22465

150

Sectt. II-27--60,004--17-11-48

# E & P.H (19~~4~~ 50) Department.

Ms SERIES.

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**G.O. NO.** 82 Edn

**Dated** 11. 1. 50

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[Despatch Abstract.]

ESH - Sri. N. Venkatakrishnan, Headclerk Office of the Inspector of Oriental Schools, Madras - Petition regarding fixation of pay and grant of special pay - rejected.

## Back Papers.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
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## Further Papers.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
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| Memo-22405 F/50-1 | | | 8/9/50 | | | | |

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C.269 [illegible]

Madras,
13th July, 1949.

From
Sri N.Venkatakrishnan,
Head Clerk, Office of the Inspector of Oriental Schools,
Madras.

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

Honoured Sir,

Sub: Revised scales of pay, 1947- Individual hardship and anamoly- request for sanctioning weightage for services rendered and a Supervisory allowance of Rs.5/-p.m.

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I wish to submit that I entered the Educational Department in the Mufassal as a lower-division Clerk on Rs.35 p.m. on 1-11-1924. I was confirmed in the Department with effect from 18-11-1927. I became qualifed for promotion to Upper Division by passing the Dy. Inspector's Test, Clerical, with Accounts in 1927. Till October '36 I was working in the mufassal offices and then transferred to the City by the Director of Public Instruction as Clerk in the Office of the Adviser to Government on Physical Education, Saidapet, in which post I continued till 1939, when I was transferred to officiate as Clerk in the office of the Inspectress of European Schools, Madras. From there I went on leave for six months from 2-1-1942. On the expiry of my leave, I was reverted to my permanent post as Clerk in the Office of the Adviser to Govt. on Physical Education, Saidapet. From 26-9-1942, I was appointed to officiate as Head Clerk, Office of the Superintendent of Sanskrit schools, Madras (now known as Inspector of Oriental schools), a post also in the Lower division till 1-3-1945. Government were pleased to order

S — In G.O.No.1666 Edn dated 7-11-1944 that 'the nature of work done by the Head Clerk in the Office of the Superintendent of Sanskrit schools was such as to approve the proposal of the Director of Public Instruction for the conversion of the post into one of Upper division from Lower division with effect from 1-3-1945'. Considering my longand satisfactory service of more than 20 years then, the Director was pleased to order my posting in the same post in the Upper Division with effect from 1-3-1945, as a result of which my salary was increased from Rs.64 to Rs.65 (by one Re. only). I then submitted a petition to the Director that as Govt. have decided that the nature of work done by me is one befitting the desired conversion, I may be given the benefit of my promotion (though by a rupee) from 16-11-44, the date of the G.O., and this request was turned down by the Director. Then when the revised scales of pay of 1947 came into force from 1-1-1947, my pay was fixed at

A || Rs.83 plus Rs.4 (house rent allowance) against Rs.70 plus Rs.6-8-0 (presidency allowance) which I would draw from 1-3-1947; the net increase that I got by the revision was therefore Rs.11-8-0, losing Rs.2-8-0 under allowance for the increase of Rs.13 in pay. In this fixation, I was given only one weightage for increment, leaving all my services of 21 years in the lower divsion out of consideration.

P.T.O.

2

Whatever may be the conditions, then imposed, subsequent orders of Government, cited below, and the special nature of my case as represented below, require special consideration for reasons equity and justice:--

i. In the revised scales of pay of 1921, the scale for a lower division clerk in B&C Class offices was Rs.35-35-1½-50- -60 and that for Upper division was Rs.60-4-80. This was reduced in 1937 as Rs.30 to 55 (by biennial increments) and to Rs.55 to 70 (also biennial increment). This revision on a lower rate took place after 16 years, and I could not get a promotion to the Upper division even after this long period and got same only from 1-3-1945. Hence when the revision of scales came into force from 1-1-1947, those that were promoted to upper division in 1921 scales continued to rise to Rs.80 by an annual increment of Rs.4/- and were not effected by the 1937 reduced scales. Those that got promotion t upper division after 1937, had the benefit of two increments for weightage on 1-1-1947 and those that got promotion to upper division after 1941 but with more than 16 years of service, got only one increment as weightage, even though the promotion acquired by these few were at great odds, due to the very few posts available in the Upper Division in the 'B&C' class offices against an army of lower division clerks in the educational department, as compared with the Office of the D.P.I. or any other offices in the City. Several such members who got their scales refixed on 1-1-1947 in the Upper Division after more than 20 years of service are a few in the Department who have done ungrudging and honest work for the Department all these years; if they had continued without any promotion to upper division till 1-1-1947, they would be getting their salary fixed at Rs.78/-, while a clerk reaching an upper division, after twenty years of faithful service got only Rs.83 on 1-1-1947, which is not commensurate with the responsibility and high order of work required of him. It will be seen that the rates of increases in pay enjoyed by other clerks by the 1947 scales (both in lower and upper division) will be definitely greater in the 'A' Class offices, and in all other Departments other than Education. With a view to remove this anomaly, I submitted a petition to the Director for moving Government for including for purposes of weightage also services in the lower division, for earning the remaining three weightages, which was not accepted (Vide Pros.R.C.No.1958-C 5/47 dated 2-7-47 of the Director of Public Instruction).

(5)

Inadmissible.

ii. In G.O.No.1057 P.S. dated 2-4-1947, Government have since ordered that no separate period of probation is necessary for the post of an upper division clerk provided he has rendered three years of continuous service in the lower division. This definitely gives a sweeping encouragement and rapid strides for promotion to recently entered people in big offices and newly created and expanding departments, while consideration of service in the Lower division for more than 20 years before promotion to Upper division has not been reckoned for weightage. With the abolishment of a separate period of probation for Upper Division clerks, the claim for granting weightage for services rendered in the lower division arises. Even in the case of teachers in Government, Local Board or Aided institutions weightage of increment for every 4 years of approved service subject to the maximum of four have been allowed so far. Govt. have reconsidered the hardships of ever so many categories so far and passed orders of relief, but not in a case like mine where satisfactory period of service of about 20 years have been left out of consideration.

not helpful

[illegible]

P.T.O.

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(9)

iii. Such of those set of people like me, still in service, will be very few and some may or may not even reach the maximum of Rs.110 prescribed, and even if a few reach, they may not get the necessary credit of three years for earning a half pension on Rs.110/-. The 300 % increased cost of living during the last six years and more affect us heavily with increased responsibility at home and at office, though our increase in emoluments including allowances is not even 100%.

