, D and E will be allotted for supervision of this section, and he may be granted the supervisory special pay. As the supervisory special pay, now is intended only for supervisory work of drafting clerks, and the work in the 'E' section (Fair Copying section) is merely typing and fair copying, there appears to be no case for the grant of special pay in this case.

21. E.H.H. propose to grant the special pay from the date of order to be issued and this may be agreed to in this dept.

22. With the above remarks, the case may be passed on Pub (Ser)

Sm
21/3/48
A.3. 18

5/3

Pub (Ser)

Fin. no
13821 SM
573/48

Pub (Ser) Dept

The views of Finance at A, B and C in their note on pp. 3-4 ante may be concurred in in this dept and the file returned to E & P. H.

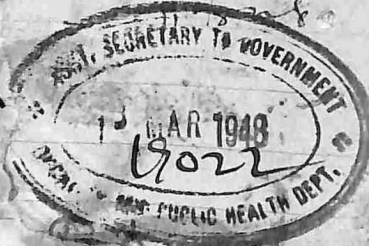
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6/3/48

11.8.48

E & P. H. (83)



Under
No 783/48



Phase see the note of Fin. and Pub (Ser) at pp. 3-4. above. Fin. and Pub (Ser) agree with this dept. that the supervisory special pay of Rs. 5/- p.m. may be sanctioned with effect from the date of order to the section heads of the 5 sections of the e.g.E.'s office mentioned at p.1 of. They do not however agree to the grant of ^{the} spl. pay to the S.D. Clerk who will be in charge of '7' section (Fair copying section). Fin. state that the supervisory spl. pay was intended only for supervisory work or drafting clerks. It is for order whether in view of this, this dept. may agree that no spl. pay need be allowed to the section head of the Fair copying section. ^{subject to order, a draft order is subd. for approval.} The case may be circulated to H.M. (Edn) for orders approval.

13/3/48

13/3/48



26/3/48

15A
10.4.48