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Edn. (1940) Department.

Ms. SERIES.

G.O. NO. 2848 Edn.

Dated 14-10-50.

~~pp 1-2, 205-209 cf and related pp 2-3~~

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110

[Despatch Abstract.]

Accounts - Questionnaire to be answered by Educational Officers - Revised.

Pack Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
G.O.	17	L & E	6-1-30.				

Further Papers.

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

(2) A

A. 14993

EDUCATION DEPARTMENT.

From

The Director of Public Instruction,

Madras.

To

The Secretary to Government,

Education Department,

Madras.

ASSISTANT SECRETARY
SEP 1950
26967
EDUCATION DEPARTMENT

R.O.C. No.8-H/49 dated 6/6/1950.

Sir,

Sub:- Revision of the questionnaire form to be answered by the Officers of the Education Department - suggesting.

Ref:- G.O.No.17, Law and Edn. dated 6/1/1930.

The Government in their order referred to above appro the questionnaire to be answered by the inspecting officers of the Education Department. The same questionnaire form is also used by the Principals of all Government Arts and Training Colleges under my control for the submission of their annual reports of inspection of their offices. Having regard to the normal increase in work in the O-ffices of the inspecting officers and the variety of new Schemes that have to be worked out by them, it has become necessary to devise suitable measures to check and assess the work done in the offices from day to day with a view to preventing delays and maintaining efficiency. To this end, I am of opinion that the questio naire form approved by the Government should be revised and expanded so as to make it more informative and self contained. I also consider it necessary to have separate questionnaire form for (i) Deputy Inspectors' Offices (2) Offices of the District Educational Officers, Inspectresses and the Divisional Inspectors of Schools (3) Offices of the Government Secondary Schools and Government Training Schools and 4) Offices of the Government Colleges (Arts and Professional) with reference to the special questions and problems dealt with in each office retaining the questions common to all offices viz. questions relating to financial and account matters. Accordingly draft questionnaire forms have been prepared in consultation with the officers of my de- part rent and they are [illegible] herewith for the approval of

2

Government,

I request early orders of Government in the matter.

Yours faithfully,

S. Pantulaiyer 8/6

Tsn.7/6/ For Director of Public Instruction.

8/6.

~~Education~~

~~Endorsement~~.

~~Signed by the Secretary~~

(3) 3

QUESTIONNAIRE TO BE ANSWERED BY INSPECTING OFFICERS OF THE EDUCATIONAL DEPARTMENT.

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PART. I.

Report on the inspection of the Office of the Deputy Inspector of schools Range for the period ending .

Date of ~~present~~ last inspection:

Date of present inspection:

Dates of visit, if any, by
1. The Dist. Edl. Officer :
2. The Divl. Inspr. of Schools:
3. The Director of Public Instruction and his Deputies ..

ORGANISATION.

I. PERSONNEL:
(a) Name or names of the inspecting officers in charge since the last inspection:--

1 Designation of post.	Name or names of officers in charge of the office during the year under report. (From..... To.....)	Substantive or Officiating.	If officiating, Approved Probationer, probationer or ~~temporary~~ temporary under Rule 9(a) or 31(a).	Pay.	Whether the post is permanent or temporary.

P.T.O.

(b) Names of the members of the establishment.

Designation of post.	Name or names of incumbents of the post during the ~~year~~ year under report. (From.... To....)	Substantive or Officiating.	If officiating, Approved probationer, probationer or temporary under Rule 9(a) or 31(a)	Pay.	Whether the post is permanent or temporary.

NOTE:- (i) Frequent changes, if any, in the personnel should be examined; unnecessary and unjustifiable transfers of clerks and peons should be commented upon;

(ii) Temporary posts should be distinctly indicated with the Number and date of G.O. or Director's Proceedings sanctioning the post and the period for which the sanction exists; and

(iii) Emergency appointments should be examined. The concurrence of the Madras Public Service Commission should have been secured in the case of appointments lasting for a period

over ~~of~~/3 months - vide Rule 19 of the Madras Public Service Commission Regulations.

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iii) Emergency appointments should be examined. The concurrence of the Madras Public Service Commission should have been secured in the case of appointments lasting for a period

over/ of/3 months - vide Rule 19 of the Madras Public Service Commission Regulations.

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II. ACCOMMODATION.

(a) Position and accessibility to all communities.

(b) Adequacy and suitability.

(c) Govt. or rented (if rented, specify the rate of rent and authority). If Govt. State whether it is a separate building or a portion of a main building in charge of another Department).

(d) State of repair.(Specify when the last annual repairs were carried out).

(e) Cleanliness, ventilation, supply of drinking water, sanitation, latrines and urinals.

(5)

(f) Are the rules regarding protection of offices and precautions against fire duly enforced? (Specify the scale of fire protection appliances prescribed for the building and the appliances ~~actua~~ actually in use).

(g) Is the building electrified? Is the number of lights and fans adequate?

III. OFFICE FURNITURE.

(a) Is a stock account of furniture and all other office stores maintained in M. F.C. Form 10 (C.F.68(a)?

(b) Are all the articles numbered?

(c) Are they properly cared for and in good condition?(The Inspecting Officer should examine the cyclostyle machine and satisfy himself about its proper use. The machine card should be carefully checked).

(d) Is a verification of these made at least once a year and their condition reported upon?

(e) When and by whom was the last verification made and with what result?
Note: The stores should be checked whenever there is a change of officers.

(f) What are the superfluous articles noticed at the inspection and which are available for transfer?

(g) What are the additional articles needed and recommended for supply by the inspecting officer?

(h) Specify the unserviceable articles which have to be condemned?

(i) What are the new articles supplied and have they been brought to account in the stock book?

IV. OFFICE LIBRARY:

(a) Does it contain the necessary reference books including the latest addition of village statistics relating to the inspecting officers' jurisdiction and maps? Specify the No. of books in the library.

(7)

(b) What are the new books added during the year? (Verify with reference to invoices).

(c) Are the new books added to the library suitable?

(d) To what extent is the library made use of by the inspecting officers and the teachers? (No. of issues during the year, No. of persons to whom they were issued and the nature of books issued to be specified).

(e) Is a list of library books maintained in C.F.6? and has the catalogue No. been entered against the stock book No. ?

(f) Are all books including the new additions entered in the register and numbered?

(g) Is a classified catalogue of library books maintained and has the serial No. been entered against the catalogue No.

(h) Is a separate issue register maintained for library books?

(i) Are entries properly made to watch the return of books issued?

(j) What are the periodicals ~~supplied~~ circulated to the office?

(k) Is a register maintained to watch their receipt?

(l) Is the stock account of books, Periodicals, maps etc. in the library periodically verified by a person other than the librarian at-least once a year and their condition reported upon.

(m) When and by whom was the last verification made and with what result?

(n) What are the reference books supplied to the office and are they maintained up-to-date with the corfection slips pasted as per register of correction slips or with the corrections carried out as and when amendments to rules are issued ~~as per the list of~~ in the ~~rules supplements to~~ Fort St. George Gazette.

(o) Are the issues of the Fort St. George Gazette carefully preserved?

(p) Is there a map of the range showing the location of all schools including Basic Schools and Adult Schools? If so, is it maintained up-to-date?

OFFICE SYSTEM.

V. CORRESPONDENCE AND REGISTERS.

(a) What are the arrangements made for the opening of tappals? Who keeps the date stamps?
(i) When the Officer is at Headquarters and (ii) when the Officer is on camp?
Who keeps the date stamp?

(b) Who distributes the tapals and are they distributed to subject clerks on the same day as they are received?

(c) Do subject clerks promptly register tapals in their personal and periodical registers?

(d) Has there been any undue delay in dealing with correspondence? If there are delays, examine a few cases and satisfy whether they are unavoidable and if not, note cases of negligence calling for disciplinary action.

(e) Are arrear lists put up regularly and checked by the Officer? Describe the nature of arrear lists maintained and the check exercised by the Dy. Inspector to obviate delays and pendency.

(f) What is the No. of ~~unansered~~ unanswered papers in the arrear list for the week preceding the inspection.

(g) Has the Inspecting Officer given adequate instructions to dispose of the arrears within a reasonable time?

(h) Is there a list of pending currents in C.F.94 maintained and scrutinised by the head of office every month?

(i) Is there a call book and is it usefully maintained?

(11)

(j) Are the following registers properly kept?

i) Personal registers.

ii) Periodical Registers.

iii) Disposal register.

iv) Despatch register.

v) Stamp account (in C.F.444)

vi) Office calendar(with special reference to due dates of urgent and special replies, in addition to due dates of ordinary periodicals).

vii) Office journal

viii) Daily Order book

ix) Attendance register.

x) Casual leave register.

(k) Do the subject clerks maintain stock files and are they kept up-to-date?

(l) Have you scrutinised the disposals for the purpose required in G.O. No.1555 Public Service, dated 28-6-48? Are you satisfied that the executive and judicial orders issued by the officer are generally correct and justifiable?

(m) Is the progress report on Basic Schools sent to the Director on prescribed dates?

(n) Are the T.P.F. lists received from the managements of aided elementary schools regularly, properly checked and submitted to the District Educational Officers without delay?

(o) Are the inspection reports on elementary schools submitted to the District Educational Officers on the prescribed dates.

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VI. RECORDS.

(a) Is the record room kept clean and protected from white ants, rats, etc.?

(b) Are the various classes of records properly arranged and readily available when wanted?
(as a test check, please call for certain old records before you satisfy yourself).

(c) What system is in force for the destruction of records.(See Art. 53. M.I.C., Art. 326 M.F.C. and Director's Pros. Dis.2605/28 dated 18-6-28 etc.)

(d) When were the old records examined and sorted out for destruction? Also specify the periods upto whihh the several records including old disposals were examined.

(e) Are the one sided papers and tags in the unserviceable records extracted ~~cted~~ and preserved for use?

(f) When were the unserviceable records sold in accordance with the rules and what was the sum realised?

ACCOUNTS.

VII. STOCK LIST AND STATIONERY.

(a) Is the stock regularly maintained and is the stock of stores etc. correct according to the stock book?

(b) Are all stores properly cared for and in good order?

(c) Have the instructions issued from time to time as regards the inspection of stationery, account forms and covers been duly complied with? Are you satisfied that there was no abnormal issue of paper or any wastage?

(d) Are the forms classified properly?

(e) Is a verification of the articles of stock and stationery made at least once a year?

(f) Mention the name and designation of the officer who conducted the last verification and also the date and result of that verification.

(g) Are unserviceable or lost articles (furniture, books, stores etc.) written off the account under the orders of competent authority?

(h) Are the unserviceable articles disposed of by public auction or sale? Specify the auction or sale conducted during the year and the amount realised on each occasion.

VIII. PAY ABSTRACT, TRAVELLING ALLOWANCE BILLS & ACQUITTANCE ROLLS.

(a) Is pay drawn regularly and disbursed promptly after obtaining the necessary acquittance?

(b) Are travelling allowance bills drawn without delay and disbursed promptly?

(c) Is the timely refund into the treasury of undisbursed pay and allowance properly watched? How is this watch kept through ~~a~~ acquittance roll or separate register? (S.R.4(c) under T.R.32 of the Madras Treasury Code)

(d) Is the register of advances(Pay and T.A. etc. drawn) prescribed in G.O.1020, Ms.Fin, dated 15-9-45- maintained and recoveries watched.

IX. CONTINGENT REGISTERS & BILLS.

(a) Is the register of contingencies maintained in the printed form? Do the entries in the contingent register tally with the vouchers? Are the entries made in the register duly attested?

(b) Have the required heads of expenditure and appropriations thereunder been entered?

(c) Does it appear that the entries have been made as money is paid away? Are the subvouchers entered in the column provided for the purpose? (Art.104, & 105(a) and (b) of the M.F.C.

(d) Have the progressive totals been struck under detailed heads and the Memoranda of allotment, expenditure and balance been worked out monthly? Have steps been taken to obtain additional appropriations or to propose surrenders wherever necessary?

(e) Are the vouchers not required to be sent to the Accountant-General duly cancelled, the cancellation being attested by a respondible Officer?

(f) Are all payments properly vouched for?

g) Are the vouchers in accordance with the rules on the subject consecutively numbered in conformity with the contingent register, conveniently arranged and properly preserved?

(h) Have all the items of expenditure received the sanction of the competent authority previous to the payment?

