

MANUAL OF PROCEDURE  
OF THE  
OFFICE OF THE DIRECTOR  
OF EDUCATION  
UTTAR PRADESH



ALLAHABAD:  
SUPERINTENDENT PRINTING AND STATIONERY, UTTAR PRADESH, INDIA

1951

-542  
370.26  
UTT-M1

No. B-7392/XV—218-1949

FROM

DR. I. R. KHAN, PH. D. (LONDON),  
JOINT SECRETARY TO GOVERNMENT,  
UTTAR PRADESH,

To

THE DIRECTOR OF EDUCATION,  
UTTAR PRADESH, ALLAHABAD.

*Dated Lucknow, February 2, 1950*

SIR,

EDU. (B)  
DEPT.

WITH reference to the correspondence ending with your U. O. no. E/623, dated August 3, 1949, I am directed to say that the Governor has been pleased to approve of the draft—Manual of Procedure drawn up by Officer on Special Duty (Re-organization) Sri Bindeshwari Prasad, for your office with \* \* modifications \*\*.

\* \* \* \* \*

Yours faithfully,  
I. R. KHAN, *Joint Secretary.*

NIEPA DC



D11161

**LIBRARY & DOCUMENTATION Centre**  
**National Institute of Educational**  
**Planning and Administration.**  
**7th, Sri Aurobindo Marg,**  
**New Delhi-110016** D-11161  
DOC. No.-----  
Date----- 17-7-2001

## PREFACE

A MANUAL of Procedure for the Office was published many years back. During the period that has followed education has progressed by leaps and bounds, and in the years to come the pace is bound to be further accelerated. This has involved additional work and responsibility for the Office of the Director of Education. Additional staff has necessarily to be recruited and trained. Even trivial details of procedure and working of the office do matter and if not followed lead to difficulties. A Manual affords guidance in matters of procedure and detail and shows how cases are to be prepared. Assistants will do well to make themselves familiar with the rules contained in the Manual and to follow them in their day to day work as their efficiency and usefulness will depend largely on the extent of their acquaintance with the prescribed procedure.

2. Any infringement of the rules should be brought to the notice of the Personal Assistant by the Incharge. Similarly any orders of Government which affect the rules in the Manual should be brought to notice. The Establishment Department will prepare for issue the addenda and corrigenda to the Manual and will maintain a guard-book of all corrections issued. Every member of the office establishment will be supplied with a copy of the Manual and will be required to keep his copy posted up to date. Copies of the Manual will also be supplied to all subordinate offices under the Director of Education

**MANUAL OF OFFICE AND PROCEDURE, OFFICE OF DIRECTOR  
OF EDUCATION, UTTAR PRADESH, ALLAHABAD**

**TABLE OF CONTENTS**

	<i>Pages</i>
<b>CHAPTER I—Organization</b>	
Departments .. .. .	1
List of subjects .. .. .	1(a)—12
Allocation of receipts etc. . . . .	12
References concerning several departments .. .. .	13
Officers .. .. .	13
Appointments and promotion etc. .. .. .	13
Channel of Correspondence .. .. .	14
Duties of the Incharge .. .. .	14
Competitive Examination .. .. .	14
Register of approved candidates .. .. .	15
Compulsory period of residence in U. P. .. .. .	15
Declaration of relationship and property .. .. .	15
<b>CHAPTER II—Attendance and discipline etc.</b>	
Office hours .. .. .	16
Permission for taking work home .. .. .	16
Absence without leave .. .. .	16
Leave on Medical Certificate .. .. .	16
Overstayal of leave .. .. .	17
Casual leave .. .. .	17
Notice of leave .. .. .	17
Contagious or Infectious disease .. .. .	17
Divulging of official information .. .. .	18
Submission of representations .. .. .	18
Character rolls .. .. .	18
Certificates .. .. .	18
Smoking .. .. .	18
<b>CHAPTER III—Registration of papers</b>	
The Day's Dak .. .. .	19
Registers .. .. .	19
Receipt and Issue Register .. .. .	19—20
Index Register .. .. .	20
Duties of Indexer .. .. .	20
Alphabetical Index .. .. .	20
Government Order Register .. .. .	21
Un-official Register .. .. .	21
Peon-book .. .. .	21
Register of Assembly and Council Questions .. .. .	21

<b>CHAPTER IV—Copying Department</b>			
Marking of cases	..	..	22
Time allowed for typing	..	..	22
Examination of fair copies	..	..	22
Siging of fair letters	..	..	22
Attestation of true copies	..	..	22
<b>CHAPTER V—Printing</b>			
General instructions	..	..	23
Papers for the <i>Gazette</i>	..	..	23-24
Printing for sale	..	..	24
<b>CHAPTER VI—Treatment of cases after disposal</b>			
Recording	..	..	25-26
<b>CHAPTER VII—Custody and destruction of records</b>			
Weeding of records	..	..	27-28
<b>CHAPTER VIII—Departmental Returns</b>			
Weekly statement of arrears	..	..	29
Weekly statement of cases disposed off	..	..	30
Fortnightly statement	..	..	30
<b>CHAPTER IX—Establishment Department</b>			
Duties of Accountant	..	..	31
Recoveries of dues of Co-operative Society	..	..	32
Establishment Section	..	..	32
Duties of Care-taker	..	..	32
Stationery and Forms	..	..	32-33
<b>CHAPTER X—Library</b>			
Requisition for books	..	..	34
Officers Reference books	..	..	34
Periodicals and <i>Gazette</i> , etc.	..	..	35
<b>CHAPTER XI—Miscellaneous</b>			
Production of official documents in the Court	..	..	36
<b>CHAPTER XII—Arrangement of files</b>			
Submission of cases	..	..	37
Use of coloured labels	..	..	37-38
<b>CHAPTER XIII—Noting</b>			
Notes (The production of the letter in notes)	..	..	39
Paging of notes	..	..	39
Notes of demi-official letters	..	..	40-41
<b>CHAPTER XIV—Drafting of Orders</b>			
Communication of Orders	..	..	42
Preparation of drafts	..	..	42-43
Reminders	..	..	43

*Weeding Schedules*

	<i>Pages</i>
Files to be kept for one year .. .. .	44
Ditto      five years .. .. .	46-48
Ditto      20 years .. .. .	50-52
Ditto      permanently .. .. .	52-54
Retention and destruction of registers .. .. .	54

*Appendices*

<i>Appendix A</i> —List of periodical reports, returns, etc. of the Education Department, U. P. due in this office. .. .. .	56-67
<i>Appendix B</i> —List of periodicals reports, returns, etc. of the Education Department submitted by this office in the month of January. .. .. .	68-70

## CHAPTER I

### ORGANIZATION

#### *Departmental Business*

1. *Departments*—The D. E.'s office is divided into departments a list of which is given below :

I-A—Appointment.

II-B— { Text-books.  
          { Catalogue.

III-D—Depressed Class.

IV-E—Office Establishment—

(a) Account Section, (b) Record Room ;

(c) “ Q ” Section.

V-F (1)—Finance, Grants and P. W. D.

VI-F (2)—Finance Budget.

VII and VIII-G—General I and General II.

IX-H—Hindustani (Administration).

X-I—Hindustani (Scheme and Grants).

XI—Copying Department.

2. *List of subjects*—The following are the principal subjects falling under each department and should be a guide for the subordinate offices in addressing the D. E. :



## I "A" DEPARTMENT

I—Appointment, confirmation, promotion, transfer, leave etc. of the following :

(i) P. E. S. (Senior scale) including cases of the old U. F. E. S., Class I.

(ii) P. E. S. (Junior scale) (Men's and Women's Branches).

(iii) Lecturers of Training Colleges and Superintendents of Physical Training (Men's and Women's Branches).

(iv) Vice-Principals of C. T. Training Colleges.

(v) Assistant Masters of Government Intermediate Colleges in the S. S. E. S.

(vi) Assistant Masters in the L. T. Grade (Men's and Women's Branches).

(vii) Assistant Masters in the C. T. Grade (Men's and Women's Branches).

Including Commerce, Handicraft, Art, Physical Training, Drill Instructors and Music Teachers.

(viii) Assistant Masters of Agriculture.

(ix) Assistant Inspector of Arts and Crafts.

(x) Assistant Masters of Indian Classical Languages.

(xi) Assistant Masters of Modern Indian Languages.

(xii) Professorial staff of Government Sanskrit College, Banaras.

(xiii) Assistant Inspector of Sanskrit Pathshalas, Uttar Pradesh.

(xiv) Ministerial staff (mostly head clerks) of subordinate offices.

(xv) Inferior government servants of subordinate offices when necessary.

(xvi) Staff of the Psychological Bureau, Allahabad.

(xvii) Staff of the Government College of Physical Education (Men's and Women's Branches).

(xviii) Head Masters in the S. S. E. S.

(xix) Lower grade Mistresses of Government A. H. Schools for girls.

II—Correction of the Civil List.

III—Resolutions passed by recognized Educational Associations concerning services.

IV—Preparation, compilation and printing of list of Educational Officers, Parts I, II and IV.

V—Cases of reimbursement of expenditure incurred by officers shown under item no. I.

## II "B" DEPARTMENT

*Text-book, etc.*

1. Consideration of text-books for Anglo-Hindustani Schools (classes infant to VIII). Hindustani Primary and Middle Schools. Normal Schools and Training Classes as well as for Basic schools.
2. Consideration of the books and magazines for the use of teachers and for libraries as well as for prizes in English and Hindustani Schools and preparation of list of approved books, magazines and periodicals.
3. Preparation of the curriculum for Anglo-Hindustani Schools, classes infant to VIII.
4. Appointment of Reviewers and members of the Text-Books Committees and the Board of Hindustani Education, Uttar Pradesh.
5. Maintenance of the list of approved publishers and registration of new publishers.
6. Fixation and increase in the prices of text-books.
7. Complaints regarding books, magazines and publishers.

*Catalogue of Books*

1. Registration of the books and periodicals published in the Uttar Pradesh and received through the District Magistrates of the States.
2. Preparation of the Manuscript slips for the quarterly Catalogue of all the Registered books and periodicals.
3. Compilation, printing and supply of the quarterly Catalogue.
4. Preparation and restoration of the Index card (bookwise and authorwise) for reference.
5. Requisitioning of such books and periodicals from the District Magistrates as are required by the British Museum and India Office Library, London.
6. Sending the books to the —
  - (a) Examiner of Books to Government, U. P., Lucknow.
  - (b) Superintendent, Government Printing and Stationery, Uttar Pradesh, Allahabad, for deposit in the Government Books Depot, U. P., after the issue of the quarterly catalogue.
7. Dealing with cases of copyright etc.
8. Supply to the U. P. Government of the Statistical tables of publications registered in the U. P., according to (1) Subjects and (2) Languages.

## III "D" DEPARTMENT

1. Budget for Depressed Class Education.
2. Schedule of New Demands for Depressed Class Education.
3. Leave, appointment and deputation etc. of supervisors for Depressed Class Schools.

4. Grants to Municipal Boards for books of Scheduled Caste students.
5. Fee exemptions and stipend to Scheduled Caste and Backward Class Scholars including Momin Ansars.
6. Miscellaneous cases in respect of Depressed and Backward Classes.
7. Government of India stipends for Scheduled Caste students.
8. Preparation of graded list of supervisors and their diaries.
9. Grants to Depressed Class day and night schools, hostels and libraries.
10. Admissions of Scheduled Caste boys in :
  - (i) Intermediate colleges ;
  - (ii) High Schools ;
  - (iii) Hindustani Schools ;
  - (iv) Degree Colleges ;
  - (v) Universities ;
  - (vi) L. T. & C. T. Colleges ;
  - (vii) Technical Schools ;
  - (viii) Normal Schools.
11. Provincial Depressed Class Education Committee and all correspondence in connection therewith including payment of Travelling Allowance to the members.
12. Vocational stipends to Depressed and Backward Class boys in technical institutions.
13. Statistics regarding all kinds of institutions, libraries etc., for Depressed and Backward Classes.
14. Contingent grant to the District Depressed Class Education Committees in Uttar Pradesh.
15. Constitutions, Conferences and proceedings of the District Depressed Class Education Committees in Uttar Pradesh.

#### IV "E" DEPARTMENT

*(Office establishment etc.)*

1. Receiving, marking and distribution of dak between various departments of the office.
2. Sending of dak to the officers on tour, to the Camp Office and Secretariat, Lucknow and distribution of the returned dak among the various departments.
3. Administration of the office, personal cases of office employees concerning their appointments, promotion, leave, confirmation, pay, pension, General Provident Fund, advances, Service Books and Character Rolls.
4. Indents of stationery and forms of subordinate offices and distribution among them of general circulars, Government Orders, pamphlets, posters, etc.

5. Supply of cycles, typewriters and duplicators to subordinate offices.
6. Age corrections of teachers in A. H. Institutions, Universities and Normal Schools, also of students who have passed H. F. E. and are reading in A. H. Schools, and of other employees.
7. Registration of telegraphic addresses.
8. Countersignature of transfer certificates or migration.
9. Supply of Financial Handbook, Volume II, Civil Service Regulation, Printing and Stationery Manual and Correction Slips relating to them.
10. Provision and purchase of tents for District Inspector of Schools.
11. Elections.
12. List of persons interested in Sanskrit learning and institutions in and outside India.
13. Nazul Rules, Medical Attendance Rules.
14. Office library and office equipment etc.
15. Maintenance of Office Stock Register.
16. Preparation of office budget and payment of salary, allowances contingent items.

#### V "F(1)" DEPARTMENT

##### *Finance*

1. Manager's Returns and Grants-in-aid both recurring and non-recurring to A. H. institutions, hostels, special schools and colleges (e.g. for the deaf and dumb) degree colleges.
2. Grants to Associations and Societies and urban libraries.
3. Superannuation cases of aided school teachers.
4. Scales of pay of aided school teachers and allowances.
5. Acquisition of land for A. H. institutions and hypothecation deeds.
6. Construction and repairs of Government buildings.
7. Standard plans of buildings.
8. Grants and stipends to aided Training institutions (boys and girls).
9. Grants, recurring and non-recurring, to European Schools.
10. Stipends under Arts. 45 and 88 of European Schools Code.
11. Grant to Sanskrit Pathshelas and Arabic Madrasas.
12. Provident Fund cases of teachers in aided institutions (boys and girls) including European Schools.
13. Correspondence regarding supply of coal dust, iron, steel, bricks etc. to aided A. H. institutions for boys and girls.

