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Eph (194 9) Department.

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Mis SERIES.

G.O. NO. 3313 Edn

Dated

28.10.49

[Despatch Abstract.]

Part II 1950-51 - Office of the Director -
Report on the strengthening of the
defence

Back Papers.

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

Further Papers.

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

Education Department.

From The Director of Public Instruction,
M a d r a s
To The Secretary to the Government of Madras,
Education and Public Health Department,
Fort St. George, M a d r a s.

C.No.570-C6/49 dated 2nd October 1949.

SIR,

Budget--1950-51--Part II--Establishment--
Office of the Director of Public Instruction,
Madras--Proposals for the strengthening of
the Ministerial Staff--Submitting.

In connection with the proposal of the Government for retrenchment of staff in my department, I have already pointed out that the work in my office has been steadily increasing and has now assumed abnormal dimensions and that the present Establishment is unable to bear the strain of heavy work in spite of the fact that they work out of office hours and on holidays - vide last paras of my letter to Government Roc.No.1793-K3/48 dated 6.4.1949. I consider that it is absolutely necessary ~~am~~ that additional staff is sanctioned by Government. I submit the following proposals:-

1. ADDITIONAL SENIOR SUPERINTENDENT FOR THE OFFICE:-

The increase in Establishment has not kept pace with the growth and increase in the volume of work with the result that the present establishment is utterly unable to cope with it.

There is one post of Senior Superintendent in the Office borne in the scale of Rs.250-10-300. The Senior Superintendent, as the ministerial head of the office, in addition to being the Superintendent of a section, has been burdened with other heavy responsibilities, like supervision and control of peons and menials, ~~not~~ maintenance of the office premises, supervising the work of Issue and Record sections and the maintenance of the Office Establishment which includes not only day to day arrangements as regards work in sections, receiving tappals and their proper distribution but also work natural to a big office like this of granting leave to office establishment and making leave arrangements, promotions, confirmations etc. It will thus be seen that it is impossible to expect the Senior Superintendent who has such heavy programme of work to do full justice to all the essential and indispensable items of work entrusted to him. One Senior Superintendent is therefore entirely inadequate for the requirements of the office. Hence the need for an additional Senior Superintendent which is now proposed.

The following statistics relating to my office will show how the need is justified.

	Permanent Establishment.	Temporary Establishment.
Senior Superintendent ..	1	--
Junior Superintendents ..	8	9
Upper Division Clerks. ..	20	15
Lower Division Clerks ..	25	19
Typists and Stenographers. .	8	12
Other Special posts. .	-	10
Other services including Attenders and Peons. .	29	13
Menials paid from contingencies	11	-

It may easily be seen how inadequate the present arrangement is and what amount of vexation and delay can be avoided if a relief is provided in the shape of an additional Senior Superintendent.

There are in all 19 sections in this office now. I am convinced that for a big office like this with 19 sections, two Senior Superintendents are absolutely necessary for the efficient conduct of the work and I therefore request that Government may be pleased to sanction the post of an additional Senior Superintendent in the scale of Rs.250-10-300.

Incidentally I may inform Government that in the Board of Revenue, out of the 17 Superintendents one is in the scale of Rs.300-350 and two in the scale of Rs.250-300 and in the Office of the Inspector-General of Police, with the same number of Superintendents two posts are in the scale of Rs.250-10-300.

2. Increasing the strength of the Ministerial Establishment of the Office owing to increase of work:-

In my letter to Government C.No.820-F/48 dated 29.9.1948, a proposal was submitted with facts and figures showing how the work in the office had increased and how with the present strength of the office, it was found very difficult to cope with the increasing work. Though Government turned down the proposal in their Order No.Ms.3138-Education dated 9.12.1948, for augmenting the strength of the office, the fact remains that the office is clearly understaffed, and that even with the re-shuffling of work in the sections, every section is having more work than it can possibly do. In recent years, Government have sanctioned additional staff for the Office for special purposes like, Basic Education, Adult Education, New procedure with regard to payment of Teaching grants etc. And this staff cannot be utilised to shoulder the increased work of the office as a result of the enormous growth and expansion of the department. This will be borne out from the following statement. Out of the seven new sections sanctioned since 1942, the year from which the work in the office has been steadily increasing, six sections have been sanctioned for special work like

- i. War and after war work including those relating to Refugee problems.
- ii. Postwar Reconstruction and Bifurcated courses
- iii. Assessment of Teaching grants to Aided and Local Body Schools on the new basis.
- iv. Basic Education,
- v. Adult Education, Visual Education, Public Library Act and National Cadet Corps work.

but only one section for the large increase in the work due to the expansion of the department - i.e. the staff sanctioned in G.O.No. Ms.2141-Education dated 18.12.1945. The following statement showing the growth of the department since 1946, the date from which the one additional section referred to above came into existence will clearly bring out the enormous weight of work which has fallen on the sections of the office.

