

MISCELLANEOUS.



EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 2966, 23rd September 1949

Schools—Secondary—Local bodies—Teaching staff—Adoption of Government scales of pay—Assessment of teaching grant—Form to be appended to the financial statements—Instructions—Issued.

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(Education)

G.O. No. 2966, 23rd September 1949

Schools—Secondary—Local bodies—Teaching staff—Adoption of Government scales of pay—Assessment of teaching grant—Form to be appended to the financial statements—Instructions—Issued.

READ—the following papers:—

G.O. No. 1057, Education, dated 8th April 1949.

From the Examiner of Local Fund Accounts, dated 22nd August 1949, No. 3439.

From the Director of Public Instruction, dated 7th September 1949, No. 1001-G-3/49.

Order—No. 2966, Education, dated 23rd September 1949.

The Special Officers of district boards and the Executive authorities of municipalities are informed that in cases where the Government scales of pay have been adopted for the teaching staff in the secondary schools under their control, the actual pay and allowances drawn by each teacher from time to time and also the pay and allowances that the teacher would be entitled to draw had he remained in non-Government scales of pay, should be noted in his service register.

In order to enable the Director of Public Instruction to assess the teaching grant for schools in which the Government scales of pay have been adopted, the statement of staff (both teaching and non-teaching) to be appended to the financial statements in respect of those schools should, in future, be prepared in the form appended to this order and sent to the Director of Public Instruction along with the financial statements.

J. M. LOBO PRABHU,
Secretary to Government.

To the Director of Public Instruction.
" Examiner of Local Fund Accounts.
" Inspector of Municipal Councils and Local Boards.

To the Special Officers of District Boards.
" Commissioners of Municipalities (through Chairmen of Municipal Councils).

Forwarded to the

(By order)

U. S. Unobhasan
Superintendent.

APPENDIX.

Statement in support of (1) teaching staff and (2) servants.

Total number of work periods for school per week.
Number of sections in classes I to V.
Total number of sections in school.
Optionals taught in the high school.

The average duration of each period in minutes.

(1) Serial number.	(2) Designation.	(3) Name of the incumbent.	(4) Total number of periods of work allotted to regular teaching per week.	(5) Qualifications—General and professional.	(6) Actual rate of pay drawn.	(7) Rate of pay admissible according to the non-Government scale applicable to local bodies.	(8) Total pay drawn during the year.	(9) Total pay admissible according to the pay in the non-Government scale applicable to local bodies.	(10) Actual rate of dearness allowance drawn.	(11) Rate of dearness allowance admissible according to the pay in the non-Government scale applicable to local bodies.	(12) Total dearness allowance drawn during the year.	(13) Total dearness allowance admissible with reference to pay in the non-Government scale applicable to local bodies.	(14) Age of the incumbent as it stood on the 1st April of the year of grant.	(15) Number and date of the Government Order sanctioning the re-employment of teachers.	(16) Space for use in the Office of the Director of Public Instruction.

Total

Certificate.

I hereby certify that the expenditure shown above was actually incurred by the management in the year () and that the salary actually paid as well as that admissible according to the non-Government scales applicable to teachers under local bodies are correct.

Special Officer,
Commissioner,
District Board,
Municipal Council.

Headmaster
Headmistress.

A.C.No.1001 G3/49

Office of the
Director of Public Instruction
Madras, dated, 7th September 1949

From

The Director of Public Instruction
Madras.

To

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

Sir,

Subject:- SCHOOLS -- Secondary -- Local Bodies --
Teaching Staff -- Adoption of Government
Scales of pay -- Scales of pay -- parti-
culars regarding the assessment of teaching
grant - submitted.

Reference:- Government Order Ms.No.1057 Education,
dated 8--4--1949.

I may state that with reference to Para 2 of the above G.O. the Examiner of Local Fund Accounts, was requested, to offer his suggestions regarding the procedure to be followed for assessing teaching grants in the case of secondary schools adopting the Government scales of pay and a copy of his reply on the subject is herewith enclosed. I request that the Government may be pleased to approve of his suggestion and issue to all the local bodies that, in addition to the noting in the Service Registers the actual pay and allowances drawn by each teacher in Government scales and the pay and allowances he would have been entitled to, had he remained in non-Government scales, the statement of staff (both Teaching and Non-teaching) to be appended to the Financial Statements should be prepared in the form annexed to the letter of the Examiner and sent to the Director along with the Financial Statements.

Yours faithfully

M. Srinivasan

For Director of Public Instruction

SJ/6/9.

Copy of letter L.F.No. 3439 dated 22nd Aug. 1949 of the Examiners
of Model Fund Accounts, Mount Road, Madras, to the Director
Director of Public Instruction, Madras.

Reference:- Correspondence ending with your letter R.C.No.1001
G3/49 dated 30th May 1949.

Informing that, when they adopt for the teaching staff in their
secondary schools the revised scales of pay applicable to teachers
in Government service, the actual pay and allowances drawn by each
teacher from time to time as also the pay and allowances that he
would have been entitled to had he remained in non-Government scales
of pay may be noted in the Service Registers. The form prescribed
in annexure V to your proceedings R.C.No.731 G2/48, dated 17th July
1948 may also have to be altered suitably. A draft of the revised
form is enclosed.

For Examiner of Local Fund Accounts.
(sd.).....

EDN & P.H. DEPTT. (B1)

Schools - Secondary - Local bodies - Teaching staff -
adoption of Govt. scales of pay - Assessment of teaching
grant - Form to be appended to the Financial statements -
Instructions - Issued.