This is a common feature for all Govt servants.

iv. Government in sanctioning Supervision allowance to upper division clerks in B-Class offices, have placed subordinates like me, at a disadvantage. Some upper division clerks, like me, are caught in a bottle-neck, being put in independent charge of an office with an Officer, who has to tour nine months of the year throughout the Presidency. and answerable directly to the Head of the Department, with no subordinate agency except the Correspondents of institutions dispersed throughout the province. Whatever may be the general nature of decision arrived at by Government for fixing the Supervision allowance for other offices, this office might have been dealt with as a special case for granting a supervisory allowance of Rs.5/- to the Head Clerk of this office who is virtually answerable and responsible for the proper administration of this office under the Director in the absence of the Officer on camp. The only such office under the Director is the Office of the Chief Inspector of Physical Education, Madras, though this office is not entrusted with the administration of institutions and consequently the touring is on a discretionary basis. Whereas, this office under the changed conditions of the country, is entrusted with the administration of all Oriental schools and Colleges in the Presidency and has to face new problems and policies re: the organisation of schools on Oriental languages for advanced studies. In the present Retrenchment policy of Government, it is not an easy matter to get the post of an additional clerk, in the lower division sanctioned by Government, as the only post of a lower division clerk (in addition to the post of a typist) is still not made permanent though continued beyong a period of six years. But whatever clerical relief that Government or the Director may give temporarily will not solve the heavy responsibility involved and the hard work, patiently done by me with pleasure in this office during the last seven years, first for 3years inthe same post in lower division and then 4years in the upper division, only with slight increase in pay. During this period, I have had to struggle and overwork with inadequate staff and also with inexperienced assistants, with various changes due to war conditions. A special request was also submitted to the Director in this connection for recommending to Government the sanction of a supervisory allowance of Rs.5-p.m., as a specail case, which has also been negatived by Government (Vide Pros.R.O.C.No. 1062k 4/48 dated 18-10-48 of the Director of Public Instruction, Madras). While the Government through this office is enjoying the benefit of my experience, I have not been lucky enough to get even a supervisory allowance of Rs.5 p.m. The Cabinet Sub-Committee while sanctioning this special pay of Rs.5 and Rs.10 for B & C-class offices had in view the disparity of pay scales and the chances of promotion existing between A-class and Secretariate offices and the above B&C- class offices. The heavy responsibility and important work carried out by upper division clerks in B&C-class offices, known as Head Clerks, not to speak of the supervision and responsibility involved as the head ministerial officer, require the grant of some special pay to justify the additional work and responsibility involved.

M

apparently based on para 2 on p41 of Ro.1136 Edn 6-5-48 (1)

P.T.O

-3-

3.

(7)

iii. Such of those set of people like me, still in service, will be very few and some may or may not even reach the maximum of Rs.110 prescribed, and even if a few reach, they may not get the necessary credit of three years for earning a half pension on Rs.110/-. The 300 % increased cost of living during the last six years and more affect us heavily with increased responsibility at home and at office, though our increase in emoluments including allowances is not even 100%.

This is a common feature for all Govt servants

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apparently based on [illegible] G.O. 1136 Edn 6-5-48 (T)

P.T.O

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Office of the Director of Public Instruction, Madras.
Rc.No.269 C8/49 dated 29th July 1949.

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Sub: Public Services - Sri N.Venkatakrishnan - Headclerk - Office of the Inspector of Oriental Schools - Madras - Petition regarding fixation of his pay - submitted.

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Read: Petition of Sri N.Venkatakrishnan dated 13th July 1949. pages 1-4 ante

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ASST. SECRETARY TO GOVERNMENT
6 - AUG 1949
EDUCATION AND PUBLIC HEALTH DEPT.

60066

Submitted.

2. The request of Sri N.Venkatakrishnan for the grant of three more advance increments in the scale of Headclerks (viz.) Rs.80-3-95-5-110, considering his service both in the Lower Division and the Upper Division together, is inadmissible under the Rules. page 4 ante

pages 7-9 of in G.O. (T)

3. In this office letter Roc.4987 K3/46 dated 2-2-48, special pay for supervisory work was recommended to the Headclerk of the Office of the Inspector of Oriental Schools, Madras (then designated as Office of the Superintendent of Sanskrit Schools), but sanction was not accorded - vide G.O.Ms.No.1136 Edn., dated 6-5-1948.

p.13 & p.14 (T)

Joint Director of Public Instruction.

To the Secretary to Government,
Education and Public Health Department, Madras.

3/8/49

KHR.3-8.

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(41) 7 E+PH (92)

28/9

From the D.P.I. No. RC 269-C 8-49. dated 29.7.1949.

Memo No. 60066-92/49-2 Edn dated. 23.9.49

Establishment - Office of the Inspector of Oriental Schools, Madras - Head clerk - ~~Sp~~Special allowance ~~f~~for Supervisory work

p1 nf in ⑤

It is seen that in G.O No. 519 Edn dated the 5th April 1927 the post of a typist-clerk was sanctioned for the Office of the Superintendent of Sanskrit Schools (now

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(now designated Inspector of ~~Sanskrit~~ Oriental Schools). The Director is requested to state the year in which the designation of that post was altered into that of 'typist' and the reasons for such alteration. He is requested also to furnish information as to the hours of work devoted every day by the typist for typewriting work and for clerical work.

2. The Director is also requested to state whether any and if so, what difference exists between the work of a D E O's office and that of the Inspr of Oriental Schools.

To
The D.P.I.

20.9.49

21.9.49

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EDUCATION DEPARTMENT.

(6)

From
The Director of Public Instruction,
Madras.

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

ASST. SECRETARY TO GOVERNMENT, EDUCATION AND PUBLIC HEALTH DEPT.
19 NOV 1949

Sir,

Roc.No.269-C-8/49 dated 16-11-1949.

Sub: Establishment - Office of the Inspector of Oriental Schools, Madras - Head-Clerk, - Special Allowance for supervisory work.

Ref: Government Memorandum No.60066-C2/49-2 Edn, dated 23rd September 1949. pages 2 & ...

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98543

(F)

I have the honour to state that the post of the typist-clerk was converted into typist with reference to G.O.No.1099 Public Services dated 18-8-1932.

2. In regard to the hours of work by the typist per day, the Inspector of Oriental Schools has stated that the average number of currents that is dealt with by him may be taken as 5 and that no definite information could be given of the typing work since no statistics have been maintained by his office so far. He has however reported that he being a touring Officer throughout the year, the work is not evenly spread and that at sometimes it is very heavy and the works gets accumulated. He considers that on an average the typist has typing work for 3 hours a day.

3. The Office of the Inspector of Oriental Schools is a presidency office but considerably ~~xxitx~~ small when compared to an offices of the District Educational Officer. The work is confined to Oriental Schools only which is limited in number. There are about 70 schools of which 30 are elementary schools 20 advanced schools and the rest colleges. The elementary schools are inspected by the Deputy Inspectors of Schools but the Inspector of Oriental Schools is expected to visit these schools periodically. The teaching grants to these oriental schools are being sanctioned by my office as in the case of aided secondary schools. The total grant for all the institutions is about Rs.85,000/- per year. But the District Educational Officer is the district administrative head and under his control there are Deputy Inspectors, training, Secondary and a large number of elementary schools. ~~are distributed by him~~ Grants to elementary schools are distributed by him. The implementation of any new scheme or reorgganisation of education within the district lies in his responsibility. Such changing factors occur often. The Office of the Inspector of Oriental Schools cannot be said to be in any way equal to a District Educational Officers' Office.

The correspondence passes through the Inspector

4. In this connection I may state that there is no need to entrust any clerical work to the typist as the clerical work of the office could well be managed by the Head Clerk and the additional clerk with the assistance of the attender. The typist may perhaps be asked occassionally to help the office in any clerical work but not to the extent as would make the head-clerk eligible for a supervisory allowance.

Yours faithfully,

18/11/49

for Director of Public Instruction

Copy to ~~xxx~~ C2 and K Sections.
BR,17-11.

18/11

C. No. 60066/49.

103
11-1

pages 1-4 of
page 5 of p 9 of
p 13 at (T)

E & P.H. (G2)

~~Public Services~~ Establishment – Sri. N. Venkatakrishnan – Headclerk – Office of the Inspector of Oriental Schools, Madras – Petition regarding ~~fixation of his pay – Rejected.~~ fixation of pay and grant of special pay – rejected.

