

*Brundley*

File No. Est.  
81 F.

Serials 1—4.

GOVT. OF  
BIHAR & ORISSA.

1912.

FINANCIAL  
DEPT.

MISCELLANEOUS.

AUGUST.

A Proceedings—Nos. 8 to 12.

Revision of the office establishment of the Inspectress of Schools, Bihar and Orissa.

बिहार सरकार  
मंत्रिमंडल सचिवालय विभाग  
(बिहार राज्य अभिलेखागार निदेशालय)

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# NOTES.

FINANCIAL—MISCELLANEOUS—A, AUGUST 1912.

Nos. 8—12.

REVISION OF THE OFFICE ESTABLISHMENT OF THE INSPECTRESS OF SCHOOLS, BIHAR AND ORISSA. File No. Est. F. 81

FROM THE DIRECTOR OF PUBLIC INSTRUCTION, BIHAR AND ORISSA, No. 1479, DATED THE 29TH JUNE 1912. [No. 8]

FROM THE ACCOUNTANT-GENERAL, BIHAR AND ORISSA, No. T. B.—277, DATED THE 23RD JULY 1912. [No. 9]

These are the proposals for the revision of the office establishment of the Inspectress of Schools, Bihar and Orissa. The present and the proposed establishments are shewn below :—

Present.		Proposed.		Average.	
	Rs.		Rs.		Rs.
1 Clerk on	... 50	1 Clerk on	... 50—2—70		63½
1 Peon on	... 8	1 Bill clerk on	... 35—1—45		41½
	—	1 Typist on	... 25—1—35		31½
Total	... 58	2 Peons on	... 8 each		16
	—			Total	... 152½
				Increase	... 94½

2. It cannot be gainsaid that there will be considerable increase of work. Taking the approximate estimate of work to be done to be correct it will appear that the average daily Receipts and Issues come to nearly 8 and 10 respectively computing the number of working days at 275 and the bill work will come to 27. This is more than enough for one man to cope with. The necessity for an additional clerk has been established beyond doubt. A good typist will be able to do both the bill and the copying work or if the bill work be divided between the present clerk and the typist proposed there will be no difficulty. From their enquiries the Ministerial Officers' Salaries Committee were led to write that "a standard of 2,000 letters per head per annum can be exceeded without undue pressure." It will, therefore, be seen that with the help of a good typist who will do Issue and Bill work too the present clerk will be able to carry on the work of the office. For additional responsibility thrown upon him the head clerk's pay may be fixed at Rs. 50—2—70 as proposed, as in small offices with no chances of promotion progressive pay has been allowed. The typist may also be allowed progressive pay as proposed rising from Rs. 25 to Rs. 35 by annual increment of Re. 1. As the Inspectress has to do much touring work an additional peon may be allowed.

3. The cost as suggested above will be Rs. 111 against Rs. 152½, as proposed by the Director of Public Instruction, and Rs. 58 the present cost. The increased charge for the current year will be met by reappropriation, but no specific reappropriation has been suggested.

	Rs.	Average.	Rs.
1 Clerk 50—2—70	...	63½	
1 Typist 25—1—35	...	31½	
2 Peons at 8 each ...	...	16	
Total	...	111	

4. The above suggestions may be sanctioned with the consent of the Education Department subject to the submission of a reappropriation statement, otherwise budget provision should be made in the estimate for 1913-14 and the proposal will take effect from the 1st April 1913.

K. D. B.,—27-7-12.

P. N. Roy,—29-7-12.

Secretary—

Education Department may be consulted. On the information before us the scale of establishment proposed in paragraph 3 of the office note should suffice, and sanction should be conditional on Director of Public Instruction proposing a re-appropriation of funds.

G. F. SMITH,—30-7-1912.

E. L. TANNER,—7-8-1912.



Chief Secretary—

I think it very doubtful if Miss Honeyburne can manage with only two clerks, but we may agree that the Director of Public Instruction should be satisfied with the Financial Department scale for the present and come up again if he finds it too little.

B. A. COLLINS, -10-8-1912.

This Department agrees.

H. LEMESURIER, — 10-8-1912.

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|----------|---|
| [No. 10] | TO THE DIRECTOR OF PUBLIC INSTRUCTION, BIHAR AND ORISSA, No. 3089-F., DATED 16TH AUGUST 1912. |
| [No. 11] | TO THE ACCOUNTANT-GENERAL, BIHAR AND ORISSA, No. 3090-F., DATED 16TH AUGUST 1912.             |
| [No. 12] | TO THE EDUCATION DEPARTMENT OF GOVERNMENT, No. 3191-F., DATED 20TH AUGUST 1912.               |

Exd.—H. R.



