

close
KMG

Sectt. II-27-60,004-17-11-48.

(T)
E+PH (1949) Department.

MS SERIES.

G.O. NO.

2760 Edy

Dated

2. 9. 1949

15

O.P.S.

for 21/2/49 copy for A. & I.

[Despatch Abstract.]

National Cadet Corps - Senior
Division into - Office establishment -
Preparation and maintenance of Con-
fidential report - Orders passed.

Back Papers.

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

Further Papers.

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

Phone No. 4483. Extn. 26.

No. 17/69.
H.Q., 1st. Madras Bn. N.C.C.,
Fort St. George, Madras.
29 November 1948.

To: The Secretary,
Education & Public Health,
Govt. of Madras,
M a d r a s.

NOV 1948

89151 Sub: CONFIDENTIAL REPORTS - CIVILIAN STAFF EMPLOYED
IN THE SENIOR DIVISION N.C.C.

Sir,

Would you please let this office know

- (a) if and when the confidential reports are required for the above mentioned categories.
- (b) form to be used.
- (c) how frequent.

Yours faithfully,

A. Joshi

Major,
The Assam Regiment,
Comd., 1st. Madras Bn. N.C.C.,
(Anand Joshi).

100/4484
16/1/39

100.2334 P(S)
2/12/37

AJ/bl

Telephonic Message.

3

C. M. 154-81/48.

12/6/12
From

The Assistant Secretary to Government,
Edu + P.H. Department.

To

The Superintendent, Government Press,
Madras.

2/2/12
Forwarded
2/12/12

AC on
2/12/12

Sub:- Common form relating to maintenance
of Confidential report for the subordinate staff.

Please arrange to furnish five
copies of the Common form pertaining to the
^{half yearly} maintenance of Confidential reports ~~half-~~
~~yearly~~ for the subordinate members of the
subordinate

100

[P.T.O.]

C.F. 508.

Date of communication to the officer
of any adverse remarks since last
report.

Fitness for

(a) Confirmation or pro-
motion.

(b) Recruitment by
transfer to a Pro-
vincial service.

General remarks

STATION

Date

194

Signature

Name in block letters

Designation of officer

OFFICE OF THE

Date 194

Hours Minutes

TELEPHONIC MESSAGE

From

S. G. P.

To

A. S.

29011

Sub. Forms S.C.F. Supply

Ref. 411 dt 6/12/48

8 copies of Cf 508
(confd. report form on
members of Madras Re-
nisteria service) asked
for have been supplied
to you & under invoice
No. 12675 dt
7/12/48

[Please write on both sides.]

RP
7/12/48

MADRAS SECRETARIAT SERVICE.

Name

Report for the half year ending 194

Post held

Pay Rs.

Personality and bearing

Physical capacity

Intelligence and initiative

Ability to draft and note

Capacity for control

Promptness

Conduct and character

Indebtedness (how far the individual
is responsible for incurring the
debts, should be stated).

Punishments, censures, or special
commendations in the period
under report.

Date of communication to the officer
of any adverse remarks since last
report.

Fitness for promotion

General remarks.

Station

Dated

Signature
Name in block letters

Designation of officer.

Secy.to Govt.

MADRAS SECRETARIAT SERVICE.

Name
Report for the half year ending 194
Post held
Pay Rs.
Personality and bearing
Physical capacity
Intelligence and initiative
Ability to draft and note
Capacity for control
Promptness
Conduct and character
Indebtedness (how far the individual is responsible for incurring the debts, should be stated).
Punishments, censures, or special commendations in the period under report.
Date of communication to the officer of any adverse remarks since last report.
Fitness for promotion
General remarks.

Station) Signature
Dated 194 .) Name in block letters
Designation of officer. Secy. to Govt.

From, 9.3.49 7.12 9.3.49 7.12
The Act Secy to Govt.
Es on Dept.
To, The Secy, Board of Rev.
Please state whether the confidential records of the Lower Division clerks in the Board's Office are maintained in book form, and if so, a sample of the form used may be forwarded for reference.
8/3/49 8/3/49
P.c to go
Please remind
27/3/49 Adm despatched 27/3.

6
12

GOVERNMENT OF MADRAS.
Education and Public Health Department.
Post copy of Telephonic Message dated 9th March 1949.

From The Assistant Secretary to Government,
Education & Public Health Department.
To The Secretary, Board of Revenue,
Madras.

