

EDUCATION

1950 DEPARTMENT. PER W2

MS. SERIES

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G. O. No 2267. Edn.

DATED. 11. 8. 50.

14

Sub

Old EGB - Law College, Madras
Employment of a L. D. Clerk.
Sanctioned

EDUCATION DEPARTMENT
FROM THE DIRECTOR OF PUBLIC INSTRUCTION, MADRAS

To
The Secretary to Government,
Education Department,
MADRAS

Re.No.93K2/50 dated 30th March 1950.

Sir,

Sub:--Colleges--Law College, Madras--Employment
of a Lower Division Clerk.

The ministerial staff sanctioned for the Law College Madras consists of one Head Clerk, one Typist and one Librarian. For ministerial duties only the first two members count. The Principal has been pressing for additional staff for the College Office on the ground that the existing staff is utterly inadequate to cope with the work. In enclosing herewith a copy of the letter Re.No.264/49 dated 13-3-50 from the Principal, I have the honour to state that I have been sanctioning the employment of an additional Clerk for one month at the commencement of each term to assist the Head Clerk in the fee-collection work. In practice this provision is found to be of no advantage to the College. The strength of the College (ranging between 613 and 783 for the last few years) and the heavy financial transactions involving collections of fees and scrutiny and disbursement of scholarships etc., really warrant the need for an additional member in the ministerial staff of the College. To meet the urgent needs of the College I have sanctioned the employment of a temporary Lower Division Clerk in the College from the date of appointment in the next academic year under the powers delegated to me. As there is no question about the need for an additional Clerk, I request that Government may be pleased to sanction the post in the usual time scale of pay with effect from the date of appointment in the next academic year.

Yours faithfully,

Thuraiswami
For Director of Public Instruction.

Clb.30--3--50.

Clb
31/3

21/3

G.O.Rt. 206 Ed
2-5-51

Copy of letter from the Principal, Law College, Madras to the
Director of Public Instruction, Madras, Letter No. Rc.264/49
dated 13-3-1950.

Sub:--Employment of additional staff.

Ref:--Director's Proceedings Rc.No.93K.2/50 dated 4-2-50.

I am submitting enclosed statements of the number of papers received and disposed of in the last three years as well as statistical information on the various points raised in my letter.

The number of papers received and disposed of will not however give an adequate idea of the volume of work. Quite a large number of written requests from students and other papers are not numbered. Similarly the comparison of statistics for the last three years, on the other points may not be very instructive.

A The need for an additional clerk had arisen when the College was required to collect the fees directly from the students. The subsequent additions of cash transactions have operated like the proverbial straw on the clerk and the checking Officer.

To give only one illustration of the number of operations involved in some of the new items of work I may refer to the Harijan Scholarships:--

(i) The application of each student has to be scrutinised by the Office with reference to the particulars about the community and poverty and sent to the Harijan Welfare Department with the signature of the Principal;

(ii) On receipt of the sanction of the Director of Harijan welfare and a bill form from him, a bill has to be prepared and sent to him for countersignature;

(iii) On getting back the bill with the counter-signature it has to be presented to the Accountant-General involving the following operations:--

(a) It has to be entered into the bill book and the Principal has to initial it;

(b) authority for a messenger to receive the cheque has to be signed by the Principal;

(c) the cheque when received has to be entered in the appropriate column in the bill book;

(d) authority to receive cash for the cheque has to be signed by the Principal.

(iv) Wardens of hostels have to be informed that scholarship money has been received on behalf of some students resident in the hostels:

(v) Each of the recipients have to be sent for to the Office for signing the undertakings prescribed by the Harijan Welfare Department and for signing the vouchers. Payment is then made to individual students or messengers sent by wardens.

(vi) Necessary entries have to be made in the cash book for the money received and the payments.

(vii) When the sum received is large and the students or the wardens are not ready to receive it, some arrangement has to be made for keeping the money safely.

Vouchers of the recipients and the cash
P.T.O.

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cash book entries have to be verified and initialled by the Principal.

(ix) When all the payment relating to the cash drawn on a particular bill have been made, an appropriate entry is made in the bill book and initialled by the Principal.