Read: From N. Venkatakrishnan, Head Clerk, Office of the Inspector of Oriental Schools Madras d/ 13.7.49.
From the D.P.I. Rc No. 269.C8/49 d/ 29.7.49 and 16-11-49.
~~G.O. Ms. No. 1136 Edn. dated 6.5.48.~~

~~Memo~~ Order No. 82 Edn. dated 11-1.50

The Govt. decline to ~~reconsider~~ comply with the petitioner's requests.

10-1-50

24849

To the petitioner thro' the D.P.I.
" D.P.I.

[Note

Note.

Please see the D.P.I's endt. on page 5 c/f as regards the requests p.4 c/f in the petition on pages 1 & 4 c/f - for the reasons given by the Director, no interference is called for -

The case for a supervisory allowance for the Head Clerk of the Office of the Inspector of Oriental Schools was considered in G.O. No. 1136 Edn. dated 6.5.48, & the Director's ~~proposal~~ proposal for such an allowance was negatived in that G.O.

Vide notes of M on p45 & the notes on p-46 [illegible]

24.8.49

There are two points in this file as indicated below:-

(i) Fixation of pay in the new scale. The petitioner joined duty as head-clerk in the office of the Inspector of Oriental Schools [old name 'Supt. of Sanskrit Schools'] on 26-9-42. At that time the post carried the lower division clerks' scale. From 1-3-45 the upper Division clerks' scale was allowed to this post - G.O. No. 1666 Edn. of 7-11-44. In the refixation of pay

p.1 c/f

p.4 c/f

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E III

A p.14 c/f

p.48

consequent on the introduction of revised scales in 1947, he was granted one advance increment. The request of the petitioner that he may be granted three more increments based on his service as lower division clerk, is inadmissible and may be negatived.

(ii) Special pay for supervisory work. The Inspector of Oriental Schools (an officer in the M.E.S) has got jurisdiction over the language schools situated throughout the Province. It is stated that he goes on tour during nine months every year. The head clerk has naturally to shoulder increased responsibilities, as he is next in rank to the Inspector. The clerical staff of the office consists of the head clerk, a lower division clerk and a typist. All the items of work done in a D.E.O's office are attended to in this office so far as the language schools and colleges are concerned - vide the distribution list on pages 33-39 of G.O. No. 1136 Edn., dated 6-5-48. As this is a small office, the typist is also entrusted with clerical work and his ~~clerical~~ work is supervised by the head clerk - item No. (55) on page 35 of the G.O. The Inspector has certified that all the three subordinates have drafting work. I have ascertained that even now the same distribution of work is still in force. In view of the peculiar circumstances of this office, Finance may perhaps be requested to reconsider their view on page 45 of the G.O. in regard to the payment of a special pay of Rs 5/- a month to the head clerk for supervisory work.

M on p.34 c/f

X

M

T

P

Item (ii) on p.39 c/f T

26-8-49

S/29/8/Fin

29/8

E.P.H. No. 60066-92/49-1
29.8.49.

ASSISTANT SECRETARY TO GOVERNMENT
56357
30 AUG 1949
2/9
FINANCE DEPARTMENT

Finance (E.III) Dept.

The remarks of this department are called for on the proposal in item (ii) above: --

The question of granting a supervisory ~~xall a special~~ special

special pay of Rs 5/- p.m. to the headclerk of the office of the Inspector of Oriental Schools (old name Superintendent of Sanskrit Schools) was already considered and negatived - vide this department's note against item (2) on pages 44-45 of G.O.(T). E.& P.H. have now ~~reconsideration~~ recommended a reconsideration of the case for the following reasons: --

p. 3 above

(1) The U.D.Clerk has to shoulder increased responsibilities during the absence of the Inspector ~~of Oriental Schools~~ on tours as he is next in rank to the Inspector,

x on p. 3 above

(2) All the items of work done in a D.E.O's office are attended to in the office so far as the language schools and colleges are concerned,

II on p. 3 above

(3) All the 3 ~~substitutes~~ subordinates including the headclerk are doing ~~the~~ drafting work.

P. on p. 3 above.

Item (1) above - Headclerks in ~~any~~ offices are expected to carry ~~over~~ on the administrative work in the absence of the officer concerned which will after all be~~ing~~ only for short periods at intervals and this is not peculiar to the office of the Inspector of Oriental Schools. The proposal cannot therefore be supported mainly on this account.

Item (2) above - The clerical strength in a D.E.O's office ranges from 6 to 9 excluding the headclerk and the clerical strength in the office in question is only one (l.d.clerk) excluding the headclerk and the typist. Ordinarily the work in this office cannot be compared with the work in a D.E.O's office.

cf. Statement at p. 73 of (T)

p. 3 above.

| P

Item (3) - As previously noted by this department on p.45 of G.O.(T) the typists will not be spending ~~much~~ any time on drafting work but will be doing only routine clerical work and consequently supervising the drafting work of the typist will not be as heavy as ~~that~~ supervising the work of a wholetime, ~~drafting clerk~~ clerk doing drafting work. Excluding the headclerk, there is only one l.d.clerk doing full time drafting work and supervisory ~~war~~ allowance for supervising the work of one drafting clerk alone is inadmissible. In the circumstances there does not seem to be any case for a ~~recommendation of the~~ reconsideration of the previous decision.

ASST. SECRETARY TO GOVERNMENT
12 SEP 1949
70225
EDUCATION AND PUBLIC HEALTH DEPT.

M. ugr

A Mg 9/9/49

Mg 9/9/49 E. & H.

7.9.49

Fin. U.O 56357 E III-1
9.9.49

⑨

E & P.H.
(G2)

E & P. H. Note on p 3 ante and the note of Finance on pages 3-4 ante regarding the request of the Head Clerk of the Office of the Inspector of Sanskrit Schools for the grant of a special pay of Rs 5/- p.m. for supervisory work as head clerk. It is for consideration whether the view of Fin. that there is no justification for a special pay may be accepted -

Ch
12.9.49

It is seen from the note on p1 uf of Ⓢ G.O. No. 1666 Edn. d. 7-11-44 that the designation of the typist was 'typist-clerk' according to G.O. No 519 Edn. d 5-4-27. The need for change of designation into Typist and the year in which it was changed, have to be found out. We may also ascertain from the D.P.I the hours of work devoted every day for typing work and for clerical work by the typist.

The D.P.I may further be asked to say whether there is any difference in the work turned out in a D.E.o's office and that in the office of the Inspector of Oriental Schools.

P on p. 4 ante

14.9.49

A draft memo is subd for appl.

Ch
20.9.49

21.9.49

[Memo No 60066 - G2-49-2 Edn d 23.9.49

from the D.P.I. No. ROC-269-C-8-49-D/16.11.49.

