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E. & P. H. (194) Department.

Ms. SERIES.

G.O. NO. 729
(Edw)

Dated

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[Despatch Abstract.]

Contingencies - Office of the C. & E.
Economics in expenditure - report of
the Spl. Officer - papers recorded

Back Papers.

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

Further Papers.

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

To

The Secretary to Government,
Finance Department.

Sir,

Sub: Economies in contingent expenditure.

Ref: G.O.No.857, Finance dated 31-8-1948.

Re: Offices of the Commissioner for Government Examinations and the Director of Public Instruction.

I have the honour to submit the report in respect of the contingent expenditure incurred in the two offices mentioned above. The examination of the contingent registers, stock registers etc. was commenced on 10-9-1948 and completed on 13-9-1948.

I. Office of the Commissioner for Government Examinations.

The progress of contingent expenditure during the last three years 1945-46 to 1947-48 has been as follows:

EXAMINATIONS.				OFFICE CONTINGENCIES.			
Items of expenditure.	1945-46 Rs.	1946-47 Rs.	1947-48 Rs.	Items of expenditure.	1945-46 Rs.	1946-47 Rs.	1947-48 Rs.
(1) Petty coolies	2,781	4,373	6,147	(1) Petty carriage & cooly charges.	206	198	8
(2) Freight charges	2,225	2,642	4,022	(2) Hot & cold weather charges.	20	15	
(3) Practical examination charges.	2,245	1,035	3,150	(3) Pay of menials	327	306	
(4) Tabulation charges.	14,043	15,189	19,312	(4) Lighting charges.	48	36	
(5) Lithographic charges.	3,837	3,855	3,481	(5) Electric current	219	222	30
(6) Service postage & telegram charges.	54,500	60,600	100,760	(6) Purchase & repair of furniture.	121	55	1
(7) Cost of stationery.	1,068	523	5,524	(7) Miscellaneous (redirection charges, R.O. comm. etc.)	35	12	
(8) Confidential charges.	27,162	34,480	12,622	(8) Telephone charges.	174	195	0
(9) Sitting fees (Board of Secondary Education)	--	--	480	(9) Binding Books & Publications	2	7	5
				(10) Paste.	65	110	
				(11) Binding	1	113	
Total	1,07,861	1,22,695	1,55,798		1,218	1,277	1

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@ | For remarks vide next page.
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NOTE: to
Payment of Survey Department for lithographing question papers.

Includes an expenditure of Rs.3,607 for purchase of paper.

Less expenditure due to non-payment of a bill for Rs.35,000 in 1947-48.

2. After discussion with the Secretary to the Commissioner for Government Examinations and his office staff, the following proposals for economy are suggested for consideration.

(a) EXAMINATIONS.

(1) Freight charges: Rs.4,082 (1947-48). The expenditure under this head includes also railway freight charges paid for sending blank answer books, stationery etc. to the different examination centres and for the return of surplus answer books etc. from the centres to the Office of the Commissioner for Government Examinations. It is stated that these are sent both ways by railway parcels. This arrangement is very costly. If they are sent by goods train both ways the expenditure will be only 1/4th of what is now incurred as parcel rate is generally four times the goods rate. It is explained that the articles have to be sent expeditiously to reach the centres in time and that any delay in transit will upset the examination programme. The explanation is not convincing. They answer books and stationery required, can, it seems, be got ready sufficiently early and sent by goods train well in advance of the examination dates to the different examination centres, and any possible delay in transit avoided thereby. At any rate there can be no justification for having the surplus answer books etc. sent back by railway parcel instead of by goods train. With some care and pre-arrangement the expenditure can, it seems, be reduced.

(2) Practical Examination Charges: (Expenditure Rs.3,150 in 1947-48): This amount represents the cost of chemicals etc. purchased by the Chief Examiners for conducting practical examinations in chemistry and other subjects. It is understood that the Chief Examiners themselves purchase the quantity of chemicals required for the use of the students appearing for the respective practical examinations and then send the company's bills to the office of the Secretary to the Commissioner for Government Examinations for payment. It is stated that no steps are taken to verify the quantities purchased or the rates charged by the company for the different items of chemicals. Under item 26 on p.49 of Appendix 7, M.F.C. Volume II local purchase of medicines, drugs etc. in the case of hospitals is permissible only where the articles are not available at the Medical Stores ^{Depot} Department, Madras or if such purchases will be advantageous to the Government from the point of view of cost and quality. On the analogy of the above ruling, it may, it seems, be laid down that all chemicals required by Chief Examiners for conducting practical examination should where possible or available, be purchased only at the Medical Stores ^{Depot} at Madras. This procedure will ensure supply at scheduled or controlled rates and will result in saving of expenditure to the Government.