1567

Please state whether the confidential records of the
lower Division Clerks in the Board's office are maintained in book form,
and if so, a sample of the form used may be forwarded for reference.

(By order)

RCB/27-3

K. Krishnaswamy
Superintendent 27/3/49

13

12 N.Dis.No.K.567/49, dated 29-3-1949.

Office of the Board of Revenue (L.R. & I)
Chepauk, Madras.

Resubmitted.

The Confidential records of the lower division clerk of the
Office of the Board of Revenue (Land Revenue and Irrigation), Madras
are maintained in a book form and a sample form is herewith enclosed.

First Assistant,
Board of Revenue.

To
The Superintendent,
Education and Public Health Department.
with a form.

Land Revenue
Confidential Report on Officer of the Civil Supplies Department
of the Board of Revenue for the ~~last~~ year ended for
persons belonging to Madras Ministerial
Service.

- ✓ 1. Name.
- ✓ 2. Designation and Pay.
- ✗ 3. Time served under the Officer
sending the report or main-
taining the record.
- ✗ 4. Discharge of the duty during
the year.
- ✓ 5. Personality and bearing.
- ✓ 6. Physical capacity.
- ✓ 7. Intelligence and initiative.
- ✓ 8. Ability to draft and note.
- ✓ 9. Capacity for control.
- ✓ 10. Promptness.
- ✓ 11. Conduct and character.
- ✗ 12. Attitude to superior
Officer or Officers.
- ✗ 13. General trustworthiness.
- ✗ 14. Judgment and tact.
- ✗ 15. Relation with (1) Subordinate staff
(2) the Public.
- ✓ 16. Indebtedness (how far individual
is responsible for incurring
the debts should be stated).
- ✓ 17. Punishment, censures, or
special commendations in the
period under report.
- ✓ 18. Date of communication to
the officer of any adverse
remarks since last report.
- ✓ 19. Fitness for promotion.
- ✓ 20. General remarks.

Signature)
Name in block)
letters.)

Designation of Officer.

Station: Madras,
Dated:

18
15-2-
a post exists in the unit concerned. This Government
propose to prescribe the form enclosed for drawing^{up} the
report in respect of both the lower division and head
clerks. The report will be prepared and maintained, every
half year (1st of January and 1st of July), by the Officer
Commanding the unit concerned, and the reports will not be
scrutinised by any higher authority. I am ~~directed to enquire~~
~~to whether such reports are drawn up in other Provinces, where~~
~~to see as to let me know whether you agree to the~~
~~three units have been raised~~
above proposal and whether you have any suggestions to
offer in the matter.

Yours faithfully,

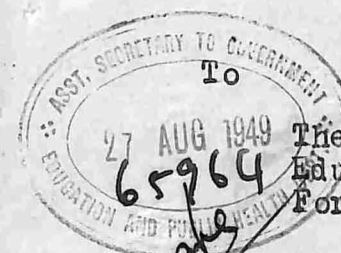
13/8/49
14.8.49

16-8-49

16/8/49

Tel No 40935

16/18/49
No 0048/49/NCC
National Cadet Corps Dte
Ministry of Defence
Government of India
NEW DELHI 24 AUG 49. 11



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

Subject:- N.C.C.- Senior Division Units-Officers Establishment
Preparation and maintenance of confidential Reports

Sir,

I am directed to refer to your No 89154-B1/48-3
Edn, dated 17 Aug 49, and to state that we have no information
as to whether such reports are drawn up in other Provinces
where ~~when~~ NCC units have been raised.

I am also directed to state that your proposal for
drawing up such reports on the form forwarded is a good one
and should be adopted.

Yours faithfully

14/11-15/11/49
J. H. Shepherd
O.S.

for Director National Cadet Corps .

Confidential

EDUCATION AND PUBLIC HEALTH DEPARTMENT.
(BI)

Incurred ref
NATIONAL CADET CORPS - Senior Division Units -

Office Establishment - Preparation and maintenance of
confidential report - Orders passed. *12*

From the Officer Commanding the 1st Madras Infantry
Battalion, No. 17/69 dated the 29th November 1948.

From the Director, National Cadet Corps, No.0048/49/NCC
dated the 24th August 1949.

ORDER MS.NO. *2760* EDUCATION, dated *2-9-* 1949.