In his letter of 4th August 1948 the D.P.I. recommended inter alia the grant of a special pay of Rs. 5/- per mensem to the Head Clerk of the office of the Superintendent of Oriental (Sanskrit) Schools, now called Inspector of Oriental Schools, from the 6th May 1948. Though this dept. supported the recommendation of the Director, Fin. noted that the supervisory allowance is intended for the supervision over the work of U.D. and l.d. clerks and that as the office consisted of only one l.d. clerk, one typist and one attender besides the Head Clerk, they advised against the Director's proposal. Orders were accordingly issued not accepting the Director's recommendation.

page 37 f in G.O. 1136 Edn 6.5.48

— p 43 f

— note against item (2) on pages 44-45 f

(un) Memo on p 41 f

2. The Head Clerk has now submitted a representation to Govt. that he is placed in charge of an office with an officer who ~~have~~ has to tour for nine months in the year, throughout the Presidency and requests that in view of the additional work and responsibilities involved, he may be granted the supervisory allowance of Rs 5/- a month. The Head Clerk also refers to his own seniority and length of service and requests that some consideration may be paid to these factors as well. Though this Dept. supported the grant of a special pay for the reasons on p.3 ante, Finance in their note on pages 3-4 ante have stated that there does not seem to be a case for a reconsideration of the orders already passed.

pages 1-4 f

p 4 f

3. No doubt the office of the Inspr. of Oriental Schools is small consisting of a lower division clerk, a typist and an attender besides the Head Clerk. It does not seem to be fair that this ~~single~~ fact alone should be taken into account in arriving at a decision on the proposal. The other facts concerning the work of this office mentioned in the following paragraph seem to deserve recognition.

4. The Inspector of Oriental Schools is a Presidency Touring Officer and has frequently ~~has~~ to tour over the whole Province. The Director states that the Inspr. is expected to visit the schools periodically of which there are 70. Though the office is small, t is an independent unit, and its work cannot be considered different nature or volume from that of a D.E.O.'s office. From the dis- ibution of work ~~frm~~ given on pages 33-39 c.f. in G.O. No. 1136,

— para 3 on p 9 f

PTO

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E III

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Edn., dated 6-5-48, it is seen that not only has ~~he~~ the Head clerk to attend to many items of work, but the lower division clerk, the typist and also the attender do clerical work. This distribution undoubtedly entails supervision by the ~~H.C.~~ headclerk over the clerical work done by the l.d. clerk, typist and the attender, ~~in addition to his own work~~ and it cannot be denied that this involves additional responsibility for him. This supervision has apparently to be strict in the absence of the Inspr. from the headquarters. It can therefore be stated that the Head Clerk supervises the work of two x clerks ~~(leaving out the attender for this purpose)~~, and that he has to shoulder additional responsibilities consequently. The office has also to deal with questions relating to Grant-in-aid Code, as Oriental Schools are in receipt of ~~teaching~~ grants from Govt. It may be seen that the head clerk of the Govt. Arts College, Rajahmundry has been allowed the supervisory spl. pay of Rs. 5/- for supervising the work of two lower division clerks and a typist. This Dept. may urge that the duties of the head clerk of the Inspr. of Oriental Schools is equally onerous, if not more onerous, in view of the fact ~~that~~ that he virtually supervises the work of two clerks and that the Officer ~~being~~ is a Presidency Officer ~~and that~~ the Head clerk has to shoulder additional responsibilities especially during the absence of the officer.

13/12/49

x (including the typist who it is seen does clerical work as well)

pages 31-32 & 41 f

A
13/12/49

5. Finance may ~~x~~be asked to reconsider their views in the light of what is stated above.

A border line case, at best

ASSISTANT SECRETARY TO GOVERNMENT
85208
5 DEC 1949
FINANCE DEPARTMENT

12.12.49.

13/12/49 A

S/ 14/12 / Fin

14/12

E+P.A. 60066-G2/49-3
14.12.49.

pp 7-8 f

A on p 9 f

Finance (E.III)

(Previous Finance note on pages 3-4 above)

The letter from the Director of Public Instructio on page 9 C.F. and the further note of E & P.F. on page 6-7 above may be perused.

The Director of Public Instruction who was consulted on the question of nature of work turned out in the office of the Inspector of Oriental Schools has now stated that there is no need to entrust any clerical

G2

to the typist as the clerical work of the office could well be managed by the Head Clerk and the additional clerk with the assistance of the attender without any special pay being paid to the Head clerk for supervising the work.

A. on p. 9 cf.

E. & P.H. Secretary considers that this is a border line case at best.

A. on p. 7 above

2/. According to Memo 42932 C.S.R.-8 Finance dated 20-4-49, no special pay is admissible to an Upper Division clerk who supervises the work of only one clerk. In calculating the number of clerks, typists should not be taken into account. These are the main principles governing the grant of supervisory special pay. The arguments that the Head Clerk shoulders additional responsibility, and that the Inspector of Oriental Schools is a Presidency Officer are beside the point. The clerical work done by the typist and the attender is purely an internal arrangement and cannot be recognised for the present purpose.

Z on p. 10 of ⑨

X on p. 7 above

A. on p. 7 above

In the above circumstances, this Department may advise that the request of the Head clerk be negatived.

17/12/49 cf.

16-12-49

16.12.49

17/12/49

FIN. U.O. 85208/E.121
17.12.49

E & P. H. (G2)

ASST. SECRETARY TO GOVERNMENT
EDUCATION AND PUBLIC HEALTH DEPT.
19 DEC 1949
99148

Note above

Finance Department advise against the grant of a supervisory special pay of Rs 5/- per mensem to the Head Clerk of the Office of ~~[illegible]~~ the Inspector of Oriental Schools, which is proposed by this Deptt, on the analogy of the special pay allowed to the Head Clerks of the Offices of the D.E.O's and certain other offices. The objection of Finance to the special pay

If this headclerk works in any of these offices, he will be eligible for the special pay.
29-12-49

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⑪

pay is based upon the fact that there is only one clerk in that office. E&H have urged that the special pay may be allowed to the Head Clerk of the Office for the following main reasons:—

(i) The Head Clerk besides attending to the work allotted to him under the distribution and supervising the work of the clerk, also supervises the clerical work done by the Typist who is assigned such work in addition to typist's work and also ~~[illegible]~~ the clerical work entrusted to the office attender.

x pages 33-39 in ⑦

(ii) The Head Clerk's responsibilities especially during the absence of the Inspector of Oriental Schools in his Presidency tours are really great.

M on p 3 cf

This Dept's proposal is based on the fact that the Head Clerk virtually supervises the work of two persons doing clerical ~~work~~ duties and his responsibilities are onerous. It is considered therefore that on the analogy of the case of the Head Clerk of the Govt. Arts College, Rajahmundry who supervises the duties of two clerks and has been allowed the special pay, the special pay of Rs 5/- a month may be sanctioned to this Head Clerk.

x memo - p 41 of ⑦

Hon (E&H) & Hon (Fin) may see the case for orders on the proposal.

S

28.12.49.

29-12-49

Hon (E&H)
" (Fin)

Govt. are inclined to agree
with Finance that no special
pay is justified.

3/1/50

H.A (Fin) — 4/1

Issue the draft on page ante
18/1/50

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22405

MADRAS
31st July 1950.

4 AUG 1950

(✓)

(Same as at
1 p. 5-8 ante [illegible])

From
Sri N.Venkatakrishnan,
Head Clerk (on leave),
Office of the Inspector of Oriental Schools,
Madras 6.

To
The Secretary to Government,
Education Department, Govt. of Madras,
Fort St.George, Madras.

Through

The Director of Public Instruction, Madras.

Sir,

Sub:- ESTABLISHMENT - Grant of supervisory allowance for periods of service as Head Clerk (Upper Division) in the Office of the Inspector of Oriental Schools, Madras, or advanced increment in lieu thereof - Revised petition submitted with fresh facts.

