

# **Tamil Nadu Educational Inspection Code**

TAMILNADU

India

# **Tamil Nadu Educational Inspection Code**

## **Rule TAMIL-NADU-EDUCATIONAL-INSPECTION-CODE of 1954**

- Published on 20 October 1954
- Commenced on 20 October 1954
- [This is the version of this document from 20 October 1954.]
- [Note: The original publication document is not available and this content could not be verified.]

Tamil Nadu Educational Inspection Code(Issued by the Director of Public Instruction)

## **Chapter 1**

### **Introduction**

#### **1. Title.**

- This Code shall be known as the Tamil Nadu Educational Inspection Code.

#### **2. Application.**

- The provision of this Code shall apply to all the Inspecting Officers employed under the Education Department.

#### **3. Scope.**

- The provisions of this Code are intended to be in complete harmony with the various Codes and regulations, manuals, orders and proceedings issued, from time to time, by the Government and the Department.

#### **4. For orders of the Director.**

- Instructions in this Code which may be found in conflict with the provisions of any Code or regulation or order should be reported to the Director.

## **5. Proper Name.**

- In the case of proper names, the authorised spelling shall be adopted. Proper names for which authorised spelling has not been furnished shall be spelt on the principle of transliteration.

## **6. Definition of terms.**

- The term "Director" signifies Director of Public Instruction; The term "Divisional Inspector" signifies the Divisional Inspector of Schools; The term "Inspectress" signifies the Inspectress of Girls' Schools; The term "Deputy Inspector" includes both Senior and Junior Deputy Inspector of Schools and applies to both men and women officers; The term "Local Board" means a Municipal Corporation or Council or a Panchayat; The term "Public Funds" includes State Funds and Funds of Local Boards; The term "Mayor" signifies the Mayor of a Corporation and the term "Chairman" signifies the Chairman of Municipality.

## **7. Order of local areas.**

- [Omitted]

## **8. Educational Divisions, Circles and Ranges.**

- These shall be in the order fixed, from time to time, by the controlling authority.

## **9. Personal conduct of Public servants.**

- This is regulated by "Government Servant's Conduct Rules".

## **10. Delegation.**

- Powers as to make appointments, sanction of leave, grant of recognition to schools, etc., assigned in this Code to officers of the department are of the nature of delegations and are liable to resumption as occasion may arise either temporarily or permanently.

# **Chapter II**

## **Leave To Inspecting Officers**

## **11. Mode of application.**

- Applications for leave shall be made in the form of letters addressed to the sanctioning authority through the proper channel specifying the period and nature of leave and explaining the necessity for it. Government stationery should not be used for the purpose.

## **12. Reports of transfer and assumption of charge.**

- These shall be prepared and submitted by subordinate officers in accordance' with the instructions contained in Appendix I.

## **13. Leave other than casual leave.**

- This shall be governed by rules made in exercise of the powers conferred by the Tamil Nadu Fundamental Rules and the Subsidiary Rules framed by the State Government thereunder, or the Tamil Nadu Leave Rules, 1933.

## **14. Casual Leave.**

- This maybe granted subject to the limits prescribed by the Government by an officer to the officers immediately subordinate to him, e.g., by the director to the Divisional Inspectors and Inspectresses by the Divisional Inspectors to the District Educational Officers and Basic Educational Officer, by District Educational Officers to Senior Deputy Inspectors and by Senior Deputy inspectors to Junior Deputy Inspectors, etc.

## **15. No casual leave without prior sanction.**

- No officer shall avail himself of casual leave without previously obtaining sanction for it except in case of urgent necessity, such as illness and in such special cases sanction for the leave should be sought for with the least possible delay.

## **16. Compensation casual leave.**

- Officers empowered to grant casual leave may also grant a day's leave, should opportunity occur, to a subordinate who is called on to attend office on a public authorised holiday, except as a punishment, subject to the following conditions: -(i)Such holidays may not be taken by a Government servant without the previous sanction of the authority who is competent to grant him casual leave.(ii)Not more than ten such holidays in all may be taken in a calendar year and no such holidays shall be taken after the expiry of six months from the public holiday for which they were substituted. It will, however, be within the discretion of the head of an office to call on the subordinate to take such holiday on any date within six months, which the head of the office finds to be convenient.(iii)Not more than seven such holidays may be accumulated and a lower number may be fixed at his discretion by the head of the office.(iv)Such holidays may be combined with casual leave or other authorised holidays, provided that the total-period of absence from duty shall not exceed ten days.

## **17. Special Casual leave.**

- Special casual leave not counting ordinary casual leave may be granted in accordance with the instruction contained in the later pages of this book.

## **18. Absence of officers for attending conferences or meetings.**

- Officers are often called upon to attend conferences or meetings or appointed on committees of other State Governments, the Central Government, quasi-Government bodies like Universities, etc. In these cases, the officers have to attend such conferences, meeting, etc., either in their personal capacity or as representatives of the Government. The absence of these officers from their normal place of duty on such occasions should be treated as follows: -(i) If an officer attends a conference, meeting, etc., as a representative of the State Government, the period of his absence should be treated as on duty; (ii) If an officer is permitted to attend any such conference, meeting, etc., on the request of any other State Government, Central Government, a quasi-Government body like the University or a private body and if he is paid remuneration, the period of absence should be treated as casual leave or other leave for which he is eligible and if he is not paid any remuneration, it should be treated as on duty, in either case the Government, the quasi-Government body or the private body concerned will meet the officer's travelling allowance and daily allowance for the period in question; (iii) If an officer is permitted to attend a conference, meeting, etc., in his personal capacity, the period of his absence should be treated as casual leave or other leave for which he is eligible (G.O. Ms. No. 2055, Home (Service), dated the 20th October 1954).

## **19. Authorities to grant leave.**

- Leave of any kind may be granted by Divisional Inspectors, District Educational Officers and Inspectresses to all Subordinate Officers, whose appointments vest in them.

## **Chapter III**

## **Powers of Gazetted Inspecting Officers as to Appointments and Promotions**

### **20. Powers of Divisional Inspectors, District Educational Officers, Inspectresses and other Gazetted Inspecting Officers.**

- Divisional Inspectors, District Educational Officers, Inspectresses and other Gazetted inspecting officer may appoint, teachers, clerks and servants subordinate to them and whose appointments vest in them; Divisional Inspectors may also exercise similar powers with reference to inspecting and other officers subordinate to them under the powers delegated to them by the Director. In making appointments and promotions, care should be taken to see that the conditions prescribed in the statutory rules are fulfilled.

## **21. Personal file to be maintained.**

- The Inspecting Officers of the gazetted rank shall maintain in their personal custody in the prescribed form a personal file for every officer and servant of the department subordinate to them, and record therein, in their own handwriting and over their initials such fact as come to their personal notice, from time to time, regarding the work and character of each. Special care should be taken to see that the entries are, in no case, based on mere hearsay, but on personal experience or enquiry. Any adverse remark shall be communicated to the person concerned. Those personal files shall be handed over to the successors in office to be continued by him. It will serve the purpose of an official history of each subordinate officer and help the inspecting officers in giving or recommending promotions. Confidential sheets should be maintained for all L.T., B. Ed. and B.T. Assistants working in Local Body schools by the District Educational Officers and Inspectresses and these should be written up preferably at the time of inspection. Copies of those confidential sheets should be submitted to the Divisional Inspectors immediately after the inspection of the respective schools. In addition to writing these confidential reports, inspecting officers must have an all-round judgment about all such Assistants so that they will be in a position to order the necessary help to the Divisional Inspectors in the choice of selecting proper Headmasters for Local Body schools. The confidential reports in respect of L.T., B.Ed., or B.T. Assistants in secondary schools under Local Bodies should also be maintained regularly every half year. The Divisional Inspectors of School should peruse carefully the confidential reports mentioned above, while inspecting the offices of the District Educational Officers and Inspectresses of Girls' Schools and record in the questionnaire the defects, if any, noticed at that time.

## **22. Half-yearly confidential sheets to the Director.**

- With a view to enable the Director to give due consideration to the claims of each officer of the Subordinate Educational Service for promotion as Divisional Inspectors, Inspectresses and the Chief Inspector of Physical Education shall furnish him, in the first week of every April and October, confidential sheets, referring briefly to the work of all officers within their respective jurisdiction whose appointments vest in Director (Similar reports should be submitted to the Divisional Inspector by District Educational Officers on behalf of officers subordinate to them and by the heads of officers and institutions under their control to the District Educational Officers or Inspectresses, as the case may be). This work should not, for obvious reasons, be entrusted to any subordinate officer.

