[Mdl. 6.]
500—24-8-97.

Educational (1898) Department.

ORDINARY MS.

G.O., No. 53

DATED 28. 1. 98.

INDEXED.

12-12

2
28.1.98

[Despatch Abstract.]

Requesting the D.P.I. to submit revised proposals with reference to Art 98(c) of the C.A.C. regarding the Employment of temporary Attenders in the offices of Inspecting Officers.

1
8/4/98

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Fic 269/1898							
Cyo 961/98							
	Lo 542		27/8/98				

4/7/12/97 Through the Accountant General.

Educational (189 7) Department.

CURRENT No. 1385

Read nos 1385 747 & 7/748.

HM.

From the Director of Public Instruction

Order nil No. 55 D 28.1.98 JG 27/1/98

The Govt agrees with the A.G. The D.P.I. will accordingly submit revised proposals with ref to art 98(c) of the Civil Account Code.

HT 6 12 97.

2/B 5/12/97 What establishment is now allowed?

JG 8/12/97 Please see cno 7/1098

for R Peters 2/B 9/12/97

Please see 582-3/97 H.D. hmr 10/12/97

No. 12751

Dated 17th October 1897

Received

Registered

Enclosures

Spare copies

SECRETARY TO GOVERNMENT * 25. NOV. 1897 * REVENUE & MUNICIPAL DEPARTMENT

SUBJECT.

2/B 28/11/97 Requesting sanction for the employment of attenders in the offices of the Inspecting officers and for payment of weekly wages from the Contingent allowance.

To The D.P.I. q.t.o. with copy of A.G.'s endt.

Dcs 2 Dec 1/2/98 25/11/97

DESPATCHED 18 NOV 1897 EDUCATION

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

No. 320.

Proceedings of the Director of Public Instruction dated 16th January 1859.

The Director resolves to issue for the guidance of the Inspecting officers, the following provisional instructions regarding office routine.

I. Offices of Inspectors and Inspectresses.

1. Registers. The following registers should be maintained in each Circle office.

(i) a register of letters and Proceedings received into the office, to be numbered by the year beginning with the 1st January.

(ii) a register of letters and memos issued from the office to be numbered in the same manner.

(iii) a register of contingent accounts.

(iv) a register of Salary-grant schools with the sanctioned scale of grant revised from time to time.

(v) a register of results grants passed for payment, to be kept for each district - grants for boys and girls being distinguished. The figures communicated by the Asst. Inspectors and Sub. Asistants should be incorporated in the register every month.

(vi) An office Daily order book, in which all orders relating to the clerks and peons on the office establishment should be recorded.

(vii) Acquittance rolls and pay abstracts.

(viii) An office journal showing very briefly the work and movements of the Inspector on each day in the year. A Letts Diary No. 39 should be purchased each year for the purpose.

The above registers should be maintained regularly and correctly and should from time to time be inspected by the Inspectors and Inspectresses and initialled by them.

2. Returns. The Inspectors and Inspectresses should submit the following returns to the Director.

(i) A monthly statement of inspection work to be submitted along with the travelling bills - all deviations by

from the sanctioned programme should be noted in this return. vide Form A.

(ii) A monthly return of appointments and dismissals and fines levied on subordinate officers to be submitted by the 15th of the month following the month to which it relates. vide Form B.

(iii) A monthly return of leave granted to be submitted with no. (ii) - vide Form B.

(iv) A monthly statement of results, grants passed for payment on their inspection. The form used hitherto by the Deputy Inspectors should be used - vide Form C.

(v) Quarterly returns showing progress in the verification of Service books as required in Pro: No. 7407 / 10-10-88 - Form D.

(vii) Quarterly returns of 'Unanswered references' and 'communications awaiting orders', - also of number of certifying memoranda received for countersignature, number countersigned, number remaining over. On the 15th day of the month succeeding each quarter, a return of papers referred to Inspectors and Inspectresses in the previous quarter, but remaining unanswered on that date, and also one of communications addressed to the Director, but on which orders have not been passed would be of considerable advantage and tend to check accumulation of arrears. Each reference and communication should be specified, the mere number of such referenced will not suffice - Form E.

(viii) Annual programmes of Inspection tours - (vide Proceedings No. 135 dated 9th January 1889.)

3. Records. The records connected with each district should be separately arranged and files of printed papers should also be kept separate for each district. This arrangement should be observed when office copies of communications issued, are entered in bound books. A general Register should be maintained for the entry of letters of a general character.