(i) Is a Treasury Bills Book maintained? (Vide Instruction 33 under T.R.16).

(j) Is the closing date of sub-treasuries noted and are bills cashed after that date entered in the subsequent month's expenditure?

(k) Is the register of Accountant-General's objections maintained and are these objections promptly disposed of?

(l) Are advances made from the permanent advance shown in a separate column in the contingent register and adjusted promptly on receipt of vouchers or when the amount is refunded?

m) Are lighting etc. charges regulated with referende to a definite scale?

n) What is the menial$ establishment of the office? (Full time or part-time) Pay of each menial and the latest sanction for each to be specified.

o) Have the menials been paid promptly every month?

X. CASH (RECORDS AND VERIFICATION).

(a) Are the instructions regarding maintenance of cash books duly observed?

(b) Do balances of Govt. money, undisbursed pay, travelling allowance, etc. agree with the contingent register, cash book etc.?

(c) Are fee revenues, sums realised by the sale of condemned stores and other miscellaneous receipts credited promptly into the treasury? Specify the date of receipt and date of remittance in ~~each~~ each case.

(d) What arrangements are made for safe custody of ~~public~~ public moneys, whether cash, bills or cheques or ~~of~~ other valuable documents?

XX. CASH(RECORDS & VERIFICATIONS) Contd.

(e) Are special arrangements made when large amounts are remitted into or taken out from the treasury - please see G.O.334, fin., dated 17-3-1935.

(f) How often is the balance of cash and other valuables, such as stamps, x verified by the head of the office?

(g)
i) State the designation of officers authorised to receive payment of moneys by the public on all accounts.

ii) Are receipts given in printed form and are they numbered serially in print?

iii) Are the counterfoils of the receipts duly filled up and initialled by the Officer issuing the receipts?

iv) Are the arrangements for the custody and issue of receipt books satisfactory?

(h) Are there any indications of the entries in the cash book having been checked by the head of the office? (The Inspecting Officer should check a few entries in the cash book with the dates shown in the receipt book.

(i) Is there any case in which a chalan in respect of an amount remitted into the Treasury is not supported by the counterfoil of the receipt issued to the party? (Please compare the chalan book with the counterfoils of the receipt book?)

(j) Do the amounts shown as remitted into the Treasury agree with those of the Treasury receipts or chalan book?

(k) What is the permanent advance for the office? Specify the No. and date of the authority sanctioning the advance.

XI. SERVICE BOOKS AND RECORDS OF SERVICE.

(a) Have the service books been written up as events occur, carefully maintained and periodically verified?

(b) Are the entries on the first page renewed and re-attested every five years?

(c) Are the thumb and finger prints recorded in the service books with the usual certificates?

(d) Are annual statements of immovable property received and filed separately after making the necessary entry in the form printed in the book?

(e) Are the leave accounts maintained up-to-date?

(f) Has there been any case of irregular grant of leave ?

(g) Is a record of service maintained by every subordinate with entries brought up-to-date annually compared with the service book and duly attested by the head of office.?

XII. CONVEYANCE OF OFFICER.

PART. II.

I. TEACHERS' PROVIDENT FUND:

(a) What is the No. of teachers eligible to become subscribers to the T.P.F. in the Range?

(b) How many have become subscribers so far?

(c) Reasons for the variation between (a) & (b)?

(d) Is a list of authorised subscribers to the T.P.F. maintained up-to-date and the monthly deposits watched by the Dy. Inspector with reference to the list?

(e) Does the Dy. Inspector check the monthly deposit statements with the acquittance roll of the school concerned at inspection?

(f) Has there been any delay in dealing with P.F. correspondence? (Specify cases of abnormal delay if any).

II. STATISTICS AND RETURNS:

(a) Do the Dy. Inspector and the Junior Deputy Inspector maintain their pocket books and are they well posted with up-to-date information of the range?

(b) Do they maintain the history sheets of schools up-to-date? Are the annual inspection reports and monthly returns of elementary schools filed in a readily accessible manner?

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(c) Are there survey map and the register? Are they maintained in order?

(d) Do the officers review the monthly returns promptly and with care?

(e) Has there been any delay in submitting the report on schools?

(f) What is the means used to record the progress of visits during the year? Are the visits to elementary schools done satisfactorily and with proper spacing and with due regard to the frequency and surprise nature of visits required for inefficient and bad schools?

(g) How far the reviews on the half yearly statistics are implemented by the Inspecting Officers in the Range?

(~~h~~) ~~How far the reviews on the half yearly statistics are implemented by the Inspecting Officers in the Range?~~

(h) Are the following registers maintained in order?

i) Register of teachers whose T.S.L. Cs. or T.S.Rs. are suspended or cancelled.

(h)

ii) Register~~s~~ of Managers who are declared unfit to be Managers.

iii) Register of untrained teachers in the ~~teacher~~s fit for admission into Training Schools. (range)

iv) Combined list of recognised and aided schools.

v) List of approved text books.

vi) Registers of equipment and building grants.

vii) Register of P.T.Cs. completed.

III. V I S I T S .

(a) Is there a (Black list) - list of schools marked for frequent visits for improvement?

(b) No. of schools in the Range which have received during the preceding calendar year:

No visit.	One visit.	Two visits.	3 visits & more.

(d) Does he surprise the Boarding Homes and Indian Orphanages. (Please see Director's Pros. G.641-J1/48, dated 21-6-1948).

(e) Specify the orphanages visited and irregularities if any detected at such visits.

(f) No. of schools such as Sanskrit Schools, Adults' Schools, private and indigenous schools etc.(other than elementary schools) visited during the preceding year.

(g) What is the chief conveyance used by the Inspecting Officer?

IV. INSPECTIONS.

(a) Has the Dy. Inspector been unduly liberal or lax in his grant recommendations or in dealing with the offences committed by the teachers and managements?

(b) Does he exercise properly the disciplinary provisions in G.O. 641, Edn., dated 25-4-44 against the teachers in Board and Municipal schools.

(26)

(c) Is a confidential register showing the character, conduct and competence of secondary grade teachers employed in elementary schools under the Deputy Inspector's jurisdiction maintained?(This should be in the personal custody of the Dy. Inspector.

V. DEVELOPMENT AND PROPAGANDA.

(a) How many ~~single teacher~~ school-less centres in the Range are provided with schools since the last inspection

(b) How many school-less centres in the range were visited during the year for propaganda purposes? (Population groups and the No. of centres in each group to be given).

(c) In how many of such centres were schools started before the end of the year?

(d) How many single teacher schools have been developed into multi-teacher schools since the last inspection?

(e) How many Elementary Schools are converted into Basic schools since last inspection?

(f) How many central classes and teachers' association meetings

(f) How many central classes and teachers' association meetings were held during the preceding calendar year in the inspecting officer's jurisdiction and how many of these were attended by him/her?

(g) How many Adult Literacy schools were started in the Range during the preceding calendar year?

(h) How many parent's meetings
" " propaganda " for allied causes e.g. Junior Red Cross, Health week, tree ~~planting~~ planting, grow-more-food etc.

How many attendance committee meetings

were addressed by (a) the D.I (b) the J.D.I if any during the preceding calendar year?

~~(j) Personal custody of the Deputy Inspector~~

~~V. Development and Propaganda (Contd.)~~

(i) How many play-festivals
" " educational exhibitions
" " refresher courses for teachers

were organised by (a) the D.I. (b) the J.D.I. during the preceding calendar year?

(e) In how many cases during the preceding calendar year were (a) school buildings constructed by villagers at their cost?

(b) free meals supplied to poor children by local effort and at local expense

(c) free books and slates -do- -do-

(d) other gifts made to the schools -do-

as a result of the inspecting officer's efforts.

VI. COMPULSORY EDUCATION.

(a) No. of centres in which compulsion is in force in the Range and the No. of schools in each.

(b) No. of pupils who are yet to be brought under instruction in the centre.

(c) Does the Deputy Inspector himself abreast of the progress of the scheme in these centres?

(d) Does he keep any kind of monthly progress chart in respect of enrolment in these centres? Is the progress report regarding enrolment of children in compulsory areas sent monthly to the District Educational Officer without delay?

(e) How often does he visit these centres?

(f) Is an attendance committee constituted for every centre?

(g) Do the Deputy Inspectors and the Junior Deputy Inspectors concerned attend the attendance committee meetings regularly, take prompt action against defaulters and send monthly lists of defaulters to the District Educational Officers for imposing penalties.

(h) Is a census register maintained and brought up-to-date?

(i) Is there an attendance officer attached to the Range and is he working in co-ordination with the Dy. Inspector?

PART. III.

I. General condition of the Office.

II. Previous Inspection Report - Have the defects pointed out in the previous report been rectified?

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QUESTIONNAIRE TO BE ANSWERED BY INSPECTING OFFICERS OF THE EDUCATIONAL DEPARTMENT.

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Report on the inspection of the Office of the District Educational Officer ..... District, for the period
Inspectress of Girls' Schools .....Circle,
Divisional Inspector of Schools..... by

ending.....

Date of last inspection:

Date of present inspection:

Date of visit, if any, by the Director of Public Instruction and his Deputies or the Divisional Inspector of Schools.

P A R T. I.

ORGANISATION.

1. PERSONNEL.

(a) Name or names of the Inspecting Officers in charge since the last inspection.

Designation of post.	Name or names of Officers in charge of the office during the year under report (From.... To.....)	Substantive or Offg.	If Offg. Approved probationer, Probationer or temporary under 9 (a) or 31(a)	Pay.	Whether the post is permanent or temporary.
(1)	(2)	(3)	(4)	(5)	(6)

55

(31)

(1)	(2)	(3)	(4)	(5)	(6)

NOTE:

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(b) Names of the members of the establishment

Designation of post.	Name or names of incumbents of the post during the year under report. (From .. ----- To.....)	Subs-tantive or Offg.	If offg. Approved probationer, Probationer, temporary under 9(a) or 31(a)	Pay.	Whether the post is permanent or temporary.
(1)	(2)	(3)	(4)	(5)	(6)

NOTE:

(i) Frequent changes, if any, in the personnel should be examined; unnecessary and unjustifiable transfers of clerks and peons should be commented upon.

(ii) Temporary posts should be distinctly indicated with the No. and date of G.O. sanctioning the post and the period for which the sanction exists.

(iii) Emergency appointments should be examined. The concurrence of the Madras Public Service Commission should have been secured in the case of appointments lasting for a period of over 3 months - vide Rule 19 of the Madras Public Service Commission Regulations.

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~~II. ACCOMMODATION.~~

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(32)

II. ACCOMMODATION

(a) Position and accessibility to all communities.

(b) Adequacy and suitability.

(c) Govt. or rented (if rented, specify the rate of rent and authority. If Govt., state whether it is a separate building or a portion of a main building in charge of another Department.

(d) State of repair. (Specify when the last annual repairs and whitewashing were carried out)

(e) Cleanliness- Ventilation- punkahs- Supply of drinking water-Sanitation: Latrines and urinals.

(f) Are the rules regarding protection of offices and precautions against fire duly enforced? (Specify the scale of fire protection appliances prescribed for the building and the appliances actually in use.)

(g) Is the building electrified? Is the number of lights and fans adequate?

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(33)

III. OFFICE FURNITURE:

(a) Is the furniture purchased with reference to the rules laid down in Chapter VII of the M.F.C. Vol. I. and Item 23 of Appendix No.7 to M.F.C. Vol. II.

(b) Is a stock account of furniture and all other office stores maintained in M.F.C. Form 10 (C.F.68(a)?

(c) Are all the articles numbered?

(d) Are they properly cared for and in good condition? (The Inspecting Officer should examine the office typewriters, Duplicators, bicycles etc. and satisfy himself about their proper maintenance. The machine cards should be carefully checked.)

(e) Is a verification of these made at least once a year and their condition reported upon?

(f) When and by whom was the last verification made and with what result?

(g) What are the superfluous articles noticed at the inspection and which are available for transfer?

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(h) What are the addl. articles needed and recommended for supply by the Inspecting Officers?

(i) Specify the unserviceable artides which have to be condemned.

(j) What are the new articles supplied during the inspection year and have they been brought to account in the stock book? (Please verify the contingent register, invoices and the inventory).

IV. OFFICE LIBRARY:

(a) Does it contain the necessary reference books and maps? Are they up-to-date? Specify the No. of books in the library.

(b) What are the new books added during the year? (Verify with reference to invoices).

(c) Are the new booksadded to the library suitable?