## **Chapter IV**

### **Punishment and Dismissal of Officials**

## **23. Procedure to be observed in case of punishments.**

- All inspecting officers of the gazetted rank may punish for gross neglect of duty or for misconduct, all subordinate officers and servants whose appointments vest in them. Fines must not be imposed on officers other than those belonging to the Inferior Service. The appropriate punishments are

censure, withholding of increment or promotion, reduction in pay or rank, recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders, suspension, compulsory retirement, removal from service and in the last resort, dismissal from the Civil Service of the Government. Before any punishment is inflicted, the written explanation of the officer proposed to be punished should be obtained to the charges which will be framed in writing. No order of recovery from pay, reduction, removal or dismissal shall be passed without following the procedure prescribed in rules of the [Tamil Nadu Civil Services (Classification, Control and Appeal) Rules.] [Now, renamed as the Tamil Nadu Civil Services (Discipline and Appeal) Rules.] Neglect of duty or misconduct on the part of all other subordinate officers should be reported to the Director of Public Instruction.

## **24. Powers of all Inspecting Gazetted Officers.**

(a) Divisional Inspectors, District Educational Officers and Inspectresses and other Gazetted Inspecting Officers may dismiss for gross misconduct, for proved dishonesty, or for continued inefficiency, all subordinates whose appointment vest in them. (b) Permission to resign or to retire from service while disciplinary proceedings are pending or are in contemplation must be refused. Government servants cannot be allowed to evade disciplinary action by the retiring or resigning from service. Orders should, be passed by Competent authority requiring or permitting an officer to retire on attaining the age of superannuation or otherwise or accepting his resignation, when any departmental proceedings against him are pending or are under contemplation. A Government servant who is due to retire on attaining the age of superannuation should not, however, be retained in the service on this ground after the date on which he attains such age, but should be directed to handover charge and wait for orders. The final orders on the departmental proceedings should, however, be made to take effect from the date on which he attained the age of superannuation. (c) Appeal. - An appeal against an order passed by any authority shall lie to higher authority prescribed in the Service Manual.

## **25. Public Servants - suing or threatening to sue Government - Legal position of tenure of appointment.**

- Whenever a Government servant threatens to seek redress in a Court of Law in respect of any matter connected with his employment or conditions of service, he may simply be informed that the threatened suit is awaited. If he already exhausted his normal official channels of redress, no disciplinary action need be taken against him for going to a Court. If, however, he goes to a Court before exhausting the normal official channels of redress, disciplinary action can be taken against him. These instructions apply only to cases where the department competent to grant the relief asked for.

## **Chapter V**

### **Administration On Offices**

## **26. Inspection of offices.**

- Divisional Inspectors of Schools shall make a careful annual inspection of the offices of the District Educational Officers and Basic Educational Officers under their control and submit a report to the Director not later than the 31st March in each year. The offices of the Divisional Inspectors of Schools, Inspectresses of Girls' Schools, Chief Inspector of Physical Education and Inspectors of Oriental Schools will be inspected annually by the Director, by an Officer deputed by him. In the latter case, the report of the inspection will be submitted to the Director immediately after inspection. District Educational Officers and Inspectresses shall inspect the offices of the officers immediately subordinate to, them once a year and shall satisfy themselves that the accommodation provided is sufficient and suitable and that the state of the office is satisfactory. A report in each case shall be submitted to the respective Divisional Inspector of schools in the cases of men's branch and to the Director in the case of women's branch. The scope of the inspection reports shall be in accordance with the departmental questionnaire issued by the Director.

## **27. Taking charge of Subordinate offices by the District Educational Officers and Inspectresses.**

- District Educational Officers and Inspectresses may, in cases of sudden emergency, take immediate charge of offices subordinate to them, pending the sanction of the Director.

## **28. Supervision of Subordinate Officer's work.**

- District Educational Officer shall exercise immediate control over the work of Deputy Inspectors and promptly report to the Divisional Inspectors and neglect of duty or irregularity on their part. Among the means of exercising such control shall be prompt and regular review of diaries of visits and other periodical returns and reports in respect of the quality, quantity and regularity of the work as revealed by them.

## **29. Attendance at office.**

- All inspecting officers should attend office regularly from [10.30 a.m. to 5.30 p.m.] [Now, the office hours is from 10.00 a.m. to 5.45 p.m.] on all working days when they are at their headquarters and not engaged in inspection work or on outside duties in their official capacity. The office hours shall be the same as for all Government offices. Any change in the office hours which may be found necessary in the hot weather should be given effect to only with the prior approval of the competent authority and should be duly notified in the Tamil Nadu Gazette.

## **Chapter VI**

### **Administration Of Developmental Institutions**

### **30. Control over Secondary and Elementary Schools.**

- Secondary Schools are under the administrative control of the District Educational Officers or Inspectresses, as the case may be, and elementary schools, except those in the agency areas which are under the administrative control of the Special Assistant agents, or under the immediate control of the Deputy Inspectors.

### **31. Control over Basic Schools.**

- The Basic Educational Officers will be responsible for the proper administration and working of all basic school (for men and women) in their circle. The inspection of Basic Schools and of the craft stores in their jurisdiction will be conducted by the concerned Basic Educational Officers. The Deputy Inspectors will give the same assistance to the Basic Educational Officers as they have been giving to District Educational Officers in the matter of inspection of Basic Schools. The selection of students for admission into Basic Training Schools shall be made by committees appointed for the purpose by Director of Education.

### **32. Government Training School for Masters.**

- These together with the attached model schools are controlled by the District Educational Officers. They will exercise the powers of appointment of ministerial officers whose appointments vest in them, the selection of students, the grant of stipends and the utilisation of the budget allotments. In the selection of students, they shall exercise great care to ensure that the- instructions issued by the Director, from time to time, in respect of qualifications, age, physical fitness, previous history and other conditions, are carried out.

### **33. Government Training for School Mistresses.**

- These are under the control of the Inspectresses and the instructions relating to Government Training Schools for Masters apply to these institutions.

### **34. Inspection and control of Government Secondary or Training Schools with Gazetted Headmasters or Headmistresses.**

- So long as Government Secondary or Training School has a Headmaster or Headmistress in the scale of Rs. 230-30/ 2-260-40/2-500 or any higher scale, the following procedure shall be followed for the inspection and control of the school concerned. (i) For all departmental purposes (other than statistics and service rules), the powers of both the Headmaster or the Headmistress and the District Educational Officer or the Inspectress of Girls' Schools, except the power of inspection, shall vest in the Headmaster or Headmistress of the school concerned. (ii) The inspection of such a school shall be conducted by the Divisional Inspectors of Schools concerned, if it is a boys' school and by an officer deputed by the Director if it is a girls' school. (iii) The administrative control of the school shall vest in the Divisional Inspector of School concerned if it is a boys' school in the principal of the



Government Training College concerned, if it is attached to a Training College and in the Director if is a Girls' School.

### **35. Government Examinations.**

- Inspecting officers of every grade are expected to be thoroughly familiar with the curricula of studies and the rules for examinations in the several grades of the schools under their respective jurisdictions. They are also expected to be familiar with the instructions notified, from time to time, in the Tamil Nadu Government Gazette regarding the rules, dates of application, syllabuses and text books for the various examinations, such as the VIII Standard Examination (ESLC), TSLC Examination and Basic Training School Certificate Examination and Technical Examinations.

## **Chapter VII**

### **Recognition of Schools**

Please see the Tamil Nadu Educational Rules, and the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 and rules made thereunder.

## **Chapter VIII**

### **Teachers' Certificates and Teachers' Service Registers**

### **37. Conversance with Rules.**

- Inspecting Officers of every grade are expected to be conversant with the rules regarding teachers certificates and teachers' service registers.

### **38. Teachers' Certificate.**

- Both at inspections and visits, especially to elementary schools, and in the course of correspondence relating to teachers' certificates, Inspecting Officers should not fail to scrutinise the certificates to see that they are in order and the entries in them have not been tampered with and to take action against any irregularities which they might notice. In the case of collegiate trained teachers, the Collegiate Teachers' Certificates should be scrutinised at inspection and such teachers as are entitled to them but have not obtained them should be advised to obtain them. They should ensure that the general education and Training School Leaving Certificates bear the signature of the holders in the places provided for them and that the year of the birth has been written in words and duly attested where necessary. In the case of certificates of teachers of Aided Elementary Schools, Inspecting Officers should ensure that number, date and district of issue of the teachers' service register is duly noted in the certificate. Whenever an appointment of a new teacher comes to the notice of the Inspecting Officer either at visit to a school or in the monthly return of an elementary school, the Inspecting Officer shall call for and scrutinise the certificate before approving the teachers appointment and assessing grants on behalf of the teacher. Certificates issued by the

educational authorities outside the State or by institutions whose recognition and authority are in doubt or whose equivalent is not stated in the Educational Rules and the proceedings of the Director should be submitted by the Inspecting Officer to the competent superior authority for evaluation.