Inspectors and Inspectresses should, while visiting the offices of Asst. Inspectors and Sub. asst. Inspectors inspect the registers and records generally and report to the Director any serious omission or irregularity they may notice at such inspection.

4. Distribution of office work. The Inspectors, Inspectresses and Asst. Inspectors, excepting the Inspector of Schools, Western Circle, have three clerks attached to their offices. They should entrust the work of maintaining the several registers, preparing the periodical returns and arranging the office records to one clerk - the 2nd or the 3rd, and the clerk selected should be left either at the Head-quarters or at convenient centres. The other work should mainly be divided between the remaining two clerks. As a rule an Inspector should, when postal communication is easy, not take more than one clerk with him on tour. It is very desirable that each Inspector and Asst. Inspector should have fixed office - with a board on the door of the house or on the gate notifying that the office is held there.

5. If in any month no entries have to be made in the returns herein prescribed, a Nil return should invariably be submitted to this office by the date fixed.

6. The Inspectors and Inspectresses should supply themselves with a Cyclostyle machine. It will greatly facilitate the copying work in the Circle offices, and with a temporary attender on Rs. 8 (to be paid from contingent allowance) who can be made to do copying work in addition to working at the Cyclostyle, great relief will be afforded to the offices in copying work, especially when 4 or more copies of the same paper have to be made for circulation.

II. Offices of Asst. Inspectors.

The instructions issued in paras 1-6 above apply mutatis mutandis to Asst. Inspectors. They need not maintain a register of Salary-grant institutions of the Collegiate and Secondary higher grade. As they have not been vested with power of appointment and dismissals of fining and of granting leave other than casual, they need not submit returns numbered (ii) and (iii). Asst. Inspectors may provide themselves with a Cyclostyle machine if they find this relief necessary. The returns from Asst. Inspectors should be sent direct to this office - copies of the same being sent at the same time to Inspectors.

III. Offices of Sub. Asst. Inspectors.

The Sub-Asst. Inspectors should maintain all the registers mentioned in para 1, except the registers of Salary grant schools, and submit all the returns except those relating to appointment, dismissals and leave. They will submit monthly returns of results grants passed from Provincial funds direct to this office, forwarding duplicate copies to offices of Inspectors of Circles and Asst. Inspectors of the Sub-Circles concerned, for incorporation of the figures in their registers. The other returns should be forwarded to Inspectors and Inspectresses or Asst. Inspectors as the case may require. The Abstract of Work done will be the monthly statement of work in the case of Sub-Assistants. Pending further instruction, the forms now in use will continue. The Abstract of Work and Diary will be submitted to the Asst. Inspectors who will forward them with their remarks to the Inspectors for orders. In the Western Circle and in the case of Sub. Assistants of Girls' Schools, the arrangement now in force will continue. Inspectors and their Assistants will be requested to scrutinize the Abstracts and Diaries very carefully. From the 1st April 1889, the Sub-Asst. Inspectors will furnish the Asst. Inspectors monthly, with a Statement of Results grants passed from Local Funds to schools under private management, in the same form in which Provincial expenditure is returned. The Asst. Inspectors will, by adding the amount so communicated to the amount passed by them, be able to note the progress of expenditure and address the President of the District Board in the last quarter of the year. If there be reason to believe that the grant budgeted for will not suffice, application should be made for a supplemental allotment, so that no arrears may remain unpaid at the close of the year. If on the other hand, any considerable saving be expected, such proposals as they

they may consider necessary to utilize the probable savings should be made in time. Schools that received less than what they earned at inspection may be allowed the full earnings, and Schools that were found in a flourishing condition may be given building and furniture grants.

(Sd) H. B. Grigg.

Director of Public Instruction.

To.

The Inspectors of Schools.
" Inspectresses of Girls' Schools
" Assistant Inspectors
" Sub-Asst. Inspectors.

(True Copy)

D Duncan

Director of Public Instruction

320
Ro Nl 16-1-89

1897
G.O. Dept.
Enclos. No. 1
To
C. No. 1385

OFFICE OF THE DIRECTOR OF
PUBLIC INSTRUCTION,
Madras, ~~17th November~~ 1897.

ACCOUNTANT GENERAL'S OFFICE
20 NOV 97
MADRAS

CURRENT NO 1388

No. 12751.

From

THE HONOURABLE MR. D. DUNCAN, M.A., D.Sc. LL.D.,
DIRECTOR OF PUBLIC INSTRUCTION,
Madras,

To

The Secretary to Government,
Educational Department,
(Through the Accountant-General).