(3) Tabulation charges (Rs.10,132 in 1947-48): Teachers in Government Schools in the Madras City and in the mufassal are called to the office of the Commissioner for Government Examinations every year for about 40 days to do the work of tabulation of marks in connection with the S.S.L.C., P.S.L.C. and other standard examinations. These tabulations are

paid at the rate of Rs.3-8-0 per diem if they are under graduates and at Rs.4-8-0 per diem if they are graduates. Block heads and Chief Block heads are paid at slightly higher rates. This is in addition to the regular pay drawn by them. Under this system teachers drawing a pay of Rs.50/- to Rs.60/- p.m. get additional pay of more than ^{100%} of their pay. The rate of remuneration paid has no relation to the pay drawn by a Tabulator. The above rates of remuneration seem to be excessive. It is stated that such high rates of remuneration have to be paid as most of the Tabulators come from the mufassal and as living in the Madras City is very costly. It may not be necessary to pay the above rates of remuneration if only local teachers, be they Government or Corporation or Aided School teachers are engaged for doing tabulation work as they will not have to incur expenditure on railway fares. It is understood that in 1947, teachers in aided schools in the Madras City also were employed for tabulation work and that the work was done satisfactorily. If so, the same system may, it seems, be adopted every year. It may not then be necessary to ask teachers to come to Madras from the mufassal and to pay them high rates of remuneration to cover their railway fares etc. It may be made a rule that only teachers in Government, Corporation or Aided schools in the Madras City should in future be employed for doing tabulation work and that they should be paid remuneration at a rate equal to the monthly pay drawn by them or at Rs.3 per diem whichever is less. Since the remuneration payable will be in addition to the regular pay drawn by the Tabulators, the rate of remuneration proposed will

paying railway fares

It seems, be adequate and attractive to get enough men for doing the work. Block heads and Chief Block heads may be paid slightly higher rates, if necessary. The proposals outlined will help to reduce the expenditure under this head without impairing efficiency.

(4) Service postage and telegram charges (Rs.1.0 in 1947-48). A major portion of the expenditure is incurred in sending question papers and answer papers and also certificates in respect of I, II, III and VIII Standard examinations. It is understood that the certificates of all the regular candidates in a school are sent in a bundle to the head of the institution for distribution to the candidates. In the case of private candidates, however, the certificates are sent to them individually registered post. This system involves an expenditure of about six annas in respect of each candidate. On an average about 6,000 candidates appear for I, II, III, S.S.L.C., T.S.L.C. etc. examinations. An expenditure of about Rs.3,000 is incurred by the Government on this account. This is an expenditure which is not incurred in the case of regular candidates.

It seems that an additional amount may be recovered from private candidates by charging the above postage and other incidental expenditure.

In the alternative the private candidates in the various examinations may be requested to come to that Office to collect their certificates. In

certificates. In

A City may be directed to take delivery of their requisites from the Office of the Commissioner of Government Examinations. The above procedure result in a saving of about Rs.3,000 per annum to Government.

Cost of Stationery: (Rs.5,324 in 1947-48). The cost of Russian cloth purchased from the Jail Department for packing purposes and long cloth for making bags for sending question papers, answer papers are debited to this head. More than 1,000 yards cloth are purchased annually at a cost of about

Rs. 100. Used long cloth bags are not returned by the ~~examined~~ ^{examined} to the office of the Commissioner for Government Examinations but retained by it. It is stated that the Chief Examiners and ~~examined~~ ^{examined} the remnants of stationery such as wax, ink etc. left ~~out~~ ^{over} at the close of examinations and credit the proceeds to the Government. In the same manner, the used long cloth bags are caused to be sold in auction and the proceeds credited to the Government. It may be noted whether it will not be possible to use them again if necessary by the Government.

Printing charges: On an average, an expenditure of Rs.20,000 is incurred annually on papers at private presses. As a result of retrenchment and Reorganisation of Government Press is expended a little, the Government printing work now done at private presses at prohibitive cost may be got printed at Government Press itself and the annual savings will be large.

This is done in the Govt Press -

(b) OFFICE CONTINGENCIES. (5)

Paste: An expenditure of about Rs.60/- is incurred every year on account of paste charges. If gum supplied by the Superintendent of Stationery is used, as is done in all departments of the Secretariat, the expenditure can be reduced.

Irregularities.

(1) An electric heater has been purchased at a cost of Rs.56-9-0 on 28-1-1948, for heating sealing wax. A sealing lamp at a cheap cost as is done in other offices may, it seems, meet the requirements. Further there is already one electric heater which was purchased in about 1940 in the office. The necessity for an additional heater is not apparent.

(2) A sum of Rs.60/- has been paid to New India Corporation on 19-5-1947 for sending sealed parcels to Mount Road; presumably parcels of answer paper etc. were sent to the Railway Booking Office at Mount Road. Such expenditure has not, however, been incurred in 1946 or 1948. Hand carts could have been used at a less cost.

Cycle register: No cycle register in the proper form is being maintained. In order to see that the expenditure on repairs has not been excessive, it is desirable that a cycle register should be maintained as is being done in the office of the Director of Public Instruction, showing the number of the machine, the date of supply, the original cost and the date and the nature of all repairs carried out with the cost of such repairs c.f. para 626 of the Chief Secretariat Office Manual.