*P. W. D. Section*

1. All works (original and repairs), Audit Reports, Acquisition of land, Transfer of buildings, Standard Annual Repairs estimates, taking buildings on rent for Intermediate Colleges and High Schools, preparation of rent statements and other miscellaneous cases connected with works in the Government institutions.
2. Resumption of savings from the allotments of annual repairs and rates and taxes.
3. All cases relating to rates and taxes.
4. Cases relating to the inclusion of the names of contractors in the approved list of contractors.
5. Preparation of Register of Government buildings and keeping them up-to-date.
6. Cases regarding sale of dried and other trees (in the compound of Government institutions).
7. Cases regarding P. W. D. schedule of rates.
8. Cases relating to Circuit Houses and Dak Bungalows and Inspection Houses.
9. Capital and revenue accounts of educational buildings.
10. Government Orders regarding steel control and building materials.
11. Preparation of P. W. D. schedule of new demands for major and minor works.
12. Preparation of departmental and P. W. D. budget estimates.
13. Rent cases of the offices of the District Inspectors of Schools, Deputy Director of Education and Inspectresses of Girls' Schools.

## VI "F (2)" DEPARTMENT

1. Examination, preparation and printing of the budget estimates of Education Department.
2. Preparation of reappropriation statements and checking the statements of excess and savings.
3. Advising other departments in financial matters.
4. Cases of rent-free quarters.
5. Theft and embezzlement cases in Government offices and institutions.
6. Financial irregularities of general type.
7. Audit report pertaining to the Government High Schools and Intermediate Colleges.
8. Write-off of Government money or the value of articles lost by fraud or otherwise.
9. Purchase of safe or other articles of special contingencies.
10. Sale by public auction of unserviceable articles.

11. Dealing with cases relating to proper maintenance of accounts and other questions relating to private funds.
12. Amendment of Financial Handbook, Volume V, Part I and supply of it to the subordinate officers.
13. All stipends and scholarships provided for in the Educational Code, leaving the Depressed Class scholarships and those which are done in other departments.
14. Home economics stipends at Naini.
15. Stipends for Diploma in teachings to girls.
16. Stipends, scholarships, medals and prizes under the various Endowment Trust Schemes.
17. Stipends and aid to destitute children.
18. Special scholarships to the dependents of deceased government servants.
19. Scholarships under Compassionate Fund.
20. Special scholarships sanctioned by Government.
21. Scholarships awarded by other Provincial Governments.
22. Loan to children of refugees.
23. Special Scholarships to the children of residents of certain villages in Naini Tal.
24. Scholarships under the 1918 scheme for the education of children of soldiers and followers who served in the last Great War.
25. General Provident Fund Rules and advances to government servants of Subordinate Offices.
26. Remuneration bills of the Secretary, Intermediate Board, Uttar Pradesh, Registrar, Departmental Examinations Uttar Pradesh and Inspector of Arabic Madarsas, Uttar Pradesh.
27. Amendments to Financial Handbook, Volume III, Travelling Allowance Rules.
28. Interpretations of Travelling Allowance Rules.
29. House building and conveyance advances.
30. House rent allowances to the heads of Government institutions, host l superintendents and model school head teachers.
31. Grant of permanent advances to subordinate offices and institutions.
32. Distribution of the allotments of tour, T.A. and examination charges.
33. Comparison and verification of statement of income and expenditure of subordinate offices with those received in Accountant General's Office.
34. Prol ration and supply of prol coupons to officers.
35. T. A. and Tour programmes of Deputy Director of Regional Inspectorates, Inspectors of Oriental Institutions, Inspector

of European Schools, Principal of Government, Sanskrit College, Banaras, Principals of Training Colleges and Principal, College of Physical Education.

36. Investigation of all claims in connection with travelling allowances.

#### VII AND VIII—"G-I" AND "G-II" DEPARTMENTS

##### *English Secondary Education*

1. Admission and promotion of students in A. H. Secondary and English institutions.
2. Rustication, expulsion and other punishment to students.
3. Strikes and discipline.
4. Concessions in fees, interpretation of inter-school rules.
5. Religious instructions and prayers in schools.
6. Holidays in schools and colleges and Friday prayers.
7. School and College Committee of Government institutions.
8. Lending of Educational buildings for non-educational purposes.
9. Educational Code, its revision and issue of correction slips.
10. Agreement form of teachers in non-Government A. H. institutions.
11. Farewell parties to officers and acceptance by them of addresses from their subordinates.
12. Appeal cases of teachers in non-Government A. H. institutions and complain's of teachers against management and *vice-versa*.
13. Recognition of A. H. and European institutions and Training Colleges, conversion of Hindustani institutions as A. H. institutions.
14. Provincialization of A. H. institutions and introduction of new subjects in Government institutions.
15. Collection of annual returns and material for the issue of annual and quinquennial reports on education in the State.
16. Inspection reports on A. H. institutions.
17. Railway concessions.
18. Writing-off of books from libraries of Government institutions.
19. Supply of seeds to A. H. institutions and Grow-More-Food Campaign.

##### *Miscellaneous*

1. Education of European and Anglo-Indian Schools (except grant-in-aid and scholarship cases). Constitution of Provincial Board of Anglo-Indian and European Education, Syllabus for European Schools. Award of Provisional and Permanent certificates to the students passing from the All Saints Diocesan College, Naini Tal and Code of Regulations for European Schools.

2. Changes in names of schools, colleges students and teachers.
3. Educational Endowments.
4. Recess of officers at the hills.
5. Cases relating to students going abroad for studies.
6. Boy Scout and Girl Guide camps.
7. Recognition of Educational Officers Associations and action on their resolutions.
8. Award of Acting Teachers Certificates, exemption of teachers from training qualifications and the Departmental Special Hindustani Examination.
9. Central Advisory Board of Education in India and its resolutions.
10. University Ordinances and Rules of Management of Degree Colleges.
11. Constitutions and regulations of the Board of High School and Intermediate Education.
12. Correspondence regarding examination centres and results of the Board.
13. Shortage of attendance of candidates appearing in the Boards Examination.
14. Permission to teachers to appear at the examinations of various Universities.
15. Oriental Examinations conducted by the R. D. E., Registrar, Sanskrit College, Benaras and the Registrar, Arabic and Persian Examinations.
16. Complaints etc. regarding Sanskrit Pathshalas and Arabic Madrasas.
17. Constitution of the Board of Sanskrit and Arabic and Persian studies and syllabuses for Sanskrit and Arabic and Persian Examinations.
18. Indian Territorial Force and U.T.C. Military Training in Schools and Colleges, Physical Education, syllabus. Refresher Course in Physical Education and other subjects taught at the Training Colleges, Recognition of Military and Navy Examinations and Examinations of other States as equivalent to the Examinations of this Pradesh.
19. Council of Physical Culture.
20. Conferences of Heads of English institutions and Inspectors, All-India Federation of Educational Association, India Science Congress, Muslim Educational Conference. Broadcasting and Radio Sets.
21. Permission to teachers to write books and acceptance of remuneration therefor. Permission to accept examinership and fee therefor. Permission to undertake private tuitions and other private works. Permission to government servants to attend University Court meetings.



22. St. John Ambulance Association and Junior Red Cross cases.
23. Education of deaf and dumb and blind children and prevention of blindness.
24. Loan of Oriental manuscripts from India Office Library, search of ancient manuscripts and their preservations and translation.
25. School Clinics, Medical Inspection of Schools and appointment of medical visitors, schemes of mid-day meals and schools canteens, games and other subjects relating to the children's health.
26. Security deposits of clerks etc. and theft reports from Government English institutions and other subordinate offices.
27. Appointment of hostel superintendents.
28. Syllabuses of training colleges, admission to training colleges, selection board for training colleges, leave to pupil teachers of training colleges, specialization in different subjects at training colleges by teachers of aided schools, E. T. C., I. T. C. training classes, visual education and films, foreign scholarships and stipend for training colleges.
29. Other miscellaneous cases concerning English education which do not concern any other department of the office.

#### IX "H" DEPARTMENT

1. Appointment, transfer, promotion, confirmation, leave, etc. of the following :
  - (a) Staff of the Government model schools attached to Government Boys' Normal Schools.
  - (b) Inspector of Muhammadan Schools, Uttar Pradesh.
  - (c) Deputy Inspectors of Schools and Incharge Sub-Deputy Inspectors of Schools, Uttar Pradesh.
  - (d) Other Sub-Deputy Inspectors of Schools.
  - (e) Deputy Inspectors of Muhammadan Schools, Uttar Pradesh.
  - (f) Assistant Inspectresses of Girls' Schools, Uttar Pradesh.
  - (g) Officer on Special Duty (Depressed Class).
  - (h) Assistant Officer on Special Duty (Depressed Class).
  - (i) Officer on Special Duty and Assistant Officer on Special Duty (Primary).
  - (j) Assistant Officer on Special Duty (Post-War).
  - (l) Mistresses of Government Hindustani Schools for Girls, Uttar Pradesh.
2. Admission of candidates of this State as well as candidates from Indian States and other States into the Government Normal Schools for boys and girls in Uttar Pradesh.
3. Exemption from age-limits and requisite qualifications for the purpose of admission into Government Normal Schools for girls and boys, Uttar Pradesh.

4. Cases relating to the award of stipends to the students of the Boys' and Girls' Normal Schools, Uttar Pradesh.

5. Cases relating to the Inter. Boys' Normal Schools Tournament.

6. Scheme for holding refresher course for the award of H. A. T. C. to untrained teachers (males and females).

7. Appointment, removal, travelling allowance etc. of the member of Provincial Muslim Education and the Special Maktab Text-Book Committees, Uttar Pradesh and proceedings of the said committees as well as of other non-official committees or conferences relating to Muslim Education.

8. Proceedings of the Board of Hindustani Education relating to curricula for Hindustani Schools, preparation of curricula for Hindustani Primary and Secondary Schools and Training Schools (H. T. C.) for boys and girls in this State, allotment of districts for alternative text-books included in the curricula and correspondence in connection therewith.

9. Preparation and distribution in Hindustani Schools of pamphlets and publications of educational interest.

10. Recognition of institutions situated outside the State for Hindustani Final and Training (H. T. C.) Examinations of the Uttar Pradesh.

11. Fixation of rate of tentage allowance and distribution of the allotment under the head Travelling Allowance Tentage and Extra Tour Establishment of Deputy and Sub-Deputy Inspectors of Schools.

12. Preparation of the list of Educational Officers, Parts II and III.

13. Assistance from Uttar Pradesh Compassionate Fund to the dependents of deceased officers classified above. Investigation of claims of the peons of the officers (b) to (g) in item 1 of this list and of inferior government servants employed in Government Hindustani Schools for girls.

14. Appeal cases, correction of date of birth, exemption from training qualifications, or payment of arrear salaries, investigation of claims of District Board teachers.

15. Appeal cases of District Board mistresses.

16. Petition from political sufferers of 1940-45 (District and Municipal Board teachers) for arrear claims and restoration to their original places.

17. Appeal cases and issue of circular debarring District and Municipal Board teachers dismissed for misconduct for employment in educational institutions.

18. Grant of unauthorised holidays by District and Municipal Boards.

19. Sanction of personal pay for specialist teachers of District Boards.

20. Annual Reports of District Boards.

21. List containing the names and particulars of the Chairman, Education Committee, District Boards, Uttar Pradesh.

22. Exemptions of Boards teachers of other States from training qualifications for their employment by District Boards in this State.

23. Resolutions from District Teachers' Association and Uttar Pradesh Adhyapak Mandal.

24. Correction of dates of birth of students in their H. F. E. certificate.

25. Strike of District Board teachers.

26. Representation from public.

27. Complaint against Chairman, Education Committee, District Boards, Uttar Pradesh.

28. Opening of Government Normal Schools for boys and girls.

29. Distribution of contingencies of Government Hindustani Schools for girls, Uttar Pradesh and Government Normal Schools for girls, Uttar Pradesh.

30. Rent cases of the buildings occupied by the Government Normal Schools and Government Hindustani Schools for girls, Uttar Pradesh.

31. Budget estimates, excesses and savings and Schedule of New Demands concerning Hindustani education.

#### X "I" DEPARTMENT

1. Payment of recurring and non-recurring grants to District Boards :

(1) For Hindustani Education (Recurring).

(2) Construction of boys' and girls' school buildings (Non-recurring).

(3) For libraries opened at Hindustani Middle Schools for boys and girls (Non-recurring).

(4) For Supervisors of Islamia Maktabas (Recurring).

(5) For English Classes in Hindustani Middle Schools (Recurring).

(6) For Manual Training Classes in Hindustani Middle Schools (Recurring).

(7) For Rural Knowledge Classes in Hindustani Middle Schools (Recurring).

(8) For Agricultural Classes in Hindustani Middle Schools (Recurring).

(9) For Circulating and Travelling Libraries (Recurring).

(10) Basic Education.

(11) For payment of stipends to Indian Christian students.

2. Payment of grants to Municipal Boards for :

(1) Primary Education (Recurring).

(2) Compulsory Primary Education (Recurring).

- (3) Night Schools for Adults (Recurring).
  - (4) Superintendent of Education (Recurring).
  - (5) Basic Education.
3. Payment of grants to Notified Area Committees for Education.
  4. Payment of grants to District Boards under Miss Gandhi's Scheme for :
    - (1) High School classes in A. H. Schools.
    - (2) Running Girls' Middle Schools.
    - (3) Appointment of women teachers in boys' primary schools.
  5. Applications for exemption from training qualification required of candidates for appointment as English teachers in Hindustani Middle Schools under District and Municipal Boards.
  6. Abolition and fixation of tuition fees by District Boards.
  7. Physical education under District Boards.
  8. Training of teachers of District Boards in Agriculture and Rural Knowledge and organization of Refresher Courses.
  9. Non-recurring assistance for books and stationery to Indian Christian students residents of rural areas.
  10. Land acquisition for schools by District and Municipal Boards.
  11. Supply of a report regarding single teacher Primary Schools in Uttar Pradesh to the Government of India.
  12. Introduction and revision of compulsory primary education for boys and girls in District and Municipal Boards.
  13. Adult Education in rural and urban areas and grants for the same.
  14. Schemes of the Education Expansion Department, Uttar Pradesh.
  15. Petitions and complaints of the Educational employees under Municipal Boards.
  16. Conversion of existing Primary Schools into Basic Schools (boys and girls).
  17. Refresher Courses for Hindustani Primary and Middle School teachers.
  18. Stipends for Basic training to pupil teachers in Basic Normal Schools for boys and girls.
  19. Assembly and Council questions in respect of District and Municipal Boards.
  20. Schedule of New Demands in respect of District and Municipal Boards.
3. *Allocation of receipts*—Subjects allotted to a particular department must always be taken in that department and in no other. The list of subjects allotted to departments is, however, not exhaustive.

and difference of opinion may occasionally arise whether a particular receipt is meant for one department or for another. In such cases the receipt may be sent to the Head Assistant who will decide as to which department should deal with the case. The decision of the Head Assistant shall be final.