SIR,

I have the honour to report that among the instructions issued by the late Mr.Grigg on the reorganization of the Inspectorate at the close of 1888 for the guidance of the Inspecting officers, and which are contained in this office Proceedings No 320, dated 16th January 1889, there is one embodied in paragraph 6 of the Proceedings, which lays down the procedure to be adopted to facilitate the copying work in the several offices. According to this, Inspecting officers were permitted to provide themselves with a cyclostyle machine and to employ a temporary attender on Rs.8 to be paid from contingent allowance for copying work, in addition to working at the cyclostyle.

2. This procedure is objected to by the Accountant General on the ground that the delegation to Inspecting officers of the power to entertain temporary attenders is opposed to article 57 of the Civil Account Code. According to this article the sanction of Government is necessary, it seems, even in the case of all temporary establishments, and the Accountant General points out that the charge in question should not be treated as contigencies either, vide article 98 (a), Account Code.

3. The work in the offices of the Inspecting officers has increased to such an extent that the sanctioned permanent

Ed. Cor.
12 1,000—1-7-97.

establishment was found unable to cope with it. Temporary assistance was in consequence considered absolutely necessary and Mr. Grigg thought that the most economical arrangement would be to allow the Inspectors and assistant Inspectors to employ them as occasion arises and to pay them from their office contigencies. Attenders are specially employed for cyclostyle and other miscellaneous work for which the clerks cannot spare time. The employment of permanent additional clerks would involve not only considerable outlay, but also pensionary liability.

4. In these circumstances, I beg to request that Government will be pleased to sanction the employment of temporary attenders in the offices of Inspecting officers when their services are really needed in time of pressure of work, and also payment of weekly wages to them from the contingent allowance allotted to each office in the budget estimate. I also request that the Accountant General be authorized to admit, as hitherto, the charges incurred already for attenders under this office Proceedings No 320, dated 16th January 1889, (copy enclosed).

I have the honour to be,

Sir,

Your most obedient servant,

L Duncan

Director of Public Instruction.

CURRENT ACCTS 1885

No. 3690

Fort St George,
Accountant Generals Office
24th November 1891.

Forwarded to Government.

2. Under article 98 (a) of the Civil Account Code, no salary charges of any kind may as a rule be drawn on Contingent bills or treated as Contingent expenditure. The salary of the attenders in the present case cannot therefore be paid from Contingencies. As however the establishment is required for copying work, it is open to Government to treat the expenditure as falling under the class "Section writing and Copying" and to fix

fix a scale of rates &c for incurring such expenditure as required by article 98 (a) of the Civil Account Code.

J Mannix

Offg. Accountant General.

To The Secretary to Government,
Educational Department.

Cash

[G / 69-A.]
500—24-11-97.

Ed Department.

GOVERNMENT OF MADRAS.

Memorandum No. 2780 / 17-12-97

Read the following paper:—
Cuo 1385

With ref to his letter no 12751 d 18th Nov. 1897 the D.P.I. is requested to be good enough to report what establishment is now allowed to the Inspecting officers concerned.

14 12 97

13/12/97

Note - Correct information is not available here.

To The D.P.I. Despd 17/12/97

R 2/11

Educational (1898) Department.

CURRENT No. 7

H.M.

From The Clerk of Little Hoskins School Board

Her Orders

Submitted to H.M. with ref. to his query on Enc 1395 below.

W.L. 25-1-98

No. 355

Dated 18 January 1898

Received

Registered

Enclosures Nil

Spare copies

SUBJECT.

Re Scholarship held by Catherine Ann Cox
Scholarship value £25 per annum
tenable at Little Hoskins School
& at Sherborne College.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

OFFICE OF THE DIRECTOR OF
PUBLIC INSTRUCTION,
Madras, 189

No.

From

THE HONOURABLE MR. D. DUNCAN, M.A., D.Sc. LL.D.,
DIRECTOR OF PUBLIC INSTRUCTION,
Madras,

To

SIR,

Mi. Cer.
22 1,000—1-7-97

charge of the division has one more clerk
Rs 12.

I have the honour to be,
Sir,
your most obedient servan
D Duncan
Director of Public Instruction

Encl

When given for copying 28/1
When copied 28/1
When examined 1/2 1898
When signed

READ AGAIN G.O., No
189 . DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT.	A	A	A	A	A	A	A
LETTER OF GOVERNMENT.							
STATEMENT WITH DITTO							
PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.							

N.B.—
A = Copy in full.
B = Not to be copied.
P = Copy abstract only.
Q = Copy heading only.