II. Office of the Director of Public Instruction.

The progress of expenditure during 1945-46, 1946-47 and 1947-48 has been as follows:

Items of expenditure.	1945-46. Rs. As. Ps.	1946-47. Rs. As. Ps.	1947-48. Rs. As. Ps.	Remarks.
1. Electric current charges.	1520 12 0	1782 7 0	1660 10 0	
2. Telephone charges.	921 6 0	1511 4 0	1771 4 0	Increase in the rate of calls; additional communication consequent on the increase in the number of officers.
3. Service postage.	7910 0 0	8500 0 0	11400 0 0	
4. Tour & freight charges.	573 7 0	277 8 0	223 2 0	
5. Rates and taxes	11016 2 0	11016 2 0	11311 2 0	
6. Pay of menials	1391 5 0	1121 13 0	1045 6 0	Decrease due to reduction in the no. of gardeners.
7. Purchase of furniture.	409 0 0	1313 13 0	2273 9 0	Increase due to expansion of staff.
8. Local purchase of stationery	-----	12 14 0	-----	
9. Hot and cold weather charges	15 0 0	82 8 0	102 5 0	
10. Purchase & repairs of furniture and cycles.	201 1 0	286 8 0	430 14 9	Increase due to purchase of a cycle.
11. Office expenses	1354 11 0 (-) 180 - 0 0	1307 6 0	1117 10 0	
12. Cleaning and gardening charges.	126 0 0	73 14 0	87 10 0	
13. D.A. of menials.	2208 9 0	1908 8 0	1356 0 0	Decrease due to decrease in the no. of gardeners.
14. Books and periodicals.	14744 10 0	10884 12 9	14215 1 3	
15. Customs duty	1383 1 2	7726 7 0	17004 0 0	Stores for Engineering Colleges arrived from U.S.A. and hence the increase.
Total Rs.	43595 0 2	47705 12 9	64005 10 0	

Excluding expenditure on electric current charges

service postage, rates and taxes, pay and D.A. of menials, books and periodicals and customs duty which are not acceptable of any reduction, the expenditure on the

remaining items is as follows:

Year.	Amount.
1945-46	Rs. 2679 3 0
1946-47	Rs. 3354 7 0
1947-48	Rs. 4242 2 9

There is not much scope for economy in contingent expenditure in this Office. There are however, a few minor items of expenditure which call for remarks. They are as detailed below:

(1) Cleaning charges: Once a month, ^{all doors} windows and collapsible gates are cleaned at a cost of Rs.2/-. The expenditure seems unnecessary as the work could be done by the sweeper, scavenger, three gardeners and two night watchmen (all whole time servants).

(2) Conveyance charges: Two clerks and a peon go to the Reserve Bank of India for cashing pay cheques once a month. They are paid a conveyance allowance of Rs.4-8-0. A clerk goes to the Accountant General's Office for about 4 days in a month for reconciliation of accounts. He is paid Rs.2/- per day. In the office of the Commissioner for Government Examinations which is also situated in the same building a lesser rate of conveyance charge is being paid - Rs.2 for going to the Reserve Bank and Rs.1-8-0 for going to the Accountant General's Office. Conveyance charges are also paid at the rates of Rs.1/- and Rs.2/- per trip to clerks and attenders for going to the Government Press, Collector's Office etc. As there is bus conveyance available in all parts of the City and which can be used for the above purposes, the rates of conveyance charges hitherto paid seem excessive.

(3) Cycle charges: An allowance of Rs.3/- is paid monthly to a night watchman for looking after the office cycles. This is an unusual item of

expenditure and may be cut out. One of the peons who used the cycles should be asked to be in charge of them in addition to his duties.

(4) Godrej Safes: Twenty eight Godrej Safes each costing about Rs.250/- have been provided for the use of each of the 12 sections in the office and to officers for keeping confidential papers. Wooden almirahs at a less cost may equally serve the purpose and may be purchased in future.

Irregularities

(1) Miscellaneous items of stationery such as carbonpaper, country thread, blotting pad, file cases, stencil paper, stencil ink, etc. are being purchased from out of contingencies. This is irregular with reference to G.O.No.949 Finance dated 8-12-1926.

(2) One zip case has been purchased at a cost of Rs.24-2-0 on 19-5-1948 for the use of the Citizenship Officer. It is understood that another has been bought at a cost of about Rs.43/-, for the use of the Technical Education Officer. It is not usual to supply officers with zip cases etc. at Government cost.

(3) Four iron trays purchased at a cost of Rs.24/- in March and April 1946 have not been entered in the stock register of furniture.

Yours faithfully,

C. Srinivasan
Special Officer for Contingencies.

Fort St. George,
Madras,
13-9-1948.