Read again: G.O.No.1057 Edn. dated 8-4-49.
From the Exr. of L.F. Accts. No.3439,
dated 22-8-49.
From the D.P.I.No.1001 G3/49 dt. 7-9-49.

ORDER (MS) NO. 2966 EDN. DT. 23.9.49

The S.Os. of Dt.Bds. and the Executive
authorities of municipalities are informed that in
cases where the Govt. scales of pay have been adopted for
the teaching staff in the secondary schools under their
control, the actual pay and allowances drawn by each
teacher from time to time ^{and} also the pay and allowances
that the teacher would ~~have been~~ ^{be} entitled to draw had
he remained in non-Government scales of pay, should be
noted in his service registers I

P.T.O.

In order to enable the D.P.I. to assess
the teaching ~~grant~~ ^{for schools in which the amt scales of pay have been adopted} ~~in~~ the statement of staff (both
teaching and non-teaching) to be appended to the
financial statements ^{in respect of those schools} / should, in future, be prepared in
the form appended to this order and sent to the D.P.I.
along with the financial statements.

21.1.48

23/9/48

J. M. Lobo Pruthi

Secretary to Govt.

S

23/9

To The D.P.I.
The Exr.L.F.Accts.
The I.L.B.
The S.Os. of Dt.Bds.
The Commrs. of Mts.
through C.M.Cs.

APPENDIX.

(H.E. the form on page 3 c.f.)
attached

3

ANNEXURE.

Statement in support of (1) teaching staff and (2) servants.

Total No. of work periods for school per week
 Number of sections in classes I to V
 Total Number of sections in school
 Optionals taught in the high school.

Number of section in Forms I to III

The average duration of each period in minutes

Number of sections in Forms IV to VI.

Serial No.	DESIGNATION.	NAME OF THE INCUMBENT.	Total No. of periods of work allotted to secular teaching per week.	QUALIFICATIONS - General and Professional.	Actual rate of pay drawn.	Rate of pay admissible according to the non-Government scale applicable to local bodies.	Total pay drawn during the year.	Total pay admissible according to the pay in the non-Government scale applicable to local bodies.	Actual rate of dearness allowance drawn.	Rate of dearness allowance admissible according to the pay in the non-Government scale applicable to local bodies.	Total Dearness Allowance drawn during the year.	Total dearness allowance admissible with reference to pay in the non-Government scale applicable to local bodies.	Age of the incumbent as it stood on the 1st April of the year of grant.	No. and date of the Government order sanctioning the re-employment of superannuated teachers.	Space for use in the Office of the Director of Public Instruction.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

- (A) Headmaster
 (B) L.T. Assistants strength ()
 (C) Secondary Grade Assistants strength ()
 (D) Pandits, Instructors, etc. strength ()

TOTAL

CERTIFICATE.

I hereby certify that the expenditure shown above was actually incurred by the management in the year () and that the salary actually paid as well as that admissible according to the non-Government scales applicable to teachers under local bodies are correct.

SPECIAL OFFICER, DISTRICT BOARD,
COMMISSIONER, MUNICIPAL COUNCIL.

Headmaster
Headmistress.

/TRUE COPY/

For Director of Public Instruction.

MISCELLANEOUS.

Proof approved and returned to Bus



EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 2966, 23rd September 1949

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 Number of sections in classes I to V.
 Total number of sections in school.
 Optionals taught in the high school.

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(A) Headmaster
 (B) Assistant strength
 (C) Secondary Grade Assistant strength
 (D) Pandits, Instructors.

Total

I hereby certify that the expenditure shown above was actually incurred by the management in the year () and that the salary actually paid as well as that admissible according to the Government scale applicable to teachers under local bodies are correct.

Special Officer,
 Commissioner,
 District Board,
 Municipal Council.

Certificate.

Current No. 70379/49, dated 194 .
 G.O. No. 2946/49, dated 23.9.49. 194 .

Number of MS. pages sent
 (b) Correspondence.....
 (c) Notes.....

Brief subject: Schools, Secondary, Local bodies, teaching staff, Adoption of Govt. scales of pay, Assessment of Financial Statement to be submitted to the Press.

(d) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).
 (1) (2) (3) (4)

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INSTRUCTIONS FOR THE SECRETARIAT.

- (a) If a paper is marked to be printed urgently or as special the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.
- (b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item had been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.
- (c) For rules regarding printing of notes, see the chapter on printing and proof correction in the Secretariat Office Manual.
- (d) The number of copies and the details of distribution should be filled in by the Superintendent or clerk concerned.
- (e) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.
- (f) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

- (a) If, in the opinion of the Superintendent of the Press, a paper has been marked special of urgent unnecessarily, he should send the Press slip to the Assistant Secretary with a remark to that effect.
- (b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Assistant Secretary any instance of incomplete or careless editing.
- (c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.
- (d) This slip should be returned by the Press to the Secretariat when proofs are furnished: it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.
- (e) The names of the Secretary and Ministers or Advisers should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

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Type may be released after usual interval.	Type may be released at once.	Type may be released after usual interval.
S. Sathya Narayana Clerk. 23/9/49.	 Clerk.	 Clerk.
..... Supt.	 Supt.	 Supt.

SPECIAL INSTRUCTIONS.

Certified that the number of copies indicated is the minimum required.

(By order)

V. Ramaswami

Asst. Secretary to Govt.

23/9/49
23.9.49

TO BE FILLED IN BY THE PRESS.

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Corrected proof received for striking on.....	21-10-49
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