(d) Is the library made use of by the inspecting officers and teachers? (No. of issues during the year, No. of persons to whom they were issued and the nature of books issued to be specified?)

(e) Is a list of library books maintained in C.F.6 and has the catalogue No. been entered against the stock book No. ?

(f) Are all books including the new additions entered in the register and numbered? ~~Is a classified catalogue of library books maintained and has the serial Nos. been entered against catalogue No.s~~

(g) Is a classified catalogue of library books maintained and has the serial Nos. been entered against catalogue Nos.

(h) Is a separate issue register maintained for library books?

(i) Are entries properly made to watch the return of books issued?

(j) What are the periodicals supplied? Quote the No. and date of sanction of the Director in each case.

(k) Is a register maintained to watch their receipt?

(l) Is the stock account of books, periodicals, maps, etc. in the library verified by a person other than the Librarian at least once a year and their condition reported upon?

(m) When and by whom was the last verification made and with what result?

(n) What are the reference books supplied to the office and are they maintained up-to-date with the correction slips pasted?

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(37)

(o) Are the issues of the Fort St.George Gazette carefully preserved?

(p) Are the rules supplements from the gazette separated and filed.?

V. OFFICE SYSTEM.
CORRESPONDECE AND REGISTERS:

(a) Is there a distribution statement of work approved and maintained for the office?

(b) Does the Head Clerk pass the papers of other clerks?

(c) What are the arrangements made for the opening of tappals? While the officer is (a)at headquarters(b) on tour? Who keeps the date stamp?

(d) Who distributes the tappals? Are tappals ~~xxxxxxx~~ distributed to subject clerks on the same day they are received?

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(e) Do subject clerks promptly register tappals in their personal and periodical registers?

(f) Has there been any undue delay in dealing with correspondence? If there are delays, examine a few cases and satisfy whether they are unavoidable, and if not, note cases of negligence calling for disciplinary action.

(g) Are arrear lists put up regularly and checked by the Officer? Describe the nature of arrear lists maintained and the check exercised by the head of office to obviate delays and pendancy.

(h) What is the No. of unanswered papers in the arrear list for the week preceding inspection?

(i) Has the inspecting officer given adequate instructions to dispose of the arrears within a reasonable time?

(j) Is there a list of pending currents in C.F.94 maintained and scrutinised by the head of Office every month?

(k) Is there a call book? Is it usefully maintained?

(l) Do the clerks maintain stock files and are those files kept up-to-date?

(m) Are the following registers and records properly kept?

(i) Personal Registers.

(ii) Periodical registers.

(iii) Disposal register.

(iv)Despatch register.

(v) Stamp account(in C.F.444)

(vi) Office calendar.

(vii) Annual tour programme.

Viii) Office journal.

(ix) Daily order book.

(x) Attendance register.

(xi) Casual leave register.

VI RECORDS.

(a) Is the record room kept clean and protected from white ants, rats etc.?

(b) Are the various classes of records properly arranged and readily available when wanted? (As a test check call for certain old records before you satisfy yourself).

(c) Is a record index prepared annually for the office?

(d) What system is in force for the destruction of records (Please see Art. 53 M.I.C. Art 326 M.F.C.: D's Pros. Dis. 2605/28 dated 18-6-28.)

(e) When were the old records examined and sorted out for destruction? Also specify the periods upto which the several records including old disposals were examined.

(f) Are the one sided papers, pins and tags in the unserviceable records extracted and preserved for use?

(g) When were the unserviceable records sold in accordance with the rules and what was the sum realised?

Accounts

VII. STATIONERY AND FORMS:

(a) (i) Have the instruction issued from time to time as regards the Inspection of stationery account, forms, and covers been duly complied with?

(ii) are you satisfied that there are no abnormal issues of paper or any wastage?

(iii) Do the entries regarding issue of ribbons etc. tally with the entries in the machine card of the typewriter?

(b) Are the forms classified properly?

(c) Are issues of forms and stationery prpperly posted in the registers and the initials together with dates of persons to whom they are issued obtained?

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(d) Is a verification ofthe stationery and forms made at least once a year and their ~~xxxxxx~~ condition reported upon?

(e) When and by whom was the last verification made and with what result?

(f) Is the local purchase of stationery, if any, authorised by the Director?

UNSERVICEABLE STORES:

(a) Are unserviceable or lost articles (furniture, books, stores etc.) written off the account under the orders of competent authority? (Vide paras 140 to 142 of M.F.C. Vol. I.)

(b) Are the unserviceable articles disposed of by public auction or sale and receipts credited promptly into the treasury? Specify the auction or sale conducted during the year and the amount realised on each occasion.

VIII. PAY ABSTRACT, TRAVELLING ALLOWANCE BILLS AND ACQUITTANCE ROLLS.

(a) Is pay drawn regularly and disbursed promptly after obtaining the necessary acquittance and the certificate of disbursement recorded? (S.R.4(d) under T.R. 32 of M.T.C. Vol.I.).

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(b) Are travelling allowance bills drawn without delay and disbursed promptly and the certificate of disbursement recorded? (S.R.4(d) under T.R.32 of M.T.C. Vol. I.)

(c) Are the T.A. Bills of subordinates dealt with promptly? Examine the register maintained for the purpose and note the case of inordinate delay, if any?

(d) Has the D.E.O. /Inspectress of Girls' Schools as a controlling Officer properly exercised the duties imposed on him/her by rule 7 of the T.A. Rules.(Examine a few T.A. Bills and note laxity if any?

(e) Is the timely refund into the treasury of undisbursed pay and allowance properly watched? How is this watch kept through acquittance rolls or separate registers? (S.R.4 (c) under T.R.32 of the Madras Treasury Code).

(f) Is the register of advances (Pay, T.A., etc.) prescribed in G.O. 1020 Ms. Finance, dated 15-9-45 maintained and recoveries watched?

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IX. CONTINGENT REGISTERS AND BILLS:

(a) Is the register of contingencies maintained in the printed form? Do the entries in the contingent register tally with the vouchers? Are the entries made in the register duly attested?

(b)(i) Is a separate contingent bill register maintained by the controlling authority in respect of contingent bills of subordinates as required in Rule 110 of the M.F.C.

(ii) Has there been any delay in dealing with contingent bills of subordinates?

(c) Have the required heads of expenditure and appropriations thereunder been entered?

(d) Does it appear that the entries have been made as money is paid away? Are the sub-vouchers entered in the column provided for the purpose? (Ar.104 and 105(a) and (b) of the M.F.C.)

(e) Have the progressive totals been struck under detailed heads and the Memoranda of allotment, expenditure and balance been worked out monthly? Have steps been taken to obtain addl. appropriations or to propose surrenders wherever necessary?

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(f) Are the vouchers not required to be sent to the Accountant-General duly cancelled, the cancellation being attested by a responsible officer?

(g) Are all payments properly vouched for?

(h) Are the vouchers in accordance with the rules on the subject, consecutively numbered in confirmity with the contingent register conveniently arranged and properly preserved?

(i) Have all the items of expenditure received the sanction of the competent authority previous to payment?

(j) Is a treasury bills book maintained? (Vide instruction 33under T.R16).

(k) Is the closing date of sub-treasuries noted and are bills cashed after that date entered in the subject subsequent month's expenditure?

(l) Is the register of A.G.'s. objections maintained and are those objections promptly disposed of?

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(m) Are advances made from the permanent advance shown in a separate column in the contingent register and adjusted promptly on receipt of vouchers or when the amount is refunded?

(n) Are lighting etc. charges regulated with reference to a definite scale?

(o) What is the menial establishment of the office? (Full-time or part-time). Pay of each menial and the latest sanction for each to be specified.

(p) Are the menials paid promptly every month?

(q) Are contingent bills endorsed in favour of private parties with reference to Art. 114 and 117 of M.F.C. vol. I.?

X. CASH (RECORD AND VERIFICATION).

(a) Are the instructions regarding maintenance of cash books duly observed?

(b) Do balances of Govt. Money undisbursed pay, travelling allowance etc. agree with the contingent register, cash book etc.?

(c) Are fee revenues, sums realised by the sale of condemned stores and other miscellaneous receipts credited promptly into the treasury?

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(c) Contd.
(Vide T.R.7(1) of M.T.C. Vol.I
Specify date of receipt and
date of remittance in each case.

(d) (i) What arrangements are made
for safe custody of public
moneys, whether eash, bills or
cheques or of other valuable
documents?

(ii) Is there a duplicate key for
the cash chest, or iron safe and
how is it secured against misuse
by outsiders?

(iii) Is the whereabouts of the
duplicate key periodically veri-
fied?

(e) Are ~~All~~ Public moneys not immediately
remitted into the treasury, kept
in the custody of the head of
office at the close of business
on each day? (S.R.1 under T1R.
11 of M.T.C. Vol.I.)

(f) By whom are remittances taken to the
Treasury . Does the messenger
satisfy the conditions regard-
ing the length of service,
reliability and honesty?

(g) Are special arrangements made
when large amounts are remitted
into or drawn from the treasury
according to the rules laid
down in G.O.No.246, Fin., dated
17-3-1948?

(h) How often is the balance of eash
and other valuables, such as
stamps, verified by the head
of the office?

(i) (i) State the designation of
officers authorised to receive
payment of moneys by the public
on all accounts.

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(h) ii) Are receipts given in printed form and are they numbered serially in print?

iii) Are the counterfoils of the receipts duly filled up and initialled by the officer issuing the receipts?

iv) Are the arrangements for the custody andissue of receipt books satisfactory?

(j) Are there any indications of the entries in the cash book having been checked by the head of the office? (The Inspecting officer should check a few entries in the cash book with the dates shown in the receipt book.)

(k) Is there any case in which a chalan in respect of an amount remitted into the treasury is not supported by the counterfoil of the receipt issued to the party? (Pl. compare the chalan book with the counterfoils of the receipt book).

(l) Do the amounts shown as remitted into the treasury agree with those of the Treasury receipts or chalan book?

(m) What is the permanent advance for the office? Specify the No. and date of the authority sanctioning the advance.

XI. SERVICE BOOKS AND RECORDS OF SERVICE.

(a) Have the serviee books been written up as events occur, carefully maintained and periodically verified as required in Annexure II - Part III of F.R.

(b) Are the entries on the first page renewed and reattested every five years?

(c) Are the thumb and finger prints recorded in the service books with the usual certificates?

(d) Are annual statements of immovable property received and filed separately after making the necessary entry in the form printed in the book?

(e) Are the leave accounts maintained up-to-date?

(f) Has there been any case of irregular grant of leave?

(g) Is a record of service maintained for every subordinate with entries brought up-to-date, annually compared with the service books and duly attested by the head of office?

(~~2~~) ~~Contd.~~

XII. TOUR DAYS ETC.

(a) How many days in the month on an average did the D.E.O./Iss. attend office?

(b) How many days in the month on an average was the D.E.O./Iss. on tour?

(c) Conveyance of the officer:

P A R T. II.

1. PUBLIC SERVICES AND ADMINISTRATIVE MATTERS:

(a) Has there been any irregular appointment since the last inspection? (Examine all cases of appointments during the year).

(b) Has the communal rotation been duly observed?

(c) Has the return of temporary appointments and promotions submitted to the Service Commission every month?

(d) Is a register of probationers in C.F.490 maintained and watched properly?

(e) Examine if the transfers and postings ordered by the D.E.O. / Inspectress, during the year are all made in the exigencies of service.

(f) Are pension papers, increments, leave and other service questions promptly dealt with?

(g) Is the list of officers whose appointment vested with the D.E.O./Inspectress, maintained up-to-date?

(h) Is there a scale book of sanctioned establishment in respect of offices and Govt. institutions under the control of the D.E.O./ Inspectress and is it maintained up-to-date?

(i) Has the D.E.O. been visiting the offices of the Dy. Inspectors between one inspection and another? Has he observed how far the defects pointed out at the inspection of the D.I's Offices have been remedied and his suggestion carried out?

(j) Has the D.E.O. personally reviewed the monthly diaries of the D.I's and taken prompt action against arrears of inspection and other irregularities?

(k) Have you scrutinised the disposals for the purpose required in G.O. 1555, Public Service, dated 28-6-48? Are you satisfied that the executive and judicial orders issued by the officer are generally correct and justifiable?

II. CONFIDENTIAL RECORDS:

(a) Who maintains the confidential records Are confidential G.O!s and Pros. regularly filed and, where necessary, action taken?