68944/48

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pp 1-7 of

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pp
27/9

To.
~~the C. of. E (Encl. 1)~~
the C. of. E (Encl. 1)
(Copy of pp 1-7 of)
pp 1-7 of only

Sub: Contingencies - Economy in expenditure
Officers of the Commr. for Govt. Exams-report of.

Memo. No. 68944/93/48-1 Edu. d. 27/9/48.

A Copy of the report by the
Spl. Officer for Contingencies pertaining
to the expenditure incurred in the Office
of the ~~Commr~~ for Govt. Exams. is forwarded
to the C. of. E for remarks.

27/9/48

23.9.48

Handwritten notes in Tamil script, likely a memorandum or report, covering the left page of the document.

Subject:-

Contingencies - Economy in expenditure.



R.C. No. 74-A/48

Station: Madras.

Dated 30th October 1948.

From (Name):- Sri D.S. Reddi, M.A., (Oxon) ., M.B.E.
(Designation):- Commissioner for Government Examinations, Madras.

81102

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

Sir,

Ref:- Government Memorandum No. 68944/G3/48-1
Education, dated 27-9-1948.

Handwritten initials "pich" in the right margin.

I am corresponding with the Medical Stores Depot in Madras to ascertain whether it will be able to supply the Chemicals required for the Practical Examination as suggested in the report of the Special Officer. I shall submit my remarks on the proposals as soon as a reply received from the officer in charge of the Medical Stores Depot.

Handwritten note "P1-104" in the left margin.

Yours faithfully,

M. Gangarayal
for COMMISSIONER. 1.11.48

m.t./1.11.48

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p11 ch -
p13 ch -

p13 ch -

To: The C. of E.

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(9)
Sub: C. of E's Office. Contingencies - Economy in Expenditure -

Memo. No. 68944/43/48-1. Edu 27/9/48.
From the C. of E. Re. No. 74-A/48. d. 30.10.48.

Memo. No. 68944/43/48-2 Edu. d. 1/12/48
With reference to his
letter cited above the C. of E. is
requested to expedite ~~his~~ report
promised therein on the above
Subject.

30/11/48
1/12/48
30/11/48

16943

Sub: C. of E's Office - Contingencies - Economy in expenditure.

Memo. No. 68944/23/48-2. Edu. d. 1.12.48.

Memo. No. 68944/23/48-3. Edu. d. 31/1/49.

The attention of the C. of E. is invited to the memo cited above and he is requested to state when his reply in the matter may be expected by Govt.

To: Secy. C. of E.
And
1/12

26 P. 14
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(10) 17

Sub: C. of E's Office - Contingencies - Economy in expenditure.

68944/23/48

p15 ch -
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1/12

To: Secy. C. of E.

And
1/12

Memo. No. 68944/23/48-2. Edu. d. 1.12.48.

Memo. No. 68944/23/48-3. Edu. d. 31/1/49.
The attention of the C. of E. is invited to the memo cited above and he is requested to state when his reply in the matter may be expected by Govt.

27.1.49
1/12

29.1.49

Subject:-

Contingencies - Office of the Commissioner for Government Examinations, Madras - Economics in Expenditure.

R.C.No. 74-A/48.

Station:--Madras.

Dated the 8th February, 1948.

From (Name):--SRI D. S. REDDI, M.A., (OXON)., M.B.E.,
(Designation) Commissioner for Government Examinations,
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 .

Sir,

With reference to Government Memorandum No. 68944/G3/48-1 Education, dated 27th September 1948, I have the honour to submit the following remarks on the several points raised in the report of the Special Officer for Contingencies:--

(a) Examinations (i) Freight charges:-- The articles of stationery have all along been sent by Railway parcels for the following reasons:--

The quantity of stationery required for each centre can be estimated or worked out only after the actual number of candidates appearing for the examination is known. The S.S.L.C. Public Examination is the biggest of all the Government Examinations under the control of the Commissioner for Government Examinations, Madras, for which no less than 56,200 candidates appeared in March 1948 at 516 centres. The nominal list of pupil candidates are received in the office till about the middle of January preceding the examination, which begins usually in the third week of March. Immediately after receipt of the nominal rolls from all the high schools, the statement of stationery required for each examination centre is worked out and the work of packing the stationery is started by about the 20th of January. There are about 15 items of stationery articles for each centre and they have to be received both from the Stationery Office and the Government Press. There is always some unavoidable delay in the receipt of some article or other from either of these offices and the packing of the stationery cannot be started until all the articles of stationery are supplied to this office to avoid duplicate packing and supply to the examination centres. Thus, the interval between the date of the examination and the despatch of stationery parcels becomes very much curtailed. It takes about four to six weeks for packing and despatching the stationery to the examination centres. It has been ascertained from the railway authorities that goods traffic is cleared the same or the next day of booking subject to the quantity of articles booked and it will take about 10 to 15 days for the parcels booked by goods train to reach the distant places. On account of the uncertainty of the time of movement of goods traffic and the delay caused in transmission and delivery of goods, it will be unwise to send the examination stationery parcels by goods train, as the conduct of the examination will be paralysed if the stationery articles do not reach the centres a few days ahead of the date of the examination. Again, if the articles are to be sent by goods train, they have to be packed in deal wood cases secured with iron band all round. This process of packing will entail more time and cost than the usual gunny packing. What will be gained in freight by sending things by goods train may be lost in packing charges. Further it is not also advisable to send the stationery articles far ahead of the time of commencement of the examination. Instances of mis-use of answer papers and consequent malpractices at the examinations occur. To avoid all possible misuses and to send them in time as quickly as possible within a short time before the examination, the stationery articles have to be sent by Railway parcel alone. The Federal Public Service Commission as well as the other examining bodies send the examination stationery only by Railway parcel to ensure expeditious and