### **39. Teachers' Service Registers.**

- If the service of a teacher newly appointed in any elementary school exceeds the prescribed period of one month, Inspecting Officer shall ensure that the teachers applies in time (i.e., within a period not exceeding one month from the date of appointment) for a teacher's service register and that if the application is in order, the teacher's service register is issued to him without any delay. Applications for condonation of delays in application for teacher's service registers should not be recommended without stating the reasons for the delay and the steps taken by the Inspecting Officers to obviate such delay. At annual inspections of Aided Elementary Schools and on other occasions where necessary, Deputy Inspector shall scrutinise all teachers' service registers to ensure that all the entries in them are in order and up-to-date and in conformity with the principles that in all cases of doubt regarding courses of service, the teacher's service is a vital and important record.

## **Chapter IX**

### **General Administration Official Etiquette - Observance of Proper Procedure**

#### **40. Instructions for the guidance to all Officers to avoid a lapses in Official Etiquette.**

- A visitor's book is kept open at the Raj Bhavan, Hyderabad, when the Governor is in residence and likewise in his camp offices when he is on tour. Officers at the headquarters also those visiting the headquarters should call upon and write their names in the visitor's book and this should be renewed every year in January. When the Governor is on tour, senior officers and non-officials, if they are so inclined, should also write their names in the visitors book. Officers at headquarters should specially call and leave information in the visitor's book before they leave, if they are transferred to some other stations.

#### **41. Invitation to Governor.**

- Invitations should not be sent to the Governor unless he is attending the function himself or a message is required in which case it should be definitely indicated in a separate covering letter.

#### **42. When Governor presiding a function.**

- The Governor should not be invited to functions except to undertake the first and primary duty at such functions and when he attends a function, it is unnecessary to have another to preside at such a function.

#### **43. A Request to Governor well in advance.**

- Whenever there are important functions in district in which the District Officers or Head of Departments feel that the Governor should participate, they should write well in advance to the Governor's Secretary to ascertain and let them know the Governor's intentions and inclinations. He will not ordinarily undertake a tour specially for presiding over a function or opening some institutions unless it is combined with his regular or normal tours.

#### **44. Office Procedure-Form of salutation in demi-official and endorsements between Officers in district.**

- The Government examined the various forms and endorsements in vogue in the district between the Collectors and officers of other departments and consider that having regard to all the aspects of the matter, it would be preferable to use the words like "Transmitted" and "Retransmitted" between the Collectors and the Gazetted Officers of other departments and that it would not be correct for the District Officers to use the endorsement "Returned" to the Collector who is normally treated as the Head of the District. It is emphasised that the mode of salutation in D.O.s. and in endorsements by itself does not indicate any relative superiority of the posts of the officers corresponding, which is determined by the functions they perform and an over-sensitiveness to these petty matters should not be permitted to vitiate the camaraderie among all officers which alone would conduce to efficient discharge of their duties.

#### **45. Petitions addressed to Government-Disposal.**

- At the Governor's conference on the 27th January 1955 with Heads of Departments and Secretaries to Government it was pointed out that the complaints and petitions received by Government were now sent to Heads of Departments for remarks and not for disposal by them, and that this was largely due to a feeling that the treatment of a paper referred for disposal was perfunctory and due attention was paid only when a report was asked. The best course in such cases would be to send the papers to the Head of the Department concerned for disposal, it being understood that he would deal with the case with the same care as he would in a case sent for comments. In important cases, however, the Government may require the action taken to be reported to them.

#### **46. Submission of reports to, and correspondence with, ministers instruction.**

- Whenever local subordinates are asked by Honourable Ministers to enquire into any matter or make reports, the reports should be sent through the Head of Department concerned and concerned department in the Secretariat. The Heads of Departments should not correspond direct with Honourable Ministers and that all correspondence with the Ministers should go through the concerned department in the Secretariat.

#### **47. Reports direct to Hon'ble Minister.**

- There might arise rare occasions of subordinate officials being asked to furnish immediate information by Honourable Ministers when a rigid adherence to the above procedure may result in some delay, however little it may be and which might defeat the very object with which the information may have been sought. In such rare cases, subordinate officials and heads of departments can in addition to Honourable Minister. It will be noted that such reports will be sought purely as an urgent piece of information by Hon'ble Ministers and any further instructions or orders on the subject will continue to emanate as at present, only from the concerned department of the Secretariat or the concerned Head of the Department.

#### **48. Petition to Government.**

- Instructions regarding the submission and receipt of petitions addressed to the Government (Appendix '3').

#### **49. Relationship with the public.**

- Indifference or discourtesy towards the members of the public coming to Government officials for relief or guidance is positively bad the conduct and personal relations of Government Servants with the public should be so regulated as to reflect their duty to "serve" in the best interests of the people and the country. It is the duty of the Government Servants to treat the ryots and other members of the public who came before them with due courtesy.

#### **50. Duties imposed on District Educational Officers.**

- The District Educational Officers and Inspectresses to acquaint themselves with the conditions of education in all its stages: -They shall make it a part of their duty to confer on educational matters with officials, particularly, with Collectors and Presidents of District Boards and Chairman of Municipalities and with non-officials interested in education and to give advice and assistance in such matters to all who may address them. Being the ordinary channels of communications with the department, they shall, subject to the approval of the Director, be the enforcers and interpreters of its regulation, and exponent of the educational policy of Government. They have further no unimportant share in the allocation of the public funds to education and it behoves them to exercise the greatest vigilance over the expenditure of such funds, so that they are effectively and fruitfully utilised, in terms of concrete educational benefits. For this purpose, the inspecting officer should have intimate acquaintance with details of the prevailing conditions in the areas of their jurisdictions in terms of comparable figures, and the instructions issued by the Director, from time to time, requiring them to maintain correct and up-to-date particulars and figures of the schools, pupils and children of school-age in their jurisdiction cannot be too often nor too strongly emphasised. Inspecting officers should make their fullest use of the opportunity of inspections, visits to teachers association meetings and review of monthly returns to obtain and record all the available information about the schools. All Inspecting Officers are expected to maintain pocket

books of facts and figures relating to institutions and educational conditions in their jurisdiction. They should personally test the validity of the periodical returns both with reference to the probability of the figures in the light of their experience and in comparison with the previous returns. Efficient administration of the schemes of compulsory education in force in their jurisdiction forms one of the most important duties of Inspecting Officers. In addition to the general responsibilities in respect of the schemes, certain duties pertain specially to each grade of officers as prescribed in the Rules under that Andhra Pradesh Education Act and in the executive instructions issued by the Director and all officers are expected to be conversant not only with these rules and instructions but also with their full implications in regard to such details as enumeration of the census of children of school, age, propaganda among parents, general supervision and vigilant watch over the progress of the schemes by intelligent examination and personal verification of the figures enumerated, from time to time. They shall take prompt action in all cases of defaults and submit to their respective superior authorities the prescribed reports and returns on the due dates so that the Director is kept promptly and fully informed of the progress of the schemes in the several districts.

## **51. Duties imposed by special Codes and Rules.**

- The Tamil Nadu Educational Rules, The Tamil Nadu Elementary Education Act, 1920, and the rules made thereunder, the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 and the Rules framed thereunder, and the Tamil Nadu Educational Grant-in-aid Code and various instructions issued, from time to time, by the Government and, the Director in regard to several aspects pertaining to the proper and efficient conduct of schools and the conditions governing the employment to teachers therein impose various duties on the Inspecting Officers, and these shall be attended to in their minutes requirements. But, while carrying out the regulations of the department, Inspecting officers shall be ever on their guard against the tendency to subordinate true education to administrative machinery. They should also be on their guard against the tendency to make instructions in all school within their jurisdiction conform to one and the same pattern. Variety should be encouraged to meet the varied requirements of different localities and conditions of life. They shall enforce the rules with perfect impartiality.

