[L. & M. / 9,000-5-8-96.]

Local & Munl. (1896) Department.

MISCELLANEOUS.

G.O., No. 551 L

DATED 20th March 1896

[Despatch Abstract.]

Pay Bills.

Approving the cotinuance of the practice in regard to the preparation of ---- of schoolmasters of elementary schools referred to by the President District Board Tinnevelly.

BACK PAPERS.

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

FURTHER PAPERS.

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

Miscellaneous.

LOCAL AND MUNICIPAL DEPT.
G.O., DATED 20-3-96
No. 5512

INDEXED.

When given for copying.

[Despatch Abstract.]

Pay bills

Observing the continuance of the practice in regard to the preparation of pay bills of School masters of elementary Schools referred to by the President, D.C. Bd, Tinnevelly.

READ AGAIN ORDER OF GOVERNMENT, DATED
189 , No , MISCELLANEOUS.

ENCLOSURES.

CURRENT No.

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT .. .. ..

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL (not paged).

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

BACK PAPER, No. OF 189

FURTHER PAPER, No. OF 189

yd
Copied by
Examined by

From

The Director of Public Instruction
Madras

To

The Hon'ble The Chief Secretary
to Government
Fort St George.

DESPATCHED
-3 MAR. 96

No. 2158

Dated 2nd
Despatched 3rd } March 1896.
Received

4 MAR 1
GOVERNMENT OF
CHIEF SECRL

Enclosures 2

Subject

the above papers
Returning with remarks
letters from the President, District
Board, Tinnevelly and submitting
copy of a letter relating to the
preparation of pay bills of the
Board Primary Schools.

(with order)

No. 172 of the 11th January 1896 is submitted
for information

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

C. Nos. 1264 689 L

C.S. misc

Order No. 537 Dated 20-3-96

~~The Director's recommendation is approved~~

V.R. 14/3/96 The continuance of the practice referred to in the 2nd Dt. Bd. Pres't letter is approved

Wd 14.3.96

To
The President, Dist. Board Tinnevelly
" Accountant General
" Director of Public Instruction

Dy No. 23/3/96

OFFICE OF THE DIRECTOR OF
PUBLIC INSTRUCTION,
Madras, 2nd March 1896.

No. 2158

From

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

To

THE HONORABLE THE CHIEF SECRETARY TO GOVERNMENT,
FORT ST. GEORGE.

SIR,

I have the honour, in returning Endorsement No. 100, Local and Municipal department, dated 27th January 1896, to state that I see no objection to the continuance of the present practice in the Tinnevelly district till the rules on the subject are revised. As a matter of fact under the present circuitous procedure it takes several months before the Board School-masters receive their salaries and the necessity for a change has already attracted my attention and I have asked the Presidents of local boards to favour me with their views on the simplification of the procedure now adopted in respect of correspondence relating to leave and appointments and bills and accounts. I propose to address Government on receipt of their views. A copy of my Circular letter

no

Ed. Cor.
15 (b) 1,500—17-11-94.

1896.

JANUARY.

PUBLIC INSTRUCTION,
MADRAS.

To

THE PRESIDENT, DISTRICT BOARD,

Dated January, 11th.

Despatched

Received

No. 172, 11TH JANUARY 1896.

Enclosures.

Board Lower Secondary and Primary Schools.—Forwarding, for favour of opinion, a set of rules regarding the administration of — by the officers of this department.

1/6944

2/Encls. to D.P.I.'s
Lr. No. 2158/96

OFFICE OF THE DIRECTOR OF
PUBLIC INSTRUCTION,
Madras, 2nd March 1896.

No. 2158

From

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

To

THE HONORABLE THE CHIEF SECRETARY TO GOVERNMENT,
FORT ST. GEORGE.

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I have the honour, in returning Endorsement No. 100, Local and Municipal department, dated 27th January 1896, to state that I see no objection to the continuance of the present practice in the Tinnevelly district till the rules on the subject are revised. As a matter of fact under the present circuitous procedure it takes several months before the Board School-masters receive their salaries and the necessity for a change has already attracted my attention and I have asked the Presidents of local boards to favour me with their views on the simplification of the procedure now adopted in respect of correspondence relating to leave and appointments and bills and accounts. I propose to address Government on receipt of their views. A copy of my Circular letter

No. 172.