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timely delivery. When the unutilised stationery is returned to this office, the Chief Superintendents of examination centres have been asked to send it by goods train when the quantity is large and by parcel in other cases. It will be seen therefore that both from the point of view of economy as well as efficiency, it is not practicable and desirable to send the stationery, by goods train.

(2) Practical Examination Charges:-

The examiners in Chemistry for which chemicals are purchased for issue to candidates in connection with the Practical examination are either Gazetted Officers or very responsible persons of status. The purchase of chemicals for the examination is done by the examiner after getting competitive rates or quotations from several dealers about the price at which things will be supplied. Purchase of chemicals from the Medical Stores is not practicable, as the indent for chemicals has to be sent by October preceding the examination to the Medical Stores which states that the supply of all items asked for by the prescribed time cannot be guaranteed, that secrecy of the indent cannot be ensured and that articles not supplied by the Medical Stores will have to be bought elsewhere by the indenter. It is highly essential that the names of articles indented for for the examination should be kept confidential. In these circumstances, the present practice of entrusting the purchase of chemicals for the examination to the examiner which has been working satisfactorily may be continued. *A copy of the reply from the Medical Stores is enclosed.*

Tabulation Charges:-

Tabulation of the marks of 56,200 candidates of the S.S.L.C. Public Examination, 15,000 of the T.S.L.C. Examinations, 32,000 of the VIII Standard Public Examination (figures for 1948) takes place at this office during the hottest season of the year i.e., in the last week of April and the whole of May. This is a very responsible work involving high mental strain and it has got to be done by experienced people who are good at figure work and calculations. This responsible and arduous work has all along been done by members of the Government Education Department viz., school assistants, college lecturers and Demonstrators, librarians etc., of the vacation department. Only subordinates of the Government Education Department under the direct control of the Director of Public Instruction, Madras, are appointed for this purpose so that if any malpractice during the tabulation takes place the Director may immediately take disciplinary action against the offenders. Persons in District Board or Municipal or aided schools are not appointed as tabulators as the Director of Public Instruction, Madras, has no direct and immediate control over them. A large number of the tabulators are drafted from the Government Educational Institutions in Madras City. Persons from the mufasal are not paid any Travelling allowance in connection with their attendance for tabulation work except remuneration at daily rate for each working day. The S.S.L.C. Public Examination of 1947 which was a re-examination was conducted under peculiar emergency conditions. The normal procedure could not be followed. The public examination was held about the end of April and the results were notified about the middle of June so that the admissions to colleges might not be unduly delayed. The tabulation was commenced about the 25th May and to overtake the work of tabulation within a short period, teachers in Government, aided and Corporation schools in Madras City were recruited for tabulation work for want of time to recruit teachers in the usual way from Government institutions only. The Special Officer had full powers to complete the work as quickly as possible. So he appointed over 200 tabulators who worked in two shifts. Owing to the large number of persons appointed, a flat rate of remuneration was fixed at a rate lower than usual. This condition cannot therefore be treated as normal and there was considerable agitation from the same tabulators for payment of remuneration at the usual rates. Tabulators from the mufassal are not allowed any travelling allowance; and unless they are paid at the normal rates, people may not be coming up for the technical kind of work. They

have to pay heavily for their boarding and lodging in Madras City unless one can billet himself upon some friend or relative in Madras City. It may be argued that permanent residents in Madras City may be paid at the lower rate than that paid to persons coming from the mufassal. To make this distinction between the two sets of persons doing the same work does not appear to be desirable and equitable. It is submitted that when there is agitation for higher rates of pay and allowances everywhere, it will not be practicable to get the best and efficient persons for the tabulation work if the rates of remuneration to the tabulators are reduced as suggested by the Special Officer for Contingencies, especially when it is remembered that the very taxing work has to be performed in a month's time in gruelling summer.