**REVISION OF THE OFFICE ESTABLISHMENT OF THE INSPECTRESS OF SCHOOLS, BIHAR AND ORISSA.**

No. 1479, dated Ranchi, the 29th June 1912.

[No. 8]

From—N. L. HALLWARD, Esq., M.A., Director of Public Instruction, Bihar and Orissa,

To—The Chief Secretary to the Government of Bihar and Orissa.

I have the honour to address you regarding the office staff of the Inspectress of Schools, Bihar and Orissa. Miss Honeyburne had already addressed this office with a request for an additional clerk, even before the recent additions to her charge. She has informed me that she had for some time back to do part of the clerical work herself in order to prevent the correspondence from falling into arrears.

2. The staff as at present constituted in accordance with Government Order No. 1945 of the 24th of March 1908, consists of one clerk on a pay of Rs. 50 outside the grades and one peon on a pay of Rs. 8. This establishment was sanctioned at a time when Miss Honeyburne's charge consisted only of Bihar and Chota Nagpur, and before the complete control of Government Girls' schools and all education conducted on purely zenana lines was delegated to her. The addition of the Orissa Circle will cause a large amount of extra correspondence, while the countersignature of bills relating to female education, a duty which has devolved on the Inspectress since January last in virtue of the delegation above referred to, is already providing almost sufficient work for one clerk.

3. Although figures for so short a period as four months cannot be very convincing, in the absence of more trustworthy data I append figures for the first four months of the years 1911 and 1912, respectively, which will show how the work of the Inspectress' office had increased, even before her charge was extended.

				1911.	1912.	Per annum.
Letters received	...	...	...	280	560	16,80
Letters issued	...	...	...	450	700	21,00
Bills	...	...	...	104	639	19,17

4. It is obviously impossible for one clerk to deal properly with so large a number of communications. The additional correspondence relating to Orissa, as well as that relating to the inspection of European Girls' and mixed schools, which she is now to share with the Inspector of European Schools, is likely to increase the work by at least one-fourth, and thus the probable figures for the year 1912-13 and in future are :—

Letters received	...	...	...	...	21,00
Letters issued	...	...	...	...	26,25
Bills	...	...	...	...	24,00

5. These figures necessitate, in my opinion, a staff of three clerks, a head clerk, a bill clerk, and a typist, and I have provided for this number in the proposition statement which is being forwarded through the Accountant-General, Bihar and Orissa. I have also provided for a slight improvement in the pay of the head clerk, as the present fixed pay of Rs. 50 appears to me scarcely adequate to retain the services of a really competent man. The proposed salaries of Rs. 50—2—70, Rs. 35—1—45 and Rs. 25—1—35 should attract men of the necessary qualifications and experience.

6. Lastly, as regards the menial staff, it has been found necessary for some years past to sanction a temporary additional peon on Rs. 8. The Inspectress is on tour for a very large portion of the year and one peon is of course required to accompany her, while another man is necessary to assist with the office work and to guard the office by night. I suggest that this opportunity should be



taken for confirming the temporary arrangement, of the necessity for which there can be no doubt, and I have therefore made the necessary provision in the proposition statement.

7. If these proposals are sanctioned at an early date, I will endeavour to meet the necessary cost by reappropriation.

[No. 9]

No. T. B.-277, dated Ranchi, the 23rd July 1912.

From—The Accountant-General, Bihar and Orissa,

To—The Secretary to the Government of Bihar and Orissa, Financial Department.

I have the honour to forward herewith a proposition statement in duplicate, showing the proposed revision of the office establishment of the Inspectress of Schools, Bihar and Orissa, received with letter No. 1478, dated the 29th June 1912, from the Director of Public Instruction, and to state that the present scale as shewn therein, which belonged to the office establishment of the late Inspectress of Schools, Patna, Tirhut, Bhagalpur and Chota Nagpur Divisions, has been duly verified.

The amounts shewn in the column "Proposed scale—Average cost," against the appointments Rs. 50—2—70, Rs. 35—1—45 and Rs. 25—1—35 should be Rs. 63-5-4, Rs. 41-10-8 and Rs. 31-10-8, and not Rs. 63-14-3, Rs. 41-15-2 and Rs. 31-15-2, respectively, as shewn.

बिहार सरकार

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## Statement of proposition for revision of establishment.

[A—Enclosure to No. 9.]

