

Education (1949) Department.

Ms. SERIES.

G.O. NO. 2167

con

— p3 CF

Dated

6. 7. 49.

(11)

[Despatch Abstract.]

Estt. — Schools — Eli. — Local Bodies —
Personal files of secondary grade teachers —
Maintenance — bidder passed.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Ms	2966	LA	27-7-39				
Ms	2997	L.A.	21-8-40				

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Ms	2582	Edn	3-11-61				

RC. No. 126-B2/49.



Office of the
Director of Public Instruction, Madras.
Dated 20th January 1949.

The Director of Public Instruction,
Madras.

To

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

Sir,

Sub: Elementary Education-Local Bodies-Maintenance
of personal files.

4829

(62) 1-943

2

I have the honour to state that under the present
no personal registers are maintained in regard to
any category of teachers employed in elementary schools, though
in case of secondary schools personal registers are required
to be maintained even in the case of secondary grade teachers.
Attention in this connection is invited to G.O. No. 2997
L & M dated 21/8/1940 wherein it has been ordered that
personal files containing the conduct and confidential sheets in one record
should be maintained in respect of employees in superior service under
District Boards and Municipal councils including teachers in
Elementary and secondary schools under municipal councils and
teachers in secondary schools only under District Boards. In
view of the fact, that in future recruitment as Junior Deputy
Inspectors will be made from among secondary grade teachers
employed in the local bodies i.e. Municipal councils as well
as District Boards, it is essential that the Special Officers of
local bodies should maintain personal registers on their behalf.
As the question of maintaining confidential sheets for all the
elementary school teachers under the District Boards
presents serious difficulties, I suggested that these
registers may be ordered to be maintained only in respect of
secondary grade teachers employed in elementary schools under the
District boards also whose number cannot be very large. I
also suggest that the Dt. Board educational officers may be entrusted
with this work. I therefore request you to kindly issue necessary
orders in the matter.

Yours faithfully,

K. Sankararaman

for Director of Public Instruction.

RVR.21/1/-

2/1

Sub:- ESTABLISHMENT - Schools - Elementary - Local Bodies - Personal files of secondary grade teachers - Maintenance - Orders passed.

Ref:- G.O. No.2997-L.A., dated 21--8--1940.
From the D.P.I., No.128-B2/49, dated 20-1-49.

Order ~~(No.)~~ No. 2167 Edn., dated 6-7-49

In the G.O. read above, instructions were issued that personal files should be maintained in respect of all employees in superior service under local bodies, excluding however teachers in elementary schools. The D.P.I. has proposed that such files should be maintained at least for secondary grade teachers in ele. schools under Dt. Bds. The Govt. accept his recommendation and direct that personal files, combining conduct and confidential sheets in ^{one} record, be maintained for secondary grade teachers in elementary schools. The D.B.E.O. shall be entrusted with the maintenance of personal files.

2. The Inspector of Ml. Cls. and Local Boards, is requested to send, if necessary, draft amendments to the Dt. Bd. Manual.

To The D.P.I.
The Spl. Offrs. of all Dt. Bds.
The Insp. of Ml.Cls. and L.Bds.
The Exr. of L.P.A.
The L.A. Dept.
20 s.c.s.

SS

2/2/49 3/4/49

EXP. 4 (B2)

G.O. No. 2997 L.A. dated 21.8.40 quoted overleaf has been called for, from the chittoor records. This may be met till 10.2.49 or till 4.0.49 as available, whichever is earlier

3/5.2.49
no
spg

7/2/49

4

From
Sri S. Rajagopala Ayyangar, B.A.
Special Officer, Dt. Board,
Ootacamund.

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



No. A2-4941/49, dated 21.7.1949.

Maintenance of personal files of secondary grade
teachers in Board elementary schools - Instructions - Requested.

Ref:- G.O.No. Ms. 2167 Edn., dated 6.7.49.

There is no District Board Educational Officer under this
District Board. I, therefore, request to be informed as to who
should maintain the personal files of the secondary grade teachers
in elementary schools under this District Board.

S. Rajagopala
Special Officer,
District Board, Nilgiris.

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97/50

79

E & P. H. Dept (32)

Memorandum No. 56875 B3/49-1 Edu. dated 3.8.49.

Sub:- Maintenance of Personal files of secondary grade teachers in Bd. El. Schools - Instructions issued.

Ref:- 1) G.O. No. 2167 Edu. dated 6.7.49

2) From the S.O., Dt. Bd., to Nilgiris No. A2-4941/49 dated 21.7.49.