(b) Are the personal files properly arranged and kept ready for easy reference? Are there transfers to and from other offices noted in an index?

(c) Does the D.E.O./Inspectress maintain half yearly confidential reports in respect of:
i) all subordinates whose appointments vest with him/her?

ii) all Subordinates on whose work he/she is expected to report?

iii) the headmasters/headmistresses and graduate teachers of local board secondary and high schools in his/her jurisdiction?

(d) Are the half-yearly reports submitted to the Divl. Inspr. of Schools/D.P.I. promptly?

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(e) Are adverse remarks, if any, communicated to the concerned officers with reference to G.O. 1431 (Public Services) dated 17-5-49 ~~(flag J)~~ and the date of such communication noted in the personal files? State the number of cases in which subordinate officers have been warned or recommended for other puhishment. as per entries in the error book.
(C.F.211)

III. WORKING OF TEACHERS' PROVIDENT FUND:

(a) No. of subscribers at last inspection.
No. of subscribers at present inspection.

(b) Are the card catalogues in order.

(c) Monthly Deposit statement: Are they received monthly? What are the steps taken to ensure whether statements relating to all subscribers are received regularly every month? Are there indications to prove that the statements are checked, as they are received in the office? Are they filed school-war or month-war? Does the D.E.O./Inspectress check the statements with the acquittance rolls in schools at inspection?

(d) Are the annual statements of deposits on behalf of individual subscribers obtained and filed

(e) Register of Advances: Are recoveries watched and entered monthly?

(f) Register of Transfers: Are there undue delays?

(g) Register of closure of accounts: Are entries made at every stage i.e. from the receipt of application to the payment of Govt. contribution as events occur?

(h) Is a list of subscribers due to retire in the next academic year drawn up in advance and action taken to wind up accounts?

(i) Has there been any undue delay in dealing with closure of accounts? Mention the Number of cases pending for--

Over one year since quitting service
Over two years " " "
Over three years and more " "

Examine and state why the delays have occured

IV. SECONDARY SCHOOLS, SPECIAL SCHOOLS AND THE S.S.L.C. SCHEME.

(a) Have his/her inspections and suggestions been definite and practical? On what occasions other than annual inspections has the officer visited the schools and in what connection? Has the officer observed at such visits how far D.P.I's Pros. and his/her own suggestions at inspection were followed?

(b) Does he/she write the T.I.Rs. promptly and whether his/her T.I.Rs. are adequately informative? Mention cases, if any of delay in the communication of T.I.Rs.

(c) Does he/she maintain regularly and in proper order the confidential reports prescribed by the Director in connection with the panel of suitable persons for appointment of headmasters/headmistresses in Local Board High Schools? How far are they informative?

(d) Has he/she been liberal in the grant of exemptions to unqualified teachers? If so, quote ref. Nos. and dates of such cases.

(e) Is a register showing the names of schools admitted to aid from time to time maintained and the receipt of financial statements on the due dates watched and care taken to submit them to the Director in the order of receipt?

(f) Are applications for advance grants promptly attended to irrespective of the receipts of financial statements.

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(g) Are scholarships awarded in time? Has the statement of award been submitted to the Director as required in the notification?

(h) Are the unclaimed S.S.L.Cs. collected from the school half-yearly and destroyed from time to time? Examine the register maintained for the purpose.(Vide Rule 8 of the Subsidiary rules of the S.S.L.C. Regulations)

(i) Are the blank S.S.L.Cs. held in safe custody?

(j) Are applications for equipment & grants entered in a separate register and dealt with promptly and submitted to the Director? (Note if there were cases which had to be rejected on account of the delay caused in the D.E.O's /Inspectress's office).

(k) Are registers of equipment, building etc. grants maintained in a form to watch the various stages of a scheme till the final grant is sanctioned?

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(k) Are registers of equipment, building etc. grants maintained in a form to watch the various stages of a scheme till the final grant is sanctioned?

(l) ~~(m)~~ Is there a register of schools, classes and forms temporarily recognised and the renewal of recognition watched?

(m) ~~(n)~~ Does the D.E.O. /Iss. keep a continuous contact with secondary schools having temporary recognition and vigilence in respect of their getting the defects rectified?

v. TRAINING SCHOOLS:

(a) Is the selection of students for training ~~been~~ based on accepted principles and are there no irregular admissions?

(b) Are the stipends and stipendiary grants awarded only to candidates who are qualified for admission under the M.E.R. and are all classes of population fairly represented?

(c) Has there been ~~no~~ any delay in the sanction of stipends (renewal and fresh awards?)

(d) Are the bills for stipendiary grants received every month, and are they dealt with promptly? (Vide D's Pros. Dis 4067/45, dated 27-11-45).

(e) Are the irrecoverable stipends written off by the D.E.O. /Inspectress in order and in accordance with the rules?

(f) Is action taken promptly on irregularities found in the administration of the training school? State the number of cases in which such action was taken during the inspection year.

VI. ELEMENTARY EDUCATION:

(a) Report on schools: (i) Has proper watch been kept over the timely receipt of annual inspection reports?

(ii) Are the reports reviewed in time ?

(iii) By whom the reviews are put up?

(iv) Has proper watch been kept over the timely receipt of return of visits to elementary schools. Are the returns perused and checked by the ~~Divisional Inspectors?~~ Dist. Edl. Offrs before their submission to the Dist Inspectors ?

(b) Districtbution of Teaching grants:

(i) Are the combined lists of Elementary schools for the several changes received corrected promptly and scrutinised for their completeness, accurancy and up-to-dateness?

(ii) Are payments made in time every month in accordance with the programme laid down in G.O.No.2887, Edn., dated 16-11-48?

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(iii) Are the diaries of D.I's reviewed promptly to ensure that annual inspections are not in arrears and sanction of final instalments of grants is not delayed?

(iv) What is the No. of cases in which payment could not be made within the year?

(v) Did you examine the list of arrear grants sanctioned by the D.E.O.? Are you satisfied whether the belated payments were unavoidable? (Please see D.P.I's Pros. Rc. 1625-B2/47, dated 4-6-1947.)

(c) AUDIT REPORT:(i) How many objections were received in audit?

(ii) How many of them are valid?

(iii) How many of them are due to negligience and laxity on the part of the inspecting officers.

(iv) What steps have been taken to ensure against the recurrence of similar irregularities?

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(v) Whether the audit reports relating to teaching grants to Aided Ele- Schools have been answered without delay. If not, the steps taken to ensure proptness in replying audit objections and whether the reasons for the delay during the year under inspection are satisfactory (vide D's Pros. Rc.No.3524-B2/48 dated 25-11-48).

(d) Are the following registers maintained in order?

(i) Teaching grant register.

(ii) Register of equipment grants.

(iii) Register of Building grants.

(iv) Combined list of recognised and aided schools (State when it was printed and whether the transfers of management and transfers of locality have been posted up-to-date and when sanctions are issued.)

(v) Is a list of school-less centres maintained?

(vi) Register of untrained teachers exempted under the rules for recognition.

(vii) Register of transfer of managements.

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(viii) Register of T.S .L.Cs. and Teachers' Service Registers suspended or cancelled.

(ix) A register of the half-yearly statistics indicating progress since 1937.

(x) Map indicating the location of Basic Training Schools and basic schools (See Director's Pros. Rc.658-M/48, dated 23-11-48)

(e) Scheme of compulsion.

(i) Have progress reports been called for periodically and the working of the scheme in the different centres watched?

(ii) Does the D.E.O. visit the centres periodically to gain first hand knowledge of the scheme at work in the area? How many attendance committee meetings did he visit during the preceding calendar year?

(iii) Is the receipt of the defaulters' lists for every quarter from every centre carefully watched and steps taken to obtain them in time?

(iv) Is timely action being taken on the defaulters' lists? (Please see G.O. 2216, Edn., dated 16-10-47)

(v) Note the No. of cases which have resulted during the year in ....

Warnings ... ..

Fines .....

(f) Visits to Elementary Schools:

(i) No. of schools visited by the D.E.O. during the preceding calendar year.

(ii) No. situated at headquarters.

(iii) No. on the road side.

(iv) No. in the interior which can be reached only by country cart or on foot.

(v) No. of schools for which the grants were reduced or other disciplinary action taken in consequence of the D.E.O's visits.

(vi) No. of cases in which enquiries were conducted and action taken against management.

(g) How many Boarding Homes and Indian Orphanages were visited by surprise with reference to the Director's Pros. C.641-J/48, dated 21-6-1948?

VII. STATISTICS:

(a) How far the Director's review on the annual report on Mass Education ~~in the Education~~ is implemented?

(b) Are the statistics prescribed in Director's Pros. No.408-F/48, dated 29-6-48 and 23-7-1948 maintained up-to-date?

(c) How far has the D.E.O. /Ins. scrutinised the statistical returns received from time to time from D.I's and from schools and used them to furnish information promptly to the D.P.I. without further collection of figures.

VIII. List of approved text books.

PART. III.

I. GENERAL CONDITION.

II. PREVIOUS INSPECTION REPORT - How far the defects pointed out in the previous inspection report have be en rectified?

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QUESTIONNAIRE TO BE ANSWERED BY INSPECTING OFFICERS OF THE EDUCATIONAL DEPARTMENT.

****

P A R T. 1.

Report on the inspection of the Office attached to the Government

..... School,

..... for the period ending .....

Dated of last inspection:

Date of present inspection :

ORGANISATION

(a) Name of names of the Superintendent/Headmaster/ Headmistress incharge since the last inspection.

Designation of post.	Name or names of officers in charge of the office during the year under report (From ..... To .....)	Substantive or officiating.	If officiating, approved probationer, probationef or temporary under Rule 9(a) or 31 (a).	Pay.	Whether the post is permanent or temporary.

(b) Names of the members of the establishment.

Designation of post.	Name or names of incumbents of the post during the year under report.	Substantive or offg.	If offg., Appd. probationer or probationer, or temporary under Pay. Rule 9 (a) or 31(a)	Whether the post is permanent or temporary.

NOTE:

(i) Column 1(b) should include only the clerical and the inferior establishment.

(ii) Frequent changes, if any, in the personnel should be examined, unnecessary and unjustifiable transfers of clerks and peons should be commented upon.

(iii) Temporary posts should be distinctly indicated with the No. and date of sanction and the period for which the sanction exists.

(iv) Emergency appointments should be examined. The timely concurrence of the Madras Public Service Commission should have been secured in the case of clerical appointments lasting for a period of over 3 months - Vide Rule 19 of Madras Public Service Commission Regulations.

II. OFFICE ACCOMMODATION:

(a) Position in relation to class rooms and supervision by the head of the institution.

(b) Adequacy and suitability.

(c) Government or rented (if rented, specify the rate of rent and authority).

(d) State of repairs(Specify when the last annual repairs were carried out).

(e) Cleanliness - ventilation.

(f) Are the rules regarding protection of offices and precautions against fire duly enforced? (Specify the scale of fire protection appliances prescribed for the building and the appliances actually in use).

(g) Is the building electrified? Is the no. of lights and fans adequate -?

III. OFFICE FURNITURE:

(a) Is the furniture purchased with reference to the rules laid down in Chapter VII of the M.F. C. Vol. 1 and Item 23 of Appendix No.7 to M.F. C. Vol. II?

(b) Is a stock account of furniture and all other office stores maintained in M.F.C. Form 10 (C.F. 68(a) ?

(c) Are all the articles numbered?

(d) Are they properly cared for and in good condition? (The Inspecting Officer should examine Typewriter, Cyclostyle machine etc. and satisfy himself about their proper maintenance. The machine card should be carefully checked).

(e) Is a verification of these made at least once a year and their condition reported upon?

(f) When and by whom was the last verification made and with what result.

(g) What are the superfluous articles noticed at the inspection and which are available for transfer?

(h) What are the aditional articles needed and recommended for supply by the inspecting officer?

(i) Specify the unserviceable articles which have to be condemned.

(j) What are the new articles supplied during the inspection year and have they been brought to account in the stock book? (please verify the contingent register, invoices and the inventory)

IV. OFFICE LIBRARY:

(a) Does it contain the necessary reference books, syllabuses and maps? Specify the No. of books in the library. Are they up-to-date?

(b) What are the new books added during the year? (Verify with reference to invoices).

(c) Is a list of library books maintained in C.F.6 and has the catalogue No. been entered against the stock book No.