## **52. Duties of Inspecting Officers in the matter of character training.**

- Inspecting Officers shall take every opportunity to impress on managers, teachers and pupils, the inexpediency and danger of sacrificing character training to more intellectual instructions. To this end, every Inspecting Officer is expected to be thoroughly conversant with the several new measures introduced in schools in such respects as citizenship training, craft and manual activities, and extracurricular activities in general, new methods of teaching like audio-visual methods and sufficiently adequate and varied physical education activities for all pupils and the provision of playground material and instructional facilities for all these matters and be constantly assessing the extent to which all the educational requirements are fulfilled by every school. They should not only inspect the drill and games of individual schools but in all towns and large villages containing a number of schools, they should advise the managers and masters to arrange for holding competitions in games and sports and for organising play days and play festivals. District Educational Officers are generally called upon to take a leading part in the organisation and

functioning of District Sports Associations and should, therefore be prepared and equipped to be of real assistance to the bodies. Wherever such organisations exist in Girls Schools, Inspectresses are also expected to function in the same way.

### **53. Grants.**

- The administration of the system of grants to aided elementary schools including teaching grants and dearness allowance, and special grants such as building grants, equipment grants, and rent grants and temporary shed grants to schools in compulsory areas is a function of the District Educational Officers. Stipendiary grants are administered by the District Educational Officers in the case of training schools for men and by the Inspectresses of Girl's Schools in the case of Training School for Women. The grant of book allowances under military concessions to children and departments of soldiers is the function of the District Educational Officers in the case of elementary schools, secondary schools for boy's and training schools for men and Inspectress, in the case of secondary schools for girls and training schools for women.

### **54. Duties of Inspecting Officers in relation to Government Examinations.**

- It is one of the duties of the District Educational Officers in consultation with the Inspectresses of Girl's Schools, whenever necessary, to arrange for the efficient conduct of the examinations conducted by the Commissioner for Government Examinations, (Andhra Pradesh) such as Public Examinations for the award of S.S.L.Cs., Anglo-Indian School Leaving Certificates, T.S.L.Cs., and Elementary School Leaving Certificates, Government Technical Examinations for Technical Teachers Certificate and other Examinations. For the proper conduct of these examinations, they shall utilise the services of Deputy Inspectors, Superintendents of the Secondary and Training Schools for Women, Headmasters and Headmistresses of Secondary Schools and of Training Schools as Chief Superintendents and custodians of question paper packets and other officers of the department chiefly as Assistant Superintendents and departmental officers. They shall also employ under conditions prescribed by the Commissioner for Government Examinations, headmasters and teachers of Government schools for similar purposes. They should, however, exercise great care in the choice of the personal for these responsible duties.

### **55. Participation in promotion of Government Schemes for public welfare.**

- Since many Government schemes for public welfare carried out through the agencies of several Government departments require the co-operation of the teachers and pupils of schools for their furtherance. Inspecting Officers are expected to take an interest in and be conversant with such schemes especially in respect of their relationship to schools. They should therefore co-operate with the officers of other departments and render all possible help which can be given through the assistance and participation of schools. In the same way, if they should consider and obtain the co-operation of the officers of other departments in the promotion of the interests of the schools in such matters, as the improvement of the health of the school children, the encouragement of agriculture and gardening in schools, the promotion of arts and crafts among pupils, the organising of excursions to places and institutions of educational interest and so on. Similarly, Inspecting

Officers are also expected to take interest and co-operate within the bounds of their normal duties in the welfare endeavours of such publicly recognised non-official organisations like the Scout Associations, the Indian Red Cross Society, local organisation connected with the United Nations Organisations, Youth Welfare Organisation, Boys and Girls Clubs, Athletic Associations, Camping, Fellowship, etc. The Community Projects as well as National Extension Schemes should be in close contact with Primary and Secondary Education.

## **56. Keeping up high standard of administrative efficiency.**

- Divisional Inspectors and District Educational Officers are not intended to discharge the largely routine duties of inspection of subordinate officers and of transmitting reports received from the subordinate officers. They should conceive of their responsibilities as being far more comprehensive since the Director has to rely heavily on their judgment in dealing with the many contentions that cases come up for a decision. It is the first duty of any Divisional Inspector or District Educational Officer to know his division or district well, which means not only a correct appraisal of the work of District Educational Officers and Deputy Inspectors, their shortcomings and weak points, but also of the other official and non-officials such as Presidents of Local Boards. Special Officers, Chairman and members of the Legislature, etc., with whom the departmental officers have to deal. Both courtesy and expediency require that the Divisional Inspector and District Educational Officers, should call on the District Collectors, District Board Presidents and such other important local officials in the course of their tours and discuss the problems of the district. Much valuable information can be gained only by such informal talks. In every district, there will be a few trouble spots where the issues are clouded by factions and rivalries and a Divisional Inspector or a District Educational Officer is expected to make himself fully acquainted with all the aspects of the problem and be able to approach it in an objective and impersonal manner. Some of the subordinate officers sometimes take sides or express perverse views; and in all these cases it is expected that Divisional Inspectors and District Educational Officers would exercise a corrective influence and help to present a true picture to the Director. For this reason, some of the more important complaints should be enquired into by the Divisional Inspector himself and not entrusted even to the District Educational Officer. Even when a District Educational Officer has been instructed to conduct an investigation by the Director, the Divisional Inspector is at liberty to take up the investigation himself should be consider it desirable. Besides avoiding delay of all kinds, scrupulous attention should also be paid to the computation of statistical data in the subordinate offices. All officers should realise the great importance of statistics and endeavour to keep full data of the institutions under their control readily available. No officer whether it is a Deputy Inspector, District Educational Officer or Divisional Inspector, can correctly assess the progress in the jurisdiction absence of correct particulars. Likewise, it is not possible to formulate any plans for improvement at any level in the absence of correct data. The importance of correct statistical information cannot be over-emphasized in the context of the several comprehensive schemes of reform in the field of education. Both Divisional Inspectors and District Educational Officers (and in' some measure even Deputy Inspectors) have an important part to play in the establishment and development of schools, in securing public support and co-operation for new schemes, in improving attendance and enrolment, in the speed of literacy in organising play festivals, exhibitions, etc. There is no need to enumerate all the items of work which an active and sympathetic officer can make in this

constructive field and they are in some respects, a true measure of an officer's worth. The good will that an officer can build up in his jurisdiction by his sympathy and understanding is more than a personal achievement as it raises the prestige of the Department and it is not therefore enough if an officer meticulously discharges the duties enjoyed on him under the different codes, as such work will still be negative in character. It may win the respect but not the public. Considerable care should be exercised also in the planning of the tours. As far as possible, institutions about which complaints have been received should receive a visit. It will also be helpful if in the course of the visit to Local Board and Municipal Secondary Schools, the work of the Senior Assistants whose names are or likely to be included in the panel for promotion as Headmasters is watched. The Divisional Inspectors and District Educational Officers should be very vigilant in the matter of keeping up high administrative efficiency. They should not hesitate to recommend for appropriate disciplinary action from a mere transfer to reversion, of officers for continued indifference or neglect of their duties. At the same time, work should be readily, and even generously recognized. In the selection of officers for remunerative work, in transfers for personal or domestic reasons, and promotions, the conscientious discharge of duties by an officer shall receive due consideration.

## **Chapter X**

### **Office Accommodation and Equipment**

#### **57. Accommodation.**

- Every Inspecting Officer shall have fixed office accommodation with a sign board at the door of the house or the gate notifying that the office is held there. The office should be centrally situated and accessible to all classes of people. The accommodation provided should be adequate and should have the necessary sanitary requirements. The building should be kept clean and in a good state of repair, with the necessary protective appliance against fire and other damage. In the case of Government Secondary Schools and Training Schools, suitable and adequate accommodation shall be provided for the location of office, the hours being notified prominently.

#### **58. Removal of office from an approved building.**

- The sanction of the Director in the case of Divisional Inspector of Schools, District Educational Officers, Basic Educational Officers, Inspectresses, Chief Inspector of Physical Education and, Inspector of Oriental Schools and the sanction of the Divisional Inspector in the case of Deputy Inspector shall be obtained for the removal of an office from an approved building. In cases where such removal has to be made immediately owing to an emergency, such sanction shall be sought with retrospective effect. But in all cases, in which payment of increased rent is involved, no removal should ordinarily be effected without the previous sanction of the competent authority.