From

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

To

THE PRESIDENT, DISTRICT BOARD,

SIR,

The increase in the number of Board schools of late years has, *pari passu*, increased the administrative and clerical work of the subordinate Inspecting officers of this Department. In many ranges the Sub-Assistants have not been able to cope with their heavy inspection and correspondence work. Pressed for time, they have either to hurry on with their examination work, which is very undesirable considering that large sums of public money have to be paid on the results of such examinations, or to conduct their correspondence work less expeditiously than is desirable. You are not unaware that delays in the submission of reports, returns, leave applications and recommendations, and in the payment of salaries and allowances, have frequently taken place. Such delays are to be attributed more to constant travelling and heavy inspection work than to culpable neglect of duty on the part of the officers concerned.

2. Government has recently delegated certain powers to Heads of Departments, and expressed itself in favour of Heads of Departments delegating certain powers to their subordinates, mainly with the object of lightening the heavy strain on the superior officers and of affording greater facilities for the despatch of work. It seems to me that the District and Taluk Boards might similarly vest certain powers in the Assistant and the Sub-Assistant Inspectors of this Department, as regards the administration of Board Lower Secondary and Primary schools. A set of rules regarding leave and appointments and bills and accounts has been drawn up by me for incorporation in the Inspection Code after approval, and is hereto appended. I have the honour to request that you will be good enough to favour me with your views on these draft rules as soon as possible. Any other suggestions tending to minimize routine and correspondence work, without interfering with the general control of Local Boards over their schools will be thankfully received.

I have the honour to be,
Sir,
Your most obedient servant,

D Duncan
Director of Public Instruction.

OFFICE OF THE DIRECTOR OF
PUBLIC INSTRUCTION,
MADRAS, 11*th January* 1896.

APPENDIX.

Draft Rules.

I.—Leave and Appointments.

(i) Casual leave to teachers in Board Primary schools and to Inspecting Schoolmasters may be granted by Sub-Assistant Inspectors of Schools, subject to a maximum of five days at a time and ten days in a year.

(ii) Leave under the provisions of the Civil Service Regulations, other than casual leave, to teachers of Board Primary schools for a period not exceeding one month at a time may be granted by Sub-Assistants, and for a period not exceeding three months at a time by Assistant Inspectors.

(iii) Casual leave to teachers in Board Lower Secondary schools may be granted by Assistant Inspectors of Schools, subject to a maximum of five days at a time and ten days in a year.

(iv) Leave under the provisions of the Civil Service Regulations, other than casual leave, to teachers of Board Lower Secondary schools, and to Inspecting Schoolmasters for a period not exceeding one month at a time, may be granted by Assistant Inspectors.

(v) Acting arrangements consequent on the leave granted by them may be made by Sub-Assistants or Assistant Inspectors, as the case may be, provided that no increased charge is incurred and that the acting allowances are in accordance with the provisions of the Civil Service Regulations.

(vi) Sub-Assistants and Assistant Inspectors of Schools shall forward to the Presidents of Local Boards a monthly statement of leave and appointments before the 10th of the succeeding month.

II.—Bills and Accounts.

(i) Headmasters of Board Primary schools shall prepare pay, contingent and house-rent bills in duplicate and submit them, on the first working day of the month succeeding that to which they relate, to the Sub-Assistant Inspector of Schools who shall, after careful scrutiny, countersign the originals and forward them to the President of the Local Board by the 10th. Headmasters of Board Lower Secondary schools shall forward such bills to the Assistant Inspectors. When a Headmaster can prepare bills only in the vernacular, the Sub-Assistant or the Assistant Inspector, as the case may be, shall insert the English equivalents. These bills, when passed for payment, will be returned by the President, direct to the Headmasters concerned, for encashment when the amount claimed has been passed in full, and through the Sub-Assistants or the Assistant Inspectors when the bills are passed for amounts different from those claimed. The duplicate copies shall be initialled and returned by the Sub-Assistants to the Inspecting Schoolmaster of the range, and by the Assistant Inspectors to the Headmasters.

(ii) Headmasters of Board Primary and Lower Secondary schools shall submit to the President a monthly fee account, together with the receipt obtained by them for the remittance of the amount to the treasury, copy of the account being forwarded to the Inspecting Schoolmaster in the case of Primary schools and to the Assistant Inspector in the case of Lower Secondary schools.

(iii) The Inspecting Schoolmaster shall, on his tour of inspection, check the school-fee receipts in Primary schools with the entries in the admission and attendance registers and shall submit along with his monthly diary a statement specifying the schools visited and the monthly fee accounts verified, bringing to notice any discrepancies or irregularities.

(iv) Headmasters of Board Primary schools shall forward to the Inspecting Schoolmaster a statement of receipts and charges for each quarter before the 15th of the month immediately succeeding the quarter.