(d) Are all books including the new additions entered in the register and numbered?

(e) Is a classified catalogue of library books maintained and has the serial No. been entered against the catalogue No.

(f) Is a separate issue register maintained for library books?

(g) Are entries properly made to watch the return of books issued?

(h) What are the periodicals supplied? Quote the No. and date of sanction of the Director in each case.

(i) Is a register maintained to watch their receipt?

(j) Is the stock account of books, periodicals, maps, etc. in the library verified by a person other than the librarian atleast once a year and their condition reported upon?

(k) When and by whom was the last verification made and with what result?

(l) What are the reference books supplied to the office and are they maintained up-to-date with the correction slips pasted?

(m) Are the issues of the Fort St. George Gazette carefully preserved?

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(n) Are rules supplements separated and filed in cases where the Fort St. George Gazette are supplied?

V. LABORATORY:

(In the case of training schools without secondary sections the remarks in this section should be with reference to the school, museum and stock of maps and other teaching appliances).

(a) Are the apparatus, instruments, machinery and chemicals purchased with reference to the rules laid down in Chapter VII of the M.F.C Vol.I and Item 4 of Appendix No.7 to M.F.C. Vol. II?

(b) Are stock accounts of apparatus, instruments, machinery and chemicals maintained in the prescribed registers for consumable and non-consumable stores?

(c) Are the stocks verified by a person other than the one in charge of the laboratory atleast once a year and their condition reported upon?

(d) Are the machines and instruments preserved with care?

(e) Are the expendiable stores, such as chemicals, spirits, etc. protected from misuse?

(f) When and by whom was the last verification made and with what result?

( ) Are fines for breakages or loss promptly collected and credited into the treasury?

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SPINNING AND WEAVING EQUIPMENT:

(a) Is the stock regularly maintained and is the stock of stores correct according to stock book?

(b) Are all articles properly cared for and in good order?

(c) Have the instructions issued from time to time with respect to accounting been duly complied with?

(d) Are all the stores classified properly?

(e) Is a verification of the stores made at least once a term? By whom?

(f) Are all articles kept in good repair?

(g) Are all unserviceable stores disposed with proper sanction? How?

(h) Is the cost of lost artides been written off under proper sanction or recovered from person responsible?

AGRICULTURE AND SANITATION EQUIPMENT:

(a) Is the stock regularly maintained and is the stock of stores correct according to stock book?

(b) Are all articles properly cared for and ~~is~~ in good order?

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(c) Are all articles properly classified?

(d) Have the instructions issued from time to time with respect to accounting been duly complied with?

(e) Is a verification of the stores made at least once a term? By whom?

(f) Are articles kept in good repair?

(g) Are unserviceable articles written off under proper sanction or recovered from persons responsible?

OFFICE SYSTEM.

VI. CORRESPONDENCE AND REGISTERS:

(a) What are the arrangements made for the opening of tappals? Who keeps the date stamp?

(b) Who distributes the tappals? Are tappals distributed to subject clerks on the same day they are received?

(c) Do subject clerks promptly register tappals in their personal and periodical registers?

(d) Has there been any undue delay in dealing with correspondence? If there are delays, examine a few cases and satisfy whether they are unavoidable. Specify the cases of negligence calling for

(d) calling for disciplinary action if any.

(e) Are arrear lists put up regularly and checked by the Headmaster? Describe the nature of arrear lists maintained and the check exercised by the head of office to obviate delays and pendancy.

(f) What is the number of undisposed papers in the arrear lists for the week preceding inspection?

(g) Has the Inspecting Officer given adequate instructions to dispose of the arrears within a reasonable time?

(h) Is there a list of pending currents in C.F. 94 maintained and scrutinised by the head of office every month?

(i) Is there a call book? Is it usefully maintained?

(j) Are the following registers properly kept:--

(i) Personal registers.

(ii) Periodical registers.

(iii) Disposal registers.

(iv) Despatch registers.

(v) Stamp account (in C.F.444).

(vi) Daily Order Book.

(vii) Attendance register for staff and establishment.

(viii) Casual leave register.

(ix) File of bonds executed by students (In the case of training schools.)

(x) History of former students.

(xi) File of D.P.I's Proceedings.

(xii) Scale book of sanctioned establishment for the institution.

(k) Do the clerks maintain stock files and are those files kept up-to-date?

(l) Do the fee concessions, scholarships and endowments granted satisfy the conditions of the awards and are acknowledgements taken and entries made in the appropriate registers?

(m) Are the confidential records maintained properly?

VII. RECORDS.

(a) Is the records room kept clean and protected from white ants, rats, etc.

(b) Are the various classes of records properly arranged and readily available when wanted? (As a test check, ~~actually~~ call for records and satisfy).

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(c) What system is in force for the destruction of records? Please see Art. 53. M.I.C., Art. 326 M.F.C., Director's Pros. Dis. 2605/28, dated 18-6-28 etc.

(d) When were the old records examined and sorted out for destruction?

(e) Upto what period# the several records including old disposals were examined?

(f) Are the one sided papers and tags in the unserviceable records extracted and preserved for use?

(g) When were the unserviceable records sold in accordance with the rules and what was the sum realised?

Accounts

VIII. STATIONERY AND FORMS:

(a) Have the instructions issued from time to time as regards the inspection of stationery accounts, forms and covers been duly complied with?

(b) Are the forms classified properly?

(c) Are issues of forms and stationery properly posted in the registers and the initials together with dates of persons to whom they are issued obtained?

(d)(1) Is a verification of the stationery made once in a quarter and their conditions reported upon?

(2) Is a verification of forms made atleast once a year and the condition reported upon?

(e) When and by whom was the last verification made and with what result?

(f) Is the local purchase of stationery, if any, authorised by the Director?

UNSERVICEABLE OR LOST ARTICLES:

(a) Are unserviceable or lost articles(furniture, books, stores etc.) written off the account under the orders of the competent authority?(Vide Paras 140 to 142 of M.F.C. Vol. I.)

(b) Are the unserviceable articles disposed of by public auction or sale and receipts credited promptly into the treasury? (Specify the auction or sale during the year and the amount realised therefrom)

IX. STOCK ACCOUNT OF RAW MATERIALS AND EXPENDIBLE STORES FOR CRAFT WORK:

(a) Is there a ledger for each kind of article showing receipts, issues and balances?

(b) Is there a day book of receipts and issues for the raw materials such as cotton etc. stocked for the year?

(c) Is the stock regularly maintained and correct according to the book balance?

(d) Are the raw materials properly preserved from avoidable wastage?

(e) Are the rules regarding the purchase, periodical inspection, and the disposal of stores in Chapter VII of the M.F.C. duly observed?

X. PAY ABSTRACT, TRAVELLING ALLOWANCE BILLS AND ACQUITTANCE ROLLS:

(a) Is pay drawn regularly and disbursed promptly after obtaining the necessary acquittance and the certificate of disbursement recorded? (S.R.4(d) under T.R. 32 of M.T.C. Vol.I.)

(b) Are Travelling allowance bills drawn without delay and disbursed promptly and the certificate of disbursement recorded? (S.R.4(d) under T.R.32 of M.T.C. Vol.I).

(c) Is the timely refund into the treasury of undisbursed pay and allowance properly watched? How is this watch kept through acquittance rolls or separate registers? (S.R.4(c) Under T.R. 32 of the M.T.C.).

(d) Is the register of advances (pay, travelling allowance, etc.) prescribed in G.O. 1020 Ms. Finance, dated 15-9-45 maintained and recoveries watched?

(e) Are stipends drawn every month and promptly disbursed?

(f) Are the certificates of general education, physical fitness, property and character and conduct properly and carefully scrutinised with reference to M.E.R. and Pros. of the D.P.I. before the admission of candidates and before recommending stipends?

(g) Are the monthly attendance and periods of absence of the stipendiaries carefully scrutinised before drawing the stipend bills?

XI. CONTINGENT REGISTERS AND BILLS:

(a) Is the register of contingencies maintained in the printed form? Do the entries in the contingent register tally with the vouchers? Are the entries made in the register duly attested?

(b) Have the required heads of expenditure and appropriations thereunder been entered?

(c) Does it appear that the entries have been made as money is paid away? Are the sub-vouchers entered in the column provided for the purpose? (Art. 104 and 105 (a) and (b) of the M.F.C.)

(d) Have the progressive totals been struck under detailed heads and the memoranda of allotment, expenditure and balance been worked out monthly? Have steps been taken to obtain additional appropriations or to propose surrenders wherever necessary?

(e) Are the vouchers not required

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(e) Are the ~~xx~~ vouchers not required to be sent to the Accountant-General duly cancelled, the cancellation being attested by a respondible officer?

(f) Are all payments properly vouched for?

(g) Are the vouchers in accordance with the rules on the subject, consecutively numbered in conformity with the contingent register, conveniently arranged and properly preserved.

(h) Have all the items of expenditure received the sanction of the competent authority previous to payment?

(i) Is a Treasury Bills Book maintained(Vide instructions 33 under T.R.16)

(j) Is the closing date of sub-treasuries noted and are bills cashed after that date entered in the subsequent month's expenditure?

(k) Is the ~~xxx~~ register of A.G's objections maintained and are these objections promptly disposed of?

(l) Are advances made from the Permanent advance shown in a separate column in the contingent register and adjusted promptly on receipt of vouchers or when the amount is refunded?

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(m) Are lighting etc., charges regulated with reference to a definite scale?

(n) What is the menialx establishment of the institution(Full-time, part-time to be specified?). Pay of each menial and the latest sanction for each should be given.

(o) Are the menials paid promptly every month?

(p) Are contingent bills endorsed for payment in favour of private parties with reference to Arts. 114 and 117 M.F.C. Vol.1.

XII. CASH (RECORD AND VERIFICATION).

(a) Are the instructions regarding maintenance of cash books duly observed? Vide D's Pros. Dis. 5778/22, dated 26-9-22. Are the postings neat and free from unkattested erasures and over-writings?

(b) Do balances of Government money, undisbursed pay, travelling allowance etc. agree with the contingent register, cash book, etc?

(c) Are fee revenues, sums realised by the sale of condemned stores and other miscellaneous receipts credited promptly into the treasury? Vide T.R. 7(1) in M.T.C. Vol.1.

(d)(i) What arrangements are made for safe custody of public moneys, whether cash, bills or cheques or of other valuable documents?

(ii) Is there a duplicate ~~key~~ key for the cash chest or iron safe and how is it secured against misuse by outsiders?

(iii) Is the whereabouts of the duplicate key periodically verified?

(e) Has the officer authorised to receive public moneys furnished security?

(f) Are public moneys not immediately remitted into the treasury, kept in the custody of the head of office at the close of business on each day? S.R.I. under T.R. 11 of M.T. C. Vol. I.

(g) By whom are remittances taken to the treasury? Does the messenger satisfy the conditions regarding length of service, reliability and honesty?

(h) Are special arrangements made when large amounts are remitted into or drawn from the treasury according to the rules laid down in G.O. No. 246, Fin., dated 17-3-48?

(i) How often is the balance of cash and other valuables, such as stamps, verified by the head of the office?

(j) Is the memoranda of cash verification duly furnished as required under sub-rule 2(a) under T.R. 11 of the Madras Treasury Code?

(k) (i) State the designation of officers authorised to receive payments of moneys by the public on all accounts.

(ii) Are receipts given in printed form and are they numbered serially in print?

(iii) Are the counterfoils of the receipts duly filled up and initialled by the officer issuing the receipts?

(iv) Are the arrangements for the custody and issue of receipt books satisfactory?

(l) Are there any indications of the entries in the cash book having been checked by the head of the office? (The Inspecting Officer should check a few entries in the Cash book with the dates shown in the receipt book).

(m) Is there any case in which a chalan in respect of an amount remitted into the Treasury is not supported by the counterfoil of the receipt issued to the party?(Please compare the chalan book with the counterfoils of the receipt book.

(n) Do the amounts shown as remitted into the Treasury agree with those of the Treasury receipts or chalan book?

(o) Are the particulars of the refunds of revenue recorded against the original entry of the receipt in the departmental accounts?

(p) Are the monthly D.C.B. Statements correctly prepared and submitted on due dates?

(q) What is the permanent advance for the school, hostel etc. ? State the No. and date of the authority sanctioning the advances.