(4) Service postage and Telegram charges:-

The private candidates come for the public examination from different places and after the examination is over, they return to their villages. To ask them again to go over to the District Head-quarters to receive their certificates as suggested by the Special Officer does not appear to be reasonable. The fee paid for any examination includes also the cost involved in sending to the candidates their certificates, showing the results of the examination. Further, the officer distributing the certificates cannot identify the persons as the rightful owners of the certificates and there is every chance of the certificates falling into wrong hands which may lead to endless troubles and correspondence. The staff in the District Educational Officers' offices is not enough to undertake this extra work. The alternative suggestion of charging one more rupee from private candidates only to cover the postage, etc., in sending the completed certificates to them by registered post will be unjust and unreasonable. Everybody knows that the S.S.L.C. examination yields good revenue to Government and any increase in the present rate of Examination fees for private candidates only will surely meet with vehement opposition from the public. I am therefore of opinion that the present arrangement of sending the certificates by registered post may continue to ensure the certificates reaching the candidates expeditiously to enable them to seek admission in professional or arts colleges or employment.

(5) Cost of Stationery:-

The cloth bags used by the assistant examiners for sending parcels of valued answer papers to the chief examiners are returned to the former for sending further batches of valued scripts. By such repeated usage, the cloth bags become too soiled and get torn in most cases. They become unfit for useful purpose. However the suggestion to direct the chief examiners to auction the cloth bags that are in their custody and remit the sale proceeds to Government credit will be carried out.

(6) Confidential charges:-

The practice of printing the confidential papers of the S.S.L.C. Public Examination in private presses has been given up. The work is now done at the Government Press, as in the case of other examinations.

(b) Office Contingencies:- Paste:-

I may, in the outset, state that the expenditure of Rs.60/- referred to by the Special Officer on paste is not for a month but for the whole year. The monthly average expenditure comes to only Rs.5/-. The use of gum was tried some year back and it was then found that the use of paste was more economical and also the work was done more quickly with paste. Paste is more adhesive than gum and also dries up quickly. Hence any number of covers can be closed in no time by using paste and despatched at short notice. Considering the large number of letters, parcels, etc., that is sent from this office to about 1000 Secondary and

Training Schools, inspecting officers and private candidates, the low cost of about Rs.5/- per month for paste cannot be considered as too much.

Alleged Irregularities:

(i) Electric Heater:-

Electric Heaters and other upto date appliances used for sealing the thousands of confidential covers and hundreds of parcels of question papers are highly necessary in this office. The number of covers to be sealed and the parcels to be sent have increased corresponding to the increase in the number of candidates and examination centres for the several examinations. It will not be possible to get the sealing work done quickly without an adequate number of electric heaters for wax-melting. Simultaneously, thousands of individual covers have to be sealed, then the parcels containing the covers needed for an examination centre, wrapped up with paper and finally the parcels stitched with cloth cover over the paper wrapped ones to get them ready for postal transmission. Even the three electric heaters now in the office are found inadequate to cope with the enormous sealing work to be done.

The following number of confidential covers and parcels of question papers were sealed in connexion with the S.S.L.C., T.S.L.C., and E.S.L.C., Examinations of March and April 1948 for which the largest number of candidates appear.

	No. of covers.	No. of parcels sealed first packed with wrapper and then stitched with cloth cover i.e., parcels sealed twice.
S.S.L.C. Examination	15,500	924
T.S.L.C. "	2,000	119
VIII Standard "	2,080	407

(2) The presumption is not correct. The charges were paid for transporting the hundreds of sealed parcels containing question paper packets relating to the re-examination from this office to the General Post Office and Mount Road Post Office for despatch to the examination centres. The parcels of examination stationery are always booked at the Central and Egmore railway stations only for which handcart or lorry is hired.

(3) Cycle Register:-

A cycle register is since being maintained in the proper form as suggested by the Special Officer. || IV ✓

General:-

This is mainly an examination office wherein every bit of work has to be done racing against time. Accuracy, speed and secrecy are most important. The ordinary canons of Contingent expenditure applicable to other offices cannot strictly be applied to this office as the work is quite different in nature. Of the several items of expenditure pointed out by the Special Officer at the time of his inspection many were found to be only the barest minimum possible. Any drastic reduction in the normal expenses of this office not consistent with the increase in the number of candidates, examination centres, supervising agency, etc., will seriously affect the efficient conduct of the examinations. The several instructions of Government for economy in expenditure are remembered and acted upon. X

(13) 24
-5-

It may not be out of place to mention that this office has been yielding surplus revenue to Government after all its expenses are met, to a tune of several* lakhs per year.

P. K. Angavayalath
8.2.49
For COMMISSIONER.

* 1947-48	-	Rs. 3,50,851	lg SPM
1946-47	-	Rs. 3,56,587	
1945-46	-	Rs. 1,16,552	
1944-45	-	Rs. 1,56,492	
1943-44	-	Rs. 1,94,012	

R.M./8-2-1949:

26
Copy of letter No.90/E/48/22722, dated 22-11-1948 from Dy. Asst. Director General, (Medical Stores) Madras, addressed to the Secretary to the Commissioner for Government Examinations, Madras.

Sub:- Supply of Chemicals - S.S.L.C. Examination - Practical.

Ref:- Your R.C.No.74-A/48, dated 29-10-1948.