(x) Finally the vouchers and the undertakings signed by the students have to be sent to the Director of Harijan Welfare.

These gants by the Harijan Welfare Department come in several batches. I may be forgiven for stating in such detail what is no doubt well-known to any Office which has cash transactions.

The chief basis for my request for an additional clerk and for an assistant to the Principal is the cash transactions we are responsible for. The smallness of the number of full-timed teachers and the need for the Principal doing as much lecturing as the others may kindly be noted.

(Sd) x x x x x
Principal.

-1-

Years	No of papers received	No. of papers Disposed.
1947	353	353
1948	407	407
1949	423	423
1950		
till 10-1-1950	70	70

-2-

STATEMENT SHOWING THE DISTRIBUTION OF LECTURING AND OTHER WORK TO THE STAFF.

Name	Designation	Hours spent on lecturing per week.
S. Govindarajulu Naidu Esq.	Principal	7
G.C.V. Subba Rao Esq.	Professor	8
B.Lakkapparai Esq.	Part-time Lecturer	6
S.V. Venugopalachari Esq.	-do-	6
E. Venkatesan Esq.	-do-	6
T.P.Gopalakrishnan Esq.	-do-	8
V.P.Gopalan Nambiar Esq.	-do-	8
K.V. Venkatesubramania Ayyar	-do-	8

-3-

Strength of the College

	F.L.	B.L.	M.L.
1946-47	345	257	11
1947-48	373	234	8
1948-49	445	324	14
1949-50	394	266	21

-4-

Years	Collection of fees	Registration fees.	Miscellaneous receipt		Total
			Reading Room Fees.	Other	
	Rs	Rs	Rs	Rs	
1946-47	103555	2965	1034	110	10760
1947-48	108271	2945	1012	137	11239
1948-49	138606	3532	1339/8	78/8	1435
1949-50					
till 10-2-50	119486	2486	1165	123	1232

P.T.O.

From the year 1949-50 Registration fees are being received in cash in office with reference to proceedings Rc.No.408.A.3/48, dated 23-9-1948 of the Director of Public Instruction, Madras.

Years.	No. of students from backward community eligible for fee concession under M.E.R.92.	No. of students from Harijan community eligible for full fee concession.	No. of students eligible for Military concession under G.O. No.610 Bdn. dated 20-4-45.	No. of students enjoying Military concession under G.O. No.1167, D/12-6-46.
	F.L.	B.L.	F.L.	B.L.
1946-47	36	30	12	9
1947-48	30	19	11	8
1948-49	39	26	5	6
1949-50	31	28	9	1

The maintenance allowance being sanctioned to the Military concession holders under G.O.No.1167, dated 12-6-46 are due to students monthly and separate contingent bills are being prepared claiming the amounts.

Amount refunded to students after gaining concessions.

1946-47	1947-48	1948-49	1949-50 till 10-2-1950.
Rs.1281-8	360	993	785/- yet to be cashed. 583/-

Amount of scholarships disbursed.

	Harijans	Backward community
1946-47	146	-
1947-48	3226/-	-
1948-49	5433/-	3638
1949-50	3292 till 10-2-1950	10130 paid till 10-2-1950
	1428 pending payment.	3475 pending payment.

Monthly payment of scholarships under G.O.No.886 dated 26-4-46 are being made to the dependants of the deceased military personnel.

Number of students from foreign universities admitted in the college.

	1946-47	1947-48	1948-49	1949-50
F.L.Class	96	87	86	86

Matriculation fees being collected from foreign university graduates and a return of matriculates to be sent to Registrar of Madras University. The present rate of matriculation fee Rs.50/-

Applications for the recognition of degree with migration certificates from their respective universities, Treasury or Bank receipts towards the fee for the recognition of the degrees, course certificates etc., have to be collected from foreign universities graduates scrutinised and sent to the Madras University for recognition of the degrees. The fee of the Recognition of the degree is Rs.5/-

Thiruvananthapuram

For Director of Public Instruction

Edn Dept

Telephone Message by Post

From

The Secretary to Govt,

Mems. No. 5704 A/50 | Edn Dept dated 14/4/50

To

The D.P.S.

24/4/50

Law college, Madras. Employment of an addl. clerk.