XIII. SERVICE BOOKS, SERVICE ROLLS AND RECORDS OF SERVICE.

(a) Have the service books been written up as events occur, carefully maintained and periodically verified as required in Annexure II - Part III of the F.R.

(b) Are the entries on the first page renewed and reattested every five years?

(c) Are the thump and finger prints recorded in the service books with the usual certificates?

(d) Are annual statements of immovable property received and filed separately after making the necessary entry in the form printed in the book?

(e) Are the leave accounts maintained up-to-date?

(f) Has there been any case of irregular grant of leave?

(g) Is a record of service maintained by every subordinate with entries brought up-to-date, annually compared with the service books and duly attested by the head of office?

(h) Is a register of probationers C.F. 490 maintained and watched properly?

XIV. BONDS EXECUTED BY STIPENDIARIES:

(i) Have agreements been executed by all the stipendiaries? (125 (i) M.E.R.). Rule

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(ii) Are the bonds duly preserved and kept in safe custody?

(iii) Are the old and unserviceable bonds duly cancelled and returned to ex-students?

(iv) Is the register of Bonds prescribed in Director's Proceedings Rc.No.11402-E/46, dated 27-5-47 maintained and verified whenever there is a change of personnel of the Head of institution?

P A R T. II. HOSTEL.

(a) Is there a hostel attached to the school?

(b) Is it in a rented or Govt. building? State rent if in a private building.

(c) What is the rate of rent levied on the boarders?

(d) Has the Dy. Warden or Warden been provided with quarters attached to the hostel? Does he/she take his/her residence there?

(e) Are the rules framed for the administration of the hostel duly enforced?

(f) Are the tutorial supervision, food, sanitation, etc., in the hostel satisfactory?

(g) Are the furniture and utensils carefully looked after?

(h) Is an inventory of all furniture and equipment maintained?

(i) Are they properly cared for and in good order?

(j) Is a verification of these made at least once a year and their conditions reported upon?

(k) When and by whom was the last verification made and with what result?

(l) Are the following records and registers properly maintained?

(1) Admission Register.

(2) Attendance register of boarders.

(3) Register of leave granted.

(4) Counterfoil receipt books.

(5) Stock account of receipt books

(6) Cash Book

(7) Pass Book

(8) Cheque books

(9) ~~Rix~~ ~~Paid~~
Paid vouchers.

(10) Acquittance register of menials.

(11) Register of daily purchases

(12) Purchase and issue register

(13) Monthly charges calculation register.

(14) Individual ledger of boarders.

(15) Caution Deposit register.

(16) Guest register.

PART. III. -GARDEN.

(a) Is there a garden attached to the institution? Specify total area and area of part cultivated by students.

(b) What is the yield from the garden by sale of usufructs and grass?

(c) Are the rules regarding the sale of usufructs etc. duly observed?

(d) Are accounts maintained separately for the expenditure and income from the produce of the garden cultivated by the students? Who maintains these accounts? State the expenditure and income for the previous financial year.

PART IV.

QUASI PUBLIC FUNDS:

(a) What are the Quasi public funds maintained in the institution?

(b) Is there a public account for every fund and where is the money lodged?
Examine the pass books and specify the balances in each account on the date of inspection.

(c) Whether the levy of special fees (and deposits in the case of training schools) is in accordance with the scale prescribed by the Director of Public Instruction?

(d) Is there a co-operative stores for books, stationery etc. attached to the school and is it administered properly? Do the entire profits go to the student members?

(e) Are rules framed for the maintenance of these accounts? Are all items of expenditure incurred with reference to these rules?

(f) Is a stock book of games equipment maintained and unserviceable articles disposed of according to the rules and sale proceeds credited to the games account?

(g) Are the rules laid down in T.R.8 of the M.T.C. Vol.I. for the collection, administration and maintenance of quasi-public accounts strictly observed?

PART. V.

(a) General condition:

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PART. V.(CONTD.)

(b) Previous inspection report- Have the defects pointed out in the previous inspection report been rectified.

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QUESTIONNAIRE TO BE ANSWERED BY THE PRINCIPALS OF GOVERNMENT COLLEGES UNDER EDUCATION DEPARTMENT.

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PART. I.

Report on the inspection of the Office of the .....
..... for the period ending .....

Date of last inspection.

Date of present inspection.

ORGANISATION.

I. PERSONNEL.

(a) Name or names of the Principals in charge of the college since last inspection :

Name or names of the Principals in-charge of the office during the year. (From ... to ...)	Substantive or Officiating.	Pay.	Whether the post is temporary or permanent.

(b) Names of the members of the establishment.

Designation of the post.	Name or names of incumbents of the post since last inspection. (From.... to ...)	Substantive or Offg.	If officiating, Appd. probationer, or probationer or temporary under rule 9(a) or 31(a)	Pay.	Whether the post is permanent or temporary

NOTE.(i) Column. 1(b) should include the clerical and inferior establishment.

(ii) Frequent changes, if any, in the personnel should be examined and necessary remarks made, if necessary.

(iii) Temporary posts should be distinctly indicated with the number and date of sanction and the poeriod for which sanction exists.

P.T.O.

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(iv) Emergency appointments should be examined. The timely concurrence of the Madras Public Service Commission should have been secured in the case of clerical appointments lasting for a period of over 3 months - Vide Rule 19 of Madras Public Service Commission Regulations.

Date of last inspection.

Date of present inspection.

ORGANISATION.

I. PERSONNEL.

(a) Name or names of the principals in charge of the college since last inspection :

Name or names of the principal-in-charge of the office during the year. (From ... to ...)	Substantive or officiating.	Pay.	Whether the post is temporary or permanent.

(b) Names of the members of the establishment.

Designation of the post.	Name or names of incumbents of the post since last inspection. (From.... to ...)	Substantive or officiating.	If officiating, Appd. probationer or pay. 9(a) or 31(a) under rule	Pay.	Whether the post is temporary or

NOTE. (i) Column. 1(b) should include the clerical and inferior establishment.

(ii) Frequent changes, if any, in the personnel should be examined and necessary remarks made if necessary.

(iii) Temporary posts should be distinctly indicated with the number and date of sanction and the period for which sanction exists.

II. ACCOMMODATION:

(a) Position of office accommocation in relation to class rooms and supervision by the head of the institutions.

(b) Adequacy and suitability.

(c) Government or rented (if rented, specify the rate of rent and authority)

(d) State of repairs (Specify when the last annual repairs were carried out)

(e) Cleanliness - Ventilation.

(f) Are the rules regarding protection of officers and precautions against fire duly enforced (Specify the scale of fire protection appliances prescribed for the building and the appliances actually in use in the college.

(g) Is the building electrified? Is the number of lights and fans adequate for the college and the college office

III. FURNITURE.

(a) Is the furniture purchased with reference to the rules laid down in Chapter VII of the M.F.C. Vol. I and item 23 of Appendix No.7 to M.F.C. Vol. II.

(b) Is a stock account of furniture and all other stores ~~sanctioned~~ maintained in M.F.C. Form 10 (C.F. 68 (a)) ?

(c) Are all the articles numbered .

(d) Are they properly cared for and in good condition? (The Principal should examine the typewriter, cyclostyle machine etc. and satisfy himself about their proper maintenance. The machine card should be carefully checked.)

(e) Is a verification of these made at least once in a year and their condition reported upon?

(f) When and by whom was the last verification made ~~and made~~ and with what result?

(g) What are the unserviceable articles condemned and auctioned.

(h) What are the superfluous articles available for transfer.

(j) What are the new articles supplied during the inspection year and have they been brought into account in the stock book?

IV. LIBRARY.

-A- ~~(a)~~ Reference books.

(a) Does it contain the necessary reference books, manuals and Codes?

(b) Are correction slips pasted in the several Manuals and Codes up-to-date?

(c) Is a register of reference books maintained?

-B- ~~(b)~~ College Library

(a) Is a list of library books maintained in C.F. 6. ?

(b) Are all the books including the new additions entered in the register and numbered?

(c) Is a separate issue register maintained for library books?

(d) Are entries properly made to watch the return of books issued?

(e) Is a register maintained to watch the receipt of periodicals supplied?

(f) Is the stock account of books, periodicals, maps etc. in the library verified by a person other than the librarian at least once a year and their condition reported upon?

(g) When and by whom was the last verification made and with what results?

(h) (i) Are the fines for the late return of books promptly collected and
(ii) are the cost of books lost duly recovered and remitted into the Treasury.

V. LABORATORY.

(a) Are separate registers maintained for consumable and non-consumable stores?

(b) Is the stock of chemicals, instruments, apparatus etc. in the laboratory periodically verified by a person other than the one in charge of the laboratory.

(c) When and by whom was the last verification made and with what results?

(d) Is a register of articles broken maintained?

(e) Are the fines for the breakages or loss of articles properly recovered and remitted ~~with~~ into the treasury?

(f) Are the machines and instruments preserved with care?

(g) Are the expendible stores such as chemicals, spirits etc. protected from misuse?

IV. LIBRARY.

-A- (a) Reference books.

(a) Does it contain the necessary reference books, manuals and Codes?

(b) Are correction slip pasted in the several Manuals and Codes up-to-date?

(c) Is a register of reference books maintained?

-B- (b) College Library

(a) Is a list of library books maintained in C.F. 6. ?

(b) Are all the books including the new additions entered in the register and numbered?

(c) Is a separate issue register maintained for library books?

(d) Are entries properly made to watch the return of books issued?

(e) Is a register maintained to watch the receipt of periodicals supplied?

(f) Is the stock account of books, periodicals, maps etc. in the library verified by a person other than the librarian at least once a year and their condition reported upon?

(g) When and by whom was the last verification made and with what results?

(h) (i) Are the fines for the late return of books promptly collected and,
(ii) are the cost of books lost duly recovered and remitted into the Treasury.

V. LABORATORY.

(a) Are separate registers maintained for consumable and non-consumable stores?

(b) Is the stock of chemicals, instruments, apparatus etc. in the laboratory periodically verified by a person other than the one in charge of the laboratory.

(c) When and by whom was the last verification made and with what results?

(d) Is a register of articles broken maintained?

(e) Are the fines for the breakages or loss of articles properly recovered and remitted with the treasury?

(f) Are the machines and instruments preserved with care?

(g) Are the expendible stores such as chemicals, spirits etc. protected from misuse?

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VI. CORRESPONDENCE AND REGISTERS.

(a) What are the arrangements made for the opening of tappals? Who keeps the date stamp?

(b) Do the clerks register the tappals promptly and take action without delay?

(c) Has there been any undue delay in dealing with correspondence?

(d) Are arrear lists put up regularly and checked by the Principal?

(e) What is the number of undisposed papers in the arrear list for the fortnight preceding the inspection?

(f) Has the Principal taken steps to dispose of the arrears within a reasonable time.

(g) Are the following registers properly kept?--

(1) Personal registers.

(2) Periodical registers.

(3) Disposal registers.

(4) Despatch register.

(5) Stamp account in C.F.444)

(6) Daily order book.

(7) Attendance registers of students, staff and establishment.

(8) Casual leave register.

(9) Register of admissions and withdrawals.

(10) Term fee register.

(11) Daily fee collection register.

(12) Transfer certificate issued.

(13) School fee receipt books.

(14) File of bonds executed by students. } in Training colleges.

(15) History of former students }

(h) Do the fee concessions, scholarships and endowments granted satisfy the conditions of the awards and are acknowledgments taken and entries made in the appropriate registers?

(i) Is the annual report of the college submitted to the Director in due time?

(j) Are the reports and returns due to the University forwarded on due dates?

(k) Are proper accounts maintained for the articles manufactured in the workshop attached to the institution.

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VI. CORRESPONDENCE AND REGISTERS (CONTD.)

(l) Are the confidenctial records maintained properly?

VII. RECORDS.

(a) Is the record room kept clean and protected from white ants, rats etc.?

(b) Are the various classes of records properly arranged and readily available when wanted? (As a test check, call for certain records and satisfy).

(c) What system is in force for the destruction of records? Please see Art.53. M.I.C.,Art. 326 M.F.C. , D's Pros. 2605/28 dated 18-6-28 etc.)

(d) When were the old records examined and sorted out for destruction.

(e) Up to what periods the several records including old disposals were examined?

(f) Are the one sided papers and tags in the unserviceable records extracted and preserved for use?

(g) When were the unserviceable records sold in accordance with the rules and what was the sum realized?