With reference to your above, I have to state at the outset that, as you are not borne on the list of authorised indentors on this Depot, supplies cannot be made unless you are enrolled by the Director-General of Health Services, New Delhi, as an authorised indentor on this Depot.

The following difficulties may however be pointed out to you in this connection:--

1. Since the chemicals are required for a Public Examination, there is the question as to whether this Depot will be in a position to meet the entire requirements within the specified periods viz. once in January and again in August each year.

2. It may happen that certain items which are not available at the time of compliance of your indent cannot be procured and supplied in view of the time-limit indicated for submission of your indents and compliance thereof.

3. As it is required by you that the supply should be treated as strictly confidential, it is pointed out that this stipulation will be found in practice to be impossible of observance at this Depot.

In forwarding a copy of the terms and conditions under which new indentors are enrolled on this Depot, it is requested that the Director-General of Health Services, New Delhi, may please be addressed direct if enlistment on this Depot is still desired.

It is requested that a list of items with quantities required may please be forwarded for ascertaining whether the items are authorised to be stocked at this Depot.

(Sd. Dy. Asst. Director-General
(Medical Stores)
Medical Store Depot, Madras.

/True Copy/

M.T./8.2.

Mr. Anganayakul
Secretary. B. P. H. S.

Finance (Exp. B.) Deptt.

Contingencies - Economy in expenditure - Offices of the Commr. for Govt. Examinations and the Director of Public Instruction.

Ref:- Report of the Spl. Officer for Contingencies dated 13-9-48.

A copy of the report may be sent to E & P.H. Deptt. for taking necessary action.

Fin.U.O.No- 84650 Ex.B-1
15-9-48.

II. Office of the Director of Public Instruction.

The progress of expenditure during 1945-46, 1946-47 and 1947-48 has been as follows:-

Items of expenditure.	1945-46			1946-47.			1947-48			Remarks.
	Rs.	As.	Ps.	Rs.	As.	Ps.	Rs.	As.	Ps.	
1. Electric current charges.	1,520	12	0	1,782	7	0	1,660	10	0	
2. Telephone charge.	921	6	0	1,511	4	0	1,771	4	0	Increase in the rate of calls; additional communication consequent on the increase in the number of officers.
3. Service postage.	7,910	0	0	8,500	0	0	11,400	0	0	
4. Tour & Freight charges.	573	2	0	277 8 0			223	2	0	
5. Rates and taxes.	11,016	2	0	11,016	2	0	11,311	2	0	
6. Pay of menials.	1,391	5	0	1,121	12	0	1,045	6	0	Decrease due to reduction in the no. of gardeners.
7. Purchase of furniture.	409	0	0	1,313	12	0	2,273	9	0	Increase due to expansion of staff.
8. Local purchase of stationery.				22	14	0				
9. Hot and cold weather charges.	15	0	0	82	8	0	109	5	0	
10. Purchase & repairs of cycles.	201	1	0	286	8	0	430	14	0	Increase due to purchase of a cycle.
	1354	11	0							
11. Office expenses.	480	0	0	1,307	6	0	1,117	10	0	
12. Cleaning and gardening charges.	126	0	0	73	14	0	87	10	0	
	2208	9	0	1,808	8	0	1,356	0	0	Decrease due to decrease in the no. of gardeners.
13. D.A. of menials.										
14. Books and periodicals.	14,744	10	0	10,884	12	9	14,215	1	3	
15. Customs duty.	1,383	1	2	7726	7	0	17,004	10	0	Stores for Engineering Colleges arrived from U.S.A. and hence the increase.
Total Rs.	43,595	0	2	47,705	12	9	64,005	10	0	

Excluding expenditure on electric current charges service postage, rates and taxes pay and D.A. of menials books and periodicals and customs duty which are not susceptible of any reduction, the expenditure on the remaining items is as follows:-

Year.	Amount.
1945-46	Rs. 2679 3 0
1946-47	Rs. 3354 7 0
1947-48	Rs. 4242 2 9

There is not much scope for economy in contingent expenditure in this office. There are however, a few minor items of expenditure which call for remarks. They are as detailed below:-

(1) Cleaning charges: Once a month all doors windows and collapsible gates are cleaned at a cost of Rs.2/-.. The expenditure seems unnecessary as the work could be done by the sweeper, scavenger, three gardeners and two night watchmen(all whole time servants).

(2) Conveyance charges: Two clerks and a peon go to the Reserve Bank of India for cashing pay cheques once a month. They are paid a conveyance allowance of Rs.4-8-0. A clerk goes to the Accountant General's office for about 4 days in a month for reconciliation of accounts. He is paid Rs.2/- per day. In the office of the Commissioner for Examinations which is also situated in the same building a lesser charge is being paid - Rs.2/- for going to the Reserve Bank.

Accountant General's Office. Conveyance charges are also paid at the rates of Re.1/- and Rs.2/- per trip to clerks and attenders for going to the Government Press, Collector's Office etc. As there is bus conveyance available in all parts of the City and which can be used for the above purposes, the rates of conveyance charges paid seem excessive.