Ref:- Orders passed in G.O.No.82, Education dated 11-1-50 of Education & Public Health Department forwarded in Director's proceedings R.C.No.269 C.8/49 dated 25-1-50 of the Director of Public Instruction, Madras on my petition dated 13-7-49.

(T)

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In continuation of my previous petition dated 13-7-49
to Government through the proper channel, I beg to submit that I bow
to the orders of Government in negativing my request for granting
advanced increments towards my service of three years in the Lower
Division as Head Clerk of the above Office and towards the individual
hardship and anamoly represented under the Revised Scale of 1947.
But my request for the grant of a supervisory allowance of Rs.5 per
mensem to my post requires reconsideration under the fresh facts cited
below:--

1-4-47 of (T)

1. I secured my promotion to Upper Division only from
1-3-45 after 21 years of service in the Lower Division though I became
qualified for the above promotion in 1927. The supervisory allowance
of Rs.5 per mensem granted to Head Clerks in the upper division in G.O.
No.Ms.1136 Education dated 6-5-48 has not been sanctioned, to me for
the reason that there is not the minimum of two lower division clerks
in this office excluding the typist. Government were pleased to order
in G.O.No.1666 Education dated 7-11-44 that the nature of work done
by the Head Clerk of the Superintendent of Sanskrit Schools (now known
as the Inspector of Oriental Schools, Madras) was such as to approve
the proposal of the Director for the conversion of the post into one
of Upper Division from Lower Division with effect from 1-3-45. Though
the post of the Superintendent of Sanskrit Schools, the head of my
office, was converted into one in the M.E.S. in 1927, the Head Clerk's
post was converted into one of Upper Division only in 1945. It is
more than 45 years since this office was formed. The Superintendent of
Sanskrit Schools at the time of conversion of his post into one in
the M.E.S. had only one Head Clerk in the lower division, a typist,
clerk and 2 peons for his staff. From 1927 to 1943 various requests
to the Director for increasing the staff consistent to the additional
responsibility and gradual increase in work was negatived by the
Department due to the war time retrenchment policy of Government. It
is only from October 43 that the Director began to sanction a Lower
Division clerk on fixed pay to this office for short periods which
post was then continuously sanctioned by Government in the lower divis
time scale from 1-3-45. This post was confirmed by Govt. only with
effect from 1-6-50. From 1-11-47 the Director was also pleased to
sanction a temporary post of Attender on a fixed pay of Rs.24 per mense
which post has also now been sanctioned in the time scale of Rs.24 to 3
with effect from 1-11-50. The slight increase in staff was got as
may be seen from files, after various requests and at every time
of considering the proposal the Director has allocated clerical work
also to the typist in arriving at decisions. With the changing

(K)

(N)

rules and policies for the administration of Oriental Schools and Colleges to bring in conformity with the administration of Secondary schools, wherever possible, the work began to increase. After 1947 with the advent of 'Swaraj' the ~~Office~~ philip for language study being on the increase the office is being continually faced with new problems and phases of work in the administration of these institutions. The seventy and odd Oriental schools and colleges, consist of several departments and groups giving rise to pecuarities and problems that require constant thought and action. The Inspector of Oriental Schools has to be on tour during 9 months of the year thoughout the Presidency for making only one annual inspection of these institutions for the purpose of watching the work, administration and recommendation for the sanction of teaching grants. Each tour of the Inspector works out on an average of more than 20 days in a month and during 2 tours in a month, the period of absence from Head quarters extends to 35 to 45 days and the nature of his tours are such that long distances have to be covered at the cost of minimum time and expense with only a peon to follow him on camp. Hence the office work at Headquarters requires to be sent to him to camp in perfect condition for his approval to avoid minimum delay, as the correspondence on the one hand is with the Head of the Department and Universities in the Province and on the other with non-official correspondence dispersed in distant places in the Province. As a result of this the Office at Head quarters has to be maintained by his Head Clerk in efficient condition and he- has to shoulder all responsibility during his long absence on tour and such matters as personal interviews, attendance of office clerks, financial responsibilities and above all has to plan and execute as to how correspondence and administration can be carried out efficiently and without complaint. The office is also subjected to an annual inspection by the D.D.E. and his audit staff, consisting of one Superintendent and two clerks.

ii) I am enclosing herewith a true copy of the Distribution statement of work, in force, with effect from 1-11-47. The items of work, though many and varied cannot but be distributed to the existing members of the staff, as the question of getting additional hand does not lie with us. It may be seen from the distribution statement that all the clerical work and typing has been distributed judiciously among the 4 ministerial members of the office and the Attender is also being utilised for as much of clerical assistance, as possible. In the abwence of adequate clerical assistance and an absentee officer during 9 months of the year, the Head Clerk in addition to the heavy original work has to be in constant touch with the other members of the staff and supervise their work to ensure quick and efficient ~~work~~ discharge of work. He has therefore all the responsibility of an officer in this respect, but with no power or any special remuneration. The Head Clerk the second clerk and the typist have each, at all times of the year, not less than 200 files (pending references) for disposal. They also have to maintain several financial and other registers prescribed by the Department as detailed in the distribution statement. The Head Clerk has also to see that the arrangement of records and destruction of records are also completed according to schedule. Hence for the purposes of granting me the supervisory allowance of Rs.5 per mensem the typist (which post was formerly a clerk-typist) and the clerical attender may kindly be treated as to satisfy a second lower division clerk, for the purpose of granting the supervisory allowance.

iii) With effect from 1-4-50 the Director was pleased to transfer the administration of all Hindi and Arabic institutions numbering about 20 in the Presidency to the control of the Inspector, but his request on 2 occassions for the sanction of an additional clerk atleast on a fixed pay for a period of one year was negatived, with direction for renewing the request after 6 months duly supported with

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with statistics. This means that the already increased work and responsibility of the Head Clerk has further been increased, with no additional clerical assistance for the additional branches of work involved by the transfer of the above types of institutions. To build up statistics during the next 6 months, he has to see that he and his assistants work harder, Statistics can be easily increased by issuing regular reminders every fortnight. Due to Govt. orders to keep down expenditure on service stamps (an item of contingencies) reminders have to be judiciously restricted. Hence when there is every restriction for getting the sanction of an additional clerk, the refusal of a small supervisory allowance of Rs.5 per mensem for want of another Lower Division Clerk on the staff may not be justifiable in this office. Fully conversant with the actual difficulties and the necessity for granting such a small allowance my original request was strongly recommended by the Inspector of Oriental Schools and necessary subsequent particulars furnished by him to the Director. It is not clear if all of them were submitted to Government for consideration. When the officer is on tour it takes from 5 to 7 days for a tappal to reach him in camp and to be returned to Head Quarters. Hence in the disposal of papers and sending replies he has to use his discretion in attending to all of them as qucikly as possible. To avoid delay, he is being entrusted with a "facsmille" of the officer's signature for affixing to fair copies of references addressed to correspondents of institutions in the Presidency. In cases of very important and immediate references called for by the Director the Head Clerk has to submit to the Director advanced copies of replies.

