

done
for
Ed (1950) Department.

Pbs SERIES.

G.O. NO. 2977 *Edn*

Dated 4. 11. 50

10

[Despatch Abstract.]

Back Papers.

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

Further Papers.

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

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

R.C.No.2159-K2/48 dated 11th September, 1950.

SIR,



Subject:-Colleges--Presidency College, Madras--Employment of an additional Lower Division Clerk.
Refce.:--Government Memorandum No.75387-2/49-A Edn., dated 28.10.1949 and G.O.Routine No.208-Edn., dated 19.6.1950.

In enclosing herewith a copy of the letter Roc.No.1070/50 dated 7.8.1950 from the Principal, Presidency College, Madras, justifying the need for the employment of additional clerical staff for the college office, I have the honour to state as follows:

2. The existing staff for the college office consists of the following:-

- 1 Head Clerk
- 1 Upper Division Clerk
- 3 Lower Division Clerks
- 1 Stenographer
- 1 Attender.

This is the same staff as was available in the college in 1947 i.e. prior to the closure of the Intermediate classes. The Principal points out that the abolition of the post of additional clerk in the G.O. referred to above has greatly paralysed the office work as it has not been possible to manage the work since then. Though the Intermediate classes have been abolished, the strength has not in any way decreased but there is every possibility

P.T.O.

Page 2.

of a further increase, in the strength of the college and its staff. There is, therefore, a real need for the employment of additional clerical staff. As there is already an Upper Division Clerk, there is no need for another for the present. I consider that the employment of one additional clerk is an urgent necessity to relieve the office of the present strain. In the circumstances I recommend that the employment of an additional clerk (Lower Division) in the college may be sanctioned with immediate effect.

Yours faithfully,

For Director of Public Instruction.

ks.12.9.

R.O.C.No.1070/50.

Presidency College, Madras-5.
Dated, 7th August, 1950.

From

Afzal-ul-ulama, M. Abdul Haq, M.A., B.Phil, (Oxon),
Principal.

To

The Director of Public Instruction, Madras.

Sir,



Sub: Colleges - Presidency College, Madras - strengthening
of the Ministerial Staff of the Office.

Ref: G.O.No. St.208-Edn., dated, 19-6-1950 communicated in
your Proceedings R.C.No.2159-K2/48, dated, 23-6-1950.

I have the honour to submit that when the teaching members of Staff of the College in different Departments are increased due to the opening of Additional Departments and increased admissions, the Ministerial staff of the College Office is being reduced by one in January, 1949 and another in July 1950. It has been frequently represented that the strength of the clerical staff is too small to cope up with volume of work which has been increasing day by day.

Now there are only one Headclerk, one Upper Division Clerk and three Lower Division Clerks. The Distribution of work is as follows:-

Head Clerk:

1. Remittance of College fees and other money into the Reserve Bank and encashment all the cheques.
2. Maintenance of daily cash book.
3. Preparation of D.C.B. Statements with the aid of the Attender.
4. Fee concession papers.
5. Disbursement of salaries and other money, like scholarship amounts, contingencies etc.
6. Maintenance of Register of Contingencies and the preparation of contingent bills.
7. Military concessions.
8. General management of the Office etc.

Upper Division Clerk:

1. Appointment and transfers.
2. Leave.
3. Proposals for additional staff.
4. Preparation of pay bills etc. including supplemental with all schedules and absentee statements etc.
5. Care and maintenance of service books.
6. Preparation of April Establishment Returns.
7. All other returns pertaining to the Establishment.
8. Dealing with correspondences relating to all allowances.
9. G.P.F. Postal Life Insurance etc.
10. Increment certificates.
11. Correspondences relating to the completion of Probation.
12. Income tax returns, statements etc.
13. T.A. Bills of Establishment and Gazetted Officers.
14. Pension and gratuity and connected correspondences.
15. Budget Estimates - Receipts and Expenditure.
16. Monthly statement of charges and liabilities.
17. Instructional Tours etc.
18. Part II Scheme proposals etc.
19. Affiliation of courses etc.
20. Other miscellaneous correspondences relating to Establishment.