(v) The Inspecting Schoolmaster shall, after scrutinizing the statement with the duplicate copies of bills with him, consolidate them and forward the consolidated statement to the Treasury officer for verification, enclosing the originals for reference. Headmasters of Lower Secondary schools shall forward such statement to the Treasury Officer direct.

(vi) The quarterly statements, when returned verified by the Treasury Officer, shall be filed by the Inspecting Schoolmasters or Headmasters, as the case may be, and submitted by them to this Department along with the annual financial returns.

1896.

JANUARY.

PUBLIC INSTRUCTION,
MADRAS.

To

THE PRESIDENT, DISTRICT BOARD,

Dated January, 11th.

Despatched

Received

No. 172, 11TH JANUARY 1896.

Enclosures.

Board Lower Secondary and Primary Schools.— Forwarding, for favour of opinion, a set of rules regarding the administration of — by the officers of this department.

1

2 Encls. to D.P.I's
letter No. 2158/96.

R-Q. 1257/96.

LOCAL FUND (1895) DEPARTMENT.

Local & Municipal Dept.
RECEIPT No. 1262

From

THE ACCOUNTANT-GENERAL,

MADRAS,

TO BE RETURNED WITH REPLY.

DIRECTOR OF PUBLIC INSTRUCTION
RECEIVED
28 JAN. 96
R. R. No.
MADRAS

No 100

Referred to the Director of Public Instruction for remarks

(By order)

W. W. Phillips
Ag Assistt Secretary

To

THE Chief Secretary to Government,
Local and Municipal Deptt,
Fort St. George.

No. L.7.D / 472

Dated 15th } January 1896.
Received }

F.R. 24/1/96

Fort St George
27th January/96

No. 1

Subject.

Submitting letter from the President, District Board, Tinnevelly dated 20th November 1895 No. 1009 and stating that there is no objection to the change of rule proposed therein and that the rule regarding disbursement of School Masters pay at the Taluk Board Office has been cancelled by G.O. No. 3298L (Lt Dn) dt 17-12-90.

To

The Director of Public Instruction,
Madras.

x not received.

1 Encl. to D.P.I's
letter No. 2158/96

(with endorsement)

1896.

JANUARY.

PUBLIC INSTRUCTION,
MADRAS.

To

THE PRESIDENT, DISTRICT BOARD,

Dated January, 11th.

Despatched

Received

No. 172, 11TH JANUARY 1896.

Enclosures.

Board Lower Secondary and Primary Schools.— Forwarding, for favour of opinion, a set of rules regarding the administration of — by the officers of this department.

1/69/96

1

2/Encls. to D.P.I's
Letter, No. - 2158/96

LOCAL FUND (1895) DEPARTMENT.

Local & Municipal Dept.
RECEIPT No. 1262

From

THE ACCOUNTANT-GENERAL,

MADRAS,

To

THE Chief Secretary to Government,
Local and Municipal Deptt,
Fort St. George.

No. L.7.D / 472

Dated 15th } January 1896.
Received }

R.R. 1257/96.

TO BE RETURNED WITH REPLY.

DIRECTOR OF PUBLIC INSTRUCTION
RECEIVED
28 JAN. 96
R. R. No.
MADRAS

No 100

Referred to the Director of Public Instruction for remarks

(By order)

W. W. Phillips
Ag Assistt Secretary

L.R.
29/1/96

Fort St George
27th January 1896

No.

Subject.

Submitting letter from the President, District Board, Tinnevelly dated 20th November 1895 No. 1009 and stating that there is no objection to the change of rule proposed therein and that the rule regarding disbursement of School Masters' pay at the Taluk Board Office has been cancelled by G. O. No. 3298L (Lt Dn) dt. 17-12-90.

To

The Director of Public Instruction,
Madras.

Not received.

1/Encls. to D.P.I's
Letter No. - 2158/96

1/69/96

(with endorsement)

2/1

the several schools under their charge. If this is the case, and the sub-assistant Inspectors are equally in possession of the necessary information, there would not seem to be any objection to the present rule which must undoubtedly cause some inconvenience, being changed.

2. The rule regarding disbursement at the office of the President, Taluk Board has been cancelled by Government Order No. 3298 L, Local and Municipal, dated the 17th December 1890.

I have the honour to be,

Sir,

Your Obedient Servant,

H. Marcus

Offg Accountant-General.

LOCAL FUND DEPARTMENT.

Fort St. George,
Accountant-General's Office,
15th January 1896.

No. 472

From

J. C. Harrison Esquire,
Offg. ACCOUNTANT-GENERAL
TO THE GOVERNMENT OF MADRAS,

To

THE Chief Secretary to Government,
Local and Municipal Department,
Fort Saint George.

