

Edl.
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509-50-7-95.

Educational (1897) Department.

ORDINARY PRINTED.

G.O., No. 633

DATED 11-11-97

INDEXED.

8/8

[Despatch Abstract.]

Cash Security.

Accepting, with remarks, the proposals of the D.P. I. on the subject of the furnishing of security — by certain clerks and other employes of certain Govt institutions.

11-11-97

BACK PAPERS.

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

FURTHER PAPERS.

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

Government {1897} of Madras. EDUCATIONAL.

Recd.

Regd.

1897.

Enclosures

Spare copies

G.O., No. 633, 11th November 1897.

NOVEMBER.

Cash Security.

Accepting, with remarks, the proposals of the Director of Public Instruction on the subject of the furnishing of — by certain clerks and other employés of certain Government institutions.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

From the Honourable Mr. D. DUNCAN, M.A., D.Sc., LL.D., Director of Public Instruction, to the Secretary to Government, Educational Department (through the Accountant-General), dated Madras, 18th June 1897, No. 6540.

I have the honour to request the sanction of Government for the undermentioned officers being required to furnish a cash security of Rs. 250 each:—

- Clerk, Presidency College.
- " Kumbakonam College.
- " Rajahmundry College.
- Head clerk, College of Agriculture.
- " Teachers' College.
- " College of Engineering.
- " School of Arts.
- Librarian and Storekeeper, College of Engineering.
- Pottery Assistant, School of Arts.

The clerks of the three first-grade colleges and the head clerks of the Teachers' College, the College of Agriculture and the School of Arts have to collect the fees of the pupils, to distribute the pay of the subordinates and stipends and scholarships to the students concerned, and to have charge of the contingent accounts also. In the College of Engineering, all transactions connected with cash are now carried on by the librarian and storekeeper; but the Principal has been instructed to re-distribute the work of the establishment so that the head clerk may, as in the other colleges, be entrusted with cash transactions, the librarian and storekeeper being left in sole charge of the library and stores. This latter officer and the pottery assistant of the School of Arts, though not in direct charge of money, are yet in charge of articles of value, and security should be demanded from them also. The Principals of the respective institutions are primarily responsible for the correct maintenance of the fee registers, contingent accounts, &c.; but it will often happen that considerable sums of money have to be left, though for a short time, in the hands of the clerks. Accordingly, I think it advisable and necessary that they should be required to furnish some security, and Rs. 250 seems to me to be a reasonable sum.

2. In the Law and Medical Colleges, the fees are paid into the Bank by the students direct, and in the latter institution one of the assistants is in immediate charge of the office. No security need therefore be demanded from the clerks of these colleges.

3. In case the present incumbents of the offices are not able to furnish the security at once, I propose to give them six months' time within which to pay the sum either in instalments or in a lump. Future incumbents will be required to furnish the security before joining the appointment.

Endt. No. 1940.

Forwarded.

28th June 1897.

(Signed) F. C. HARRISON,
Offg. Accountant-General.

From the Honourable Mr. D. DUNCAN, M.A., D.Sc., LL.D., Director of Public Instruction, to the Secretary to Government, Educational Department, dated Madras, 2nd October 1897, No. 11152.

With reference to memorandum, No. 1706, Educational, dated 13th August last, I have the honour to state that the proposal made in my letter, No. 6540, of the 18th June, was not intended to relieve the heads of institutions concerned of their responsibility to Government in the matter of cash transactions. They are primarily responsible to Government for the cash in their charge; but, inasmuch as they have, to a certain extent, to depend upon their subordinates, I still think it necessary that these subordinates should furnish security, so that the head of the institution may be able, in case of any default on the part of the former, to recoup himself from the security furnished. I believe cashkeepers in many of the Government offices are required to furnish security and the same may be demanded from the officers mentioned in my letter of the 18th June last as an additional safeguard against default.

ORDER—No. 633, Educational, dated 11th November 1897.

The proposals of the Director of Public Instruction in his letter, No. 6540, dated 18th June 1897, are accepted on the distinct understanding that the responsibility of the heads of the institutions in the matter of cash transactions is in no way lessened.

(True Extract.)

G. S. FORBES,
Secretary to Government.

To the Director of Public Instruction.

" Accountant-General.

Edt. A. F. Eccleston.

Educational (1897) Department.

From
The Dir. of Pub. Instruction,
Madras.

No. 6540

Dated 18th June 1897.

Received 29 JUN. 1897

Registered 29-6-97

Enclosures ml

Spare copies

SUBJECT.

DESPATCHED
28 MAY 1901

to furnish cash security of \$5.00
each.

Handwritten notes on the document:

- ER
- These books
- Any other books
- the duties of
- Principals of
- Standard methods of
- Schools the
- WPA
- 5/17

Stamp:

DESPATCHED
28 MAY 1901

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Educational (1897) Department.

CURRENT No. 1142

memo 1706
12.5.97

From

The Dir. of Pub. Instruction,
Madras.