4. *References concerning several departments*—Sometimes the writer in the same letter may refer to a number of subjects, which have to be dealt with in more than one department. In such cases the department to which the reference is marked, will without loss of time, and not later than three days from the date of receipt of the reference in the department, send extracts or a full copy of the reference if the extract is not self-explanatory, to the department concerned and thereafter deal with the reference so far as it concerns that department. Each department shall if possible, send a reply direct to the writer in regard to the question with which that department may be concerned, adding that the reply to the remaining portion will follow, and a copy of the reply may be endorsed to the department from which extract was received. This, however, will not apply to references received from the State Government or the Government of India, to whom a complete reply should be sent by the department to which the reference may be marked after collecting the requisite information from the departments concerned.

Such references should be marked to the department which is mostly concerned with the subject-matter of the reference.

5. *Officers*—The Director of Education is assisted by the following officers at the Headquarters :

- Deputy Director I.
- Deputy Director II.
- Assistant Director (Women).
- Personal Assistant to Director of Education (Women).
- Personal Assistant to Director of Education.
- Personal Assistant to Director of Education in Camp.
- Account Officer.
- Officer on Special Duty (Depressed Class Education).

6. *Appointments, promotions, etc.*—Appointments to or promotions amongst the clerical staff will be made under the orders of the Director of Education or any other officer to whom the power is delegated by the Director of Education. In the case of Incharge, promotions in a leave vacancy not exceeding fifteen days will be made by the promotion of the senior most suitable assistant of the department. In longer vacancies the claims of the assistants in other departments will be duly considered. Promotions will ordinarily be regulated by seniority of position, provided claimants are in other respects considered eligible and deserving. Full authority is reserved to appoint to such vacancies the person judged fittest and this principle is more especially to be kept in mind with reference to vacancies amongst Incharge and Assistant Incharge.

In case of punishment, dismissal, removal or discharge the usual formalities, required under the rules or the orders of Government, shall be gone through.

7. *Annual increments*—The yearly increments earned by assistants on the time-scale of pay will not be granted as a matter of course, but only after it has been considered and decided that during the previous year the official, who has served a full year on his existing salary, has by the diligent and steady performance of his duty earned the increment. The Head Assistant will submit for orders proposals for increments two months in advance of the date of next increment. He will, however, obtain the opinion of the Incharge in respect of the assistants in his department before submitting his recommendations. The Personal Assistant to the Director of Education will be competent to allow the annual increments but marginal cases and cases in which it may be necessary to withhold the increment for a specified period shall be referred to Deputy Director (I) and in the case of Incharge to Director of Education through Deputy Director (I).

8. *Channel of correspondence*—The Head Assistant is the channel of communication between the office and the officers in all matters affecting office management and routine. All proposals for appointment and leave to the clerical and menial staff will be submitted to the officer concerned through the Head Assistant. Besides the general control and supervision of the office the Head Assistant will :

- (a) supervise the library and the record room;
- (b) inspect the departments every six months and submit a brief report on their working to the officer concerned through the Personal Assistant;
- (c) will make proper arrangement for the receipt distribution and despatch of dak and decide disputes regarding the allocation of receipts to the departments;
- (d) see that the assistants attend office in time. He will perform such other duties as may be entrusted to him by the Personal Assistant to Director of Education.

9. *Duties of the Incharge*—As head of section the Incharge is responsible for its general efficiency. He must see that the staff under him is fully employed, that the work of every assistant who proceeds on leave is properly arranged for until a substitute is appointed that routine duties are carried out with thoroughness and regularity, that the departmental returns and statements are submitted on due dates, that the files are sent to the Central Record Room quarterly, that the records in the department are kept in proper order and that the room of his department is neat and tidy.

The Incharge shall also be held personally responsible for delays and omissions, etc. in his department.

10. *Competitive examination*—A competitive examination shall be held for selecting candidates for temporary and officiating

appointments in the office. The examination shall be held once every year and more frequently if necessary.

11. *Register of approved candidates*—A register of approved candidates who qualify in the competitive examination will be maintained by the Establishment Department and appointments will be made according to the position of candidates on the register. It should be distinctly understood that temporary employment in the office gives no claim to permanent employment.

12. *Compulsory period of residence in Uttar Pradesh*—“Candidates for appointment to any post in the office must fulfil the domicile qualification as laid down in office Memo no. O-2213/IIB—282-1941, dated October 22, 1948.”

13. *Declaration of relationship and property*—Before a clerk is appointed either temporarily or permanently he should be required to state his relationship to any clerks in the office, and at the time of his confirmation he should also declare whether he holds any immovable property. Any subsequent acquisition of such property should be also reported.

## CHAPTER II

## ATTENDANCE, DISCIPLINE ETC.

14. *Office hours*—The prescribed office hours are from 10.30 a.m. to 4.30 p.m. ; but any clerk may be required to work beyond these hours when the business of the office demands it ; and Incharge are authorised to call upon their assistants to do so on such occasions.

Incharge are required to report to the Head Assistant habitual late attendance on the part of any of the assistants and office servants under them.

15. *Permission for taking work home*—All work should be done in office. With the exception of Incharge no clerk is permitted to take work home. An Incharge may, however, permit a clerk to take home files but should see that they are brought back to office the following morning. For this purpose a register should be maintained in each department in the following form in which particulars of files taken out of office should be entered :

Date	File no. and subject	Signature of the assistant taking it home	Signature of Incharge	Date of return with initials of Incharge

Files taken home must be carefully guarded and not shown to any one. The attention of assistants in this connection is specially drawn to rule 23.

## LEAVE AND HOLIDAYS

16. *Absence without leave*—Absence without leave is an infringement of discipline which, unless satisfactorily explained will be severely noticed. Leave must be applied for and sanctioned before it is taken ; and it is only in cases of sudden and serious illness to be proved to the satisfaction of the Personal Assistant that the rule can be relaxed.

17. *Leave on medical certificate*—An application for leave on medical certificate must be submitted in the prescribed form. If the period does not exceed a month, the authority competent to sanction leave may accept a certificate from a registered medical practitioner or a Government Medical Officer, or at his discretion, secure a second medical opinion by requesting the Civil Surgeon to have the applicant medically examined. In all cases of illness necessitating leave beyond one month, and in all cases of definite injury a second medical opinion may be obtained by the department from the Civil Surgeon who should be requested to communicate direct to the applicant the date on which he will see him.



18. *Overstay of leave*—On no account must leave be overstayed without permission. Such permission must be obtained well in advance of the date of the expiration of the leave. The practice of extending leave on flimsy pretexts and of absence from duty without timely notice will be severely dealt with.

19. *Casual leave*—The maximum amount of casual leave allowed during the year is fourteen days. It must be clearly understood that this period cannot be extended by holidays or non-working days of any kind. Holidays or non-working days, if included in the period of absence must be reckoned as part of the maximum (*vide* paragraph 188 of Manual of Government Orders as amended).

20. An Incharge may grant an assistant temporary leave of absence during office hours. No Incharge should absent himself from office without the permission of the Personal Assistant. All applications for casual leave from assistants must be referred to the Head Assistant and from the Incharge to the Personal Assistant. The application should be submitted to the officer-in-charge of the department for information. Each Incharge will maintain a register of casual leave taken by assistants in his department. A similar register for camp staff shall be maintained by the senior medical assistant in camp office. For persons not attached to any department the register will be maintained by the Establishment Department.

21. *Notice of leave*—Six weeks notice should be given to the Personal Assistant when leave for any period exceeding fourteen days is contemplated. Leave will ordinarily be given in rotation and other things being equal in accordance with priority of applications.

22. *Contagious or infectious diseases*—Everyone including stenographers, whose name is borne on the clerical or menial establishment must report to P. A. in writing, the presence, in his household or in the house in which he may be residing, of sickness of a contagious or infectious nature such as small-pox, cholera, diphtheria, cerebrospinal meningitis, enteric fever (when the employee is employed in work in connection with the preparation of food and drink), scarlet fever and plague. He should also make a report of the fact to the Medical Officer of Health within twenty-four hours of his becoming cognizant of the existence of an infectious disease. Such person is prohibited from attending office or doing any work until such time as he produces a certificate from the Health Officer of the station that there is no risk of infection and that he can safely resume his duties. Failure to carry out these orders will render the clerk or menial concerned liable to severe punishment which may include dismissal.

The grant of the quarantine leave for absence of a government servant from duties due to the presence of infectious disease in the family or household is regulated by Subsidiary Rule 202, Financial Handbook, Volume II and the notes thereunder. No substitute can be employed in the absence on quarantine leave of members drawing more than Rs.100 per mensem.

23. *Divulging of official information*—Information acquired by the assistants in their official capacity must be considered and treated as strictly confidential. The divulging of any official information or papers with which they may become acquainted in the course of their duties will be severely noticed.

24. *Submission of representations*—No assistant shall submit direct to the Director of Education, Deputy Director or Personal Assistant an application for leave or representation on any subject. Such representations should be made to the Incharge of the department who will transmit them to the Head Assistant or submission to the officer concerned in the ordinary course. Similarly representations or advance copies there of should not be sent direct to any officer or to Government. Members of the office establishment may not approach members of the legislature for the redress of their grievances.

25. *Character Rolls*—The establishment department will keep in the prescribed form character rolls of the ministerial establishment including temporary assistants. The character rolls should invariably be submitted whenever proposals are made for promotion and the grant of yearly increments.

After the close of each financial year the character rolls will be submitted to the Deputy Directors for the entry of remarks with brief reports by Incharges on the work of their assistants.

The rolls with the Incharges reports will be kept confidential and will not be shown to the assistants but all adverse entries will be communicated to the official concerned without avoidable delay. Incharge will, however, be allowed to see the remarks recorded about their assistants.

For the ministerial establishment service rolls will be maintained.

26. *Certificates*—No certificates of any description may be given to any member of the office establishment unless it is signed by the Deputy Director (I).

27. *Smoking*—Clerks must not smoke in any part of a building of the Director of Education, except in the lunch room.

## CHAPTER III

## REGISTRATION OF PAPERS

28. *The Day's Dak*—The following is the existing arrangement for the distribution of Dak :

(a) all unregistered letters, registered letters and parcels, telegrams, are received in and distributed by 'E' Department;

(b) local dak is received by the record-keeper and is distributed by him to the department concerned;

(c) Government Orders from Government and other papers received from the Camp Office are marked by the Head Assistant and are thereafter distributed by 'Q' Department.

29. *Registers*—For registration of papers received or sent out each department will maintain the following registers :

(1) *Paragraph 83 (as amended by C. S. 110)*—A combined register of letters received and issued called "receipt and issue register".

(2) Index register.

(3) Alphabetical index to files.

(4) Un-official Register.

(5) Government Order register for registration of letters received from the Government.

(6) Peon Book.

(7) Register of Assembly and Council Question.

NOTE—The references entered in register nos. (5) and (7) above should not be entered in the "receipt and issue register".

30. *Receipt and Issue Register (84 as amended by C S × 111)*—The combined receipt and issue register is a general register of letters of every description received in and issued from a department. It shows the date of receipt, the number and date of the letter, whence received, the file and serial number given to it, when replied to and the date of submission and return to the department from initial submission to final disposal. The register-keeper will consecutively number entries in the register and will give an intelligent and very brief summary of the letter. In the case of issues which originate from the Office of the Director of Education and are not replied to any reference already entered in the register fresh numbers shall be given, next in sequence after the last number in respect of the letter received. The numbers will be noted on the papers to which the entries relate. The subject-matter of a letter to be issued, except in the case of letters which originate from the office, should not be entered in the combined register, but the date of issue should be entered in the column "replied to on" against the register number to which a reply is issued.

The register must furnish a complete record of the dates on which cases are submitted from the department and of their return ; and no case may be sent out of the department until it has been marked in the register.

23. *Divulging of official information*—Information acquired by the assistants in their official capacity must be considered and treated as strictly confidential. The divulging of any official information or papers with which they may become acquainted in the course of their duties will be severely noticed.

24. *Submission of representations*—No assistant shall submit direct to the Director of Education, Deputy Director or Personal Assistant an application for leave or representation on any subject. Such representations should be made to the Incharge of the department who will transmit them to the Head Assistant or submission to the officer concerned in the ordinary course. Similarly representations or advance copies thereof should not be sent direct to any officer or to Government. Members of the office establishment may not approach members of the legislature for the redress of their grievances.

25. *Character Rolls*—The establishment department will keep in the prescribed form character rolls of the ministerial establishment including temporary assistants. The character rolls should invariably be submitted whenever proposals are made for promotion and the grant of yearly increments.

After the close of each financial year the character rolls will be submitted to the Deputy Directors for the entry of remarks with brief reports by Incharges on the work of their assistants.

The rolls with the Incharges reports will be kept confidential and will not be shown to the assistants but all adverse entries will be communicated to the official concerned without avoidable delay. Incharge will, however, be allowed to see the remarks recorded about their assistants.

For the ministerial establishment service rolls will be maintained.

26. *Certificates*—No certificates of any description may be given to any member of the office establishment unless it is signed by the Deputy Director (I).

27. *Smoking*—Clerks must not smoke in any part of a building of the Director of Education, except in the lunch room.

## CHAPTER III

## REGISTRATION OF PAPERS

28. *The Day's Dak*—The following is the existing arrangement for the distribution of Dak :

(a) all unregistered letters, registered letters and parcels, telegrams, are received in and distributed by 'E' Department;

(b) local dak is received by the record-keeper and is distributed by him to the department concerned;

(c) Government Orders from Government and other papers received from the Camp Office are marked by the Head Assistant and are thereafter distributed by 'Q' Department.

29. *Registers*—For registration of papers received or sent out each department will maintain the following registers :

(1) *Paragraph 83 (as amended by C. S. 110)*—A combined register of letters received and issued called "receipt and issue register".

(2) Index register.

(3) Alphabetical index to files.

(4) Un-official Register.

(5) Government Order register for registration of letters received from the Government.

(6) Peon Book.

(7) Register of Assembly and Council Question.

NOTE—The references entered in register nos. (5) and (7) above should not be entered in the "receipt and issue register".