These relate to one officers (both gazetted and non-gazetted) of the whole College including menials paid from contingencies.

Lower Division Clerk (1).

1. Maintenance of stock book of stationery articles, preparation of indents of stationery and issue of stationery articles to the staff and department in the College.

2. Endowment - Prizes and Scholarships - award of - and attending to the correspondence.
3. Maintaining registers for the award of scholarships and prizes.
4. Return of unanswered references and other miscellaneous return.
5. Improvements and repairs to buildings (general and electrical).
6. Correspondence relating to various University examinerships and Lectures.
7. Correspondence relating to Radio Talk.
8. Correspondence relating to reorganisation of the College.
9. Preparation and correspondence relating to return of staff of the University.
10. Preparation and correspondence relating to return of charge of staff.
11. Maintenance of disposal registers.
12. Putting up previous references for the disposal of papers.
13. Care and maintenance of records.
14. Attending to circulation of papers to members of the staff.
15. Attending to the correspondence and returns relating to the purchase of rectified and denatured spirit and Medical Stores Indent.
16. Preparation and printing of College Calendar.
17. Maintaining a register and arranging for the printing of question papers for the College Examinations.
18. P.W.D. Minor Works Part II Scheme Correspondence relating to.
19. Attending to Miscellaneous Correspondence other than establishment and students.

Lower Division Clerk (2).

1. Admission register.
2. Railway concession.
3. Scholarships.
4. Arrangements for the conduct of the Terminal Examinations.
5. Maintenance of marks registers.
6. Register of Intermediate and S.S.L.C.
7. Correspondences with the University relating to students attendance, admission, enduration of certificates etc.
8. Maintenance of stock book of forms and preparation of indents for all forms.
9. Distribution of students by wards for tutorial supervision.
10. Preparation of statistics and returns relating to students.
11. University Examinations: Collection of applications, and their scrutiny for the University Examinations in March and September and correspondence connected therewith.

Lower Division Clerk (3).

1. Maintenance of attendance register of students.
2. Leave application of students etc.
3. Issue of certificates (all kinds) to students and collection of fees to some extent.

Now the work in connection with the registering of tappals, despatch and Telephone work and the maintenance of casual leave register which was entrusted to the 4th Lower Division Clerk (Temporary) could not be attended to from 1-7-1950 on the abolition of the post. The other clerks whenever they receive urgent references for registration of tappals and for despatch, they themselves attend to them. The attender is attending to the posting of daily fee collection register and term fee register. At intervals he attends to the despatching of tappals and telephone. On the abolition of the post of one clerk, the whole office work has upsetted and it may not be exaggerating if I say it has completely paralysed, especially during the month of July, the heavy season of the College due to new admissions. The nature of work in a College with 14 departments is not like that of other Offices and other Institutions where there are no Honours Classes. Here each and every department has Honours Courses. The strength of the College is about 1300. Moreover Government have also introduced the system of collection of fees in two installments per term instead of one in their G.O.No.2250-E., dated, 17-10-1947 communicated in your Proceedings Dis.No.6041/47, dated, 6-11-1947. During summer vacation Registration fees for admissions in the College is also received in the College Office as they are not received in the Reserve Bank. Even before the introduction of this system, the Office had a very great strain. On a representation, you were pleased to sanction the employment of

Lower Division Clerk on a fixed scale of Rs.45/- for one year, in your proceedings R.C.No.348-K2/47, dated, 3-12-1947 in addition to the employment of a temporary additional Lower Division clerk sanctioned in G.O.No.2284-Edn., dated, 28-12-1947. When the continuation of the temporary post sanctioned on the fixed pay was applied for on the time scale of pay, the post was ordered to be abolished in January 1949 and the other post sanctioned in G.O.No.2284-Edn., dated, 28-12-1947 was abolished on 30-6-1950. The condition of the College remains the same as in 1947. Even through complete abolition of the Intermediate Class finalised in 1948-49, the strength of the students remain static as in 1949 but the teaching establishment has increased to a considerable extent. This is due to the opening of the courses in Psychology, Geography Statistics(Honours) in Tamil and Telugu, Islamic Culture and History.