#### **59. Office equipment.**

- Each office shall be provided with the requisite furniture and maps, with copies of the latest edition Rules, Codes and Manuals of general application to all Government offices with a copy of the



Educational Rules, the Inspection Code, the Grant-in-Aid Code, the Elementary Education Manual, copies of syllabuses published by the department, the list of approved text books with the addenda and corrigenda issued, from time to time, the educational portions of the Andhra Pradesh Gazettes, and District Gazettes, and the census statements of the district and taluks concerned with such other official publications and other statistical particulars as are necessary for reference. All Rules, Codes and Manuals should be kept up-to-date by having correction slips pasted in them as and when they are received or notified. A small educational library should be maintained in each office and inspecting officers in charge of the offices should see that the books are up-to-date. Educational periodicals supplied to the office should be regularly bound.

## **60. Lists of Elementary Schools to be maintained.**

- A copy of the printed list of recognised schools and of schools admitted to aid for the year shall be maintained so as to be readily available in every office. All the particulars should be filled in correctly in the appropriate columns and corrections should be made in the list as and when changes occur and the list should be prepared afresh so as to be up-to-date on the first day of every calendar year. A list of school, less centres should also be maintained with full particulars in the form prescribed by the Director. History sheets shall also be maintained in respect of all recognised schools and brought up-to-date at the beginning of each month. A list of unrecognised schools known to exist in the range with the approximate number of pupils under instruction shall also be maintained.

## **61. Office Calendar.**

- An office calendar shall be drawn up in January each year in the prescribed form, with entire showing, month by month the public and local holidays the dates prescribed for the receipt and despatch of periodical reports and returns from the subordinates and to the superior officers respectively and such other particulars as will enable the officer to attend to the punctual and expeditious despatch of office business. The dates of S.S.L.C, T.S.L.C. and other departmental and Government examinations should also be noted in the office calendar to enable the officer to regulate his tour programmes and other work according to the requirements of these examinations.

Urgent and important references from superior officers and audit objections and other urgent references received from the Accountant-General should be noted therein as they are received, so that replies may be sent in time. The Chief Ministerial Officer on the establishment must be held responsible for the correct and careful maintenance of the office calendar.

# **Chapter XI**

## **Correspondence and Office Routine**

## **62. Channel of correspondence.**

- Divisional Inspectors of Schools, Inspectresses, Chief Inspector of Physical Education and Inspectors of Oriental Schools alone can correspond direct with the Director. Other officers will

address the officers to whom they immediately subordinate. There are, however, exceptions to these rules. They do not apply to submission of periodical returns as to which instructions are issued annually, to report of change of address, or to many matter to which a subordinate officer is required to submit a direct and immediate reply. Further, on matters of real urgency, District Educational Officers and Deputy Inspectors may communicate direct with the Director submitting at the same time a copy of the communication to the Divisional Inspector of Schools or the District Educational Officer, as the case may be.

### **63. References from the Director.**

- References from the Director or communications from Government, the Accounts Department or the Presidents of Local Boards shall, ordinarily, be replied to at once. When delay is unavoidable, the fact shall be reported to the Director with information as to the probable date by which the reply be submitted. Such reference shall be noted in the office calendar so that they may not be lost sight of.

### **64. Form of communications.**

- Officers will communicate with their subordinates in the memorandum form and will convey orders in the form of a request. Subordinates will address superior officers by letter and will "Submit" letters etc. Communications between officers of whatever grade where one is not under the orders of the other will be in the letter form and letters, etc., will be "forwarded" or "communicated". Except under the stress of urgency, officers shall not communicate directly with subordinates who are not under their orders.

### **65. Tone of official communications.**

- The tone of official communications whether they are addressed to superior or subordinate officers should always be courteous. This is specially necessary in communications addressed by the superior to the subordinate officers in order to uphold the authority of the letter officer in the estimation of his subordinates, and also in communications addressed by the subordinate to the superior officer to mark that respect which is due to the later officer by virtue of his position.

### **66. Office Routine.**

- Prompt despatch of business should be attended to immediately. All Inspecting Officers shall obtain periodically areas list from the clerks of their offices. The Inspecting Officers shall scrutinize the lists carefully and take steps for the early disposal of pending papers. Besides the monthly arrear lists which should be in common form No. 94, weekly arrear lists in suitable form should also be got prepared, and be regularly scrutinised by Inspecting Officers.

## **67. Return of unanswered references.**

- On the 13th day of the first month of each quarter, a return or papers referred to Divisional Inspectors, Inspectress, Chief Inspector of Physical Education, and Inspector of Oriental Schools in the previous quarter but remaining unanswered on that date, and of communications addressed to the Director, on which orders have not been passed, shall be submitted by the Divisional Inspectors, Inspectresses, Chief Inspector of Physical Education and Inspector of Oriental schools to the Director, the subject of each reference being specified. Similar returns shall be submitted quarterly by the District Educational Officers, Basic Educational Officers to the Divisional Inspectors and by the Deputy Inspectors to the District Educational Officers.

## **Chapter XII**

### **Registers, Returns and Records**

## **68. Registers to be maintained.**

- The following registers shall be maintained in bound books in their offices by the several grades of Inspecting Officers: -

**1. Personal Register.**

**2. Periodical Register.**

**3. Despatch Register.**

**4. Disposal Register.**

**5. Daily Cash Book.**

**6. Register of undisbursed pay and allowances in big offices and institutions containing several teachers.**

**7. Daily Order Book. - To record all matters relating to the clerks and peons on the office establishment/ such as, leave, appointment, fine and other office orders.**

**8. Office Journal. - To record succinctly and briefly the work and movements of the officer on each day in the year, a suitable diary should be purchased for the purpose in the month of December of the preceding year.**

- 9. Pay abstract and acquittance roll and file of travelling allowance bills.**
- 10. Service and private postage stamp account.**
- 11. Contingent Register in the form prescribed by the Accountant General.**
- 12. Register of teaching, building, furniture and boarding grants.**
- 13. Register of Stationery in the form prescribed in the Stationery Manual.**
- 14. Register of printed forms.**
- 15. Stock list.**
- 16. Register of Teacher's Certificates cancelled or suspended.**
- 17. Register of Teacher's Service Registers issued by the District Educational Officers [to be maintained by the District Educational Officers only].**
- 18. Register of bills cashed.**
- 19. Treasury Bills Book.**
- 20. Stock File with an index.**
- 21. Attendance Register.**
- 22. Casual Leave Register.**
- 23. Stock List of Library Books.**
- 24. Classified catalogue of library Books.**
- 25. Issue Register of Library Books.**
- 26. Registers for Dearness Allowance, Rent Grants, Free supply of books and slates, Military Concessions and Scholarships.**

- 27. Register of Manager and Teacher-Managers declared unfit to be such by the Director.**
- 28. Register showing names of schools having temporary recognition.**
- 29. Register showing exemption granted to unqualified teachers.**
- 30. Register of untrained teachers (to be maintained in the offices of the Deputy Inspectors).**
- 31. Census Register of school-age children.**
- 32. Register showing destruction of S.S.L.Cs., T.S.L.Cs., and T.S.Rs., (to be maintained in the offices of the District Educational Officers and Inspectress Girls' Schools)**
- 33. Register to watch the recovery of advances of pay and travelling allowances granted.**
- 34. A scale book of Government establishment sanctioned for the Division, District office or institution as the case may be.**
- 35. Register of Probationers (for appointing authority) only.**
- 36. List of officers whose appointments vest with the head of the office.**
- 37. Register of valuable articles held in safe custody (such as service books, agreements of pupil-teachers, blank S.S.L.Cs. etc.**
- 38. Register of half-yearly statistics to watch the progress of education.**
- 39. Machine cards in respect of typewriters and cyclostyle machines.**
- 40. Register of officers on leave.**
- 41. Record index for every year.**

**42. T. P. E. Registers.**

**43. List of late-fee telegrams.**

**44. Teaching grant Register for aided elementary schools.**

**45. Register of monthly grants p aid.**

**46. Register of furniture grants paid.**

**47. Registers to watch the disposal of pension claims.**

**48. Stock and Issue Register of permanent equipment.**

**49. Stock and Issue Register of raw materials.**

**50. Monthly abstract of class production.**

**51. Grade-wise Spinning Register.**

**52. Register of garden produce.**

Besides the other registers maintained in standardized forms, Inspecting Officers shall also maintain the following records and registers for their personal guidance in the constructive and educational work in their jurisdiction: -

**1. Educational Survey Registers.**

**2. Range map showing all schools, compulsory areas and school-less centres.**

**3. Pocket books of statistical and other information-vide Article 50.**

**4. History sheets of schools.**

**5. Reference copies of lists of elementary schools and annual tour programmes.**

## **69. Responsibility for the maintenance of Registers.**

- The officers concerned will be held responsible for the correct maintenance of the prescribed registers and the registers should, accordingly, be examined by them, from time to time, and initialed. In the office journals, entries are expected to be made from day-to-day, and if from any accident, the entries relating to any day have not been made on the day, an explanatory note to that effect shall be recorded therein when the day's transactions are written up. The office journal should be specially called for and examined by the superior officer inspecting the office of the subordinate officer. Every time a change takes place in the charge of an office, the office journal shall pass to the new officer, the relieving and relieved officers both signing in it on date of transfer of charge.