(A) <u>In the Department.</u>	1945	1949.
1. Gazetted Posts	149	208
2. Subordinate Teaching staff in colleges	151	280
3. Subordinate posts in administrative and Educational Institutions.	798	1498
4. Number of Arts and Professional colleges	16	21
5. Number of Secondary Schools under Government management.	62	91

(B) In the Director's Office

	1945	1949.
1. Gazetted Officers.	5	12
2. Non-Gazetted Posts - Ministerial. ...	73	120

These figures are significant as they point to the causes which have swelled the work in the office. That is, whenever there is an addition to or an enlargement of the existing services in the department, there is a corresponding addition to the work in the office. Side by side with the enlargement of the scope of the existing facilities and services in the department, no additions were made to the office and this disadvantageous position, by accumulation and by its cumulative effect has now come to a breaking point. All the clerks are working overtime forgoing their legitimate holidays. There is a limit to the capacity of the clerks and there is no point in asking them to achieve the impossible. On humane consideration and in the interest of the office itself, the position should not be long allowed to continue.

In declining to consider the proposal for the increase of the Ministerial staff of the office - vide G.O.No. Ms.3138-Education dated 9.12.1948, Government stated that the statistics of work furnished did not justify the appointment of additional staff. It is presumed that this was arrived at, taking into consideration the mere number of papers received in the office and the theoretical distribution of this number per clerk. In so doing, it is presumed that one fundamental fact has been ignored. As against the total number of 79 clerks, both Upper Division and Lower Division, 22 clerks in the office are wholly or mostly engaged on statistics; accounts work and other routine items which donot perhaps correspond to any work in the Secretariat, and whose work all the same is absolutely necessary. Therefore, these will not go into the calculation of arriving at the average number of "currents" per head. On the basis of effective "drafting" strength of the office, the number of papers per head per day works out to 8. This may be compared with six currents per clerk per day, which it is believed is justified for a clerk in the Secretariat. Further, a "current" is not a standardised unit of work and this average is just a arithmetical average which gives no clue either to the content or complexity of the paper dealt with or the time factor involved in its disposal. Yet another fact which has an important bearing on this matter is, the present necessity for employing a large number of raw recruits without any experience of office work which donot conduce to the work being done as quickly as could be expected.

On the above grounds, the additional staff asked for in my letter to Government C.No.820-F/48 dated 29.9.1948 is quite justified. Taking all these into account, I request that Government may be pleased to sanction the following additional staff under Part II Scheme in my office:-

- 2 Junior Superintendents in the scale of Rs.140-5-190 (in addition to the additional Senior Superintendent requested under item (i) above).
- 6 Upper Division Clerks
- 8 Lower Division Clerks

The staff will be utilised as follows:-

- 2 sections each of .. 1 Junior Superintendent
3 Upper Division Clerks
1 Lower Division Clerk
- 2 Lower Division Clerks for registering and distribution of tappals
- 1 Lower Division Clerk for Record
- 1 Lower Division Clerk for Despatch
- 2 Lower Division Clerks for forming an additional set of Examiner and Reader for comparing fair copies.

3. The financial effect of the above proposals will be as shown hereunder:

Cost in 1950-51.	Pay. Rs.	Dearness Allowance Rs.	House Rent Allowance. Rs.	Total Rs.
1. Pay and allowances of the Senior Superintendent in the scale of pay of Rs.250-10-300. Pay and Dearness Allowance at Rs.250/- plus 50 for 10 months ..	2,500	500	--	3,000
2. Pay and allowances of two Junior Superintendents in the scale of Rs.140-5-190. Pay, Dearness Allowance and House Rent Allowance at Rs.140/-plus 33 plus 14 p.m. for 10 months..	2,800	660	280	3,740
3. Pay and allowances of six Upper Division Clerks in the scale of pay of Rs.80-3-95-5-125. Pay, Dearness allowance and House Rent Allowance at Rs.80/-plus Rs.24/- plus Rs.7/-p.m. for 10 months ..	4,800	1,440	420	6,660
4. Pay and allowances of 8 Lower Division Clerks in the scale of pay of Rs.45-3-60-2-90. Pay, Dearness Allowance and House Rent Allowance at Rs.45/- plus Rs.22/- plus Rs.7/- p.m. for 10 months ..	3,600	1,760	560	5,920
TOTAL COST IN 1950 - 1951 ..	Rs. 13,700	4,360	1,260	19,320