SIR,

In submitting Letter No. 1009, dated the 20th November 1895 from the President, District Board, Tinnevelly, regarding the drawing and encashment of pay bills of Elementary School Masters, I have the honour to state that the reason for the present rule is, it is believed, the possession by Inspecting School Masters of the information requisite for the correct preparation of the bills of the

Local Fund Department

1895.

TINNEVELLY DISTRICT BOARD'S OFFICE.

From

The President District Board
Tinnevelly

To,

The Chief Secretary to
Government,
Fort St. George.

Thro' The Accountant General Fort St George

Dated 20 November 1895.
Received 16 JAN 1896

ENCLOSURE. Nil

Dt. Bd. Reference A on
Current No. 1009 of 1895.

Subject.

Audit rules

Requesting to amend the — requiring that pay bills of School masters of Elementary Schools should be prepared by the Inspecting School Masters or Sanctioning the Continuance of the practice in vogue in this District

1264

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G. L. Reference A
Current No. 1007 of 1895

61

District Board Office, Tinnevelly.

Dated 20th November 1895.

From

A. W. B. Huggens Esqr.,

President District Board,

Tinnevelly.

To,

The Chief Secretary to Government,

Fort Saint George,

Thro'

The Accountant General,

Fort Saint George.

Sir,

The instructions given in the "Detailed audit Rules" printed as appendix to G.O dated 29th June 1887, Nos. 1231 and 1232 L, require that pay bills of school masters of Elementary schools should be prepared by the Inspecting school masters concerned.

2. According to the practice obtaining in this District these bills are drawn by the school masters themselves and countersigned by the Sub asstt. Inspectors of the Range.

ACCOUNTANT GENERAL
28 NOV 95
MADRAS

DIRECTOR
28 NOV 95
LOCAL FUND ACCOUNTS

Dt. Ed. Reference A ... or
Current No. 1009 of 1895.

611

District Board Office, Tinnevelly,

Dated 20th November 1895.

From

A. W. B. Higgens Esqr.,

President, District Board,

Tinnevelly.

To,

The Chief Secretary to Government,

Fort Saint George,

Thro'

The Accountant General,

Fort Saint George.

ACCOUNTANT GENERAL'S
25 NOV 95
MADRAS
INSPECTOR
26 NOV 95
LOCAL FUND ACCOUNTS

Sir,

The instructions given in the "Detailed audit Rules" printed as appendix to G.O. dated 29th June 1887, Nos. 1231 and 1232 L. require that pay bills of school masters of Elementary schools should be prepared by the Inspecting school masters concerned.

2. According to the practice obtaining in this District these bills are drawn by the school masters themselves and countersigned by the Sub asstt. Inspector of the Range.

3. The main reason for deveation from the rule is to avoid the difficulty and delay that arise in getting the bills prepared by Inspecting school masters who constantly itenerate through the taluks and are often in places where there is no postal communi-
-cation.

4. The Inspector of Local Fund eAccounts is of opinon that the present practice being a departure from the rule, requires the sanction of Government.

5. As the bills are countersigned by the Sub Assistant, their genuineness and Correct-
-ness can be safely presumed.

6. Again according to the same rule quoted above, the amounts should be disbursed to the school masters at the office of the President Taluk Board. This is practically impossible. The school masters of remote villages cannot be made to travel a distance of more than 30 or 40 miles every month to receive pay-
-ment at the Taluk Board Office.

7. I have therefore the honor to request that Government may be pleased to amend the rule, or sanction the contin-
-uance of the practice in vogue in this District, of the bills being drawn by the teachers themselves and countersigned by the Sub Assistant Inspectors of schools and of the bills being cashed at the nearest Treasury mentioned in the bills.

I have the honor to be

Sir,

Your Most Obedient Servant

President

D. B.

DESPATCHED
23 NOV. 95

When given for copying _____
When copied _____
When examined _____
When signed _____
} 189 .

READ AGAIN G.O., No. DATED
189 ,

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.								

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[L. & M. 8,000-5-8-96.]

Local & Mu[illegible]partment.

[3]

LOCAL AND MUNICIPAL DEPARTMENT.

Paper taken out of the Records from the charge of the Record-keeper.

Press / Miscellaneous No. 549 of 1897.

FOR WHAT CURRENT.			By whom taken.	When taken out.
Department.	No.	Year.		

G[illegible]

I[illegible]

Road.

Approving[illegible]imbatore District

Board to take[illegible], Sethumadai ----

from the Fores[illegible]he District Board

Engineer.