## **70. Use of service postage stamps.**

- Service postage stamps shall not be used by the Inspecting Officers for communications which are not strictly in the interest of the public or general service. All applications for leave should be submitted by officers in letters post paid but any such application forwarded officially by superior officers should be treated like any other official communication. Letters and parcels sent by Inspecting Officers in their official capacity which relate nevertheless to the private interest and concerns of the individuals addressed should be endorsed "service bearing". Under this head come replies sent to petitions, applications for appointments, request for transfers, inquiries about title to leave, etc., as well as any other communications of a like kind which one officer may make to other officers relating to private interests of the addressee. Inspecting Officers are not entitled to send communications regarding their leave pay, transfer, leave allowance, fund subscription and analogous matters at the expense of the State as such communications are private and official. All letters sent by Inspecting Officers in their official capacity, in reply to communications of any kind received from private individuals, or associations shall be despatched "service paid". When private stamps accompany communications from private individuals, they shall be used for replies. With a view to ensuring that private postage stamps received for replies are used for that purpose, the officers shall enter the words "stamps for reply" at the head of every communications in which such stamps are enclosed. Separate accounts of service and private stamps should be maintained from day-to-day. Verification of service postage stamps. - The stamp account should be checked and the stamps stock verified periodically in addition to the verification undertaken by the officers at the time of preferring an indent for the same.

## **71. Returns due from Inspecting Officers.**

- In addition to the returns of unanswered references (Article 67), the following periodical returns' are due from each grade of Inspecting Officers. They should be submitted punctually by the dates prescribed and to, or through, the officers mentioned: - From Divisional Inspector of Schools. - (1) Consolidated annual return of verification of service books and records of service before first April every year. (2) Consolidated annual return of officers due to retire in the next official year, by the 1st July. (3) Consolidated annual return to appointments on communal basis by the 1st of May. (4) List of officers appointed by the 7th April every year. (5) Quarterly list of appeals withheld by the Divisional Inspector with reasons for withholding them. (6) Consolidated monthly statement of charges of

Government Officers and institutions, by the 15th of succeeding month.(7)Monthly return of cases of successful detention of corruption among Government servants during a month by the 5th of the succeeding month.(8)Quarterly list of person discharged for corruption before the 5th of the month following the quarter to which it relates.(9)Monthly absentee statement relating to the combined cadre of Deputy Inspectors of School Assistant.(10)Monthly Returns of the work done by the Deputy Inspectors.(11)Quarterly progress report of the work done by the Mobile unit.From District Educational Officers and Inspectresses. - (1) Monthly statement of inspection work, by the 15th of every month to the Divisional Inspectors concerned in the case of District Educational Officers.(2)Annual return of inventory, by 1st July.(3)Annual return of verification of service books and records of service, by the 15th of January to Divisional Inspectors in the case of District Educational Officers and before 1st April in the case of Inspectresses to the Director.(4)Annual return of immovable property by 15th January.(5)Consolidated monthly statement of charges of Government offices and institutions, by 15th of succeeding month.(6)Annual return of books purchased in and out of India, by 5th April.(7)Copy of the annual acknowledgment of permanent advance due to the Accountant-General, by 5th April.(8)Annual certificate regarding the rates of pay allowed for the different classes of menials paid for from contingencies, by the 15th April.(9)Annual return of expenditure on stores purchased in India, by 20th May.(10)Annual return of officers due to retire in the next official year, by the 1st of July.(11)Annual return of appointments on communal basis, by the 1st May.(12)Half-yearly reports regarding admission of Adi-Dravida pupils in schools under public managements in January and July of each year.(13)Annual report on the above, by the 7th April of each year.(14)List of officers whose appointment vests in the Divisional Inspectors, District Educational Officers, or Inspectresses, by the 7th April every year.(15)Quarterly list of appeals withheld with reasons for withholding them by the withholding authorities to the appellate authority.(16)Annual consolidated returns in respect of establishments borne in the provincial cadres of the Subordinate Educational Service by 10th April.(17)Half yearly statements of Military Pensioners newly re-employed in the Education Department during the course of the half-year ending with 31st March and 30th September by 10th April and 10th October.(18)Monthly absentee statements in respect of combined cadres of Deputy Inspectors and School Assistants in Schools for Girls, by the 10th of the succeeding month.(19)Demand, Collection and Balance Statements and Statements of receipts of Government institutions and offices, by the 10th of succeeding month. (Statements from institutions to be sent direct, copies being sent to the immediate controlling officers.)(20)Annual Certificate of reconciliation of account, by the 5th of May.(21)Monthly return of visits to elementary schools.(22)Annual return of the working of Public Libraries by 20th May.(23)Monthly return of issue of teaching grant bills and Money Orders to aided elementary schools (to be submitted by the District Educational Officers to the Divisional Inspectors by the last day of every month in respect of bills and Money Orders due for issue in that month).(24)Monthly return of cases of successful detection of corruption among Government servants during a month by the 5th of the succeeding month.(25)Consolidated return of visits to elementary schools of Deputy Inspectors and District Educational Officers.(26)Quarterly report on the progress of Compulsory Education-District Board areas-due to the Director from the District Educational Officers.(27)Annual reports on progress of compulsory education from District Educational Officers to Divisional Inspectors.(28)Half-yearly confidential reports.(29)TPF-Cases of delay over months in the matter of closure of accounts quarterly.(30)Annual Report on the working of Teachers Associations and Unions.(31)Annual Report on the work of Rural Education Centres.(32)Annual



Financial Returns on Educational statistics by the 15th June.(33)Annual numerical returns on educational statistics.(34)Quarterly progress report on Adult Education due to the Director, direct by 10th of succeeding month after the end of the quarter.From Deputy Inspectors. - (1) Monthly abstract of work done and monthly diary, to the District Educational Officer, by the 15th of the succeeding month.(2)Abstract of monthly return of Government Schools.(3)Annual return of valuable stock, by the 1st July.(4)Annual return of verification of service registers to be submitted to their immediate superiors by 1st week of January.(5)Annual return of immovable property by the 15th January.(6)Report on schools and public libraries inspected, by the 15th of the succeeding month.(7)Monthly return of visit to elementary schools.(8)Monthly Statement of teaching grant recommended for aided elementary schools (to be submitted before the 16th of every month).(9)Half-yearly Statistics on the progress of Elementary Education.(10)Quarterly and Annual progress reports on progress of compulsory education.(11)Monthly statements of TPF deposits.(12)Quarterly progress report on Adult Education due to the District Educational Officer by 5th of the succeeding month after the end of the quarter. Also returns Nos. 5,6,7 and 13 in the list of returns due from the District Educational Officer and Inspectresses referred to above.

## **72. Arrangement of record.**

- Divisional Inspectors, District Educational Officers, Inspectresses and Deputy Inspectors of Muslim Schools shall arrange the records connected with each district separately and shall keep a general ledger for the entry of communications of a general nature. Other Deputy Inspector shall, similarly, arrange the records of each taluk or division separately as far as practicable. In all subordinate offices, the disposal system of arranging records should be followed. The following paper shall be kept as permanent records: -(a)Proceedings of Government and of the Director of a general nature, and gazettes (to be bound after the close of the year).(b)Important communications, especially those that may be of use in the verification of service registers and pension applications.(c)Registers prescribed in this Code except as directed below.(d>Returns prescribed in this Code except as directed below.(e)Counter-foils of transfer certificates issued to pupils in educational institutions.(f)Orders of recognition granted to elementary schools by the Department, the correspondence relating to transfer of locality and transfer of management.(g)Current registers.(h)Registers of building grants paid.(i)Stock and Issue Register of permanent equipment.(j)Stock and Issue Register of raw materials.(k)Monthly abstract of class production.(l)Grade-wise Spinning Register.(m)Register of garden produce.