30. *Receipt and Issue Register (84 as amended by C S × 111)*—The combined receipt and issue register is a general register of letters of every description received in and issued from a department. It shows the date of receipt, the number and date of the letter, whence received, the file and serial number given to it, when replied to and the date of submission and return to the department from initial submission to final disposal. The register-keeper will consecutively number entries in the register and will give an intelligent and very brief summary of the letter. In the case of issues which originate from the Office of the Director of Education and are not replied to any reference already entered in the register fresh numbers shall be given, next in sequence after the last number in respect of the letter received. The numbers will be noted on the papers to which the entries relate. The subject-matter of a letter to be issued, except in the case of letters which originate from the office, should not be entered in the combined register, but the date of issue should be entered in the column "replied to on" against the register number to which a reply is issued.

The register must furnish a complete record of the dates on which cases are submitted from the department and of their return ; and no case may be sent out of the department until it has been marked in the register.

When there are two or more register numbers in a file the dates of submission should be marked against the last number, to which a connecting reference should be made opposite the earlier register numbers. Linked files should be marked as if they were under separate submission.

NOTE—All letters received in camp office and disposed of there should be brought on the Receipt and Index registers in the same way as if they were received in the head office.

The register number of a letter in the combined register will also be the despatch number of the reply. If more than one letter or several endorsements are issued, the register number will be repeated with sub-numbers such as “ 777/V—34, 777(1)/V—34, 777(2)/V—34, etc ”.

31. *Index Register*—The Index Register is the file register with the difference that it does not, like the file register, give a gist of the subject-matter of each serial. Only the receipt numbers and despatch numbers with the serials given to them are shown in this register under each file heading. There is a list of file headings in each department and this is pasted on page 1 of the Index Register. The Indexer opens the file under one of these file headings as far as possible, or under a sub-head of the file heading.

32. *Duties of Indexer*—When the receipt clerk has registered a letter in the receipt register he will pass it to the Indexer. If the letter is more than one page long, or has enclosures, the Indexer will page it in pencil.

After reading the letter and its enclosures carefully, the indexer will turn up the indices and trace any connected records or precedents, whether quoted in the letter or not which bear upon the case. He will put up these previous records in chronological order, the latest on the top and the earliest at the bottom.

The indexer will write the file and serial numbers both in the right hand top corner of the letters received and the letters issued. He must initial all the references and give a date before passing them to drafters for noting.

Each file should as far as possible be confined to a single subject, and new files should be freely opened.

When a letter relates to subjects dealt with in two or more existing files, a copy of the letter or extracts from it should be separately registered and submitted with each file. If there is more than one serial in the file, the indexer will place the serials in a cover marked “correspondence” in chronological order, beginning with serial number 1 at the bottom and number 2 above it and so on. When a case is closed the reference clerk will re-arrange the serials in the reverse order beginning with serial number 1 at the top. He will then fix them with a string and number the pages.

33. *Alphabetical Index*—This register will also be maintained by the indexer. All references received by the indexer shall be entered in this register under suitable head or heads. The indexer should be careful to select the catchword and it would be preferable to select more than one catchword in respect of the one and the same reference. Unless proper catchwords are selected it may be difficult or impossible to trace the reference if required in future for any file.

34. *Government Order Register*—A separate register for entering Government Orders or Demi-official letters should be maintained by each Department. The Government Orders which are entered in the Government Order register should not be entered again in the receipt register. The Government Orders should be given "Government Order Register Numbers" and the ordinary receipts only "Register numbers". The date of submission etc. of the Government Orders should be shown in the Government Order register so that the position may be clear at a glance. All departments must maintain this separate Government Order Register. Demi-officials received from the Secretary or Joint Secretary of the Education or other departments of Secretariat should also be entered in the Government Order register. The Incharge will be personally responsible for the proper maintenance of the Government Order register.

35. *The Un-official Register*—Cases which are referred informally by one department to another for an expression of opinion, or for concurrence in the orders proposed to be passed are called un-official cases; all such cases received in and sent out of the department must be entered in the un-official register which shows the register number, subject, date of receipt, submission and return.

In this register should also be entered the subject and date of submission of any papers and files which do not contain papers bearing a receipt number and which cannot be marked off in the receipt and issue register.

Papers of other departments received on requisition etc. should when done with, be returned un-officially to the department concerned through the peon book after an entry showing the date of return has been made in the un-official register.

36. *Peon Book*—The peon book is a register of the dates on which the covers are sent out by peons for delivery to addressees, the names of addressees and the initials of the person who takes delivery.

The peon book should be examined by the despatcher on return to see that the covers sent out have been correctly delivered and that receipt has been duly acknowledged. The subject of the papers contained in the cover sent out by peons should never be entered in the peon book. A reference to the number and date of the papers is sufficient. In the case of demi-official papers or files, it will be sufficient to enter the words "demi-official dated" or "file number".

37. *Register of Assembly and Council questions*—A separate register for Assembly and Council questions shall be maintained in each department. The references entered in this register shall not be entered in the combined issue and despatch register or in the "Government Order register" but the usual entries as in the case of other receipts showing the date of submission, the date of return, the date on which the reply is forwarded to Government, etc. shall be shown in the register.

The Incharge will be personally responsible for the maintenance of this register.

CHAPTER IV  
COPYING DEPARTMENT

*Preparation of fair copies*

38. *Marking of cases*—Before a file is sent to the copying section for fair copies, the Incharge will mark on it—

- (a) whether it is to be typed or cyclostyled ;
- (b) the number of copies to be made,

The cyclostyle is not intended to replace printing and should be used only when printing is likely to be costly. Lengthy letter or letters with statements attached to them will be printed.

In determining the number of copies to be typed or cyclostyled the Incharge will consider the requirements of the subordinate offices, so that it may not be necessary for them to type or cyclostyle additional number of copies.

39. *Time allowed for typing*—The assistant in charge of the copying section will see that fair copies of letters are typed or cyclostyled for signature the same day, if possible, and not later than the second day after receipt of the file from departments. Urgent drafts must be faired out the same day they are received.

40. *Examination of fair copies*—Copies must be prepared on clean paper ; they must be free from numerous erasures and corrections, and perfectly legible. Incharge will reject copies that do not answer these requirements. When fair copies of drafts have been prepared the assistant incharge of the copying department will send the files to the departments concerned for examination and signature. Urgent cases should be sent as soon as fair copies are prepared. The initials of the copyist must invariably be entered in the space provided in the draft for this purpose.

41. Fair copies of the drafts submitted for signature must be carefully examined, the initials of the examiner being entered at the foot of the fair copy. Copies of the enclosures should similarly bear the initials of the examiner.

42. *Signing of fair letters*—Ordinarily the officer by whom the draft has been approved will sign the fair copy. The name and official designation of the writer will be set out at the head of every letter typed for issue.

43. The word " officiating " is not to be used in headings and signatures before the designation of officers.

44. *Attestation of true copies*—Incharge will attest true copies of papers and will be responsible for their correctness.



## CHAPTER V

## PRINTING

*General Instructions*

45. Every paper sent to Press will be accompanied by a printing order in the prescribed form.

46. Incharges are responsible for bringing promptly to notice any delay in the printing of papers. Reminders should be sent to press when the proofs or printed copies are not received within a reasonable time. In urgent cases a date should be fixed by which the proof should be sent by the press.

47. In returning proofs to be finally printed the number of copies to be printed and any instructions for the press will be recorded thereon.

48. Correction slips, notices, letters, and the like may be issued under printed signatures.

49. The distribution of departmental publications will, as far as possible, be affected through the Superintendent, Printing and Stationery.

50. In determining the number of copies to be printed Incharge will consider the requirements of other offices to which copies are to be supplied.

*Papers for the Gazette*

51. Notifications and papers intended for publication in the *Gazette* will always be published above the signatures of the Director of Education. Notifications will always be sent to press in original after approval by the officer concerned.

52. Endorsements on notifications to be issued by the press or by the office should be marked on the margin with the words "By Press" or "By office" as the case may be.

53. No order whether by letter or by telegram shall issue to the Superintendent, Printing and Stationery, directing alterations in any notification or order sent to press for publication or withdrawing issue of such notification or order except under the signature of the officer who approved the original notification or order.

54. No revised or amended issue of the same pages of the *Gazette* in correction of typographical or other error previously made will be published. If any such correction is necessary it will be made formally by a notification in the usual form issued over the signatures of the officer over whose signature the original notification or order issued.

55. When a notification or other paper is published in the *Gazette* the *Gazette* will be examined by the Incharge to see whether the notification or paper has duly and correctly appeared. He will bring to notice any omission in this respect

Printing for sale

56. Whenever rules or notifications are sent by any department to the Press, and are considered of such a nature that separate printing for sale is necessary the department will request the Superintendent, Printing and Stationery, to print separate copies. An adhesive label in the following form will be attached to the rules or notifications of which separate copies for sale are required :

“Please print separately for sale.”

## CHAPTER VI

## TREATMENT OF CASES AFTER DISPOSAL

57. After a case has been finally disposed off it shall be sent to the Record Room.

58. Before the file is recorded the Incharge must see that the papers are complete, and that no order has been overlooked. The assistant who prepares the weeding slip should bring to the notice of the Incharge any oversight or omissions.

59. The work of recording should be done regularly like other work and should not be left till the end of the month. Superintendents will see that a few cases are recorded by each officer and drafter every day and report the names of the defaulters to the Head Assistant.

60. Incharge will send files to the record room quarterly i.e., in March, June, September and December.

61. The Incharge will see that from every file sent to the record room, the following papers are removed :

- (a) unnecessary brown covers ;
- (b) explanations of delay and reminders, if the required answer has been received or sent (as the case may be) ;
- (c) rough copies of faired drafts ;
- (d) proofs of finally printed papers ;
- (e) office slips.

62. He will also see that weeding labels printed on the brown cover are duly filled in or if the same are not printed to see that weeding slips have been pasted. Senior assistants authorised by the Incharge will be responsible for filling the entries in the weeding labels according to the approved weeding schedule or affixing weeding labels as the case may be without check by the Incharge.

63. The record room staff will refuse to accept any file on which weeding slips have not been pasted or properly filled in the brown cover.

64. Recorded files are ordinarily classed for the purpose of retention under four classes :

- Class I to be retained for one year ;
- Class II to be retained for five years ;
- Class III to be retained for twenty years ;
- Class IV to be retained permanently.

65. Files and papers under Class I which are to be retained for one year shall not be sent to the record room but shall be retained in the department after approval by the Incharge of the entry in weeding slip and shall be destroyed after the expiry of the period of retention, but every file thus weeded out must be noted in the index register. The files falling under classes II, III and IV shall be sent to the record room.

66. All important files or notes containing orders for future guidance or establishing precedents will be retained permanently. Cases in which the conduct of officers has been noticed and entries made in the confidential rolls maintained by departments will be retained so long as the officer affected remains in the service of Government.

67. All recorded files shall be entered in a register and then sent to the record room. The record-keeper will check the files and sign in the register of each department before returning the same.

68. An alphabetical index of files sent to the record room shall be prepared by the indexes from the index register and sent to the record room annually by each department.

69. The record-keeper will bring to the notice of the Personal Assistant the default made by any department in respect of the supply of annual alphabetical index.

70. The registers of the departments should be sent to the record room when they are no longer required for use in the department.

## CHAPTER VII

## CUSTODY AND DESTRUCTION OF RECORDS

71. The records of the several departments, will on receipt in the record room, be arranged in annual series of files.

72. Files will be kept in the record room in packets and a packet list in Provincial form no. PUSP—893 Genl.—1946, pasted on a stiff board will be placed at the head of each packet. In the packet list the number of each file and the number of serials etc. shall be entered and also the date on which the file is subsequently weeded out.

73. No file or other papers may be removed from the record room—without there being left in its place a requisition slip in the prescribed form signed by the assistant making the requisition and setting forth the purpose for which the file is required. When a file, which was sent out on requisition is restored in its proper place the requisition slip for it should be destroyed.

74. Files to be restored in the record room will be sent to the record-keeper with an invoice which will be prepared in duplicate, giving the file and serial numbers. Papers and files returned to the record room must be restored to their proper place without delay.

75. The duties of the assistant in charge of the record room, in respect of the records kept in the record room are to see—

(1) that they are properly dusted and kept tidy and that proper precautions are taken for their preservation ;

(2) that no unauthorized person, and particularly no person not belonging to the office, is allowed to enter the record room or have access to the records and that the rooms are securely locked when the office closes ;

(3) that requisitions for papers, which comply with the rules are strictly carried out ;

(4) that the records are kept arranged in the prescribed order, and that soiled or torn labels and covers of files and boards at the top of file packets are replaced by fresh ones.

76. The Head Assistant will periodically inspect the record room. The points to be noticed are the punctual restoration of papers, formation of file packets, irregularity in restoring papers and the preservation of order and tidiness.

77. The classes of cases to be destroyed are given in the list appended to these rules. These merely lay down the minimum period for which ordinary cases of the class referred to must be retained. When there is any doubt whether a case should be destroyed or retained, it should be retained.

78. The method of selecting cases for destruction will be as follows:

The assistants of the record room will examine the packets on the racks and remove from the packets the files on which the weeding slips show that the period of retention has expired. He will enter such cases in a register (to be maintained in the printed form no. 472 Genl—1940) containing the following columns:

Serial no.	File no.	Date of weeding	Signature of weeder	Remarks
------------	----------	-----------------	---------------------	---------

79. The register shall be maintained separately for each department and all files of the particular department to be weeded out from time to time shall be entered by the weeder in this register. The assistant in charge of the record room will check the files selected for destruction and sign in the remarks column in token of approval or make his suggestions for further retention if in his opinion the file should not be destroyed and should be retained for a longer period than specified in the weeding slip. The register shall be submitted to the Head Assistant and after the Head Assistant has approved and signed in the remarks column the files shall be destroyed after an entry of the date of destruction has been made in the "packet list". The entries made in the packet list shall be checked by the assistant in charge of the record room.

80. After the papers selected for destruction have been properly torn up, they will be made over to the care-taker, who will arrange for their being burnt or sold as the Personal Assistant may order.

## CHAPTER VIII

## DEPARTMENTAL RETURNS

*Returns to be submitted*

81. Each department will prepare and submit the following returns periodically :

- (1) The weekly statement of arrears.
- (2) The weekly abstract of cases disposed of by D.D.I, D.D.II, A. D. (W), P. A., P. A. (W).
- (3) The fortnightly statement of cases submitted for orders and drafts more than fifteen days before and not returned to the department.