The S.O., Dt. Bd., to the Nilgiris, is informed that the Secretary of the Dt. Bd., may be entrusted with the work of maintaining the personal files of secondary grade teachers in the schools under the Dt. Bd., in view of the fact that there is no D.B.E. employed under the Dt. Bd..

The S.O. to Nilgiris
The Dt. Bd.
The Nilgiris
The Nilgiris
The Nilgiris

27.7.49

27/7/49

Not L.A. may see before issue.

G.O. No. 56875 B3/49-1 S
29.7.49

27/7/49

27/7/49

27/7/49



Malabar District Board's Office,
Kozhikode, dated 3....8....1949.

Sri R. Prasad, I.C.S.,
Special Officer.

The Secretary to Government,
Education and Public Health Department,
M a d r a s.

Establishment - Schools - Elementary - Local Bodies -
Personal files of Secondary Grade Teachers - Main-
tenance of - Orders passed -
G.O.Ms.No.2167-Education, dated 6--7--1949.

In the order noted above, Government have instructed that the Personal Files on behalf of Secondary Grade Teachers of Elementary Schools should be maintained by the District Board Educational Officer. It is not clear as to who should be the reporting officer in the case of these teachers. The Head teachers of Elementary Schools cannot be relied on to give correct report. If Deputy Inspectors in charge of the range cannot be permitted to give the reports, the District Board Educational Officer may have to draw up the report himself, though his knowledge of the teachers may not be complete. I request the above may be clarified.

for Special Officer.

ci.4.8.

2015

Aug 24/9

Memorandum No. 6302353/49-2 Edn., dated 8.10.49.

Sub:- Elementary Schools - Local bodies - Personal files of secondary grade teachers.

Ref:- Letter from the S.O., Dt.Bd., Malabar, No.EI-30310/49, dated 3-8-1949.

In G.O.No.2167-Edn., dated 6-7-49, the Govt. directed that personal files combining conduct and confidential sheets in one record should be maintained for secondary grade teachers in ele. schools in the service of the District Boards and that the Dt. Board Edl. Officer ^{should be} ~~has been~~ entrusted with the maintenance of the personal files. A question has been raised as to who should be the reporting officer in respect of secondary grade teachers in ele. schools. The Govt. direct that Head teachers of ele. schools should be asked to report to the D.B.E.O. about the conduct and work of the secondary grade teachers working under them. But that when reports of an adverse nature are made by Head teachers, ~~and if~~ ^{which} ~~these~~ are contested the D.B.E.O. shall make enquiries ~~through the Dy. Inspector of Schools~~ ^{through} ~~the Dy. Inspector of Schools~~ ^{the Dy. Inspector of Schools} ~~being asked to report about the secondary~~ to the Deputy Inspector of schools concerned. The Govt. also direct that in the case of secondary grade teachers who are themselves Head teachers, the Dy. Inspector of Schools shall report on the ~~conduct~~ ^{conduct} and work to the D.B.E.O.

To

The S.O., Dt.Bd. Malabar,
 The other S.Os. of Dt.Bds.
 The D.P.O. (423 in his letter d. 21-9-49)
 The Insp. of Ml. Cls. & L.Bds.
 The Exr. of L.A. Accts.
 The L.A. Dept

Sub:- ELEMENTARY EDUCATION - Local Bodies - Maintenance of personal files in respect of secondary grade teachers employed in elementary schools under District Boards.

Ref:- From the D.P.I., No.128-B2/49, dated 20-1-1949.

In G.O.No.2997 L.A., dated 21-8-40 instructions were issued to the local bodies that personal files combining conduct and confidential sheets in one record should be maintained in respect of employees in superior service under Dt. Bds. and Ml.Cls. including teachers in ele. and secondary schools under Ml. Cls. and teachers in secondary schools only under Dt. Bds. The maintenance of personal files in respect of teachers in ele. schools under Dt. Bds., was not insisted upon for the reasons stated by the D.P.I. in his u.o. note at A on p.28 of (B).