VIII. STATIONERY AND FORMS.

(a) Have the instructions issued from time to time as regards the inspection of stationery account, forms and covers been duly complied with?

(b) Are the forms classified properly?

(c) Are issued of stationery and forms properly noted in the registers and intials together with dates of persons to whom they are issued obtained.

(d) (i) Is a verification of stationery made onee in a quarter?

(ii) Is a verficiation of the forms made atleast once a year?

(e) When and by whom was the last verification of stationery and forms made and with what result?

(f) Is the local purchase of stationery, if any, authorised by the Director?

IX. UNSERVICEABLE AND LOST ARTICLES.

(a) Are unserviceable or lost articles (Furniture, books, stores etc.) written off the account under the orders of the competent authority vide- paras 140 to 142 of M.F.C. Vol. I.

IX. UNSERVICEABLE AND LOST ARTICLES (CONTD.)

(b) Are unserviceable articles disposed of by public auction or sale and receipts credited promptly into the treasury? (Specify the auction or sale during the year and the amount realised therefrom.)

X. PAY ABSTRACT - T. A. BILLS AND ACQUITTANCE ROLLS.

(a) Is pay drawn regularly and disbursed promptly after obtaining the necessary acquittance and the certificate of disbursement recorded (S.R.4(d) under T.R. 32 of the M.T.C. Vol. I)

(b) ~~Are~~ T.A. ~~Bills~~ drawn without delay and disbursed promptly and the certificate of disbursement recorded? S.R.4(d) under T.R. 32 of M.T.C. Vol.I.

(c) Is the timely refund into the treasury of undisbursed pay and allowance properly watched? How is this watch kept- thro' acquittance rolls or separate registers? S.R.4(c) under T.R.32 of the Madras Treasury Code).

(d) Is a register of advances (pay, T.A. etc.) prescribed in G.O. No.1020 Ms. Finance dated 15-9-1945 maintained and recoveries watched?

(e) Are stipends drawn every month and promptly disbursed(in Training colleges)

(f) Are the certificates of general education, physical fitness, property, and character and conduct, properly and carefully scrutinized with reference to the M.E.R. and the Pros. of the Director before the admission of candidates and before sanctioning stipends (in Training Colleges).

(g) Are the monthly attendance and periods of absence of the stipendiaries carefully scrutinized before drawing the stipend bills (in Training Colleges).

XI. CONTINGENT REGISTER AND BILLS.

(a) Is the register of contingencies maintained in the printed form? Do the entries in the contingent register tally with the vouchers? Are the entries made in the register duly attested?

(b) Have the required heads of expenditure and appropriations thereunder been entered?

(c) Does it appear that the entries have been made as money is paid away? Are the sub-vouchers entered in the column provided for the purpose?
(Art. 104 and 105(a) and (b) of the M.F.C. Vol I.

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XI CONTINGENT REGISTER AND BILLS. (CONTD.)

(d) Have the progressive totals been struck under detailed heads and the memoranda of allottment, expenditure and balance been worked out monthly? Have steps been taken to obtain additional appropriations or to propose surrenders wherever necessary?

(e) Are the vouchers not required to be sent to the Accountant-General duly cancelled, the cancellation being attested by a responsible officer?

(f) Are all payments properly vouched for?

(g) Are the vouchers in accordance with the rules on the subject ~~xxxxxxxxx~~ consecutively numbered in confirmity with the contingent register, conveniently arranged and properly preserved?

(h) Have all the items of expenditure received the sanction of the competent authority previous to payment?

(i) Is a Treasury Bills book maintained (Vide Instruction 33 under T.R. 16)

(j) Is the closing date of the sub-treasuries noted and are bills cashed after that date entered in the subsequent month's expenditure?

(k) Is a register of Accountant-General's objections maintained and are these objections promptly disposed of ?

(l) Are advances made from the permanent advance shown in a separate column in the contingent register and adjusted promptly on receipt of vouchers or when the ~~xxxxx~~ amount is refunded?

(m) Are lighting etc. charges regulated with reference to a definite scale?

(n) What is the menial establishment of the office (Full time, part time to be specified? Pay of each menial and the latest sanction for each should be given.)

(o) Are the menials paid promptly every month?

(p) Are contingent bills endowsed for payment in favour of private parties with reference to articles 114 and 117 M.F.C. Vol. I.

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X. CASH (RECORD AND VERIFICATION).

(a) Are the instructions regarding maintenance of cash books duly observed? (Vide Director's Pros. Dis. 5778/22 dated 26-9-1922. Are the postings neat and free from unattested erasures and overwritings?

(b) Do balances of Government money, undisbursed pay, Travelling allownace etc. agree with the contingent register, cash book etc.?

(c) Are the fee revenues, sums realised by the sale of condemned stores and other miscellaneous receipts credited promptly into the treasury? Vide-T.R.7 (1) of M.T.C. Vol. I.

(d) (i) What are the arrangements made for safe custody of public moneys, whether cash bills or cheques or of other valuable documents?

(ii) Is there a duplicate key for the cash chest or iron safe and how is it secured against misuse by outsiders?

(iii) Is the whereabouts of the duplicate key periodically verified ?

(e) Has the officer authorised to receive public moneys furnished securities?

(f) Are public moneys not immediately remitted into the treasury, kept in the custody of the head of office at the close of business on each day? S.R. 1. under T.R.11 of M.T.C. Vol.I.

(g) B y whom are remittances taken to the treasury? Does the messenger satisfy the conditions regarding length of service, reliability and honesty?

(h) Are special arrangements made when large amounts are remitted into or drawn fron the treasury according to the rules laid down in G.O. 246-Fin-dated 17-3-48?

(i) How often is the balance of cash and other valuables, such as stamps, verified by the head of the office?

(j) Is the memoranda of cash verification duly furnished as required under Sub-rule 2 (a) under T.R.11 of the Madras Treasury Code?

(k) (i) State the designation of officers authorised to receive payment of moneys by the public on all accounts?

(ii) Are receipts given in printed form and are they numbered serially in print?

(iii) Are the counterfoils of the receipts duly filled up and initialled by the officer issuing receipt?

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X. CASH (RECORD AND VERIFICATION) Contxd.

(iv) Are the arrangements for the custody and issue of receipt books satisfactorily?

(l) Are there any indications of the entries in the cash book having been checked by the head of the office.

(m) Is there any case in which a chalan in respect of an amount remitted into the treasury is not supported by the counterfoil of the receipt issued to the party? Please compare the chalan book with the counterfoils of the receipt book.

(n) Do the amounts shown as remitted into the treasury agree with those of the treasury receipt or the chalan book?

(o) Are the particulars of the refunds of revenue recorded against the original entry of the receipt in the departmental accounts?

(p) Are the monthly Demand, Collection and Balance Statements correctly prepared and submitted on due dates?

(q) What is the amount of permanent advance for the college and the hostel (to be furnished separately)? State the number and date of the authority sanctioning the advance.

XI. SERVICE BOOKS, SERVICE ROLLS AND RECORDS OF SERVICE.

(a) Have the service books been written up as events occur, carefully maintained and periodically verified as required in Annexure II - Part III of the F.R.

(b) Are the entries on the first page renewed and reattested every five years?

(c) Are the thump and finger prints recorded in the service books with the usual certificates?

(d) Are annual statements of immovable property received and filed separately after making the necessary entry in the form printed in the book?

(e) Are the leave accounts maintained up to date?

(f) Has there been any case of irregular grant of leave?

(g) Is a record of service maintained by every subordinate with entries brought up-to-date, annually compared with the service books and duly attested by the head of the office?

(h) Is a register of probationers maintained in C.F. No.490 and watched properly?

(i) Are pension papers, increments, leave and other service questions promptly dealth with?

(j) Is there a scale book of sanctioned for the college and is it maintained up-to-date?

XII. BONDS EXECUTED BY ~~STUDENTS UNDER~~ Stipendiaries. TRAINING (ONLY IN TRAINING COLLEGES).

(i) Have agreements been executed by all the ~~students (Stipendiaries and non-stipendiaries who do not pay tuition fees)~~ students?

(ii) Are the bonds duly preserved and kept in safe custody?

(iii) Are the old and unserviceable bonds duly cancelled and returned to ex-students?

(iv) Is a register of bonds prescribed in Director's Pros. Rc.No.11402-E/46, dated 27-5-47 maintained and verified whenever there is a change of personnel of the head of the institution?

PART. II. HOSTEL.

(a) Is there a hostel attached to the college?

(b) Is it in a rented or Government building?

If rented, what is the rent paid per month?

(c) What is the rate of rent levied on the boarders?

(d) Has the Deputy Warden or Warden been provided with quarters attached to the hostel? Does he/ she take her residence there?

(e) Are the rules framed for the admission of the hostel duly enforced?

(f) Are the tutorial supervision, food, sanitation etc. in the hostel satisfactory?

(g) Are the furniture and utensils carefully looked after?

(h) Is an inventory of all furniture and equipment maintained?

(i) Are they properly cared for and in good condition?

(j) Is a verification of these made at least once a year and their conditions reported upon?

(k) When and by whom was the last verification made and with what result?

(l) Are the following records and registers properly maintained?

1) Attendence register of boarders.

2) Register of leave granted.

3) Counterfoil of receipt books

4) Cash book

5) Pass book.

6) Cheque books.

7) paid vouchers.

8) Acquittance register for menials.

9) Register of daily purchases,

10) Purchases and issue register.

11) Monthly charges calculation register.

12) Individual ledger of boarders.

13) Caution deposit register.

14) Guest register.

PART. III . - GARDEN.

(a) Is there a garden attached to the institution? Specify total area and area of part cultivated by sutdents.

(b) What is the income from the garden by the sale of usufructs and grass.

(c) Are the rules regarding the sale of usufructs etc. duly observed?

(d) Are accounts maintained separately for the expenditure on and income from the produce of the garden cultivated by the students? Who maintains these accounts? State the expenditure and income for the previous financial year.

PART.IV.

QUASI PUBLIC FUNDS.

(a) What are the quasi.fpublic funds maintained in the institution?

(b) Is there a public account for every fund and where are the moneys lodged?

Examine the pass books and specify the balance in each account on the date of inspection.

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PART. IV. - QUASI PUBLIC FUNDS (Contd.)

(c) Is there a co-operative stores for books, stationery etc. attached to the college? and is it administered properly? Do the entire profits go to the student~ members?

(e) Are rules framed for the maintenance of these accounts? Are all items of expenditure incurred with reference to these rules?

(f) Is a stock book of games equipment maintained and unserviceable articles disposed of according to the rules and sale proceeds credited to the games account?

(g) Are the rules laid down in T.R.8 of the M.T.Code Vol. I. for the collection, administration and maintenance of quasi public accounts strictly observed?

PART. V.

(a) General condition.

(b) Previous inspection report.
Have the defects pointed out in the previous inspection report been rectified?

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Edl. B. 45—4,462—6-5-49.

QUESTIONNAIRE TO BE ANSWERED BY INSPECTING OFFICERS OF THE EDUCATIONAL DEPARTMENT.

Report on the Inspection of the

for the period ending

Date of last Inspection

I. Personnel.

(a) Name or names of the inspecting officers in ch e since the last inspection.

(b) Name of the members of the staff.

II. Accommodation.

(*a*) Position and accessibility to all classes.

(*b*) Adequacy ... ...

(*c*) Government or rented ... ...

(*d*) State of repair ... ...

(*e*) Cleanliness ... ...

(*f*) Are the rules regarding protection of offices and precautions against fire duly enforced ?

III. Office Furniture.

(*a*) Is an inventory of all furniture and equipment maintained ?

(*b*) Is a verification of these made at least once a year and their condition reported upon ?

IV. Office Library.

(*a*) Does it contain the necessary reference books and maps ?

(*b*) Are correction slips pasted in the several manuals and codes up to date ?

(*c*) Is a list of library books maintained ?

(*d*) Are all books entered in the register and numbered ?

(*e*) Is a separate issue register maintained for library books ?

(*f*) Are entries properly made to watch the return of books issued ?

(*g*) What are the periodicals supplied ?

(*h*) Is a register maintained to watch their receipt ?

(*i*) Is the stock of books, periodicals, maps, etc., in the library periodically verified by a person other than the librarian ?

(*j*) When and by whom was the last verification made, and with what result ?

IV-a. Laboratory.

(*a*) Is the stock of chemicals, instruments, apparatus, etc., in the laboratory periodically verified by a person other than the one in charge of the laboratory ?