No. 11152

In Orders

Submitted with reference
to H's orders at flags A + B.

H.M.
6/11/97

7/11/97

The D.D.'s proposals about
taking security to be accepted
on the understanding that the
responsibility of the Heads of
the institutions is in no way
lessened.

28
8/10/97

Dated 2nd October 1897.

Received 5 OCT. 1897

Registered 5.10.97.

Enclosures nil.

Spare copies

SUBJECT.

Stating that he is still
of opinion that the officers mentioned
in his letter No 6540 of the 18th June
last are required to give security for
the reasons given.



BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

$\left[\frac{G}{25} \right]$
1,000-8-5-27.

C. No. 756 897

H. E. THE GOVERNOR.

THE HON'BLE MR. BLISS, C.I.E.

THE HON'BLE MR. GROSE, C.I.E.

Educational DEPARTMENT.

SUBJECT.

College clerks furnishing cash securities.

FOR ORDERS.

After reading the notes @
2/8/97 I am still uncertain.
~~Is~~ the book I am referred
to still in force? It begins
by saying that nothing in it
refer to the Presidency ~~Engineering~~
Rajab Khan Rajabmulla &
Engineering colleges. The rule
for the Act Code quoted
does not seem to have anything
to do with the matter.

Before passing orders ask
the SMs whether the principles
of the institutions referred to
are not held responsible for
cash & our actions, & if they
securely from their head
clerks will not weaken
that responsibility.

Hitherto these clerks have held their appointments without furnishing any securities and the D.P.I. does not give any very strong reason for departing from this practice at present. In other depts, only treasurers, shroffs, Cash-keepers and stewards who deal with cash and articles of food are required to furnish securities: vide pp. 549 to 556 of Part II of the Fort St George Gazette of 27th April 1897. The nature of the work of these officers is thus different from that of the College clerks who have to maintain the school registers and prepare the educational returns. The D.P. statement that they have to collect fees and pay stipends & salaries



Memorandum No. 1706

13.8.97.

Read the following paper:—

no 756

32/16

16/2/97

The D.P.I. is requested to state whether the Principals of the institutions referred to in his letter no 6540 & 18th June 1897 are not held responsible for all cash transactions connected with the institutions and, if so, whether taking security from their head clerks will not weaken their responsibility in the matter.

(from order)

18/8/97

18/8/97

7.

The D.P.I. 16/18/97

not correct. These duties belong to the Principals. From every payment of fee made the Principal has to grant a receipt and before signing the receipt it is his duty to see that the fee is paid into his hands. The payment of stipends & salaries is made by the Principal in person or is made in his presence and the signature of the payee is taken in the books maintained for the purpose. It is in consideration of these duties that the Principal is allowed to have very little professorial work. The D.P.I.'s present proposals will shift the responsibility for these things from the Principal to the clerk, which is very undesirable and will have a demoralizing effect generally. The proposals may therefore be rejected.

18/8/97

The Principal should be distinctly warned of their personal responsibility.

18/8/97

Where is it laid down that the Principal is personally to receive the fees & disburse the stipends? Work of this sort is generally done through a clerk.

Please see para 72 of the old Standing order for Govt schools - p 56 - Copy put up. And also art 63 of the Civil Account Code vol II p. 20. (payment of salaries & stipends)

18/8/97

Where will it make any alteration? I don't think it will in the teachers' college at all.

26.8.97

The payment of stipends and salaries will be entrusted to the clerk not at the risk of the Principal as hitherto, but at the risk of Govt.

18/8/97

Please see marginal notes. It was not intended to suggest that the Principal should have the assistance of his clerk in paying out money & that the Principal's responsibility should be preserved intact.

18/8/97

[G]
1,000-18-9-97.

Ed. DEPARTMENT.

Papers to be read in proceedings:--

38

Again G.O., No.	, dated	189 .
Again G.O., No.	, dated	189 .
Current No. 756	of 1897, dated 18 th June	, from the D.P.I.
" " 1142	" 1897, " 2 nd Oct	" the D.P.I.
" "	" 189 , "	" "

A
A

ORDER.
P.S.

W.633 D 11-11-97

The proposals of the
D.P.I. in his letter no 6540 &
18th June 1897 are accepted
on the ^{distinct} understanding that the
responsibility of the Heads of the
institutions in the matter
of cash transactions is in
no way lessened.

(from ordus)

7/11
10/11/97

To Messrs 5 Deptd
10/11/97 4 19.XI.97

First copy sent to Press.

Returned for signature.

Despatched in print.

READ AGAIN G.O., No.
130

DATE

NUMBER OF COPIES
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Order complete. 30

Letter only.

Order complete with Letter.

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ENCLOSURES TO G. No.

ORDER OF GOVERNMENT

LETTER OF GOVERNMENT

STATEMENT WITH DUTY

PAID & FILED-UP, BEING MEANT FOR DESPATCH
IN ORIGINAL.

H.B.

A = Print in full.
B = Not to be printed.
P = Print abstract only.
Q = Print heading only.