iv) For purposes of administration, the Oriental Schools and Colleges are administered generally like Secondary Schools. In special cases requiring relaxation the Director has to be addressed and orders obtained. Excepting the sanction of transfer of correspondentship of aided Oriental Schools theDirector has to be addressed and orders obtained regarding permission for opening of schools, classes and sections and again for recognition, admission to aid etc. As the main correspondence is with the Director (the Head of the Department) the Head Clerk cannot but have close supervision on references from and replies to the Director. The administration of this office is analogous to that of the offices of the Inspectress of Girls' Schools (Circles) and the Inspector of Anglo-Indian Schools the difference between this office and that of a D.E.O. is the absence of control over elementary schools. The D.E.O., in administering the Elementary schools, is being assisted by a Personal Assistant his Deputies and his establishments. But in this Office, next to the officer, the Head Clerk is the only responsible man answerable to the D.P.I., Madras. The Chief Inspector of Physical Education, Madras is another officer under the direct control of the Director with Presidency jurisdiction; even he, is being assisted with 4 Regional Physical Directors and his staff though he is not entrusted with the administration of any type of schools. But the Head Clerk of this office has since become eligible for the grant of supervisory allowance of Rs.5 per mensem consequent to the sanction of a Regional Physical Director and a clerk to assit the Chief Inspector of Physical Education with effect from 1-4-50. The total expenditure involved under the Budget Head 37(p) or (q) D- Inspector of Oriental Schools during the last 2 years under Establishment, Teaching grants, Scholarships etc., may be about 1.5 lacs for which the officer and his Head Clerk are made responsible.

v) I am now on leave from 14-5-50 and the first substitute appointed in the above leave vacancy was one Narayana Iyer, Upper Division Clerk, District Educational Officer's Office Salem and again one Vasudeva Rao, an Upper Division Clerk, D.E.O's office, North Arcot. While filling the above leave vacancy it has been held by the Director that the post of Head Clerk of this Office is one on promotion from the category of U.D.clerks of D.E.O's Offices (vide Proceedings Roc.No.582-C.5/50 dated 28-4-50)

P.t.o

Hence the Director having recognised this post as one of promotion for U.D. clerks should also be pleased to recommend to Government the sanction of the supervisory allowance of Rs.5 per mensem in the absence of which the promotion contemplated will only be one of additional responsibility with no additional remuneration.

vi) I may be also permitted to bring to your kind attention that in the prescribed budget estimates of 1948-49 and 1949-50, the sanctioned scale for my post is shown as Rs.80 to 125 (special scale) though the actual scale is only Rs.80 to 110. I doubt if this error has prejudiced my case with Government while sanctioning a supervisory allowance of Rs.5 per mensem. The post of Head clerk of the Inspector of Anglo-Indian Schools though in the special scale of Rs.80 to 125 is eligible to get a supervisory allowance, as the prescribed minimum number of lower division clerks is satisfied. The Office of the Inspector of Oriental Schools after the formation of the National Government is increasing in activity and problems and consequently the work his increases; the position of increase in staff can be achieved only gradually especially when Govt. want to curtail expenditure on staff as far as possible.

vii) As already stated, I am approaching Govt. with the above detailed facts so that it may be possible to decide if there is a case for sanctioning me as Head Clerk of this Office the supervisory allowance of Rs.5 per mensem with effect from 6-5-48 the date of sanction of such an allowance to other Head Clerks like me. I have satisfactorily discharged my work and ~~rs~~ the responsibility entrusted to me all these years and I only crave that the small additional remuneration of Rs.5 per mensem got by others may also be kindly sanctioned to me. Due to administrative reasons, if it is not possible to give me the benefit of arrears claim, I may be given atleast one extra increment in lieu thereof. This will give me the satisfaction that my hard and honest work all these years did not go unrecognised and that I had ~~xxx~~ not also the disadvantage of being discriminated against my colleagues in the same cadre. Thanking you for an early and favourably disposal.

I beg to remain,
Sir,
Your Most Obedient Servent,
N. Venkatakrishnan

Encl: One Distribution Statement.

✓ Copy submitted direct to the Secretary to Government, Education Department, Govt. of Madras for favour of information and necessary action.

Edn. 'F'

This is only an advance copy. The original of this submitted through the D.P.I ~~to~~ may be awaited till 22/8/50.

9/8/50

7/8/50

7/8/50

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09023

DIRECTOR OF PUBLIC INSTRUCTION
4-AUG 1950
MADRAS

MADRAS
31st July 1950.

C100. 937 Ru/50.

(IV)

From
Sri N.Venkatakrishnan,
Head Clerk (on leave),
Office of the Inspector of Oriental Schools,
Madras 6.

To
The Secretary to Government,
Education Department, Govt. of Madras,
Fort St.George, Madras.

Through

The Director of Public Instruction, Madras.

Sir,

Sub:- ESTABLISHMENT - Grant of supervisory allowance for periods of service as Head Clerk (Upper Division) in the Office of the Inspector of Oriental Schools, Madras, or advanced increment in lieu thereof - Revised petition submitted with fresh facts.

p12 f.f (T)

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H1-4 cf f (T)

In continuation of my previous petition dated 13-7-49 to Government through the proper channel, I beg to submit that I bow to the orders of Government in negativing my request for granting advanced increments towards my service of three years in the Lower Division as Head Clerk of the above Office and towards the individual hardship and anamoly represented under the Revised Scale of 1947. But my request for the grant of a supervisory allowance of Rs.5 per mensem to my post requires reconsideration under the fresh facts cited below:--

p13 cf f (K)

H6-7 cf f (N)

1. I secured my promotion to Upper Division only from 1-3-45 after 21 years of service in the Lower Division though I became qualified for the above promotion in 1927. The supervisory allowance of Rs.5 per mensem granted to Head Clerks in the upper division in G.O. No.Ms.1136 Education dated 6-5-48 has not been sanctioned, to me for the reason that there is not the minimum of two lower division clerks in this office excluding the typist. Government were pleased to order in G.O.No.1666 Education dated 7-11-44 that the nature of work done by the Head Clerk of the Superintendent of Sanskrit Schools (now known as the Inspector of Oriental Schools, Madras) was such as to approve the proposal of the Director for the conversion of the post into one of Upper Division from Lower Division with effect from 1-3-45. Though the post of the Superintendent of Sanskrit Schools, the head of my office, was converted into one in the M.E.S. in 1927, the Head Clerk's post was converted into one of Upper Division only in 1945. It is more than 45 years since this office was formed. The Superintendent of Sanskrit Schools at the time of conversion of his post into one in the M.E.S. had only one Head Clerk in the lower division, a typist, clerk and 2 peons for his staff. From 1927 to 1943 various requests to the Director for increasing the staff consistent to the additional responsibility and gradual increase in work was negatived by the Department due to the war time retrenchment policy of Government. It is only from October 43 that the Director began to sanction a Lower Division clerk on fixed pay to this office for short periods which post was then continuously sanctioned by Government in the lower division time scale from 1-3-45. This post was confirmed by Govt. only with effect from 1-6-50. From 1-11-47 the Director was also pleased to sanction a temporary post of Attender on a fixed pay of Rs.24 per mensem which post has also now been sanctioned in the time scale of Rs.24 to 35 with effect from 1-11-50. The slight increase in staff was got as may be seen from files, after various requests and at every time of considering the proposal the Director has allocated clerical wo also to the typist in arriving at decisions. With the changing

rules and policies for the administration of Oriental Schools and Colleges to bring in conformity with the administration of Secondary schools, wherever possible, the work began to increase. After 1947 with the advent of 'Swaraj' the ~~Office~~ philip for language study being on the increase the office is being continually faced with new problems and phases of work in the administration of these institutions. The seventy and odd Oriental schools and colleges, consist of several departments and groups giving rise to peculiarities and problems that require constant thought and action. The Inspector of Oriental Schools has to be on tour during 9 months of the year thoughout the Presidency for making only one annual inspection of these institutions for the purpose of watching the work, administration and recommendation for the sanction of teaching grants. Each tour of the Inspector works out on an average of more than 20 days in a month and during 2 tours in a month, the period of absence from Head quarters extends to 35 to 45 days and the nature of his tours are such that long distances have to be covered at the cost of minimum time and expense with only a peon to follow him on camp. Hence the office work at Headquarters requires to be sent to him to camp in perfect condition for his approval to avoid minimum delay as the correspondence on the one hand is with the Head of the Department and Universities in the Province and on the other with non-official correspondents dispersed in distant places in the Province. As a result of this the Office at Head quarters has to be maintained by his Head Clerk in efficient condition and he has to shoulder all responsibility during his long absence on tour and such matters as personal interviews, attendance of office clerks, financial responsibilities and above all has to plan and execute as to how correspondence and administration can be carried out efficiently and without complaint. The office is also subjected to an annual inspection by the D.D.E. and his audit staff, consisting of one Superintendent and two clerks.