*Weekly statement of arrears*

82. In the first page of the weekly statement of arrears the receipt register-keeper will enter from the register of receipts of all letters received up to 12 noon Friday and not yet submitted, the cause of delay being explained as briefly as possible in the appropriate column.

83. In the second page the receipt register-keeper will enter all cases returned for further reference or information or for transmission to another department for note and the like, the cause of delay being briefly explained as in the case of letters not submitted.

84. In the third page the receipt register-keeper will enter all cases given out for draft and not submitted, including drafts returned to be revised or to be typed for approval, or for submission in proof. The cause of delay must briefly be explained as in the other cases.

85. In the upper half of the fourth page the receipt register-keeper will enter all requisitions for papers and miscellaneous matter of any kind not previously shown. This part of the statement will be made out from the papers on the table of the Incharge or his assistants.

86. The abstract of the arrears in the lower half of the fourth page will show the state of the work in the department at the end of the week and also the date of the oldest arrear under each head.

87. Incharges are responsible for seeing that all arrears without exception are entered in the statement. Any omission of a case from the statement will be regarded as a serious delinquency.

*Weekly statement of cases disposed off*

88. On Monday of each week each department will submit an abstract of the cases disposed of finally during the previous week in accordance with the instructions contained in para. 89 below. In this statement only the cases in which final orders have been passed will be entered. Interim enquiries which are made to complete a case shall not be entered in the statement.

89. The statement of cases disposed of by Deputy Director (1) and (2) shall be submitted to Director of Education and those of other officers to the officers above them. The Incharge must see that the summaries are clear and concise. The statement shall be prepared by each noter and drafter in the department and shall be collected by such assistant as may be put incharge of the work by the Superintendent. The statement shall be collected and typed and examined by the assistants incharge before submission to the officer concerned.

*Fortnightly statement*

90. This statement will be prepared by the register keeper on the 1st and 15th of every month or if the 1st and 15th is a holiday on the day following.

91. In this statement will be shown cases pending with the officers for a period exceeding a fortnight.

92. To facilitate the preparation of the statement the register-keeper should maintain a datewise record of the cases submitted to the officers. In this diary the receipt numbers and unofficial numbers of cases submitted should be noted as soon as the case is submitted and the entry should be scored out on return of the file from the officer. All entries which remain unscored out should be shown in this statement after verification from the Receipt and Issue register, the unofficial register, etc.



## CHAPTER IX

## ESTABLISHMENT DEPARTMENT

93. The Establishment Department is divided into two sections :  
(1) Accounts, (2) Establishment.

*Accounts Section*

94. (1) *Accountant* :

The Accountant is personally responsible for the accuracy of the accounts and the maintenance of his registers. He will maintain the following registers.

- (1) Cash-book ;
- (2) Register of contingent charges (Contract) form no. 73, Financial Handbook, Volume V.
- (3) Ditto ditto non-contract.
- (4) Acquittance rolls.
- (5) Register of Bills sent to the Accountant General, Uttar Pradesh.
- (6) Register of Permanent Advance.

95. The Accountant will keep a single account for contingent expenditure and will make payments on the authority of a demand slip signed by the Personal Assistant. He will enter all contingent expenditure in the register maintained for the purpose and, from time to time as may be convenient, prepare contingent bills for the recoupment of his imprest. The Personal Assistant will pass the contingent bills. The amount of imprest for the head office has been fixed at Rs.1,000.

96. The Accountant will keep a stock of service postage labels which will be served out to the despatcher, authorized in this behalf as required.

97. He will maintain the service books of the establishments and submit for orders the increment statements as they fall due.

98. The Accountant will draw up the pay and travelling allowance bills of both gazetted officers and establishment. There will be one combined salary bill for both the headquarters and the camp establishments and a bank draft in respect of the amount to be paid in camp will be obtained from the Imperial Bank, Allahabad and forwarded to Camp Office. A copy of the relevant extracts from the establishment bill will be sent to the Camp Office to enable them to take the necessary acquittances. These bills will be signed by the Personal Assistant.

99. The Accountant at the close of each day will deposit the cash in the cash chest and will keep the key of the chest.

100. The Accountant is forbidden to keep Government money in his personal possession, or to mix it with private money.

101. The Accountant is personally responsible for the encashment of bills. He is required to execute a bond and furnish a security of Rs.2,000.

102. Recoveries from the non-gazetted establishment on account of dues of the Uttar Pradesh Education Department Head Office Staff Co-operative Credit Society, Ltd. Allahabad will be made through the acquittance rolls without the intervention of the accounts authorities. An additional column will be opened in the rolls for such recoveries and a separate register will be maintained to record receipts and payments to the Society. The money of the Society should be kept in a separate safe or cash box, but should on no account be mixed up with the Government money. Personal Assistant will be responsible for seeing that the instructions contained in this paragraph are observed.

#### ESTABLISHMENT SECTION

103. The Establishment Section will deal with the preparation and issue of office orders, the posting of staff, clerical and menial, the maintenance of personal files and registers of candidates for employment, the renewal of liveries of peons and with the entire correspondence of the department inclusive of the subjects allotted to the Accounts Section. All orders relating to appointments, promotions and leave of the office staff and menials will be communicated in clear and precise terms to the Accounts Section without avoidable delay.

#### THE CARETAKER

104. The duties of the Caretaker, Director of Education's Officer Allahabad will be :

- (1) The opening and closing of the office ;
- (2) the charge of, and preparation of indents for forms and stationery ;
- (3) the collection and sale of waste paper ;
- (4) the charge of office furniture ;
- (5) the control of menial establishment so far as the cleanliness of the office is concerned ;
- (6) the charge of the buildings and grounds generally ;
- (7) the charge of tents.

#### STATIONERY AND FORMS

105. An indent will be prepared annually by the caretaker for the stationery required from the Superintendent, Printing and Stationery, Allahabad. The indent will be scrutinized by the Head Assistant. The stationery, when received, will be checked by the caretaker and stored in the room allotted for the purpose.

106. Each department will, in the beginning of the month, indent on the caretaker for the stationery and forms required for departmental use. The Incharge will see that the number of forms indented for represents the probable consumption and that there is no waste. If necessary a supplementary indent, preferably in the middle of the month, may be sent in by a department, if forms are likely to be

exhausted before the end of the month. Officers will similarly be supplied with stationery on written requisition signed by them or their camp clerks.

107. The caretaker will maintain a stock-book for typewriters, furniture and other movable articles and will enter their distribution in a separate register. He will verify the stock once a year in April and submit a verification certificate to the Personal Assistant through the Incharge Establishment Department who will also check the stock. The certificate will then be countersigned by the Personal Assistant and placed in the stock-book.

## CHAPTER X

## LIBRARY

108. The Librarian will be responsible for the custody of books and other publications stocked in the Library. He will see that the books are properly dusted and kept tidy, and that proper precautions are taken for their preservation.

109. The Librarian will maintain a register in the prescribed form in which he will note the distribution of all books received by him from time to time.

## REQUISITION FOR BOOKS

110. No book may be removed from or restored to the library shelves without the librarian's knowledge.

111. Requisitions to the librarian must specify the books required. Files or notes are not to be sent to him to put up necessary books. It is no part of his duty to read through files or notes to find out what books are required.

112. In like manner information required from any class of books should be searched for by the department concerned. The librarian's duty is simply to supply the books specified.

113. No book will be given out by the librarian except on a written requisition in the prescribed form.

114. The librarian will maintain a register of books issued on requisition for official purposes.

115. Incharge and assistants will be held personally responsible for the return of books and publications to the library.

116. Incharge and assistants should see that they get back their requisition slips for the books returned by them as otherwise the books will continue to stand against their names.

## OFFICERS' REFERENCE BOOKS

117. He will be responsible that the reference libraries of officers are kept permanently supplied with all the books required by them and that any new editions of books of reference which may be issued are substituted without delay for older editions. When any book of reference is removed from an officer's library for the insertion of additions and corrections another copy should be put temporarily in its place.

118. He will also keep corrected up to date all codes and manuals in the library. Departmental copies of such books will be corrected by the departments themselves to which the librarian will distribute the correction slips. The reference books of officers will be corrected by their stenographers.

## PERIODICALS, GAZETTES, ETC.

119. The librarian will maintain a register of the periodicals and *Gazettes* received, and will bring to notice any irregularity in their receipt.

120. At the beginning of each half year the librarian will submit to the Personal Assistant a list of the reports, periodicals, etc. to be bound, also any old books the covers of which require repair.

17-B, Sri Aurebindo Marg,  
New Delhi-110016 D-11161  
DOC, No.-----  
Date-----17-7-2001

## CHAPTER XI

## MISCELLANEOUS

121. The orders of the Personal Assistant should be taken before the production of departmental records in court. Under section 123 of the Indian Evidence Act, 1872 (Act I of 1872), the department can refuse to produce in court, unpublished official documents relating to any affairs of State. If the Personal Assistant decides that the file or other official document should not be produced in court, it should be taken to court as required by section 162 of the Evidence Act in a sealed cover by an official of the department who should be instructed to say that permission to produce it is refused under section 123 of the Indian Evidence Act.

## CHAPTER XII

## ARRANGEMENT OF FILES

122. An assistant submitting a case will place on top of it a slip indicating the page requiring attention.

*Submission of cases*

123. (1) Three clear days (holidays excepted) are ordinarily allowed for the submission of papers for orders.

(2) (a) Simple letters which do not require much referencing, and (b) unofficial references which have been fully noted on in the referring department, should be submitted either on the day of receipt in the department or the next day.

(3) Urgent and immediate cases should normally be submitted on the date of receipt, and never later than the day after receipt in the department.

The same time-limit applies also to cases returning to the department for further information or for the preparation of a draft.

124. If a case is very urgent or important the Incharge is expected to be personally cognizant with the progress, and to see that no delay occurs at any stage inside or outside office without the fact of such delay being reported to an officer.

125. The Incharge's signature on notes and drafts coming up from a department will be taken to indicate that he has checked the note and takes responsibility for the same.

126. If an urgent case does not return from an officer quickly the Incharge in the discharge of his duty for the due disposal of such cases will bring the delay to the notice of the Officer concerned.

127. If a case does not return in normal time from the Director of Education, the Personal Assistant at headquarters may communicate demi-officially with the Director of Education's Personal Assistant in Camp.

128. The Incharge or assistant submitting cases to officers must see that the appearance of a file is tidy and all unnecessary slips are removed.

## USE OF COLOURED LABELS

129. (1) Coloured labels will be used to show that certain papers are urgent or confidential.

(a) Immediate (blue). This colour will be used only in cases of peculiar urgency needing instant attention. Cases so marked will be submitted at once to the person to whom they are addressed.

(b) Urgent (red.) This label will be used for cases requiring attention without delay.

(c) Confidential (yellow).

(d) Today (light-blue). This will be used for cases, requiring priority over all others.

(2) There is also a special label marked "Council question" or "Assembly question". These will be used on files relating to such questions.



## CHAPTER XIII

## NOTING

130. The assistant who puts up a note on the letter, should give the number and date of the letter and the source of the letter before starting the note.

131. Reproduction of the letter in the notes is strictly prohibited. If necessary the relevant portions of the serial under note may be marked by red or blue pencil and attention may be drawn to these marked portions. Office will not quote passages from letters unless the precise wordings is of importance.

132. The noting on serials should be avoided unless the reference is such that it can be disposed of without further correspondence.

133. All noting should be on the note sheets and these sheets must be put into a cover. When it happens that the notes and orders are scattered over various sheets they should be arranged in proper order and put into the relevant cover.

134. As far as possible an assistant will write his notes in the order of the serial number. If it happens that he has to submit a letter independently of the file and the sequence of the notes is thus interrupted, he will make this good by bringing the notes in the relevant notes cover.

135. Assistants will fix notes into their covers with string tags. Pins will not be used except to attach P.U. C. and letter slips. Fore-end of the string will be fixed to the fore-cover; the latter end of the string will be loose for the addition of fresh sheets.

136. The first person who writes on a page of the notes will number that page.

137. Margins will be kept as far as possible for references. But an incidental omission from the note may be written on the margin, and an officer passing an order upon a particular point in the note may record his signature on the margin. But an order or note of any length will be written at the end of the office note.

*N.B.*—Notes will not be interrupted by references to files and serial numbers in the body of the notes, still less by reference to letter slips. The reason is that such interruption distract the reader. It is better to give all references, whether to files or serial numbers or slips, on the margin of the note.

138. (1) For subsidiary business not directly concerned with the disposal of the case assistants will never use the margin, but use routine notes. For example when they require a file of another department, the routine note will be written on a separate sheet headed "routine note" and attached to the outside of the notes cover.

(2) No routine notes will be submitted with the file unless there is special reason for drawing an officer's attention to them. Office will be careful not to distract the attention of superior authority by submitting any thing not required for the disposal of the case.

139. Before submitting cases to officers the Incharge will see that spare sheets for noting have been provided in the cover.

140. Pins will not be used for this purpose except to attach lettered slips.

141. Demi-official letters will be noted on in the same way as official letters.

142. Incharge will see that notes by officers are checked and referenced before they are submitted to higher officers.

143. It is essential for the convenient conduct of business that notes are legibly written. Illegible or untidy notes by an assistant or superintendent will be regarded as a definite fault. If an Incharge makes many erasures in an office note he will cause it to be neatly re-written or typed before it goes to an officer.

144. All notes that exceed one paragraph in length will be paragraphed and the paragraph numbered. No number will be given to the first paragraph.

145. All notes will be temperately written, and be free from personal remarks.

146. It is the particular duty of Incharge and a general duty of assistants—

(a) to see that all information required for the disposal of a letter is properly referenced and is easily found ;

(b) to note on the material facts ;

(c) to give exact references to relevant rules or orders ;

(d) to bring to notice, if necessary, precedents or cases in which the question under consideration has already been discussed, or in which orders affecting it have been passed.

147. (1) If the complete import of the letter is apparent from merely reading it, the office will confine itself to suggesting action briefly. In other cases the office note will aim at providing a brief statement, a statement of rules and precedents bearing upon it and the suggested action.

(2) When routine action is indicated (such as explaining delay), returning enclosure, forwarding applications etc., the Incharge or assistant will suggest the order to be passed.

(3) Office will be chary of commenting on questions of policy, or on the conduct of officers.

Ordinarily there will be no more than one office note. If the Incharge cannot accept the assistant's note he will re-write or modify it or return it to the assistant for revision giving him necessary instructions whether in writing or verbally.

148. The practice of writing notes on drafts is to be avoided. The note submitting a draft for approval will be written in the body of the note. If a superior officer writes a note on a draft the assistant will copy it into the notes.