ULTIMATE COST.-

	Pay. Rs.	Dearness Allowance Rs.	House Rent Allowance Rs.	Total Rs.
1. Average pay and Dearness allowance of the Senior Superintendent in the scale of Rs.250-10-300. Rs.282½ plus D.A. Rs.55/-p.m. for 12 months. ..	3,390	660	--	4,050/-
2. Average pay and allowances of 2 Junior Superintendents in the scale of pay of Rs.140-5-190. Average pay Rs.173 1/3 plus D.A. Rs.38/- for 12 months. ..	4,160	912	--	5,072/-
3. Average pay and allowances of 6 Upper Division Clerks in the scale of pay of Rs. 80-3-95-5-125. Average Pay Rs.109½ plus D.A. Rs.27/-plus H.R.A. Rs.11/-p.m. for 12 months ..	7,866	1,944	792	10,602/-
4. Average pay and allowances of 8 Lower Division Clerks in the scale of pay of Rs.45-3-60-2-90. Average pay at Rs.67½ plus D.A. Rs.24/- plus H.R.A. Rs.7/-p.m. for 12 months. ..	6,480	2,304	672	9,456/-
Total ..	21,896	5,820	1,464	29,180/-.

4. I am also enclosing a statement showing the temporary staff employed in my office together with the latest Government Orders sanctioning the continuance of the staff. The need for their continuance has been proved.

Yours faithfully,

For Director of Public Instruction.

Copy to Budget Section.

3/10

STATEMENT SHOWING THE TEMPORARY ESTABLISHMENT IN THE OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION AS ON 30TH SEPTEMBER, 1949.

-000-

S.No.	Staff sanctioned.	Latest G.O. sanctioning the appointment or continuance of the staff.	Purpose for which sanctioned.	Remarks.
1)	1 Junior Superintendent. 3 U.D. Clerks.	G.O. No. M.S. 2070 Edn., dated 28.6.49 upto 31.7.1950. G.O. No. 3195 Edn., dated 15.12.48 upto 8.1.1950.	For work connected with war, after war work including those relating to Refugee Problems. ~~To cope up with increased work in Fair Copying.~~	
2)	1 Typist.	G.O. No. 3195 Edn., d/15.12.48 upto 3.1.1950.	To cope up increased work in Fair Copying.	
3)	1 Junior Superintendent. 1 U.D. Clerk. 3 L.D. Clerks. 1 Typist.	G.O. No. 3196 Edn., d/15.12.48 upto 3.1.1950.	To cope up with the large increase in work in the Department. Sanctioned from January, 1946.	
4)	1 Typist. 1 Attender.	G.O. No. 2012 Edn., d/23.6.49 upto 30.6.1950.	To cope up with increase in work in Fair copying & despatching branch.	
5)	1 Telephone Operator.	G.O. No. MS. 2014 Edn., d/23.6.49 upto 30.6.1950.	To cope up with the heavy increase in work in Telephone operation.	5
6)	1 Stenographer.	G.O. No. MS. 2015 Edn., d/23.6.49 upto 30-6-1950.	For the Dy. Director of Public Instruction. (Finance). Sanctioned in 1942.	
7)	1 Jr. Superintendent. 1 U.D.C. 3 L.D. Clerks. 1 Stenographer.	G.O. No. MS. 2005 Edn., d/22.6.49 upto 30.6.1950.	For work relating to Postwar Reconstruction & Bifurcated Courses in Secondary Schools.	
8)	1 U.D. Clerk.	G.O. No. Ms. 1025 Edn., d/7.4.49 upto 31.3.1950.	For working out net cost of D.A. to Teachers in Aided Secondary Schools.	

(P.T.O.)