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with statistics. This means that the already increased work and responsibility of the Head Clerk has further been increased, with no additional clerical assistance for the additional branches of work involved by the transfer of the above types of institutions. To build up statistics during the next 6 months, he has to see that he and his assistants work harder, Statistics can be easily increased by issuing regular reminders every fortnight. Due to Govt. orders to keep down expenditure on service stamps (an item of contingencies) reminders have to be judiciously restricted. Hence when there is every restriction for getting the sanction of an additional clerk, the refusal of a small supervisory allowance of Rs.5 per mensem for want of another Lower Division Clerk on the staff may not be justifiable in this office. Fully conversant with the actual difficulties and the necessity for granting such a small allowance my original request was strongly recommended by the Inspector of Oriental Schools and necessary subsequent particulars furnished by him to the Director. It is not clear if all of them were submitted to Government for consideration. When the officer is on tour it takes from 5 to 7 days for a tappal to reach him in camp and to be returned to Head Quarters. Hence in the disposal of papers and sending replies he has to use his discretion in attending to all of them as qucikly as possible. To avoid delay, he is being entrusted with a "facsmille" of the officer's signature for affixing to fair copies of references addressed to correspondents of institutions in the Presidency. In cases of very important and immediate references called for by the Director the Head Clerk has to submit to the Director advanced copies of replies.

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v) I am now on leave from 14-5-50 and the first substitute appointed in the above leave vacancy was one Narayana Iyer, Upper Division Clerk, District Educational Officer's Office Salem and again one Vasudeva Rao, an Upper Division Clerk, D.E.O's office, North Arcot. While filling the above leave vacancy it has been held by the Director that the post of Head Clerk of this Office is one on promotion from the category of U.D.clerks of D.E.O's Offices (vide Proceedings Roc.No.582-C.5/50 dated 28-4-50

A

P.t.o

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I beg to remain,
Sir,
Your Most Obedient Servant,

N. Venkatakrishnan
2/8/50

Encl: One Distribution Statement.

Copy submitted direct to the Secretary to Government, Education Department, Govt. of Madras for favour of information and necessary action.

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## Distribution statement work of the staff of the Office of the Inspector of Oriental schools, Madras from 1.11.47.

### 1. Head Clerk.

(a) General Correspondence:

1. Correspondence relating to the opening of new schools and classes to be sanctioned by the Director of Public Instruction.
2. Recognition - Sanction to be accorded by the Director of Public Instruction.
3. Permission for the closure of schools and classes to be sanctioned by the Director.
4. Admission to aid - Sanctions, classes or departments to be sanctioned by the Director.
5. Research scholarships - Application - Award - Revision of policy schemes etc. to be sanctioned by the Director of Public Instruction.
6. Ordinary and special scholarships for Oriental learning - Collegiate applications - Awards (Ordinary 45 plus special 10 ) revision of schemes Policy to be sanctioned by the Director.
7. Educational concessions for children and dependents of soldiers - Allowance for purchase of books etc. sanctioned by the Inspector - Applications for refund of examination fees from Universities etc.
8. Stationery - Indent - Distribution.
9. Questions of policy on Oriental educational - Meetings of Government Sanskrit Entrance Board.
10. Equipment grant - Application sanction - Submission of vouchers etc.
11. Buiding grant - Application - Sanction - Submission of vouchers etc.
12. Budget - Statements of grants and expenditure - Additional allotment, surrenders etc.
13. Affiliation of new courses in Oriental collges - Correspondence relating to the.
14. Establishment returns and other miscellaneous returns.
15. Supply of papers and note-books to Educational institutions correspondence relating to.
16 . Supply of Kerosene oil to institutions and students - Correspondence relating to the.
17. Sale of waste paper in Public offices - Government orders and Proceedings - Correspondence thereon.
18. Condonation - Prescribed school course and percentage of attendance for Advanced classes III and IV.
19. Leave - Appointments - Establishment of the office.
20. Holidays - Institutions - Approval - Communication of approved lists to D.E.Os. - Deviations from authorised holidays - Correspondence.
21. Government Sanskrit and other Entrance Examinations of Universities Correspondence relating to.
22. Permission to appear privately to Oriental title examinations from bonafide - Teachers - Certificates etc.
23. Applications for training and completing of certificates of trained teachers.
24. Framing of syllabuses, time table etc. and the Correspondence relating to.
25. Revision of scales of pay of Pandits in Oriental institutions.
26. Government orders and Proceedings of the Director under 25 different Public Services - M.E.R. - Grant-in-Aid Code - War and Post War Educational concessions and Military concession Accounts - Financial orders

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Government service conduct rules - Fundamental and Madras Leave rules - Pension gratuity and commutation - Buildings- Income-tax - Other miscellaneous - Subjects, allowances and special pay, T.A. rules etc.

27. Transfer of correspondentship and Management - Registration of the school committees.

(b) Items of work under periodicals:

28. Tour Programme - Approved - Deviation - Statement of work.
29. Travelling allowance bills of officer and establishments- Advance and details bills.
30. Casual leave application of the officer and the Establishment.
31. Financial statements - Issue of instructions - Teaching grants and Dearness allowance - Correspondence relating to.
32. Return of receipts.
33. Returns of appointments and promotions to the M.P.S.C.
34. Quarterly verification of stationery.
35. Scholarship return from schools and colleges and correspondence regarding.
36. Duplicate bills from treasuries.
37. Monthly statement of expenditure and liabilities.
38. Quarterly return of unanswered references:-

(c) Other special work - Including accounts and maintenance of registers:-

39. Preparation of pay bills - Office and establishments - Income-Tax statements - Pay acquittance Roll and Travelling bill acquittance Roll.
40. Contingent bills and contingent registers - Preparation and payments (Annual allotment Rs.1300)/
41. Maintenance of cash book (Permanent advance Rs.20/-)
42. Maintenance of casual leave register, attendance, service book, service rolls and leave accounts.
43. verifying records sorted out for destructions and recording them in the destruction register.
44. Inventry of furniture and stores - Maintenance of stock book and periodical verification.
45. Library books - Register of books and catalogue - Issue register etc.
46. Maintenance of stationery register.
47. Maintenance of scholarship registers (Research, Ordinary and Education concession grants).
48. Maintenance of equipment and building grant registers.
49. Maintenance of register regarding permission and recognition grants to individual classes and schools.
.50. Mainterance of personal register - General-book entries of despatched papers etc.

and d(Other Miscellaneous work).