149. As soon as a draft has issued the indexer will draw a line across the notes and note below the line the number and date and the serial number of the issuing letter.

150. Unofficial notes should be kept separately at the end of the notes cover.

151. The serial under note should be placed at the top in the case cover with a P.U.C. slip pinned to it.

152. The cases in which the action to be taken is clear a draft should invariably be put up.

153. When putting up a draft the date on which a reminder should be issued should be noted on the draft against the words "Reminder on" by the assistant putting up the draft. The entry should be initialled by the Incharge or the assistant Incharge who may alter the date if he considers that the reminder should issue earlier or at a later date.

154. In cases in which information is asked for from subordinate offices etc., the consolidation of the information should not be deferred till all the replies have been received. The information received should be examined and consolidated without waiting for all replies. If any discrepancies are noticed they should be cleared by a reference to the writer at once.

## CHAPTER XIV

## DRAFTING OF ORDERS

155. Orders are communicated in one or other of the following forms :

- (a) Letter ;
- (b) Notification ;
- (c) Office memorandum ;
- (d) Endorsement ;

and are submitted in draft for approval previous to issue.

156. (a) Letters should be employed in writing to the Provincial Government, Commissioners and District Officers, Deputy Director of Regions, District Inspector of Schools, and other Subordinate Officers of the Education Department and also in addressing non-official persons and institutions.

(b) Notifications are used for gazetting appointments, leaves, transfers, conferment of powers, and promulgating rules and orders under legal enactments.

(c) The office memorandum should be used for replying to unimportant letters and petitions.

(d) The endorsement form should be used generally when transmitting copies of original documents for information or with brief instructions, but should not ordinarily be employed in addressing non-official persons or institutions.

157. At any stage of the case office may prepare a draft letter, resolution, etc., if office thinks that the case will thereby be more readily concluded ; and it will always do so in submitting ordinarily cases about which there is no doubt what orders will be passed.

## PREPARATION OF DRAFTS

158. Provincial Form no. 108 will invariably be used for drafts.

159. The Incharge will see that untidy drafts and all drafts which are likely to be submitted to the Director of Education or which are not of a purely formal nature are typed before they are submitted by the office.

160. (1) In the letters to the Provincial Government the subject of the correspondence will invariably be given at the top of the letter. In letters to other addresses, the subject will be mentioned at the beginning of the letter, if necessary.

(2) The number and date of the letter to which the draft is a reply, or the number and date of the last letter of the correspondence will be quoted at the beginning of the draft.

(3) In some cases it may be necessary to refer to a series of letters. This will be done on the margin of the draft.

161. Letters will ordinarily be self-contained. No enclosures will accompany a letter which are not essential to a clear and precise understanding of the question under discussion.

162. Drafters will not use abbreviations in the draft unless they are perfectly intelligible. As a normal rule typists in typing out drafts under submission will expand any abbreviations used.

163. The drafter will give on the margin the serial number and the letter slip for every letter or document he quotes in a draft.

164. The drafter will verify all figures which he quotes in the draft, and if an officer of the department has drafted, the Incharge will do this.

165. (1) It is advisable to note in pencil on the margin of drafts of annual reports, and of long and important letters, the place or places in the report or correspondence where statements or figures made use of in each paragraph of the draft will be found.

(2) When a draft letter has been put in print it will be the duty of the Incharge to enter the references given in the manuscript draft on the margin of the proof, and to see that the references are correctly entered in the final proof which is submitted to an officer.

166. Care should be taken to return original papers when their return is specially requested. Drafters will add to their drafts a paragraph notifying the return of such papers.

167. Drafters will enter on the draft, in addition to the number of enclosures specified on the right margin, a detailed list of enclosures for the guidance of the copyist and the despatcher.

168. Incharge will examine drafts of all letters by whomsoever drafted. They will point out before issue any errors or omissions whether in substance, language, grammar, or punctuation, which occur to them.

169. Letters affecting other departments of the office will be officially endorsed as a matter of course to the departments concerned.

#### REMINDERS

170. (1) A reminder will issue in the case of all letters to which a reply has not been received within one month, and the reminder should be repeated after every fifteen days, till a reply comes. In urgent cases reminders should be issued earlier. Reminders to subordinate officers and departments will take the form of a distinct inquiry regarding the cause of delay and the prospects of a reply and the reminder should be returned with the information required within a time to be specified therein. When the reminder is unnoticed, a second one will be issued.

(2) The reminding of subordinate officers will not be regarded as a matter of routine. The Incharge will watch cases in which undue delay is occurring and will suggest to an officer the expediency of making demi-official inquiry.

## CHAPTER XV

## GENERAL INSTRUCTIONS FROM GOVERNMENT

*Copy of G. O. no. A-7647/XV—3007(5)-1950, dated Lucknow, December 29, 1950, from the Secretary to Government, Uttar Pradesh, Education (A) Department, to this Office.*

Recently a number of cases have come to notice in which communications addressed to Government have been signed by clerks at the Head Office; instead of addressing the Secretary or Joint Secretary to Government, communications were addressed to the Superintendents in the Education Department. In a number of cases Government communications have remained unacknowledged and after repeated reminders copies of Government communications have been asked for; the letters of Government of India on which reports or comments and suggestions are invited remain unattended for months with the result that no reply can be sent to Government of India in time.

2. As it is desirable to observe rules and procedure of official business and ensure expeditious and efficient disposal of Government business I am directed to observe that instructions laid down in paragraph 399(2) of the Manual of Government Orders should in future be strictly observed and serious view would be taken of failure to comply with the orders contained in the said paragraph. All communications addressed to Government should invariably be signed by gazetted officers themselves. The subordinate offices should not, as far as possible, address Government direct except when they are so required in cases of extreme urgency. All communications must be addressed to Secretary or Joint Secretary to Government in the Education Department, as the case may be, and not to the Superintendents in the Education Department.

3. I am further to observe that all communications from Government to which a reply within a month is not possible, should be acknowledged and Government kept fully informed as to how the matter stands. A final reply should, however, be submitted to Government within eight weeks of the receipt of such communications and in cases of delay an explanation of the reasons for the delay should be furnished to Government for information.

4. In cases of communications from the Government of India on which comments and suggestions are invited they should be acknowledged at once on receipt and a reply furnished within four weeks. If it cannot be answered within four weeks from the date of its receipt, the matter should be brought to the notice of the Government and the reasons for the delay explained. It is of the utmost importance that letters received from the Government of India should be dealt with as expeditiously as possible.

5. Answers to Assembly and Council questions should be given top priority and draft answers together with all the relevant material to enable Government to answer supplementary questions should be submitted within the scheduled time to answer them in time. When long statements giving factual information are to be laid on the table of the Legislative Assembly (not Council) ten copies of such statements in Hindi should be furnished. It is unnecessary to send replies to Assembly questions in English.

6. Copies of reminders issued by your office to subordinate offices such as Deputy Directors or District Inspectors of Schools need not be endorsed to Government. The Head of Department is responsible for furnishing necessary information to Government and should ensure this.

I am to request that the instructions set forth in the foregoing paragraphs may be brought to the notice of all concerned and it may be impressed on them that a serious view shall be taken of the failure to observe and comply with these instructions.

## WEEDING SCHEDULE

*I—Papers or files to be kept for one year*

Accountant General's and other objections regarding, bills, charges and matters of similar nature after removal of objections.

*Admission of Students*

Advertisements by the Public Service Commission for filling up the vacancies in the various services of the Education Department.

Application for casual leave granted to gazetted and non-gazetted officers, clerks and menials.

Applications from persons asking for the supply of curricula, examination rules, prospectus, etc.

Applications received from persons for employment in the department.

Anonymous petitions requiring no further action.

Correspondence regarding the grant of duplicate certificates.

Correspondence regarding the issue of permits for materials required for the construction of buildings.

Diaries of Depressed Class supervisors.

Distribution of allotment under head travelling allowance, tentage and extra tour establishment.

Equivalence of standards in connection with the admission of extra-provincial students.

Enquiries regarding books and magazines.

Invoice of papers.

Interest payment orders in respect of securities relating to charitable endowments.

Leave case of pupil teachers of training Institutions.

Notices and proceedings of the meetings of aided colleges, etc.

Notices of University meetings.

Permission to government servants to broadcast.

Permission to leave the station during the holidays.

Promotion of students.

Railway concessions to students.

Sale of dried trees in the premises of Government institutions and buildings.

Summons.

Tour programmes.

Unimportant miscellaneous cases.

*II—To be kept for five years*

Addresses to His Excellency and Ministers and their replies :

*Applications*—(1). From employees for posts in other province or departments.



(2) For admission to foreign universities.

(3) For undertaking private tuitions.

*Bills*—(1) Travelling allowance bills.

(2) Bills of government conveyance for settling deeds, etc.

(3) Correspondence regarding scholarship bills.

(4) Correspondence relating to contingent bills.

*Books*—(1) Approved books, periodicals and magazines except one copy to be retained permanently. Orders regarding the disposal of books so weeded out should be obtained.

(2) Permission to write books and to accept honoraria.

*Budget*—(1) Budget estimates of degree colleges.

(2) Correspondence in connexion with the educational budget and new demands.

(3) Correspondence in connexion with the grant-in-aid budget.

(4) Budgets and schedules of district boards.

(5) Public Works Department budget.

*Building materials*—Government orders regarding procurement of building materials.

*Capital account*—(1) Revenue and capital account of Government buildings.

(2) Certificates regarding the utilization of grants.

*Changes*—(1) Of correspondents in European Schools and managers of other schools and colleges.

(2) In the name of the educational institutions, students and teachers.

(3) Among the Directors of various provinces.

Circulars received from the Directors of Education of other provinces and university circulars.

Competitions of St. John Ambulance and tournaments.

*Complaints*—(1) Regarding delay in payment of salaries to teachers.

(2) Cases of complaint not of permanent value.

Concession in school fees.

Constitution, function, etc. of District Board Education Committees.

Council and Assembly questions (proceedings to be kept permanently).

*Dates*—(1) Fixing of dates for the departmental examinations.

(2) Of elections to local bodies and legislatures (Central and State).

*Education Code*—Information obtained for the compilation and revision of—

*Examinations*—(1) Appointment of sub-committee and fixing of centres etc. for holding the departmental examinations.

(2) Permission to teachers to appear at various examinations.

*Education Fund*—(1) Correspondence with district boards regarding education fund balances.

(2) Separation of District Fund (Education) account from District Board (General) accounts.

Exchange of correspondence with students of foreign countries.

Exemption from age, division and domicile restrictions for admission to training institutions.

*Expenditure*—(1) Sanction to expenditure from District Board Fund.

(2) Correspondence regarding excess expenditure over certain heads of the budget grant.

Farewell parties of officers and permission to accept addresses.

Government Provident Fund advances and final payments.

*Government Buildings*.—(1) Correspondence regarding register of Government buildings.

(2) Rates and Taxes and annual repairs to—

(3) Capital and Revenue Account of—

*Grants*—(1) Recurring and non-recurring grants to schools and colleges (except building grant).

(2) Application for grants and additional grants.

(3) Grants to students for examination fees and books, etc.

(4) Resumption of unspent grants and their allotments.

Holidays in schools and colleges.

Indent for stationery and forms.

Introduction of new subjects in educational institutions.

Investigation of claims of arrears of pay and allowances.

*Irregularities*—Financial irregularities.

Leave cases of officers of other department attached to Education Department.

Lending of educational buildings for non-educational purposes.

*List*—(1) Of educational officers in the Uttar Pradesh and distribution list.

(2) Of vacancies in Government institutions received annually.

(3) Of approved books, curricula, etc. which are issued annually.

(4) Of approved contractors.

Minutes of universities.

Notices relating to Indian Science Congress and other educational conferences and meetings.

Pension and gratuity cases (sanctioning order to be retained 20 years from the date of retirement of the pensioner or 3 years from the date of his death, whichever is earlier).

Permission to government servants to attend University Court meetings and to accept membership of private institutions or local bodies.

Petitions rejected.

Petitions of political sufferers.

Prevention of blindness.

Printing of forms, their revision, supply and abolition.

*Private tuition*—Applications for undertaking private tuition.

Petty projects.

Propaganda against the use of intoxicants.

*Radio sets*—Provision of radio sets or film projectors in schools and colleges.

*Rates and Taxes*.—Allotment of "Rates and Taxes" "and "Annual Repairs" To Government buildings.

Re-appropriation of funds.

Recess of officers in the hills.

*Repairs*—(1) to Government buildings.

(2) Of machines, instruments and furniture.

*Report*— (1) Annual reports of District and Municipal Boards.

(2) Correspondence regarding the annual report on public education.

(3) Report of the office of the Public Health Department, Uttar Pradesh, regarding educational institutions.

(4) Library and museum report.

(5) Boy Scouts and Hindustan Scout Association reports and reports on girl guides.

(6) Inspection and audit reports.

(7) Regarding educational endowments.

Representations of district boards regarding education fund balances.

Resolutions passed by the Legislative Council and Assembly.

Resumption of unspent grants and their reallocation.

Returns of stores.

*Revenue Accounts*—Cases regarding Capital and Revenue Account of Government buildings.

*Refresher course*—Scheme for the holding of—

*Revision*—Information obtained for the compilation and revision of Education Code and similar publications.

Rustication and expulsion of scholars.

Schedule of new demands.

Scheme of holding refresher courses.

*Sections*—Opening of double sections in a class.

*Seeds*—Supply of seeds to educational institutions.

*Separation*—Correspondence regarding separation of District Fund (Education) account from District Fund (General) account.

Strikes in schools and colleges and other cases relating to discipline.

*Theft*—Cases of theft and consequent write-off.

*Transfers and promotions*—(1) Application for transfer from non-gazetted officers.

(2) Applications for transfers, promotion, etc.

*Vacation*—Pay for summer vacation.

*Works*—Distribution of “works allotments”.

Writing off of irrecoverable amounts, books and other stores.

*Papers or files to be kept for 20 years*

*Advances*—House, building, motor, motorcycle or cycle advances.

*Age*—Correction of age entry in the examination certificates and scholars register.

*Agility Exercises*—Schemes regarding Physical Efficiency Tests and Agility Exercises.

*Alienation*—Opinion on the alienation of Government building.

Allowances to school medical officers and hostel superintendents.

Appeals and memorials against reduction, supersession or dismissal of individual officers and connected papers.

*Budget*—(1) University budget and grant-in-aid to those bodies.

(2) Increase or decrease in the allotment under certain heads of the educational budget.