1	2	3	4	5
9)	1 Typist.	G.O.No.MS.2018 Edn.,d/24.6.49 upto 30.6.1950.		To cope up with the increase in work in fair copying sections
10)	1 Jr.Superintendent.	G.O.No.MS.2603 Edn.,d/19.10.48 upto 9.11.1949.		
11)	1 U.D.C. 1 L.D.C. 1 Attender.	G.O.No.MS.2418 Edn.,d/26.7.49 upto 31.8.1950.		For work relating to Basic Education.
12)	1 Stenographer.	G.O.No.MS.2502,Edn.,d/1.10.48 upto 30.9.49 & further continuance for one more year from 1.10.49 has since been sanctioned.		
13)	Peon.	G.O.No.MS.1331 Edn.,d/26.5.49 upto 27.5.1951.		For Basic Education.
14)	1 Jr.Superintendent. 1 U.D.Clerk. 1 L.D.Clerk.	G.O.No.MS.700 Edn.,d/14.3.49 upto 9.4.1950.		For work relating to auditing of accounts in the Govt.Arts & Professional Colleges in the Presidency.
15)	2 Librarians.	G.O.Ms.2434 Edn.,d/29.7.49 upto 21.7.1950.		For work relating to Madras Public Libraries Act,1948.
16)	4 "	G.O.Ms.2337 Edn.,d/19.7.49 upto 18.7.1950.		
17)	1 A.E.O. 1 Peon. 1 U.D.C.	G.O.No.MS.603 Edn.,d/5.3.49 upto 11.3.1950. G.O.No.MS.2046 Edn.,d/25.6.49 upto 11.6.1950.		For work relating to Adult Education.
18)	2 Jr.Supts. 4 U.D.Clerks. 4 L.D.Clerks.	G.O.No.MS.2044 Edn.,d/25.6.49 upto 30.6.1950.		For work relating to assessment of Teaching Grants to Aided & Local Body Secondary Schools.

(P.T.O.)

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1	2	3	4	5
19)	1 Stenographer. 1 Peon.	G.O.No.MS.2747 Edn.,d/3.11.1948 upto 21.10.1951.	For the Special Officer for organising citizenship training & Scout Organization.	
20)	1 L.D.Clerk.	G.O.No.MS.2625, Edn.,d/18.8.49 upto 30.11.49.	For work relating to preparation of budget.	Will be disbanded from 1.12.1949.
21)	1 Peon.	G.O.No.Ms.673 Edn.,d/10.3.49 upto 7.3.1950.	For the Technical Education Officer.	
22)	1 L.D.C. 1 Stenographer. 1 Peon.	G.O.No.MS.2698 Edn.,d/25.8.49 upto 28.2.1950.	~~XXXXXXXXXXXXXXXXXXXX~~ ~~XXXXXXXXXXXXXXXXXXXX~~ ~~XXXXXXXXXXXXXXXXXXXX~~ For the Special Officer. (Text Books)for preparing syllabuses etc.	
23)	1 L.D.C. 2 Typists. 1 Attender.	G.O.No.MS.378 Edn.,d/14.2.49 upto 28.2.1950.	To cope up heavy increase in work in faircopying & despatching.	
24)	1 U.D.Clerk.	G.O.No.MS.2164 Edn.,d/26.4.49 upto 28.4.1950.	For work relating to National Cadet Corps.	
25)	1 Jr.Superintendent. 1 U.D.Clerk. 1 L.D.Clerk. 1 Typist. 3 Peons.	~~Govt~~ Government Memo No.91650-2-C2 Edn.,d/30.12.1948 upto 31.3.1950.	For work relating to the Madras Public Libraries Act,1948.	7
26)	1 Dy.Inspector of Schools Grade II. 1 L.D.C.	G.O.No.MS.966 Edn.,d/4.4.1949 upto 30.4.1950.	For preparation of P.I.R. and collection of statistics on Education.	

(P.T.O.)

Public Instruction Report

1. The first part of the paper is devoted to a general discussion of the problem. It is shown that the problem is of great importance and that it has not been completely solved.

2. In the second part, the author considers the case of a particular value of the parameter. It is shown that in this case the problem can be solved exactly.

3. The third part of the paper is devoted to a numerical solution of the problem. It is shown that the numerical solution is in good agreement with the exact solution.

4. In the fourth part, the author considers the case of a particular value of the parameter. It is shown that in this case the problem can be solved exactly.

5. The fifth part of the paper is devoted to a numerical solution of the problem. It is shown that the numerical solution is in good agreement with the exact solution.

6. In the sixth part, the author considers the case of a particular value of the parameter. It is shown that in this case the problem can be solved exactly.