I give below the details of work done by each clerk during a month:

1. Head Clerk: At least 4 days in a week and daily during June, September and October and January, (All days), the Headclerk has to go to the Reserve Bank either to cash heavy amounts or for remittances. The time taken by him for this purpose is 3 to 5½ hours. As soon as he returns from the Bank he has to attend to the disbursements of the amounts etc., and to write the daily cash book of that day and verify the cash transactions. This work takes away the 2nd half of the day. He is not in a position to attend to other work during these days. Whenever he finds time he collects College fees.

2. Upper Division Clerk: He is entirely entrusted with all the general administration and accounts work; which is too much for one clerk. In addition he is preparing all the bills except the contingent bills and is attending to the budget and connected accounts work. In any other Office with the same strength of establishment the whole work entrusted to him is generally done by a section under a Superintendent, one or two Upper Division clerk and 2 Lower Division Clerk's.

3. The 1st Lower Division Clerk's. work is general in nature and he is attending to all the miscellaneous work and apart from the work enumerated above, he is attending to the correspondences relating minor works and major works under P.W.D. applications from the staff for permission for outside remunerative works etc. He has to assist to the collection of fees during heavy days.

4. The 2nd Lower Division Clerk: is more or less a student's clerk. He is entirely engaged with the students. He is attending to all the correspondences regarding students work, the University and also all the admissions. As the strength of the College is about 1300, he has full time work in this respect. During heavy seasons he helps the headclerk in checking cash.

5. The 3rd Lower Division Clerk: is generally called attendance clerk. He attends to the maintenance of attendance register, admission register, and to the issue of all kinds of certificates to the students such as Transfer Certificate, Conduct Certificate, date of birth certificates and the railway concession forms etc. He collects college fees etc. also. Headclerk who has been entrusted with this work cannot do it solely as he had to be away from the Office for cashing the cheques and remittances into the Bank. Thus this Lower Division Clerk could not fully devote his time for the issue of certificates and for the maintenance of the attendance register.

The Headclerk is generally assigned the work of collection of fees. As he is engaged in remittances and encashment of cheques he hardly finds time to attend to this work. It is therefore incumbent on one of the clerks to attend to that work. At the heavy season during the months of July, September, October and January one clerk could not solely answer the demands of the whole rush, so another clerk is to be engaged for his assistance. One day the College Office can collect fees from about 100 students. This takes away the work of the two clerks. Another clerk has to post the daily collection register. He takes two hours. Then checking the collections etc. counts about 1 to 2 hours. At this rate two clerks are engaged for two complete weeks with the assistance of another clerk

8

9

during the afternoons. Hence the Head clerk and two clerks solely engaged in remittance and encashment of cheques writing the cash book collection of fees, for full day and the 4th clerk for the afternoon for the 1st two weeks. Then the Office has to exert much to attend to the arrears of these two weeks work in addition to the usual daily work. Moreover at the introduction of collection of fees monthly the collection work has increased and two clerks have regular work daily to attend to this work solely.

Now the work in connection with the registering despatching, telephone and maintenance of casual leave register could not be attended to by anybody regularly.

One clerk with the assistance of the attender writes the daily fee collection register, and term fee register. The attender and the Head clerk prepare the D.C.B. Statements.

The above distribution of work will show that each and every clerk is over burdened. I do fear if at this stage, the College Office work will be highly paralyzed shortly. When the position of the Office is as such, it is but unfortunate that the Government do not seem to be convinced of our immediate needs. But I am convinced that clerical staff attend to Office work out of office hours and they strain hard to get through the Office work as efficiently as possible. But for the lack of sufficient clerical staff the administrative side suffers to a great extent.