11/4

Ref D.P.S's letter No: 93 K2/50 D/30.3.50

A m 13/4

In the Principal's letter No: 264/49 D/13.3.50, copy of which has been sent to Govt, it has been stated that the need for the addl. clerk ^{arose} when the college was required to collect the fees directly from the students. ^{The D.P.S. is requested to report} Please say what the previous practice was in regard to the collection of fees and also refer me to the Govt orders under which that ~~practice~~ ^{practice} was discontinued.

On account of the ~~state~~ financial stringency the Govt do not sanction addl. staff unless it is absolutely essential and a clear case has been made out supported by statistics. So if government sanction for the addl. clerk ^{is to be sanctioned} full statistics of the work transacted in the college during the last two or three years must be furnished. ^{These} statements that work is heavy will not be sufficient.

15/4/50

To the D.P.S. 12/4/50.

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Post Copy of Telephonic Message No. 93-K2/50, dated 24-5-1950.

From The Director of Public Instruction,
Madras.

13132

To The Secretary to Government,
Education Department,
Fort St. George,
MADRAS.



Ref: Government Memorandum No. 5704-A/50-2, Ddn.,
dated 11-5-1950 regarding the employment
of an additional clerk in the Law College,
Madras.

A reply will be submitted to Government on receipt of
further remarks from the Principal, who has been reminded
in the matter.

Discontinued

For DIRECTOR OF PUBLIC INSTRUCTION.

4/5/50

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The D.D. may be reminded
again, if necessary, on 4/7/50
25/6/50

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EDUCATION DEPARTMENT

From

The Director of Public Instruction,

Madras.

To

The Secretary to Government,

Education Department.

Sir,

Roc. 93-K.2/50 dated 1-7-'50

Sub: Law College, Madras - Employment of an additional clerk -
Ref: Government Memo. No. 5704 A/50-1 Edn., dated 14-4-'50

Prior to 1-7-'39, the Reserve Bank was receiving College fees from the students directly. This arrangement was discontinued from that date - vide G.O. No. 2290 P.H. dated 20-6-'39.

In regard to para 2 of the Memo. Government have called for full statistics of the work transacted in the College during the last 2 or 3 years. I would invite attention to the letter Rc. 264/49 dated 13.3.'50 a copy of which was submitted in my letter Rc. 93-K.2/50 dated 30.3.'50 containing the particulars required by Government. I now enclose a copy of letter Rc. 264/48 dated 30-5-'50 from the Principal furnishing more details of the work in the College and would point out that it would not be possible for the Head Clerk alone to manage the entire work enumerated therein. I therefore request that Government may kindly sanction the employment of an additional clerk for the college.

Yours faithfully,

for Director of Public Instruction.

GRD.3.7.

Copy of Rc. 264-49 dated 30.5.'50 from the Principal, Law College, Madras to the Director of Public Instruction, Madras -

Sub: Law College Madras - Employment of an additional clerk -
Ref: Proceedings Rc. No. 93-K.2/50 dated 21-4-'50 of the Director of Public Instruction, Madras, communicating a copy of Government Memo.No. 5704.A/50.1, Education, dated 14-4-'50

For a very long time the Imperial Bank and subsequently for a short time the Reserve Bank was receiving college fees from the students directly. It was by G.O.No. Ms. 2290. Public Health dated 20.6.'39 communicated with proceedings Rc. No. 170-A/39 dated 4-7-'39 that the college was made responsible for collecting fees from the students and remitting the amount to the bank. In 1948-49 the amount collected was about Rs. 1,40,000 from about 600 students and in most cases in three instalments apart from amny miscellaneous collections. The only additional staff that was given for the purpose was a temporary clerk for one month at a time at the time-beginning of each of the three terms. This temporary appointment was of very little use to the college. Every time a new candidate is appointed and generally an absolutely raw one. He cannot cope up with the collection work nor can he be trusted with money as he is not asked to give security. The work of collection of fees of this magnitude by itself justifieds the appointment of an additional clerk. To this has to be added all the financial transactions relating to scholarships to military personnel, their dependants and Harijan and backward students.