## **73. Destruction of Records.**

- The following records may be destroyed: -After an interval of one year: - (1) Returns of unanswered references.(2)Annual returns.(3)Notices of inspection.(4)Applications for employment.(5)Correspondence connected with transfer certificates.(6)Casual leave applications.(7)Corporal punishment register.(8)Issue register of library books.(9)Master's casual leave registers.(10)Office calendar.(11)Correspondence regarding admission an leave in board sessional schools.(12)Lodge papers.(13)Applications for admission to examinations in drill and gymnastics.(14)Personal files of deceased officers.(15)Bonds that are cancelled but not returned to the students (may be destroyed one year after cancellation).(16)Half-yearly reports of students and

history of service of training students. (May be destroyed one year after the terms of the bonds are filled and the bonds are cancelled).(17)The teaching practice records of pupil-teachers under training may be preserved for one year after the completion of their training course.Paper relating to GPF advance one year after an interval of two years: - (1) Office journal of inspecting officers.(2)Travelling allowance bills.(3)District Gazettes, excepting portions relating to educational matters.(4)Monthly statement of work done.(5)Diaries of supervisors.(6)Miscellaneous returns and accounts.(7)Correspondence connected with Secondary and Elementary School Leaving Certificates.(8)Leave register for training students.(9)Indents for stationery, forms and covers.(10)Correspondence relating to Government Technical Examinations, Secondary School Leaving Certificate and Training School Leaving Certificate Examinations.(11)Correspondence relating to fixed travelling allowance of Deputy Inspectors and Supervisors.(12)Register of students work in the model schools.(13)Inspection Reports of subordinate officers with, review.(14)Annual Report on the admission of Scheduled Class pupils.(15)Correspondence relating to transfer of provision of Board Schools.After an interval of three years: - (1) Consolidated reports on elementary schools.(2)Correspondence relating to holidays.(3)Model lesson register and register of criticism.(4)Stamp account.(5)Despatch register.(6)Tour programmes.(7)Surrender statements.(8)Correspondence relating to the completion of Teachers' Certificates.(9)Progress register.(10)Reports on the working of public libraries.(11)Inspection report on public libraries.(12)Permanent closure of elementary schools.After an interval of five years: - (1) Contingent registers and copies of contingent bills.(2)Lists of recognised and aided elementary schools.(3)Inspection reports on secondary and elementary schools with reviews.(4)Proceedings sanctioning scholarships.(5)Proceedings recognizing former managers of schools.(6)Fee receipt books.(7)Stock lists of printed forms.(8)Abstract of monthly return of board and Government schools.(9)Proceedings sanctioning grants excepting buildings grants.(10)Final assignment list.(11)Correspondence relating to Budget and Demand Collection and Balance statement of schools.(12)Personal files of retired officers.(13)Master's attendance registers.(14)Register of teaching and maintenance grant and dearness allowance sanctioned for aided elementary schools (Provided no audit objection is pending in respect of any school for the period covered by the register).(15)Daily fee collection register.(16)Inspection reports of Training Schools.(17)Stipend bills.(18)Scholarship bills and Acquittance rolls.(19)Cash account.(20)Term fee register.(21)Attendance registers of students.(22)Stationery register showing issue.(23)Boarding grant applications.(24)Periodical registers.(25)Papers relating to transfer of provision of Board schools in the Deputy Inspector's Offices.After an interval of ten years: - (1) Public Instruction Report (annual).(2)Quinquennial reports should, however, be preserved permanently.Others: - (3) Monthly deposit list of subscription. - The revised forms may be retained till the final retirement of subscribers, and closure of accounts.The old forms may be destroyed after 5 years.(4)Files relating to transfer of Provident Fund Account outside the jurisdiction. - These records may be of Provident Fund Account outside the subscribers and the resettlement of their accounts.(5)Files relating to the closure of Provident Fund Account may be preserved for two years after the final settlement of account.(6)Duplicate copies of teaching grant bills of aided elementary schools (to be destroyed after the audit for the year covered by the bills is over).(7)The old list of officers, departmental codes and old petitions of Civil Service Regulations, the Financial Code, Accounts Code, Treasury Code, etc., may be destroyed as soon as new editions have been received.

## Chapter XIII

### Budget Bills And Permanent Advances

#### 74. Departmental budget.

- Divisional Inspectors of Schools, District Educational Officers, Inspectresses and other estimating officers of the Department shall submit to the Director, each year, the following returns relating to their offices and of officers and institutions, under their direct management in the prescribed form on the due dates mentioned below and in accordance with the instructions contained in Appendix No. IX. Due Dates for Budget and other Returns

Sl. No.	Name of the Budget and other returns	Date for issue of circular	Due date for receipt from subordinate officers	Due date for submission to Government
1.	Estimate of charge in England (Due to Education only).	25th May	30th June	5th August
2.	Statement of numbers and fixed allowances (Due to Finance Department).	5th June	5th July	1st August
3.	Estimates of printing at private presses (Due to Superintendent, Government Press).	1st August	15th August	31st August
4.	Estimates of claims on other States. (Due to Education Department.)	10th August	1st September	25th September
5.	Part II Estimates (Due to Education Department)	15th August	15th September	1st October
6.	Estimates of Receipts under XXVI Education (Due to Finance and Education).	10th August	1st September	20th September
7.	Part I Budget Estimates (Both to Finance and Education Departments).	10th August	5th October	20th October to 10th November
8.	Part I Budget Estimate – 47 Miscellaneous (Finance and Education Department)	10th August	20th September	25th September
9.	Final Revised Estimate (Due to Education and Finance Departments)	25th November	10th January	10th February
Others Returns				

1.	Menial Wages certificate – (Vide item 37(5) of Appendix 7, A. P. Financial Code Volume II (Due to Accountant – General)	1st March	1st April	-
2.	Inventory Verification – Certificate (Due to Director only).	1st March	1st July	-

## 75. Appropriation of budget allotment.

- On receipt of final orders of Government on the departmental budget, the details of the provisions for each district and minor head will be communicated to the Divisional Inspectors of Schools, District Educational Officers, Inspectresses and other estimating officers and it shall be their duty to ensure appropriation of the funds set apart for the various purposes to the best possible advantages and in conformity with the rules and regulations of the Department and to observe all practical economy, without sacrificing efficiency, in expending State money. All Inspecting Officers to whom budget grants have been distributed should maintain accurate accounts of expenditure as it is incurred and keep their controlling officers informed as to the progress of expenditure. It should be noted that the mere provision of funds in the budget do not authorise the estimating officers to incur expenditure. The sanction of the competent authority wherever necessary should, invariably, be obtained to incur expenditure on any item. The revised estimates do not authorise any expenditure. If provision is made for additional expenditure in them, it is necessary to apply separately for the additional appropriation required unless this has already been sanctioned. While applying for additional allotments, the officers should, clearly state (1) the need for the additional provision, (2) the original allotment and why it is not sufficient, (3) how the original allotment is proposed to be utilised, and (4) the actuals of the previous three years.

## 76. Office contingent charges.

- Care should be taken to attach to the bills all the necessary vouchers relating to them. The number of vouchers enclosed should also be given in the bill under the appropriate head. The columns in the bills respecting the allotment for the year and the spent out of the allotment should, invariably, be filled up and the balance available should be shown so as to enable the accounts officers to see that the expenditure does not exceed the grant for the year. Contingent bills for Government Secondary Schools and Elementary Schools other than Agency schools are counter-signed by the District Educational Officer or Inspectress, and those of Agency schools by the Special Assistant Agents.

## 77. Travelling allowance bills.

- All inspecting officers shall submit for counter-signature, not later than by the 15th of the month, detailed bills for travelling allowance for themselves and their establishments and as in the case of contingent bills, one bill alone should, ordinarily, be submitted for the monthly travelling allowance of the whole establishment, and these bills should not unnecessarily delayed in the offices of District Educational Officers and Inspectresses. The allowance should, in no circumstances, be allowed to accumulate, and be drawn three or four months after the journey has been made. All claims for

allowances for journeys made three months before the presentation of the bills either for the establishments of the Inspecting Officers or for themselves will, as a rule, be disallowed unless satisfactory reasons are given for delay. The travelling allowance bills of the District Educational Officers shall be countersigned by the-Divisional Inspectors, Inspectresses, Basic Educational Officers, Chief Inspector of Physical Education and Inspectors of Oriental Schools by the Director.

### **78. Counter signature of establishment.**

- Those of District Educational Officers establishment, of Deputy Inspectors and of Headmasters of institutions under the administrative control of the District Educational Officers and their establishments are counter-signed by the District Educational Officer. The Inspectress counter-signed the travelling allowance bills of her establishment and of Headmistresses of institution under her administrative and their establishments.