In this connection I beg to state that the College work cannot be compared with Offices which are merely dealing with correspondences. Here apart from the general work the Office, ~~the~~ staff have to answer all enquires from students, all other Office Staff, and the public. Moreover there are increased correspondences between the Principal and the Heads of all the 14 Departments. These facts may also be kept in view.

I therefore submit that College Office is to be expanded by the employment of

1. Upper Division Clerk solely to attend to the cash transactions sparing the head clerk to attend to his regular work and to the supervision of the work of the other clerks.
2. One Lower Division Clerk to spare the work of the present Upper Division Clerk i.e. taking up the work connected with the preparation of bills and attending to correspondences relating to allowances General Provident Fund etc.
3. One Lower Division Clerk to attend to the Registration, despatch, Telephone maintenance of casual leave register etc.

Unless the above clerks are given, I fear the Office work cannot be on the efficient lines.

RJP/7-8.

R. H. S. S. S.
PRINCIPAL.

Encl: 1. I

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Cno 28019 $\frac{A}{50}$

Collego. Presidency College.
Madras. Add lower Division
Clerk. Proposal - Negative.

PICF

From the D.P.I no. 2159. K₂/48 & 11.9.50

$\frac{52}{4/11}$

Order no 2977 Eds dated 4.11.50

The D.P.I is informed that the
proposal for the employment of an
additional lower division Clerk in
the Presidency College, Madras. Cannot
be complied with. has not been approved by Gov

To
The D.P.I ✓

[Signature]
6.11.50

[Signature]
2.11.50
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2.11.50

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3/11/50

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Cno 28019 A
50.

Colleges. Presidency College,
Madras - Employment of an
add lower division clerk.

pp 1-2 cf. From the D.P.I. no. 2159 K2/48 of 11.9.

The D.P.I. has strongly recommen-
ed the employment of an additional
lower division clerk in the Office of the
Presidency College, Madras. The existing
staff of the College Office comprises:

- 1 Head clerk
- 1 U.D. clerk
- 3 L.D. Clerks.
- 1 Stenographer, and
- 1 Typist
- 1 Attender.

It is pointed out that this was the
strength in 1947 also, i.e. prior to the
transfer of the Intermediate classes to the
Crown Arts College, Madras.

In 1947, the Crown sanctioned a
add L.D. clerk (besides the above staff)
for a period of 1 yr. to cope with the
heavy work. This post was continued for
another year. Then the D.P.I. asked for the
further continuance of the post till 30.6.51.
But it was continued for a period
of 6 months only till 11.6.50. The D.P.I.
was asked to furnish statistics of work,
strength of College, staff etc at the time of
renewal of sanction. With the necessary
statistics, the D.P.I. pressed for the continuance
of the staff post till 30.6.52. Finance
strongly objected to the proposal and
agreed to the continuance from 12.6.50 to 30.6.
only, i.e. till the end of the academic year.
They stated that the post should be
disbanded after that period - vide their

M

11

d/3

x/1

x/3

C

C

10-11

The D.P.I's letter on pp 1-2 C.F. and the note of Edn. on pp 1-2 above may be perused.

The D.P.I has requested sanction for the employment of an additional L.D.C. in the Presidency College, Madras. The extra cost involved in this proposal is Rs.1,182/- p.a.

When the continuance of the post of L.D.C. continued last in G.O.3538 Edn. d/17-11-49, was applied for till the end of academic year 1951-52, this Dept. pointed out that, on the basis of the number of current received, receipts and expenditure, there was no clear case for the continuance of an additional L.D.C. in the Presidency College. Fin. ~~has~~ however agreed to the continuance of the post till 30-6-50 and the post was disbanded accordingly after that date.