The Government have so far sanctioned the
formation in this Province, of seven units - three infantry
units and four technical units - of the Senior Division
under the National Corps Act, 1948. The question has
been raised whether any confidential report should be
maintained in respect of the civilian ^{ministerial} staff employed
in these units and if so, the interval at which it should
be drawn up. The Government, have, in consultation with
the Director, National Cadet Corps, decided that the
report should be maintained for the lower division clerks
and head clerks only in the common form No.508. The
report should be prepared and maintained by the Officer
Commanding the unit concerned every half year, namely
1st of January and 1st of July ~~and~~ ^{and} they ~~will~~ ^{need} not be

P.T.O.

page 1cy
page 16cy

2760
1/9/49

page 1cy

page 15cy

Tel No 40935

No 40935
National Cadet Corps
Ministry of Defence
Government of India
NEW DELHI 24 AUG 49.

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

Subject: N.C.C. - Senior Division Units - Office Establishment
Preparation and maintenance of confidential reports

I am directed to refer to your No 8014-BI/48-3
dated 17 Aug 49, and to state that we have no information
as to whether such reports are drawn up in other Provinces
when NCC units have been raised.

I am also directed to state that your proposal for
drawing up such reports on the form forwarded is a good one
and should be adopted.

Yours faithfully

for Director National Cadet Corps

-2-

Submitted to
~~scrutinised~~ by any higher authority ^{for perusal.} Copies of the prescribed form for the preparation of the report ^{and maintenance} should be obtained from the Superintendent, Government Press, Madras.

To
 ✓ The OC, 1st Madras Inf. Bn, NCC, F.S.G.
 ✓ The OC, 2nd Madras Inf. Bn, NCC, Tiruchirapalli.
 ✓ The OC, 3rd Madras Engr. Centre, NCC, Engineering College, Guindy.
 ✓ The OC, 2nd Madras Electrical & Mechanical Engineering Unit, NCC, Engineering College, Guindy.
 ✓ The OC, 6th Madras Medical Coy, N.C.C., Madras Medical College, Parktown, Madras.
 ✓ The OC, 5th Madras Signal Section, NCC, Annamalainagar.
 ✓ The Annamalai Independent Infantry Coy, NCC, Annamalainagar.
 ✓ The S.G.P.
 ✓ The D.P.I.
 ✓ The Director, N.C.C., Govt. of India, Ministry of Defence, New Delhi.
 Two S.Cs.

Deposited
by 29/7/49

EDUCATION AND PUBLIC HEALTH DEPARTMENT.
(BI)

13/12
NATIONAL CADET CORPS - Senior Division - 1st and 2nd Madras Infantry Battalions and 3rd Madras Engineer Centre - Civilian personnel - Preparation of and maintenance of personal file and confidential reports.

From the Officer Commanding the 1st Madras Infantry Bn, NCC, No. 17/69 dated the 23rd November 1948.



Please see the letter from the Officer Commanding the 1st Madras Infantry Battalion, NCC, on page 1 c.f.

2. The clerical staff employed under the Officers Commanding the NCC units consists of two grades (i) Head clerk corresponding to the Upper Division clerk in 'B' class offices and (ii) Lower Division clerk. It is proposed to include this clerical staff in the Madras Ministerial Service. The form of confidential report adopted in the Board of Revenue for Lower Division clerks will be found on page 1 c.f. This form is more elaborate than the one used in the Secretariat - Vide form on pages 4-5 c.f.

The items in the former indicated by a X are not found in the form on pages 4-5 c.f. The office of the NCC is a small office and the lower division clerk may hope for promotion as head clerk in due course if he is found fit. *There is no higher post for which the head clerk may aspire* It is therefore for consideration whether the form on

pages 4-5 c.f. may be adopted for both the head clerk and the lower division clerk. It seems sufficient if the confidential reports are prepared and maintained by the Officer Commanding concerned, the reports being drawn up every half year. Instructions similar to those in

G.O.No. 2334 Public (Services) dated the 2nd March 1933 and G.O.No. 144 P.H. dated the 16th January 1939 may be issued to the Officers Commanding the units. Perhaps the

Director, NCC, may be consulted first, as he may have some suggestions to offer. The remarks of Public might be made before this is done.

The Director NCC may be consulted as proposed at B.

*Encl. No. 20
89/15440/49-1/20
29/7/49*

B

20-7-49

20/7/49

25/7/49 Pub

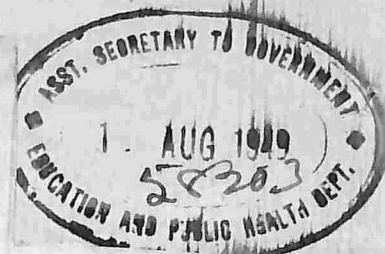
Public (Services) Dept.