2. The D.P.I. has now recommended that personal files may be maintained in respect of secondary grade teachers in ele. schools under Dt. Bds. also in view of the fact, that, in future secondary grade teachers, are eligible for appointment as Junior Dy. Inspectors of Schools. It is therefore necessary to maintain personal files for these teachers so as to ensure the selection of only suitable and efficient teachers as Junior Dy. Inspectors. He has also stated that the number of secondary grade teachers in ele. schools under Dt. Bds. will not be very large, and that the work of maintenance of personal files may be entrusted to the Dt. Bd. Edl. Officers concerned. At present, the maintenance of personal files in respect of teachers in secondary schools under Dt. Bds. are being looked after by the Spl. Offrs. of the Dt. Bds., concerned, under the orders issued in G.O.No.2997 L.A. dated 21-8-40. But since, each Dt. Bd. is now having a D.B.E.O. the work of maintaining personal files of secondary grade teachers in ele. schools under Dt. Bds. may be left to the D.B.E.Os. The Director's recommendation at P on p.l. c.f. may be accepted. After orders are passed

*The number is only 4,500 against the total number of 53,000 teachers,

3. L.A. may see for remarks.

SS.
17-6-49.

E4P. H.U.O. 483932/49-1

31.6.49.

L.A. 2824

Please see the note of
R.B.H. above. That DSH's
proposals may be generally
agreed to in this DSH and the file
returned to them.

$$\begin{array}{r} 2364 \\ \times 915 \\ \hline 23640 \\ 212760 \\ 2127600 \\ \hline 2364000 \end{array}$$

[Handwritten notes:]

ff. ~~86~~/vuy/E+PH
2364f.
[Signature]
m/buf.

LTW 27015-18
24.6.4

Exp. 4 Sept (132)

Please see the notes of L. A. Dept above. A draft order is submitted below for approval. The file may be circulated to H. M. (Eny).

48657

SECRETARY, EDN. AND P.R. DEPT.
6 - JUL 1949
GOVERNMENT OF NERAN
✓

Ref: 1) G.O. NO. 2167 Edn. dated 6.7.49.

2) From Jt S.O, Dt. Bd, Malabar No. E1-30310/49
dated 3.8.49.

In G.O. No. 2167 Edw. dated 6.7.49, instructions were issued, that personal files should be maintained for Secondary grade teachers in Ele. schools, under Dt. Bds and that the D. B. E. O should be entrusted with the work of maintenance of such files. The S.O., Dt. Bd, Malabar, has now, in his letter cited above, raised the question, as to who should be the reporting officer in the case of these teachers. He has remarked that the headteachers of ele. schools cannot be relied on, to give correct report about these secondary grade teachers in ele. schools under Dt. Bds, and that if the Dy. Inspectors are not allowed to give reports, the D. B. E. O, will have to draw up the reports himself out of his meagre knowledge about the teachers conduct and work.

2. The statement that headteachers of ele. schools, cannot be depended upon, to give a correct and an impartial report about the teachers' conduct and efficiency is open to question. The scheme has been newly introduced and unless time is granted to observe its working, no conclusions as the one ^{made} can be drawn inf. by the other hand, headteachers will be more competent to make the report than the Dy. Inspectors, as the former move with the teachers more closely. The Dy. Inspector visits schools, only occasionally. He also will have to form his opinion about each teacher, only from the information, furnished by the headteacher of the school. In the circumstances it appears that the headteachers of the schools may be asked to report about the teachers' conduct and working in the schools. In cases, where suspicion arises as to the reliability of the reports, ^{made} furnished by the headteachers, a request may be made, to the Dy. Inspector concerned to enquire into the matter at the

the line of inspection or when he makes a surprise visit to the school.

3. There may be secondary grade teachers who are employed as headteachers of all schools. The question arises as to who should be the reporting officer, in the case of these teachers. Perhaps the information, required for the confidential reports, may be compiled, from the inspection report, and the knowledge which the D.B.E.O. has, about the headteacher. The Dy. Inspectors of schools may have to be asked to report ^{send} submit a report about such teachers to the D.B.E.O. when he pays visits to the schools.

4. The D.P.S. may see the case v.o. for remarks.

3/24.9.49
24.9.49
24.9.49

BM
24/9/49
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US
25/8

I agree except in respect of A on page 3, which may be modified to read that in the case of adverse reports, which are contested, the D.B.E.O. may make inquiries through the Dy. Inspector concerned.

M

24/9/49
D.P.I.

ms
ms

EdP.H.O.O. 6303333/49-1
25.9.49.

(copy only to be sent)

Please see the remarks of the Director in his letter no 720. & the suggestions of this dept in the notes in pp 1-2 above. He agrees with the suggestions in question. Instructions to all D.B.E.Os. may be issued.

A draft memo is submitted below for approval. For orders as to circulation.

28.9.49

BM
28/9/49
5

to 6/10

T.H. (Em 7 days)

Papers to be finally added to (I) BM