The D.P.I. has now applied for the employment of an additional L.D.C. for the reasons stated at 'X' on p.1-2-C.F. It will be seen from the statistics furnished on page 11 C.F. that the number of currents per clerk works out to 3.4 in 1950 (upto July) as compared with 3 currents in 1949. Particulars regarding receipts and expenditure for the year 1950 (upto July) ^{and also no cases in internal correspondence} have not been furnished. Even though the strength of the college has not decreased on the transfer of the intermediate classes to the Govt. Arts College, Madras, and the strength of the College staff has, on the other hand, increased, the number of currents received namely 3.4 currents per clerk does not justify the need for an additional L.D.C. Hence this Dept. may advise against ~~the~~ the proposal to employ an additional L.D.C. in the Presidency College.

With these remarks the file may be returned to Edn.

"y" in p.9 C.F. cannot by itself justify an add. clerk. Every clerk in every office has to attend to enquiries from the public. Even allowing for extra work due to the transfer of the intermediate classes to the Govt. Arts College, Madras, the number of currents received is not sufficient to justify an additional clerk.

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7
98.5 x 12
1182/-

P1 CF 480208 Edn.
3.9.50

p.11 of C

cf

p.2 cf

p.11 cf

p.11 cf

23 = 23 + 1
168 = 171

p.3 of C

p.3 of C

M.I. 2cf

Prabhu

7/14/50

Edn

notes on pp 10-11 of C.
3. The P.D. now points out that the abolition of the post of addl. L.D. Clerk has greatly paralysed the office work. The D.P.I recommends the employment of an L.D. Clerk with immediate effect.

4. The present strength of the College is 1300 which ~~was~~ ^{more or less corresponds to the} ~~was~~ ^{more or less corresponds to the} strength of the College before the closure of the intermediate classes. The College has now 15 V.C. and it may be stated that there will be more work now, though there may not be an increase in the number of papers dealt with, if the students are in many classes (e.g. the various post-graduate classes) than if they are in one big class like the intermediate class. There is now an increase in the strength of the gazetted staff by 1 and non-gazetted staff by 7, since the closure of the intermediate classes. The staff of the College has also increased.

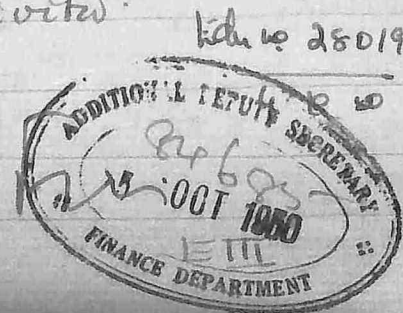
5. The Principal of the College states that College work cannot be compared with work in offices which are merely dealing with correspondence. That apart from the general work in the office, the college staff has to answer all enquiries from students, all the office staff and the public. There seems to be some force in this argument.

6. In the circumstances it is for orders whether this Dept. may recommend the employment of a L.D. clerk till the end of the current academic year, i.e. till 30.6.51, for the present.

The remarks of Fin. may be invited.

21/10/50

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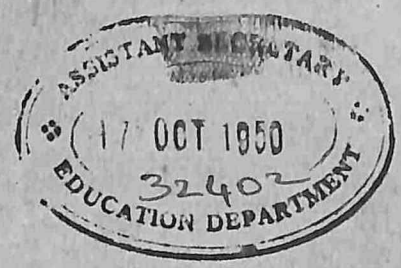
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per clerk now received (3-4) is far below
the standard of documents per day. There
seems to be no case at all therefore for an
add. clerk.

pro
14/10/50



Edn.

Fin. no. 84685 EII/50-1
14-10-50.

Edn.
Cr.

The proposal is for the employment
of an additional lower division clerk in
the Presidency College, Madras. Finance State that
there seems to be no case at all for an
addl clerk. For order whether Fin view
will be accepted and the DPL's proposal
negatived. H.M (Kuh) may see.

P. alone

lws
2.10.50
P.
2.10.50

RM
28/10/50

RM
2/11
S.W. (E.H.)

A draft order is submitted for approval.

lws
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2.11.50

RM
3/11/50



31/10/50