*Buildings*—(1) Building programme of local bodies.

(2) Construction of buildings for Government schools and colleges, etc. and additions and alterations therein costing more than Rs.7,500.

Central Advisory Board of Education in India and resolutions passed by it.

*Clinics*—Correspondence regarding establishment of school clinics.

*Committees*—District Depressed Class Education Committee—contingent grant.

Commutations of pensions.

*Compassionate fund*—Applications for help from the Uttar Pradesh Compassionate Fund.

*Concessions*—Inter school rules regarding fees concessions, admission, etc.

*Condonation*—Cases relating to the condonation of deficiencies in the qualifying services of government servants.

*Date of birth*—Alterations in the date of birth of gazetted officers.

Deputation of teachers to training institutions.

Deputation and transfer of officers to other departments or foreign service.

Double Shift System in educational institutions.

Drummondganj Fund of the Drummondganj Government High School, Pilibhit.

*Endowment*—Correction of the accounts.

Exemption of officials from educational test, age-limit and training qualification.

Exemption of officers from special departmental examination.

Extension of service over 55 years of age.

*Foreign Universities*—Students admitted to foreign universities for further studies.

*Freeship*—Special free-rate scholars.

*Furniture*—Standardisation of furniture.

*Grants*—(1) Grants to local bodies.

(2) Special grants to schools and colleges.

(3) Grants to non-official bodies and institutions, hostels and libraries.

Grow-More-Food Campaign.

*Insurance*—Postal Life Insurance and Provident Fund.

Kindergarten and Montessori courses.

*Manuscript*—Loan of oriental manuscripts of India Office Library, London.

*Medical treatment*—Grant for medical treatment of government servants and refund of medical expenses.

*Mid-day meals*—Schemes of mid-day meals and opening of school canteens.

Pension and gratuity cases (sanctioning order to be retained for 20 years from the date of retirement of the pensioner or 3 years from the date of his death, whichever is earlier).

*Plans*—Standard plans for construction of buildings.

Proceedings of the Uttar Pradesh Provincial Board of Anglo-Indian and European Education, Board of Hindustani Education and its committees, Intermediate Board of Sanskrit Studies and Board of Arabic and Persian Examinations.

*Provident Fund*—Government order in regard to the joining of Provident Fund Scheme by teachers of Anglo-Hindustani institutions.

*Purchase and Supply*—Books, periodicals and maps, etc.

Recognition of Engineering and other special schools.

*Red Cross and St. John Ambulance*—Resolutions and Interpretation of Junior Red Cross and St. John Ambulance Committees.

Registration and exemption from registration of governing bodies of Anglo-Hindustani institutions.

Rent of Government buildings and taking on rent of buildings for Government use.

Rent statements of Government buildings—correspondence.

*Rent and Taxes.*—Cases relating to rent and taxes of Government buildings.

*Resolutions of the committees, conferences, associations, federations, etc.*

*Retirement list.*

*Rules of management of schools and colleges.*

*Schedule of rates*—Public Works Department schedule of rates.

*Scholarship and stipend*—(1) Award of scholarships and stipends in schools, colleges and universities and foreign scholarships.

(2) Stipends, scholarships and grant allowed by the Government of India.

*Security*—Fixation of amounts of security to be deposited by employees.

*Selection of candidates*—Correspondence with the Public Service Commission for their concurrence of the selection of candidates selected by the departmental selection committee from one grade to another.

*Social Service*—Correspondence regarding Social Service Agencies.

*Syllabuses*—Revision of syllabuses of Training and Physical Institutions.

*Tents*—Scale of tents and their purchases.

*U. T. C.*—Correspondence relating to U. T. C., the Indian Territorial Force and other Military organizations.

*Visual Education.*

*Warm clothing and liveries.*

*To be kept permanently*

*Absentee and establishment statement.*

*Acquisition of land.*

*Act or Bills*—Papers regarding Acts or Bills.

*Advances*—Permanent advance for officers.

*Agreement form of teachers and amendments thereto.*

*Annual report regarding the search of manuscripts.*

*Annual and quinquennial report of Director of Education and the Government of India.*

*Appointments, transfers, leave, etc. of provincial subordinate and ministerial services*

*Books*—One copy of each of the approved books, periodicals and magazines.

*Budget*—Printed Educational Budget with Government Orders.

*Building*—Constructions of buildings of Government institutions and additions and alterations.

*Calendars*—Universities calendars, Ordinance, etc.

*Celebration of Independence Day*—August 15, 1947.

*Certificates*—Grant of teachers certificate.

*Clocks*—Correspondence regarding purchase and supply of clocks.

*Committees*—(1) Constitution of the Provincial Text-book Committee, Uttar Pradesh and Rules, Agenda and proceedings of the Committee.

(2) District Provincial Muslim Education Committee.

*Compulsory Education*—Schemes regarding the introduction of compulsory education.

*Confidential reports of Educational Officers.*

*Creation of posts*—Cases of entertainment of establishment, i.e. creation of new posts.

*Cycles*—Correspondence regarding purchase and supply of cycles.

*Educational Code*—Revision and amendment of endowments schemes and vesting orders.

*Expansion of Education*—Schemes of improvement and expansion of education.

*Expenditure*—Prescribed minimum expenditure on Hindustani education for district boards.

*Form III of establishment and absence statement.*

*Grants*—(1) Cases of new and increased grants to schools, colleges or other organizations.

(2) Cases regarding building grants to schools and colleges.

(3) Cases of special recurring and non-recurring grants allowed by the Government of India.

*History of Educational Institutions.*

*House rent allowance*—Grant of house rent and similar allowance.

*List*—(1) List of institutions and persons interested in Sanskrit learning.

(2) Printed grants-in-aid lists.

*Mahatma Gandhi*—Death, mourning and Memorial Fund.

*Manuscripts*—Annual reports regarding the search of Sanskrit and Hindi manuscripts.

*Military Training*—Schemes for military training.

*Muslim Education*—All important cases relating to Muslim Education in the Pradesh. Proceedings of the Provincial Muslim Education Committee and the Special Maktab Text-book Committee, Uttar Pradesh and orders of government thereon.

*Orders*—(1) Standing orders of Government [Department and Accountant General, Uttar Pradesh.

(2) Government orders regarding occupation of rent-free quarters.

*Permanent advance for officers.*

*Provident Fund schemes of the Anglo-Hindustani schools.*

*Provincialization of schools.*

*Quinquennial reports and annual reports of Director of Education, Uttar Pradesh and the Government of India.*

*Receipts and charges*—Important changes in the estimates of receipts and charges of the Education Department.

*Recognition of schools, Intermediate and Training Colleges.*

*Registration of associations, formed by the government employees, under the Societies Registration Act.*

*Regulations and Rules.*

*Religious instructions in school and colleges.*

*Remuneration to examiners in connexion with departmental examinations and orders fixing the scale of remuneration and tabulation fees, etc. of various examinations.*

*Rent-free quarters*—Government orders regarding *Reorganisation of education and of the inspecting, tutorial and clerical staff.*

*Reports*—Annual and quinquennial reports with appendices and reviews of the Director of Education and the Government of India.

*Revision and amendment of the District Board Educational Rules and Educational Code.*

*Revision of scale of pay and orders relating thereto.*

*Scholarships*—(1) Correspondence regarding institution or abolition of scholarships and stipends.

(2) Increase or decrease in the number or rate of stipends and scholarship in training institutions.

*Standing orders of Government Department and Accountant General, Uttar Pradesh*

*Status*—Raising or lowering the status of schools and colleges.

*Tentage allowance*—Fixation of rate of tentage allowance.

*Typewriters*—Correspondence regarding purchase and supply of typewriters.

*University Calendars and Ordinances, etc.*

*Retention and destruction of other records like registers, etc.*



Serial no.	Description of register	Period of retention
1	Station dak book or peon book .. ..	One year.
2	Attendance register .. ..	Two years.
3	Sub-vouchers for sums above Rs.25 pertaining to contingencies.	Three years.
4	Counterfoils of permanent advance certificate book.	Three years after completion of the book.
5	Register of bills received for countersignature.	Ditto.
6	Register of casual leave granted to gazetted officers and office clerks.	Three years.
7	Register of stationery .. ..	Three years after completion.
8	Register of contract grant and contingencies	Five years.
9	Travelling allowance bill book .. ..	Five years after completion.
10	Cash-book .. ..	Twenty years.
11	Order books .. ..	Ditto.
12	Acquittance roll .. ..	Thirty-five years after completion.
13	Salary bills of ministerial or gazetted officers	Thirty-five years.
14	Receipt and issue register .. ..	Permanently.
15	Index and file register .. ..	Ditto.
16	File or guard books .. ..	Ditto.
17	Catalogue of books .. ..	Ditto.
18	Register of deeds .. ..	Ditto.
19	Register of endowments .. ..	Ditto.
20	Register of building, furniture and special grants.	Ditto.
21	Alphabetical register .. ..	Ditto.
22	Register of Government buildings ..	Ditto.
23	Catalogue of books printed in British India and index cards.	Ditto.
	(a) Register of office furniture .. ..	Until a revised register duly attested by the head of office is prepared.
	(b) Stock-book of valuable stores ..	Ditto.
	(c) Service books .. ..	Five years after death or retirement whichever is earlier.

APPENDIX A

*List of periodical reports and returns of the Educational Department, Uttar Pradesh, due in this office*

Serial no.	Name of return	From whom received	Date of receipt	Department concerned
1	2	3	4	5
1	Results of the Diocessan Training College, Naini Tal ..	Inspector of European Schools, Uttar Pradesh.	January 20 ..	'G'-II
2	List of Government servants completing 30 years' of service and those completing 25 years or more of service or 50 years of age under G. E. no. A-10/XX—3(5)-47-48, dated March 4, 1948.	Regional Deputy Directors and Inspectresses of Girls' Schools.	Do. ..	'A' and 'H'
3	Certificates under paragraph 392 h(b) of the Educational Code.	District Inspectors of Schools .. <i>February</i>	Do.	'I'
4	Statement of actual expenditure of vocational stipends for depressed class students.	Heads of institutions concerned ..	February 20 ..	'D'
5	Statement of actual expenditure in respect of contingent grants to District Depressed Class Education Committees in Uttar Pradesh.	District Inspector of Schools .. <i>March</i>	March 10 ..	'D'
6	Statement of actual expenditure incurred on travelling allowance to the members of the District Depressed Class Education Committees in Uttar Pradesh.	Deputy Inspector of Schools .. <i>April</i>	Do. ..	'D'
7	Manager's Return of European Schools .. ..	Inspector of European Schools, Uttar Pradesh.	April 10 ..	'F(i)'

8	Annual Administration Reports for Municipalities ..	Chairmen of Municipal Boards ..	April 10 ..	'I'
9	Annual confidential reports of gazetted officers ..	Regional Inspectresses ..	April 20 ..	'A and H'
10	List of superannuated officers who will attain the age of 55 years.	Regional Deputy Directors and Inspectresses of Girls' Schools.	Do. ..	Do.
11	Annual return showing the particulars of hostels attached to Hindustani Middle Schools as on March 31, each year.	Regional Deputy Directors ..	Do. ..	'H'
12	Report regarding utilization of the amounts sanctioned to District and Municipal Boards for free supply of text-books and stipends to Depressed Class, Backward Class, Momin Ansar students reading in schools under District Boards, vide paragraph 369-H of the Financial Handbook, Volume V, Part I.	District Inspector of Schools ..	April 30 ..	'D'
13	Statement of expenditure in respect of the above grants..	Ditto ..	Do. ..	'D'
14	Statistics for Depressed Class, Backward Class, and Momin Ansar students in Junior and Higher Secondary Schools.	Ditto ..	Do. ..	'D'
15	Statistics for Depressed Class, Backward Class and Momin Ansar students in Degree Colleges.	Registrars of Universities and Principals of Degree Colleges.	Do. ..	'D'
16	Statistics for Depressed Class, Backward Class and Momin Ansar students of Primary Schools.	Chairmen, Municipal Boards and Deputy Inspectors of Schools.	Do. ..	'D'
17	Expenditure statement (Forms A and B) in respect of non-recurring grants to depressed class libraries towards the purchase of new books.	Ditto ..	Do. ..	'D'
		<i>May</i>		
18	List of vacancies in Government High and Normal Schools and list of teachers strong in various subjects.	Deputy Directors of Regions, Principals, Training Colleges, Regional Inspectresses of Girls' Schools, Lady Principals, Government Intermediate Colleges for Girls, Head Mistresses, Government Normal Schools for Girls.	May 20 ..	'A'
19	Permanent establishment form III and IV as on April 1 ..	Ditto ..	Do. ..	'A. H. and Accounts'

Serial no.	Name of return	From whom received	Date of receipt	Departmen concerned
1	2	3	4	5
20	List of works in order of urgency .. .. .	Deputy Directors of Regions and Regional Inspectresses.	May 20 ..	'F'(i)
21	Report of actual expenditure on works, allotment of the previous year.	Ditto ..	Do. ..	'F' (I)
22	Form "L" of Municipalities for Boys .. ..	District Inspectors of Schools ..	May 30 ..	'I'
23	Report on working of compulsory primary education in Municipalities.	Ditto ..	Do. ..	'I'
24	Report on the working of compulsory primary education in District Boards.	Ditto .. <i>Monthly</i>	Do. ..	'I'
1	Absentee statement of the establishments borne on the Provincial roll.	Deputy Directors of Regions, Uttar Pradesh. and Principal, Training College, Allahabad.	10th of each month	'A'
2	Statement of Income and Expenditure .. ..	All subordinate offices .. .. <i>Quarterly</i>	Do. ..	'F'(II)
3	Quarterly Report on the working of the Education Expansion Department.	Education Expansion Officer, Uttar Pradesh.  <i>Six-monthly</i>	At the end of each quarter, i.e. March 31, June 30, September 30, and December 31.	'I'
4	List of districtwise Junior High Schools corrected up to December 31.	District Inspector of Schools ..	January 20 and July 20.	'G'I'

5	Districtwise list of Higher Secondary Schools corrected up to December 31.	Secretary, Intermediate Board	..	January 20 and July 20.	'G'-1
6	Six-monthly report from municipalities on the working of voluntary Adult Education.	Chairmen, Municipal Boards, U. P.		Do.	'P'
<i>Information to be submitted in connexion with the Annual Report of Director of Education</i>					
7	A report of activities and developments during the past calendar year.	All departments of this office	..	January 20	.. 'G'-1
8	Ditto	ditto	..	Education Expansion Officer, Uttar Pradesh.	Do. .. 'G'-1
9	Ditto	ditto	..	All officers on Special Duty in this office	Do. .. 'G'-1
10	Annual reports	.. .. .	..	Registrars of all Universities	.. June 30 .. 'G'-1
				Principals of all Degree Colleges, Uttar Pradesh.	Do.
				Regional Deputy Directors, Uttar Pradesh.	Do.
				Regional Inspectresses of Girls' Schools, Uttar Pradesh.	Do.
				Inspector of European Schools, Uttar Pradesh, Naini Tal.	Do.
				Principals, Government and Private Training Colleges (Men and Women).	Do.
				Principal, College of Physical Education, Allahabad.	Do.
				Principal, Training College attached to Hindu University, Banaras.	Do.
				Principal, Training College attached to Muslim University, Aligarh.	Do.