Statistical particulars for the past three years have already been submitted with this office Rc. 264/49, dated 13.3.'50 (1) correspondence and No. of papers disposed (2) statement showing the distribution of lecturing and other work to the staff, (3) strength of the college. (4) statement showing the collection of Revenue; (5) statement showing the number of students eligible for half fee full fee and military concessions; (6) statements showing the amounts refunded to the students paid by them before getting Military and other concessions; (7) statement showing the amounts claimed and disbursed to students of Harijan and Backward communities towards the scholarships sanctioned by the Commissioner of Labour in previous years and by Harijan Welfare Department from 1949-50; (8) Monthly payment of scholarships to Military concession holders under G O.No. 886, dated 26-4-'46 and monthly payment of maintenance allowances due to students as disbanded Military personnel under further Education Scheme; (9) statement showing the number of students who joined the college for the past 4 years from Foreign Universities from whom applications for the recognition of their degree with necessary Treasury Receipts towards the recognition fees and matriculation fees @ Rs.5/- in cash have to be collected.

In brief, the strength of the office staff consists of one Upper Division Clerk designated as Head clerk and one Typist apart from a temporary clerk for three months.

The Head clerk deals with the: 1. Correspondence; (2) Maintenance, of cash book and cash receipts and payments (3) encashment of cheques exceeding Rs. 1,000/- and 4) Remittance of cash into the Reserve Bank. While either remitting amounts into the Reserve Bank or encashing the cheques, the Head clerk will be required at the Bank to take his own turn in the queue.

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It is not possible for him to return to office till late in the evening. Especially during the collection season all the work suffers in his absence.

- (5) Preparation of pay bills of Gazetted Officers.
" " Non-Gazetted Officers.
" " Scholarship Bills.
" " Dependants of deceased and incapacitated military personnel.
- v. Preparation of contingent bills claiming the maintenance allowance of disbanded military personnel.
- vi. Preparation of contingent bills claiming items relating to office
- vii. Preparation of applications for the refund of fees paid by students at the time of joining the college by not getting the concessions then.
- viii. Preparation of refund bills, claiming the refund of fees.
- ix. Preparation of scholarship bills of students belonging to Harijan and backward communities.
- (6) Registers relating to collection of fees: F.L. and B.L. classes.
- i. Maintenance of Daily fee collection Register.
- ii. Term fee Register, Preparation of Demand Collection Balance Statement of fees; iii. Admission Register iv. Case sheet.
- (7) i. Maintenance of Service Registers, Service Rolls and Leave accounts of the members of the college staff.
- (8) Preparation of pension applications retiring from services;
- (9) Maintenance of stock book of stationery and forms.
- (10) Maintenance of office furniture and stores.

As one clerk will be fully occupied with the cash transactions, it is necessary to have an assistant who would shoulder responsibility in respect of other matters. Sanction may therefore be accorded for the entertainment of an additional clerk, permanently with effect from the academic year 1950-51. The Government is already paying the salary of a clerk for three months and they are not getting the full value of it. The extra now asked for is salary of a clerk for nine months more.

The Typist who is the only assistant to the Head Clerk is at present entrusted with the following work:

1. Receiving papers and registering them in the current register.
2. Maintenance of stamp account and despatching of office tappals.
3. i. Fair copying; (ii) Maintenance of stationery articles; iii. Preparation of conduct certificates; iv. Preparation of Transfer Certificates. v. Preparation of date of Birth certificates. A copy of the letter submitted to the Director of Public Instruction on 13.3.1950 is enclosed.

/True copy/

M. S. Induram
for Director of Public Instruction.

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It is not possible for him to return to office till late in the evening. He is especially busy during the collection season and the work suffers in his absence.

- (3) Preparation of pay bills of Gasetted Officers.
Non Gasetted Officers.
Scholarship Bills.
Donations of deceased and
Inchanted military personnel.
v. Preparation of contingent bills claiming the maintenance
allowance of disbanded military personnel.
vi. Preparation of contingent bills claiming from railway for
vi. Preparation of applications for the return of fees paid by
students at the time of joining the college by not paying the
contingents then.
viii. Preparation of return bills, claiming the return of fees.
ix. Preparation of scholarship bills of students belonging to
castes and backward communities.
(a) Registers relating to collection of fees: A.D. and B.D. classes.
i. Maintenance of daily fee collection Register.
ii. Term fee Register, Preparation of Demand Collection Balance
Statement of fees; iii. Admission Register, iv. Class sheet.
(v) i. Maintenance of Service Register, Service Rolls and Leave
accounts of the members of the college staff.
(b) Preparation of pension applications relating from non-offices;
(c) Maintenance of stock book of stationery and forms.
(d) Maintenance of office furniture and stores.