Order sanctioning present establishment— Government of Department.		Office to which the pro- position refers.	NATURE OF CHARGE.											PROPOSITION.			
Number.	Date.		PRESENT SCALE.					PROPOSED SCALE.					Average cost.	PERMANENT.	TEMPORARY.		
			Number.	Designation.	Pay.			Number.	Designation.	Pay.				Increase per month.	Decrease per month.		
					Mini- mum.	Incre- ment.	Maxi- mum.			Mini- mum.	Incre- ment.	Maxi- mum.			Amount.	Period.	Amount.
				Rs.	Rs.	Rs.	Rs.			Rs.	Rs.	Rs.	Rs. As. P.	Rs. As. P.		Rs.	
Bengal Government No. 1945.	24th March 1908.	Inspector of Schools, Bihar and Orissa.	1	Ministerial staff. Clerk	50	...	50	50	1	Ministerial staff. Head Clerk	50	2	70	63 14 3	13 14 3	...	...
			...	...	...	...	...	...	1	Bill Clerk	35	1	45	41 15 2	41 15 2	...	...
			...	...	...	...	...	...	1	Typist	25	1	35	31 15 2	31 15 2	...	...
			1	Total	50	...	50	50	3	Total	110	...	150	137 12 7	87 12 7	...	...
Bengal Government No. 1945.	24th March 1908.			Menial establish- ment.						Menial establishment							
			1	Peon	8	...	8	8	1	Peon	8	...	8	8 0 0	...	...	...
			...	...	...	...	...	...	1	Dufftri—chowkidar	8	...	8	8 0 0	8 0 0	...	...
			1	Total	8	...	8	8	2	Total	16	...	16	16 0 0	3 0 0	...	...
Director of Public Instruction, Bihar and Orissa's No. 540 541.	23rd May 1912.			Temporary menial establishment.						Temporary menial establishment.							
			1	Peon	8	...	8	8	...	...	...	...	...	...	Six months	8	
			1	Total	8	...	8	8	...	Total	...	...	...	...	...	8	
			3	GRAND TOTAL	66	...	66	66	5	GRAND TOTAL	126	...	166	153 12 7	95 12 7	...	8

Present scale examined and found correct.

J. C. MITRA,  
Dy. Acctt. Genl., Bihar and Orissa.G. N. FAWCUS,  
for Director of Public Instruction,  
Bihar and Orissa.



[No. 10]

No. 3089-F, dated 16th August 1912.

From—E. L. TANNER, Esq., I.C.S., Officiating Secretary to the Government of Bihar and Orissa, Financial Department,

To—The Director of Public Instruction, Bihar and Orissa.

I am directed to acknowledge the receipt of your letter No. 1479, dated the 29th June 1912, on the subject of the revision of the office establishment of the Inspectress of Schools, Bihar and Orissa. It is recommended that the revised establishment may consist of—

					Rs.
1 Head clerk on	...	...	...	...	50—2—70
1 Bill clerk on	...	...	...	...	35—1—45
1 Typist on	...	...	...	...	25—1—35
1 Peon on	...	...	...	...	8
1 Duftri—chowkidar on	...	...	...	...	8

2. I am to say that on the information before Government, the Lieutenant-Governor in Council is of opinion that the following establishment will meet the requirements of the office for some time to come :—

					Rs.
1 Head clerk on	...	...	...	...	50—2—70
1 Typist on	...	...	...	...	25—1—35
1 Peon on	...	...	...	...	8
1 Duftri—chowkidar on	...	...	...	...	8

I am accordingly to convey the sanction of Government to the employment of the above establishment. This sanction is accorded subject to the submission of a specific reappropriation statement showing how the additional charge during the current financial year is to be met.

3. The Accountant-General, Bihar and Orissa, has been informed.

[No. 11]

Memorandum No. 3090-F, dated 16th August 1912.

Copy forwarded to the Accountant-General, Bihar and Orissa, for information with reference to his letter No. T. B.-277, dated the 23rd July 1912.

[No. 12]

Memorandum No. 3191-F, dated the 20th August 1912.

Copy forwarded to the Education Department for information.

Exd.—



REFERENCE TO FORMER CASES.

Bengal General Education A, September 1911, 1—2 ( $\frac{2-8}{60}$ ).

REFERENCE TO LATER CASES.

बिहार सरकार  
मंत्रिमंडल सचिवालय विभाग  
(बिहार राज्य अभिलेखागार निदेशालय)

PAPERS OTHER THAN PROCEEDINGS :

I.—Printed—

Notes and orders.