Serial no.	Name of return	From whom received	Date of receipt	Department concerned
1	2	3	4	5
		Secretary, Board of High School and Intermediate Education, Uttar Pradesh, Allahabad.	June 30.	
		Registrar, Departmental Examinations, Uttar Pradesh, Allahabad.	..	
		Inspector of Mohammadan Schools, Uttar Pradesh, Allahabad.	..	
		Inspector, Sanskrit Pathshalas, Uttar Pradesh, Banaras.	..	
		Inspector, Arabic Madrasas, Uttar Pradesh, Allahabad.	..	
		Director of Public Health, Lucknow.	..	
		Education Expansion Officer, Uttar Pradesh, Allahabad.	..	
		Principal, Colvin Taluqdar's College, Lucknow.	..	
		Principal, Government Sanskrit College, Banaras.	..	
		Registrar, Sanskrit College Examinations, Uttar Pradesh, Banaras.	..	
		General Secretary, Hindustani Academy, Allahabad.	..	

Honorary Secretary, Uttar Pradesh Boys' Scout Association, Allahabad.	..
General Secretary, Hindustani Scout Association, Allahabad.	..
Secretary, St. John's Ambulance Association, Uttar Pradesh, Lucknow.	..
General Secretary, National Academy of Science, Allahabad.	..
Honorary Secretary, Marris College of Hindustani Music, Lucknow.	..
Secretary, Prayag Sangit Samiti, Allahabad.	..
Superintendent, Physical Training of Government Training Colleges.	..
Chairman, Board of Sanskrit Studies, Uttar Pradesh, Banaras.	..
Officer on Special Duty, Depressed Class Education, Uttar Pradesh, Allahabad.	..
Supervisor, Agriculture Hindustani and Anglo-Hindustani Schools, Uttar Pradesh, Allahabad.	..
Principal, Hewett Engineering School, Lucknow.	..
Principal, Civil Engineering School, Lucknow.	..
Honorary Secretary, Uttar Pradesh Girls' Guide Association, Earls Court, Naini Tal.	..

Serial No.	Name of return	From whom received	Date of receipt	Department concerned
1	2	3	4	5
11	Annual Returns .. .. .	Assistant Inspector of Arts and Crafts, Allahabad. Director of Military Training, Uttar Pradesh, Civil Secretariat, Lucknow. Director of Social Service, Uttar Pradesh, Lucknow. Director of Bureau of Psychology, Uttar Pradesh, Allahabad. Registrars of all Universities .. Principals of all Degree Colleges (Males and Females). Regional Deputy Directors of Education, Uttar Pradesh. Regional Inspectresses of Girls' Schools, Uttar Pradesh. Principals of all Training Colleges (Men and Women). Principal, Government College of Physical Education, Allahabad. Principal, Civil Engineering Schools, Lucknow.	June 30. Do. Do. Do. Do. Do. Do. Do. Do. Do. Do.	



12 General Table III-A .. .. .

Principal, Hewett Engineering School, Lucknow.	June 30.
Principal, Medical College, Agra ..	Do.
Principal, Agricultural College, Kanpur	Do.
Principal, Sanskrit College, Banaras ..	Do.
Principal, Forest Research Institute, Dehra Dun.	Do.
Principal, Agricultural Institute, Naini Allahabad.	Do.
Principal, Agricultural Schools, Buland- shahr.	Do.
Correspondent, Prince of Wales Royal Indian Military College, Dehra Dun.	Do.
Director of Industries, Uttar Pradesh, Kanpur.	Do.
Education Expansion Officer, Uttar Pradesh, Allahabad.	Do.
Inspector of Mohammadan Schools, Uttar Pradesh, Allahabad.	Do.
Inspector of Arabic Madrasas, Uttar Pradesh, Allahabad.	Do.
Inspector, Sanskrit Pathshalas, Uttar Pradesh, Banaras.	Do.
(1) Director of Military Training, Uttar Pradesh.	Do.
(2) Director of Social Service, Lucknow..	Do.
(3) Director, Bureau of Psychology, Uttar Pradesh.	Do.

Serial no.	Name of return	From whom received	Date of receipt	Department concerned
1	2	3	4	5
	General Tables III-A and VIII .. .. .	Secretary, Board of High School and Intermediate Education, Uttar Pradesh, Allahabad.	June 30.	
	Ditto .. .. .	Registrar, Departmental Examinations, Uttar Pradesh, Allahabad.	Do.	
14	General Summary .. .. .	Regional Deputy Directors and Inspectresses of Girls' Schools, Uttar Pradesh.	Do.	
15	Annual Reports and Statistics of Physically and Mentally handicapped institutions.	Regional Deputy Directors and Inspectresses of Girls' Schools, Uttar Pradesh.	Do.	
16	Statistics regarding Hindustani Middle Schools in which Manual Training, Agriculture and Rural Knowledge are taught.	Regional Deputy Directors and Inspectresses of Girls' Schools, Uttar Pradesh.	Do.	
17	Compilation of Statistics, preparation of a note on the Education of Muslims in Intermediate Colleges and Secondary Schools.	Regional Deputy Directors and Inspectresses of Girls' Schools, Uttar Pradesh.	Do.	
18	Statement showing the number of trained and untrained teachers in Anglo-Hindustani Middle Schools excluding language teachers of special subjects. Teachers passing A. T. C. should be shown separately.	Regional Deputy Directors and Inspectresses of Girls' Schools, Uttar Pradesh.	June 10.	
19	Fee realized and credited into Government Treasury on account of duplicate certificates.	(1) Regional Deputy Directors and Inspectresses of Girls' Schools, Uttar Pradesh. (2) Inspector of European Schools, Uttar Pradesh, Naini Tal. (3) Registrar, Government Sanskrit College Examinations, Banaras.	Do. Do. Do.	

		(4) Principals, Government Training Colleges, Uttar Pradesh.	June 30.
		(5) Registrar, Departmental Examinations, Uttar Pradesh.	Do.
		(6) Secretary, Board of High School and Intermediate Education, Uttar Pradesh.	Do.
		(7) Registrar, Arabic and Persian Examinations, Uttar Pradesh, Allahabad.	Do.
20	Progress of Education in Primary and Preparatory Schools of all kinds of compulsory area (Rural and Urban).	Regional Deputy Directors, Uttar Pradesh.	Do.
21	Statement showing the distribution of Scholars in various classes or all kinds of Hindustani Primary Schools.	Regional Deputy Directors and Inspectresses of Girls' Schools.	Do.
22	Classwise enrolment of Intermediate Colleges as it stood on March 31.	Ditto ..	Do.
23	Classwise enrolment of High Schools as it stood on March 31.	Ditto ..	Do.
	Enrolment of girls reading in boys schools in Upper Primary, Lower Primary and Preparatory stages.	Regional Inspectresses of Girls' Schools	June 30.
25	Enrolment of boys reading in the Primary classes of Girls' schools in Upper Primary, Lower Primary and Preparatory stages.	Ditto ..	Do.
26	Statistics of Normal and Central Training Schools and Training Classes.	Regional Deputy Directors and Inspectresses of Girls' Schools.	Do.
27	Statement of Mid-day Meal .. ..	Ditto ..	Do.

Serial no.	Name of return	From whom received	Date of receipt	Department concerned
1	2	3	4	5
28	Stages of Muslim boys and girls passing different examinations (Regular and Private).	Registrars of the Universities and Inspector of Arabic Madras as, Uttar Pradesh, Allahabad.	June 30	
29	Total receipt on account of Examination fee credited in Government Treasury and	1. Registrar, Departmental Examinations.	Do.	
30	Examinations Charges incurred during the year.	2. Registrar, Sanskrit College Examinations.	Do.	
		3. Registrar, Arabic and Persian Examinations.	Do.	
		4. Inspector of European Schools, Uttar Pradesh, Naini Tal.	Do.	
		5. Secretary, Board of High School and Intermediate Education, Uttar Pradesh.	Do.	
31	Expenditure on Direction .. ..	Office Accountant and Education 'F' (2).	Do.	
32	Notes on Board of Hindustani Education Committee ..	Education 'H' .. ..	Do.	
33	Notes on Educational Endowments .. ..	Education 'G'1 .. ..	Do.	
34	Notes on Agriculture and Rural Knowledge in Hindustani Middle Schools.	Education 'I' .. ..	Do.	
35	Notes on Compulsory Primary Education for boys and girls in Rural and Urban areas.	Ditto .. ..	Do.	
36	Notes on Night schools in Municipalities .. ..	Ditto .. ..	Do.	
37	Number and enrolment of single teacher in Primary Schools for boys and girls.	Ditto .. ..	Do.	

38	Expenditure on scholarships and stipends and their numbers	Education 'F' (2)	..	..	June 30.
9	Notes on Administration	..	..	..	Do.
0	Notes on Committees and Legislature	..	..	..	Do.
1	Developments and activities during the past financial year	All Departments of this office	..	..	Do.
	Ditto	Ditto	..	..	All Officers on Special Duty in this office.
42	Scale of Pay of Professors and Lecturers	..	..	..	Do.
		Registrars of all Universities in Uttar Pradesh.			
43	Number of scholarships, their rates and total expenditure incurred during the year.	Ditto	ditto	..	Do.

APPENDIX B

*List of periodical reports and returns etc. of the Educational Department submitted by this office in the month of January*

Sérial no.	Name of report or return	To be submitted to Government, Uttar Pradesh or Government of India	Date of submission
1	2	3	4
1	Statement showing appointments and promotions made to the Provincial Specialist and Subordinate Services each year.	Uttar Pradesh Government	January 20.
2	Quarterly returns of petitions, appeals, memorials addressed to Government withheld by the Director of Education.	Ditto .. .. .	Do.
3	Final Statement of excesses and savings .. .. .	Ditto .. .. .	Do.
4	Draft of the quinquennial report .. .. .	Ditto .. .. .	February 20.
5	Notes for General Administration Report for the past year ..	Ditto .. .. .	Do.
6	Statistics for Publication of Bulletin of Economics and Statistics in Uttar Pradesh.	Ditto .. .. .	Do.
7	Annual grants for municipal boards where compulsion is introduced ..	Ditto .. .. .	March 20.
8	Proceedings of the meeting of Provincial Adult Education Committee ..	Ditto .. .. .	Do.
9	List of Government servants completing 30 years of service and of those completing 25 years or more of service or 50 years of age for the half year ending June 30, <i>vide</i> G. O. no. 0-351/II—25-48, dated February 25, 1948.	Ditto .. .. .	March 30.
10	List of Educational Endowments .. .. .	The Secretary, Board of Revenue ..	Do.
11	Quarterly returns of petitions, appeals, memorials addressed to Government withheld by the Director of Education, Uttar Pradesh.	Government of Uttar Pradesh, in Education Department.	April 20.

( 88 )

12	Report regarding utilization of the amounts sanctioned to District and Municipal Boards and statement of expenditure, for free supply of text-books and stipends to Depressed Class, Backward Class and Momin Ansar Students reading in schools under local Boards.	Uttar Pradesh Government	..	June 30.
13	Report regarding probable expenditure on stores required to be purchased from England.	Ditto	.. ..	Do.
14	Certificates under paragraph 369-H of Financial Handbook, Volume V, Part I.	Ditto	.. ..	Do.
15	Quarterly returns of petitions, appeals, memorials addressed to Government withheld by the Director of Education, Uttar Pradesh.	Uttar Pradesh Government in Education Department.		July 20-
16	Report regarding excess tent in use of subordinate offices	Director of Industries and Commerce, Kanpur.		July 30.
17	Recommendation for grant for basic schools maintained by district and municipal boards.	Uttar Pradesh Government	..	Do.
18	List of Gazetted Officers to be superannuated	Secretary to Government, Uttar Pradesh Education (B) Department, through the Accountant General, Uttar Pradesh, Allahabad.	.. ..	August 10.
19	Budget estimates for the education of Indian Christians in rural areas	Uttar Pradesh Government	..	September 10.
20	Statement of Special grants to district boards for various schemes of improvement and expansion of education among Indian Christians in rural areas.	Ditto	.. ..	Ditto
21	Statistics of single teacher primary schools in Uttar Pradesh	Government of India	.. ..	Do.
22	Schedule of New Demands of Director of Education, Uttar Pradesh	Uttar Pradesh Government	..	Do.
23	List of officers completing 30 years of service .. .. List of officers completing 25 years or more of service or 50 years of age For the half year ending December 31, vide G. O. no. 0-351/II-25-48, dated February 25, 1948.	Ditto	.. ..	September 30.

National Planning and Administration  
 17-B, Sri Aurobindo Marg,  
 New Delhi-110016  
 DOC. No. 17-1161  
3601

Serial no.	Name of report or return	To be submitted to Government, Uttar Pradesh or Government of India	Date of submission
1	2	3	4
24	Quarterly returns of petitions, appeals, memorials addressed to Government withheld by the Director of Education, Uttar Pradesh.	Government, Uttar Pradesh, in Education Department.	October 20.
25	Recommendations for grants to District Boards towards maintenance of circulating and travelling libraries.	Uttar Pradesh Government ..	Do.
26	Forms 'A' and 'B' for District Boards .. .. .	Ditto .. .. .	Do.
27	Budget estimates in respect of District Boards .. .. .	Ditto .. .. .	Do.
28	Grant-in-aid Budget .. .. .	Uttar Pradesh Government, Education Department.	November 10.
29	Provincial Civil Works Schedule and Budget estimates regarding Educational Projects.	Assistant Secretary to Government, Public Works Department. Copy to Education Department, Uttar Pradesh.	Do.
30	Preliminary statement of excesses and savings .. .. .	Uttar Pradesh Government ..	November 20.
31	Budget estimates .. .. .	Ditto .. .. .	Do.
32	Draft of the Annual Report .. .. .	Ditto .. .. .	December 30.