(3) Cycle charges: An allowance of Rs.3/- is paid monthly to a night watchman for looking after the office cycles. This is an unusual item of expenditure and may be cut out. One of the peons who used the cycles should be asked to be in charge of them in addition to his duties.

(4) Godrej Safes: Twenty eight Godrej Safes each costing about Rs.250/- have been provided for the use of each of the 18 sections in the office and to officers for keeping confidential papers. Wooden almirahs at a less cost may equally serve the purpose and may be purchased in future.

Irregularities.

(1) Miscellaneous items of stationery such as carbonpaper, country thread, blotting pad, file cases, stencil paper, stencil ink, etc., are being purchased from out of contingencies. This is irregular with reference to G.O.No. 949 Finance dated 8-12-1925.

(2) One Zip case has been purchased at a cost of Rs.24-2-0 on 19-5-1948 for the use of the Citizenship officer. It is understood that another has been bought at a cost of about Rs.43/-, for the use of the Technical Education officer. It is not usual to supply officers with zip cases etc. at Government cost.

(3) Four iron trays purchased at a cost of Rs.24/- in March and April, 1946 have not been entered in the stock register of ~~furniture~~ furniture.

Sd.
Spl. Officer for contingencies.

Finance (Exp.B) Deptt

Contingencies - Economy in expenditure - Offices of the Commr. for Govt. Examinations and D.P.I.

Ref: Report of the Spl. Officer for Contingencies dated 13-9-48.

A copy of the report may be sent to E & P.H. Deptt. for necessary action.

Fin no 84650 Ex.B-1

15.9.48

16 SEP 1948

68944

Copy given to A Sec
(C No. 70827/48)
(P.S. 100)

A Copy of the report of the Spl. Officer for Contingencies on the economy in expenditure in the Offices of the Commissioner for Govt. Exams may be forwarded in the first instance to the C. of E. for remarks. Separate action has been taken on the recommendation re- P.D. 25. The draft below is for approval.

23/9/48

23.9.48

25/9/48

E & P. H
of 3.

Please see the letter from the C. of E. on 13.9.48. The remarks of the C. of E. on the report of the Spl. Officer, with ref. to economy in expenditure, may be awaited till 20.11.48.

31/11/48

31.11.48

4-11-48

The draft memo below to the C. of E. is for approval.

30/11/48

30/11/48

The draft reminder to the
C. G. & below is for approval.

27.1.49
27.1.49

XXX

28 P.H. (93)

In his letter on pp 19-24
of the C. G. & has submitted
his remarks on several of the
points raised by the Spl. Officer for
Contingencies, in his report to Govt.
Particular attention is invited to
the remarks of the C. G. & at (x) on p 23 of
the explanations of the C. G. & may
be agreed to. In view of what has
been stated as for the action seems
necessary.

The orders w/ the papers
may be recorded.

The Commr. has given
good reasons for not
accepting the suggestion of
the Special Officer. The expendi-
ture referred to is on exami-
nations. All the processes
connected with them upto and
inclusive of the publication of
the results have to be carried out
according to a time table
and the work involved has to
be

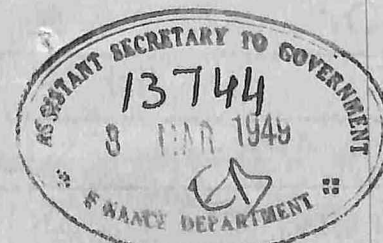
be done with speed & accuracy"
and in strict secrecy. It does
not appear that the suggestion,
if adopted, will conduce to
the efficiency of the work connected
with the S. L. C. & other examina-
tions.

In view of the large
increase in the number of candi-
dates especially for the S. L. C.
Examination & the lifting of the
Supplementary Examination for the S. L. C.
increased contingent expenditure
seems to be unavoidable.

The C. G. & has stated that
he will consider two of the
minor suggestions, namely (1) Sale
of used cloth bags & (2) main-
tenance of a Cycle Register -
Even on these, no instructions seem
to be necessary.

His conclusions of x on page
23-24 if they be accepted, for
the reasons given - No other
action seems to be necessary on
any of the suggestions of the S. O.
other than the two mentioned
above.

In. may be -



28 P.H. 10/10
68944/90/128-427 2.48.
2.3.49

Please see the remarks of the Commission
for Govt. Examinations on the suggestions of the
S. O. for Contingencies, and the notes of Spl. Officer on the
above.

42

CSK
5-2-17

93

hono. 13744 EB1
 5-3-48.

17325
7 MAR 1949

Sub: Contingencies
Office of the C. S. &
Economics in expen-
diture - report of the
Spl. Officer. papers
recorded.

To ~~1000~~ ~~1000~~ 1913
The C. G. E.
(with refce
to his letter
pages 19-24)
NO 74 A-48
G. Dr 8.2.48)

01.00.4.923
4-22/08/2008
p. 8