As one clerk will be fully occupied with the daily transactions, it is necessary to have an assistant who would shoulder responsibility in respect of other matters. General and clerical work is recorded for the maintenance of an additional clerk, permanently with effect from the academic year 1950-51. The Government is already paying the salary of a clerk for three months and they are not paying the full salary for it. The extra pay asked for in salary of a clerk for nine months more.

The Director is in the daily assistance to the Head Clerk in the present connected with the following work:

1. Receiving reports and registering them in the current register.
2. Maintenance of (a) accounts and bookkeeping of office salaries;
i. i. Fair copying; (ii) Maintenance of supplementary entries;
iii. Preparation of contract certificates; iv. Preparation of
Transfer Certificates; v. Preparation of bills of first
certificates. A copy of the report submitted to the
Director of Public Instruction of 12.12.1950 is enclosed.

A true copy

Roulm

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Go. no 2290 P. 4 - 0129. 6.39
required for the disposal of this
file has been called for from
the H. R. O. Time was to
given to submit this file the

18.7.50.

NH
15.7.50

18/7/50

College - Law College Madras -
Employment of a h.o. clerk - Sanctioned

pp 1417 of Read: Letters from the D.P. no 93k2/50 & 30-350 & 1.7.50

G.O. No. 2267 EduD 11/8/50.
MS.

28/8/50

The Govt sanction the
employment upto the end of the
academic year 1950-51 of ~~the post~~
~~of a~~ lower division clerk in the
Law College Madras, on the usual
scale of pay & allowances.

28/8/50
Dr. M. S. S.
Dr. A. S. K. T.
S.E. 2

MS
5/8/50
Cue
9.8.50

May
10/9/50

From the D.P.I., No. 93 K2/50 dated 30-3-50 and 1-7-50.

COLLEGE - Law College, Madras - Employment of a L.D. clerk.

The D.P.I.'s letters on pp. 1 and 17 c.f. may be perused. He has proposed the employment of a lower division clerk in the time scale of pay in the Law College, Madras. The existing staff in the college consists of ^{one} Upper Division clerk designated as Head Clerk ^{and one Librarian} and one typist apart from a l.d. clerk employed for 3 months. From the particulars furnished by the Principal on pp.19-21 c.f. it appears that the Head Clerk will be fully occupied ^{that} with cash transactions and an Asst. ^{to help} to shoulder the responsibilities in other matters with him is necessary. This Dept. may therefore support the proposal of the Director for the employment of an addl. l.d. clerk on the usual pay & allowances.

The file may be sent to Finance for their remarks.

*M/S 27/7
Cec
21.7.50*
The Director has already sanctioned the employment of a l.d. clerk on the minimum of the time scale on a temporary basis.

26/7/50 S. B. 26.7.50

Fin



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Finance (E.III)

Notes of Education above may be perused.

The existing staff in the office of the Law College

x alone

Madras, consists of one Upper Division clerk designated as Head-clerk, one typist and a Librarian, besides a Lower Division clerk ^{on fixed pay} sanctioned by the D.P.I under the powers delegated to him for 3 months in a year to assist the Headclerk in the fee-collection work.

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It is considered that the existing staff is utterly inadequate to cope with the work and it is now proposed to sanction the above ^{post} clerk, ~~(sanctioned by the D.P.I.)~~ on a time scale of pay. The extra cost in the proposal works out to Rs 1200/p.a.

Finance may agree to the proposal. The period of

sanction may be upto the end of the current ac

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the first instance.

With the above remarks the case may returned to Edn.

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378150 Edn. Dept (A)

Edn

Fin. Co
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The suggestion of Finance at 17
overleaf may be accepted in this
dept. A draft order is submitted
for approval.



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