51. Annual returns: Quinquennium reports.
52. Comparison of fair copies of drafts of Head clerk.
53. Passing of drafts and supervision.

New subjects dealt by Head clerk during 1948.

1. Exhibition all India Swadeshi and Industrial exhibition - Propaganda-replies to questions in Assembly.
2. Steel and cement for use in Educational institutions - Recommendations .
3. Merger of Pudukkotah state~~and~~ consequent administration of Oriental institutions in the state.
4. Gandhi National Memorial fund - Collections etc.
5. Oriental Educations - Re-organisation schemes.

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6. Revised scales of pay for teachers in Aided Oriental schools and colleges.
7. 'Souraseni' - Request for starting a new school for teaching and aid for editing suitable text-books.
8. Training courses for religious propagandists.

9. ~~Trainingxcoursesxfor~~ S.S.L.C. and Secondary grade examinations- Applications from teachers of Oriental institutions as private candidates.

Typist.

1. All fair copies including manuscript statements.
2. ✓ Maintenance of periodical register and registering of periodicals.
3. ✓ Correspondene under periodicals of routine nature viz. T.I.Rs.
4. ✓ Teaching grant register.
5. ✓ Forms and T.& A. Education B & C common forms - Economy labels. with printed addresses - Maintenance of stok registers and preparation of Indents.
6. ✓ Register of periodical - Magazines.
7. Comparison of fair copies : Long ones to be read, to be done with the assistance of the Attender.
8. ✓ Despatch: In the absence of Mr. P.R. Rangachari on leave urgent and important despatch work will be done by the typist. Similarly during the absence of the typist on leave urgent and important typing work will be done by P.R. Rangachari who has also passed typewriting lower grade.
9. ✓ Permission to appoint superannuated teachers under Rule 10 A. M.E.R to be sanctioned by the Director.
10. ✓ Permission to appoint men teachers with reference to qualifications Exemption , Temporary and permanent to be sanctioned by the Director.

Sri P.R. Rangachari (Temporary clerk).

1. Registering of T.P.F. tapals in the personal register - Book entry of despatched papers.
2. Referencing, filing and replacement of T.P.F. files.
3. Disposal of T.P.F. papers - Admission, Advanced, Transfer, closure and purchase of cash or national savings certificates.
4. Maintenance of T.P.F. registers.
   1. List of subscribers (2) Appendix 'A' register) (3) Register of Advance 4. Register of transfer 5. Register of closure (6) Register of cash certificates and other securities and (7)Register of used up pass books.
5. Verification of monthly T.P.F. statements and correspondence thereon.
6. Verification of T.P.F. Annual returns.
7. Quarterly return Government contribution statement to the D.P.I.
8. Comparing of fair copies - T.P.F. drafts only.
9. Annual returns - Consolidations work relating to Advanced schools.
10. T.P.F. rules - Amendments etc.

11. Despatch work and Maintenance of stamp account to be assisted by Attender whenever thereis rush. During the absence on leave of Sri P.R. Rangachari the typist will attend to urgent and important despatch work while during the absence of typist on leave, Sri P.R. Rangachari will attend to important typing work.
12. Annual returns of all ~~typist~~ types of institutions and other statistical returns.

Attender.

1. Registering of tapals of general nature - (Excepting T.P.F. and Periodical).

2. Book entry of despatched papers - General currents only.
3. Filing replacement and putting up of general currents.
4. Fair copies of manuscripts statements, pay bills, contingent bills, T.A. bills.
5. Maintenance of disposal register, docketting of disposals and arrangement of records.
6. Destruction of records - sorting etc. under instructions from the concerned clerks.
7. Replacement of disposal files.
8. Pasting correction slips various manuals and codes.
9. Comparing of fair copies ; only such fair copies that require to be compared with two persons.
10. Despatch: To assistant the despatching clerk when there is heavy despatching work.
11. Issue of reminders of a routine nature.

True copy.

N. Venkatakrishnan

H.C. (on Leave)

Inspector of Oriental schools, Madras.

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ASSISTANT SECRETARY
18 AUG 1950
EDUCATION DEPARTMENT

EDUCATION DEPARTMENT.

Office of the Director of
Public Instruction, MADRAS,
Dated: 16th August, 1950.

R.C. No.937-K.4/50

·24239

Sub: ESTABLISHMENT - Head Clerk - Office of the Inspector of Oriental Schools, Madras - Sri N. Venkatakrishnan (on leave) - Supervisory Allowance - Sanction - Request for.

Ref: Petition dated 31-7-1950 from Sri N. Venkatakrishnan.

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Submitted.

2. Special pay for supervisory work is sanctioned to the Head Clerks (Upper Division Clerks) of this Department if they have to supervise the work of two and more clerks, and no special pay is attached to the post of Head Clerks. The petitioner's request that he may begranted special pay for supervisory work as Head Clerk of the Office is, therefore, inadmissible. Kind attention is also solicited to this Office letter R.o.c. No. 269-C.8/49 dated 16-11-1949 disposed of in G.O. No. 82 Education, dated 11-1-1950.

p94 of (T)

(T)

for Director of Public Instruction.

16/8

To

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

k.v.s./16-8.

16/8

Ⓣ Read again G.O No 820 Edn d 11.1.50 Edn Deptt (F)

From Sri N. Venkatakrishnan, Head clerk, Office of the Inspector of Oriental Schools, d 31.7.50.

From the D.P.I. Rc No 937-K.4/50 d 16/8/50

Establishment - Office of the Inspector of Oriental Schools, Madras. Sri N. Venkatakrishnan, Head clerk - Grant of supervisory allowance.

Memo No 22405 F/50-1 Edn D/8/9/50

The Govt see no need to reconsider the orders already issued.

7.9.50

To

The petitioner through the D.P.I.

.. D.P.I.

6/9/50

3/9

Edn Deptt (F)

pp 5-8 cf From Sri N. Venkatakrishnan, Head clerk,
Office of the Inspector of Oriental Schools d 31/7/50
p 13 cf From the D.P.I, R.C. No 937-K.4/50 d 16/8/50
Establishment – Office of the Inspector of
Oriental Schools, Madras. Sri N. Venkatakrishnan,
Head clerk – ~~Re~~ grant of supervisory allowance.

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The request of of Sri N. Venkatakrishnan, Head clerk of the office of the Inspector of Oriental schools for the grant of supervisory allowance was considered more than once in the past and rejected on the ground that no special pay is admissible to an upper division clerk who supervises the work of only one clerk. Attention is invited to the notes and orders on pp 8-10 nf of G.O. No 82 Edn d 11.1.50. The Head clerk has now renewed his request and the D.P.I while drawing attention to the above G.O. observes that his request is inadmissible. From the petition on pp 5-8 cf it is seen that no new grounds have been urged therein excepting that it has been held by the D.P.I in his proceedings d 28/4/50 that the post of Head clerk of the office of the Inspector of Oriental schools is one on promotion from the category of u.D. clerks of the D.E.O's offices. It does not, however, appear that this is a point in favour of the grant of a supervisory allowance. In view of the fact that the question was examined ~~Ao~~ in detail and orders were issued recently, it is for orders whether the petitioner may be informed that

(K) G.O. No. 1136 Edn d 6/5/48
(T) 82 Edn 11.1.50

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pp 5-8 cf
p 13 cf

Ao pp 7-8 cf

G.O. No 82 Edn 11.1.50

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