7. The seventh part of the paper is devoted to a numerical solution of the problem. It is shown that the numerical solution is in good agreement with the exact solution.

8. In the eighth part, the author considers the case of a particular value of the parameter. It is shown that in this case the problem can be solved exactly.

9. The ninth part of the paper is devoted to a numerical solution of the problem. It is shown that the numerical solution is in good agreement with the exact solution.

10. In the tenth part, the author considers the case of a particular value of the parameter. It is shown that in this case the problem can be solved exactly.

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- 27) 1 Film Librarian in the ~~Grade III~~
Cadre of D.I. of Schools, Grade I.

G.O.No.Ms.463 Edn.,d/19.2.1949
upto 31.3.1950.

For work relating to
Visual Education.

1 Film Operator.
1 L.D.C.
1 Attender.

28) 1 Peon.

G.O.No.MS.2554 Edn.,d/11.8.1949.

For the Liaison Officer,
National Cadet Corps.

Gsk:2.10.49.

FOR DIRECTOR OF PUBLIC INSTRUCTION.

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E.P.H. (A)

Estt. - Office of the D.P.I. - addl. Staff -
Not sanctioned

101-570
5/2/49

From the D.P.I. m 570 C6/49 of 2.10.49

Order (Ms) No 3313 Sdm D 29-10-49

The D.P.I. is informed
~~that the govt are not convinced of the~~
~~need for the addl staff proposed in his letter~~
~~cited above.~~

He is also requested to
watch the work in his office and submit
proposals for reduction ^{according to} in the staff, if line
stand and work proposed in other depts,
viz. 10 Currents a day, admits of even a
reduction

In the D.P.I.
10/3/49
24/10/49

25/10/49

26/10/49

From the D.P.I., No.570-C6/49, dated 2-10-1949.

Part II Scheme - 1950-51 - Office of the D.P.I. - Additional establishment.

In the circumstances explained in his letter in the c.f. the D.P.I. recommends the employment of the following additional staff in his office:-

- (1) one additional senior Superintendent.
- (2) two Junior Superintendents.
- (3) Six U.D. Clerks
- (4) Eight lower division clerks.

In connection with Part II estimates for 1949-50 he proposed the employment of practically the same addl. staff, the only difference being that last year he stated that all the 3 posts of Addl. Superintendents might be of the Junior Grade. The proposal was examined with reference to the number of papers received by each clerk in the Director's office and as this number was found to be only 6 which was less than the standard fixed in other offices, viz., 10, the proposal was negatived.

The R. & R. Committee recommended that a 12½% cut should be effected in the establishment of all offices. The Director stated that it would not be possible to carry out the recommendation in respect of the offices under his control. The Finance Dept. suggested that at least one section in the Director's office should be abolished. In that connection figures of currents received and dealt with in the offices of the S.G. and D.P.H. were obtained. The Secretary has noted as follows in the Retrenchment file:-

"In respect of the recommendation of the R & R Committee, Finance and this departments are agreed on all points but one, viz., whether one of the 16 sections in the D.P.I.'s office should be reduced. The test applied is that the clerks deal with only 8 currents as against 10 proposed by the R. & R. Committee. The standard of 10 has to be proved attainable. The case of the S.G.'s office

should not be regarded as evidence, because that office is inefficient and delatory. The D.P.H.'s office is allowed to work on 8 currents. The same may be allowed to the D.P.I.'s office which deals with more complicated work".

J.M.L.
10-10-49

When the question of retrenching
the existing staff in the Director's office is under consideration it is doubtful whether the Govt. will agree to any proposal to strengthen the staff. It seems that the Director may be informed that the question of addl. staff should be deferred.

The Finance Dept may see for remarks.

15/10/49

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P7/Fin

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FIN (K10)

Notes of R.F.P.D. on pp. 1-2

also may be pursued. Finance may agree with the views of R.F.P.D. at home and advise that the proposals of the D.P.I. be deferred. Regard. The D.P.I. should

18.10.49

also be asked to watch 14. standard work and submit proposals for reduction of 14 standard work proposed within 14 days. 10-10-49

18.10.49

18.10.49

18.10.49

Please see the Fin. Dept. note above.

A draft order is submitted for approval.

14.10.49

25/10/49 S

There is no justification for the staff which the D.P.I. has asked for - may approve draft

81361
22 OCT 1949



12.11.49