(*b*) When and by whom was the last verification made, and with what result ?

V. Correspondence and Registers.

(*a*) What are the arrangements made for the opening of tappal ?

(*b*) Has there been any undue delay in dealing with correspondence ?

(*c*) Are arrear lists put up regularly and checked by the officer ?

(*d*) What is the number of unanswered references in the arrear list and have adequate instructions been given to enable the references to be disposed of within a reasonable time ?

(*e*) Are all the necessary registers properly kept ?

(*f*) Despatch register and stamp account.

(*g*) Office calendar ... ...

(*h*) Office journal ... ...

(*i*) Daily order book .. ..

VI. Records.

(*a*) Is the record room kept clean and protected from white ants, rats, etc. ?

(*b*) Are the various classes of records properly arranged and readily available when wanted ?

(*c*) What system is in force for the destruction of records ?

VII. Stock list and Stationery.

(*a*) Is the stock regularly maintained and is the stock of stores, etc. (including tents) correct according to the stock book ?

(*b*) Are all stores properly cared for and in good order ?

(*c*) Have the instructions issued from time to time as regards the inspection of stationery, account forms and covers been duly complied with ?

(*a*) Are the forms classified properly ?

(*e*) Is a verification of the articles of stock and stationery made at least once a year ?

(*f*) Mention the name and designation of the officer who conducted the last verification and also the date and result of that verification.

(*g*) Are unserviceable or lost articles (furniture, books, stores, etc.) written off the account under the orders of competent authority ?

(*h*) Are the unserviceable articles disposed of by public auction or sale ?

VIII. Pay abstract, Travelling allowance bills and Acquittance rolls.

(*a*) Is pay drawn regularly and disbursed promptly after obtaining the necessary acquittance ?

(*b*) Are travelling allowance bills drawn without delay and disbursed promptly?

(*c*) Is the timely refund into the treasury of undisbursed pay and allowance properly watched ? How is this watch kept—through acquittance rolls or separate registers ? (S.R. 4 (*c*) under T.R. 32 of the Madras Treasury Code.)

IX. Contingent Registers and Bills.

(*a*) Is the register of contingencies maintained in the printed form ? Do the entries in the contingent register tally with the vouchers ? Are the entries made in the register duly attested ?

(*b*) Have the required heads of expenditure and appropriations thereunder been entered ?

(*c*) Does it appear that the entries have been made as money is paid away ? Are the sub-vouchers entered in the column provided for the purpose ? [Articles 104 and 105 (*a*) and (*b*) of the Madras Financial Code.]

(*d*) Have the progressive total been struck under detailed heads and the Memoranda of allotment, expenditure and balance been worked out monthly ? Have steps been taken to obtain additional appropriations or to propose surrenders wherever necessary ?

(*e*) Are the vouchers not required to be sent to the Accountant-General duly cancelled, the cancellation being attested by a responsible officer ?

(*f*) Are all payments properly vouched for ?

(*g*) Are the vouchers in accordance with the rules on the subject, consecutively numbered, in conformity with the contingent register, conveniently arranged, and properly preserved ?

(*h*) Have all the items of expenditure received the sanction of the competent authority previous to payment ?

(*i*) Is a register maintained for recording the bills received and noting the various stages through which a bill has to pass before it is finally passed and cashed ?

(*j*) Is the closing date of sub-treasuries noted and are bills cashed after that date entered in the subsequent month's expenditure ?

(*k*) Is the register of Accountant-General's objections maintained and are these objections promptly disposed of ?

(*l*) Are advances shown in a separate column in the contingent register and adjusted promptly on receipt of vouchers or when the amount is refunded ?

(*m*) Are lighting, etc., charges regulated with reference to a definite scale ?

X. Cash (Record and Verification).

(*a*) Are the instructions regarding maintenance of cash books duly observed ?

(*b*) Do balances of Government money, undisbursed pay, travelling allowance, etc., agree with the contingent register, cash book, etc. ?

(*c*) Are fee revenues, sums realized by the sale of condemned stores and other miscellaneous receipts credited promptly into the treasury

(*d*) What arrangements are made for safe custody of public moneys, whether cash, bills or cheques or of other valuable documents ?

(*e*) Has the cashier or the officer responsible for the safe custody of the public moneys furnished security ?

(*f*) By whom are remittances taken to the Treasury ? Has the messenger who takes the money furnished security ?

(*g*) Are special arrangements made when large amounts are remitted into the Treasury ?

(*h*) How often is the balance of cash and other valuables, such as stamps, verified by the head of the office ?

(*i*) Is the memorandum of cash verification duly furnished as required under S.R. 2 (*a*) under T.R. 11 of the Madras Treasury Code ?

(*j*) (i) State the designation of officers authorized to receive payment of moneys by the public on all accounts.

(ii) Are receipts given in printed form and are they numbered serially in print ?

(iii) Are the counterfoils of the receipts duly filled up and initialled by the officer issuing the receipts ?

(iv) Are the arrangements for the custody and issue of receipt books satisfactory ?

(*k*) Are there any indications of the entries in the cash book having been checked by the head of the office ? (The inspecting officer should check a few entries in the cash book with the dates shown in the receipt book.)

(*l*) Is there any case in which a chalan in respect of an amount remitted into the treasury is not supported by the counterfoil of the receipt issued to the party ?

(*m*) Do the amounts shown as remitted into the Treasury agree with those of the Treasury receipts ?

XI. Service Books and Records of Service.

(*a*) Have the service books been written up as events occur, carefully maintained and periodically verified ?

(*b*) Are the entries on the first page renewed and reattested every five years ?

(*c*) Are the thumb and finger prints recorded in the service books with the usual certificates ?

(*d*) Are annual statements of immovable property received and filed separately after making the necessary entry in the form printed in the book ?

(*e*) Are the leave accounts maintained up to date ?

(*f*) Has there been any case of irregular grant of leave ?

XII. Combined list of recognized and aided elementary schools.

XIII. Register of untrained teachers in the range fit for admission into the Training School (Paragraph 95, Madras Inspection Code).

XIV. List of approved text-books.

XV. Conveyance of officer.

XVI. General condition.

XVII. Previous Inspection Report—Have the defects pointed out in the previous inspection report been rectified?

NOTES.

Instructions for the preparation of the Report.

Number of the item in the report and remarks.

1. Requirements of each office should be noted in the report to facilitate distribution of the allotment according to needs. What superfluous articles there are and how they can be usefully transferred to places where they will be needed should also be noted.

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INSTRUCTIONS FOR THE PREPARATION OF THE REPORT—*cont.*

Number of the item in the report and remarks—*cont.*

2. Paragraph 39 of the Madras Inspection Code should be strictly followed and it should be seen whether books necessary for professional purposes only have been purchased and whether survey maps are kept up to date in accordance with Proceedings R.C. No. 354 B/24, dated 8th December 1925.

3. Paragraph 41 of the Madras Inspection Code—It should be seen whether important matters to be disposed of on prescribed dates are noted in the office calendar.

4. It should be seen whether relevant gazettes have been kept or the printed pages from the gazette have been filed and kept in a file book.

(100) 205

Kdn A

Kndh No 14993 A/50-1 Edn Dt 15-6-50

Revising of the questionnaire forms to be answered by the Officers of the Kdn Wdpt.

From the D P I Roc. 8-H/49 dt 6 6 50

Some Grs are issuing Calls for from D.D.O

Referred to the A Cr. for remarks. He is requested to state whether the draft questionnaire is adequate for the purpose in view and if not, to indicate in what respects it requires modification.

To
The A Cr.
(with Cf. in orgl to be sent with reply)

163
16 6 50

206

A. 207 1v

Office of the Accountant General,
Madras dated 16 September 1959.

No.T9.Edn.V.186/50.

Sub: Revision of the questionnaire form to be answered by the officers of the Education Department.
Ref: Government Endt. No.14993.A/50-1 Edn dated 19th June 1950.

ASSISTANT SECRETARY
SEP 1950
26968
EDUCATION DEPARTMENT

Letter No.8-H/49 dated 6th June 1950 of the Director of Public Instruction and the draft questionnaire to be answered by the officers of the Education Department, received with Government endorsement cited above are returned herewith.

2. The questions relating to financial and account matters in the questionnaire have been scrutinised and call for no special remarks.

3. The following additional questions are, however, suggested for incorporation in the relevant portions of the questionaire:-

(i) Are the departmental figures compiled in time and compared with the treasury figures every month and the discrepancies set right as prescribed in the Madras Budget Manual?

(ii) Is a register maintained to show the period of sanction to temporary posts and the sanction to their continuance or otherwise promptly watched?

(iii) Are the 'Not payable'(duplicate) copies of the bills for grants-in-aid, scholarships and stipends received from the treasuries in time as prescribed in Instruction 32 under TR.16, M.T.C Vol.I and filed properly with a view to checking them with the figures in the treasury accounts during the monthly reconciliation?

(iv) Are all the registers maintained in the office reviewed by the head of the office once a month or

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periodically.

(N. Narayana swami)
Deputy Accountant General.

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To

The Secretary to the Government of Madras,
Education Department,
Fort St. George,
Madras.

GM

Edn. (A)

Sub: Accounts. Questionnaire to be answered by Edul. Officers. Revised.
Read: G.O.No. 17 L. & E. d. 6-1-50.
from the D.P.I. No. 8-H/49 d. 6-6-50.
from the A.G. No. Tg. Edn. V. 186/50 d. 6.9.50.
G.O.Ms.No 2848 Edn. dated 14-10-50.

The Govt. approve the ~~draft~~ revised questionnaire to be answered by Edul. Officers read with the letter of the D.P.I. cited above, subject to the modifications suggested by the A.G. in his letter cited (Copy enclosed)

(K)
p1-2 cf
p207-208 cf

32
14/X

p1-2 cf

p207-208 cf.

To the D.P.I.
(with copy of p207-208 cf)
" A.G. (Thro' Tg)
" Spl. Deputy
" Z.S/C.

7-10-50.
CMA
7.X.50

DM
9/10/50

The Secretary to the Government of Madras,
Education Department.

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Education Dept.(A).

Sub:- Revision of the questionnaire form to be answered by ~~the~~ officers of the Education Department.

From the D.P.I., No.Roc.8-H/49 dated 6-6-50.

From the A.G., No. T9.Edn.V.186/50 dated 6-9-50.

In G.O.Ms. No.17, ~~Law~~ & Education, dated 6-1-1930, the Government approved the questionnaire form to be answered by the inspecting officers of the Education Dep The D.P.I. now states that the questionnaire form requir revision and expansion so as to make it more informative and self-contained. He also considers it necessary to have separate questionnaire form for the several offices for example, Deputy Inspectors' offices, offices of the D.E.Os., offices of the Divisional Inspectors, offices of Govt. Colleges, etc. He has accordingly submitted a revised questionnaire-form. The draft form was referre to the Accountant-General for remarks as to whether the form is adequate for the purpose in view and, if not, to indicate in what respects it requires modification. The A.G. has stated that the questions relating to financial and account matters in the questionnaire call for no spe remarks. He has, however, suggested four additional questions for incorporation in the relevant portions of the draft form. ~~A copy of the A.G's letter may be forwarded to the D.P.I. and he may be asked to submit for the approval of Govt.~~ a revised questionnaire form ~~incorporating~~ the questions suggested by the A.G. ~~A memo. is submitted~~ draft

Circ may be approved, the D.P.I. being asked to incorporate the addl. questions suggested by the A.G. in the relevant ~~forms~~ portions. Finance may see for remarks.

22.9.50

25/9/50

25.9

ASSISTANT SECRETARY, FINANCE DEPARTMENT
26SEP1950
GOVERNMENT OF MADRAS

Edu.u.o. 14993-A/50.2

25.9.50

ASSISTANT SECRETARY, FINANCE DEPARTMENT
26SEP1950
82601/Accts

26967/50A

Finance (Accts)

A.

The proposal of Edn at 'A' on p 1 above may be agreed to in Finance.

B
28.9.50 Edn (A)

Fin no 824 on Pers 1
28/9/50

Phs
9.50.

28/9/50

Draft order is forwd. for approval.

ASSISTANT SECRETARY
29 SEP 1950
30078
EDUCATION DEPARTMENT

ORM
9/10/50 S

Hm (F&L)?

£1000

Hm (F&L)

SECRETARY
13 OCT 1950
EDUCATION DEPARTMENT

18/10

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