Please see the E & P.H. note overleaf. It is stated that it would be sufficient if the confidential reports are prepared and maintained by the officer commanding concerned. There is no mention of any scrutinising officer to scrutinise the reports. It may be suggested that the next junior officer to the commanding officer, if any, may perhaps prepare and maintain the confidential reports of the clerks and the officer commanding made may be the scrutinising officer. E & P.H. may consider the above suggestion.

E.P.H.

Pub (Ser) U.O. No. 2996/49-1
dated 30-7-49

E & P.H. (S) Dept.

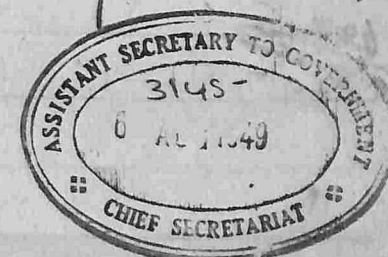


Please see the notes of the Public (Services) Department above. The only Regular Army Officers next junior to the Officers Commanding the N.C.C. units are the Junior Commissioned Officers and Non-commissioned Officers. They have been deputed from the army only for the purpose of giving instruction in the training of the cadets and they are not supervising the work of the clerical staff in the offices of the units. There are also the Commandants of the companies (one for each of the companies) of the unit (and they are the members of the teaching staff of the colleges in which the companies have been raised. These officers are not also supervising the work of the clerks. It does not seem therefore possible to entrust the preparation and maintenance of the confidential reports to any of the above officers.

2. It may be noted, in this connection, that in the
PTO

case of certain posts under the control of this Department the authority in charge of the office concerned prepare and maintain the personal files and they are not scrutinised by any higher authority, for example, (i) Upper Division clerks in the Government Museum, (ii) Upper Division clerks and Sub-Librarian in the Connemara Public Library and (iii) Demonstrators and pandits and munshies in first grade colleges or in school department attached to colleges. Following the above cases, the Officers Commanding the units may be asked to prepare and maintain the confidential reports and they need not be scrutinised by any higher authority.

3. The file may again be sent to Public (Services) U.O. for remarks.



Public (Services) Dept.

(Previous note of this Dept. on p.2 ante)

Please see the note of E & P.H. on pp. 2-3 above. In the circumstances ^{Notes} therein, this Dept. may agree with 'A' above.

The file may be returned to E & P.H.

Pub (Ser) U.O. No. 3145/49-1
dated 11-8-49



Please see the note of Pub (Ser) above. With reference to the orders also in page 1 ante, the Di. W.C., may now

P.T.O.

be addressed. The draft letter below is for approval.

13/8/49
14/8/49

16-8-49

S 17/8

[Letter ref. m. 89154-18149. 2nd edn of 17-8-49]

pp14-15g

From the Di. NCC, m. 2048749/NCC, of 24-8-1949.

plbgy.

Please see the letter from the Di. NCC, on page 16g. The draft order below is for approval.

21/8/49
21/8/49

19-8-49

S 1/9

11/8/49 (continued)

(Persons who of this draft on p. 2 note)
Please see the note of E.R.H. on p. 2-3
in the circumstances, this draft may
agree with A. above.
The file may be returned to E.R.H.

11/8/49
11/8/49

11/8/49

11/8/49

11/8/49

14 10 17
EDUCATION AND PUBLIC HEALTH DEPARTMENT.
(BI)

LETTER REF. NO. 89154-B1/48-3 Gm dt 17/8/49

To
The Director, National Cadet Corps, Ministry of Defence,
New Delhi (with enclosure).

Sir,

Sub: NATIONAL CADET CORPS -- *Senior Division Units -*
Office establishment
1st and 2nd Madras
1st and 2nd Madras Engineer Centres
Civilian Staff - Preparation and maintenance of
confidential reports.

I am directed to ~~inform you~~ ^{state} that the question
~~as to~~ whether any confidential report should be ~~main~~
prepared and maintained in respect of the civilian staff
employed in the ^{*offices of the*} units of the N.C.C. ~~referred to above~~
and if so, the interval at which it should be drawn up ^{*has*}
^{*been under the consideration of this Govt for some time past.*}
The offices of these units are small ones and the lower
division clerk in them may, in due course, hope for
promotion as head-clerk, if he is found fit and if such

PTO