### **79. Tour Advances.**

- These are drawn under the conditions laid down in the Financial Code (See Andhra Pradesh Financial Code, Vol. I). In no case must a second advance be drawn before the first is accounted for.

### **80. Permanent advance.**

- An Officer who holds a permanent advance to meet the contingent charges of his office, shall, when he is about to proceed on leave, or is transferred to another station or is otherwise directed to make over charge of his office recoup himself of the full permanent advance, or where this has not been possible, the cash on hand, together with the vouchers for the balance of advance, shall, invariably, be handed over by every such officer to the officer to whom he makes over charge of the office whether this be his successor designate or any clerk or other officer to whom he is permitted to deliver charge pending the arrival of his successor. The relieving officer should, at the time of his entering on his duties, demand payment in cash or where this has not been found practicable in cash and vouchers, of the full permanent advance from the officer from whom he takes charge before he sends an acknowledgment to the Account-ant-General. In no account will any application from a defaulting officer for writing off a permanent advance be entertained or supported by the Director.

## **Chapter XIV**

### **Distribution of Annual Inspection Work**

#### **81. Secondary Schools, Special Schools and Elementary Schools.**

- The annual inspection of secondary and special schools ordinarily vests in the District Educational Officer or the Inspectress. The annual Inspection of elementary schools ordinarily vests in Deputy Inspectors. The annual inspection of oriental schools and colleges including Arabic institutions vests in the Inspector of Oriental Schools. The inspection of Anglo-Indian Primary and Middle. Schools

vests in the Inspectress of Girls Schools and those of the High Schools by the Deputy Director of Public Instruction dealing with Anglo-Indian Education.

## **82. Training School.**

- The District Educational Officers and the Inspectresses shall inspect annually all training schools for masters and mistresses, respectively, in their Districts or Circles other than basic training schools which shall be inspected by the Basic Educational Officers, and shall submit reports of their inspections to the Divisional Inspector or the Director, as the case may be vide rule infra. The inspection reports of the Basic Educational Officers also should be submitted to the Divisional Inspectors.

## **83. Visits to Headquarters.**

- Timely intimation should be given to the Director by Gazetted Officers of all visits to the Headquarters where the Director's Office is situated.

# **Chapter XV**

## **Inspection and Tours**

## **84. Inspection by District Educational Officers.**

- District Educational Officers, Inspectresses and other Gazetted Inspecting Officers shall each draw up a programme for the official year in the subjoined form and submit it to the Divisional Inspector and the Director, respectively, for approval by the 1st March preceding the year to which it-relates. It shall be accompanied by two statements, showing the names of schools added and omitted, respectively, with reasons.

Month	Week	District	Names of schools and office to be visited for annual inspection	Other work proposed to be done
-------	------	----------	---	--------------------------------

In framing their programmes, officers will bear in mind that hurried tours and frequent returns to headquarters are to be deprecated both on administrative and financial grounds. They will also, in making arrangements for visit or tours of inspection or supervision not explicitly included in their annual programmes, take into consideration the budget allotment for travelling allowances. The allotment should ordinarily suffice for the year.

## **85. Visiting a district more than twice.**

- Prohibition District Educational Officers, Inspectresses and Basic Educational Officers shall not, except under special circumstances and with the sanction of competent authority, visit any district

more than twice during any official year.

## **86. Tour Programmes of Inspector of Schools.**

- Senior and Junior Deputy Inspector will submit to the District Educational Officer tour programmes for the succeeding calendar year. (Tabular form is omitted) Besides the above annual tour programme, Deputy Inspectors and other officers mentioned in this article shall also prepare confidential quarterly tour programme of surprise visits to elementary schools, one copy of which they will maintain in their personal custody and another they will submit confidentially to the District Educational Officer. While observing a proper spacing of visits in preparing this programme, they should be careful to see that the spacing is not mechanical and that the surprise visits are not in any way anticipated by the schools. Deputy Inspectors and other officers should arrange their programme's taking into account all anticipated holidays, vacation and periods of such duties as work connected with the Government examinations and inspections of secondary schools so that the working days of schools are fully utilised and if need arises for departure from approved programmes and for requests for anticipation or postponement.

## **87. Teachers' Associations.**

- Deputy Inspectors and Junior Deputy Inspectors should also take into account in arranging their detailed monthly tour programmes the dates of Teachers Association meetings and central classes in the several centres in their ranges and to make it a point to attend, as far as possible all the meetings held every month. The meetings shall be regarded as unique, opportunities of meeting the teachers and giving them guidance both directly, and by means of demonstration lessons and demonstration activities, collectively to all the teachers and therefore most economically. As ex-officio presidents of teachers' associations, it is the responsibility of Deputy Inspectors to give personal attention to programmes for these meetings prepared by the Secretaries of these associations in order that these programmes are well worth the time and effort spent by the teachers in attending them, in some cases from long distances. While it is a part of the work of the inspecting officers at these meetings to explain departmental circulars, undue time should not be spent on this matter to the exclusion of other constructive work at the meeting. For this purpose, it should be arranged for translation, blackboards, at the meetings and teachers are thereby enabled to read and copy them so that the later explanation of them by the inspecting officers is more clearly and quickly understood without confusion and loss of time. Demonstrations of craft activities and exhibition both of teaching aids and pupils' handicraft products should be arranged at these meetings as often as possible the inspecting officer in the course of his tours giving the necessary instructions to the concerned teachers' regarding outstandingly good instances of potential exhibits, and pupils' activities which are worthy of being displayed at Teachers Association meetings. A brief report shall be submitted annually with the prescribed particulars of the working of Teachers' Association and other teachers' organizations by Deputy Inspectors to District Educational Officers and by the District Educational Officers to the Divisional Inspector and the Director.

## **88. Attendance Committees' meetings.**

- The Deputy Inspectors of Schools in charge of centres where compulsory education is in force should arrange their programmes so as to be able to present and to preside at all meetings of Attendance Committees. They should allow sufficient time in their programmes not only for the duration of the meetings, but also for informal talks with parents, exploration of the possibilities of obtaining facilities to encourage attendance of poor children, making house to house visits to investigate causes of absence and for other purposes bearing on the progress of compulsory education.

## **89. Anticipation or postponement of time fixed for inspection.**

- As a rule, the inspection of a secondary or training schools shall not be held more than a fortnight earlier than the week fixed in the approved programme of annual inspection, nor shall such inspection be except under unavoidable circumstances and with the sanction of the competent authority, postponed for more than a fortnight after the week fixed in the approved programme of annual inspection. A week's notice of inspection shall, invariably, be given of the managers or heads of schools. The same rule applies to the inspection of elementary schools and deviations from it may be sanctioned by the District Educational Officer. No alteration of an inspection date, which by modifying the route of the officer concerned involves increased expenditure on travelling allowance, shall be made without the previous sanction of the Director.

## **90. Annual inspection in the same month of each year.**

- The annual inspection of each school shall generally be held in the same month of each year. One month earlier or later shall, except in very special circumstances, be the utmost limit of deviation.

## **91. Work other than annual inspection.**

- The programmes of Inspecting Officers will provide for visits to schools the regular inspection of which is assigned to subordinate officers and for visits in addition to those for annual inspections. The visits will be for "improvement" and to check the work of subordinate officers. Duties in relation to compulsory elementary education as laid down in Part I of the Rules relating to Elementary School inspection of subordinate offices and where possible conferences will also find place in the programmes.

## **92. Establishment to be taken on tour.**

- Officers should not ordinarily take more than one clerk, and this not the head clerk on tour without obtaining the previous sanction of the competent authority. Such sanction should not be applied for except in unusual circumstances. More than one peon should not ordinarily be taken.



### **93. Posting of schools for inspection.**

- The inspection work shall be, as far as possible, evenly distributed over the working months. Elementary schools shall be posted for inspection as far as possible in the order in which they appear in the combined list of elementary schools.

### **94. Occupation of Government residential or non-residential buildings by officers on tour.**

- An officer occupying during tour a non-residential building which is not an inspection bungalow and which is not otherwise occupied should pay annas eight a day if he is a gazetted officer and annas four a day if he is a non-gazetted officer for an occupation of twenty-four hours or fraction thereof.

### **95. Day on tour means.**

- For the purpose of calculating the minimum period prescribed in the above rule a "day on tour" means a calendar day beginning and ending at midnight. But an absence from headquarters which does not exceed twenty-four hours is reckoned for all purposes as one day at whatever hour the period begins and ends.

### **96. District Educational Officers and Inspectresses.**

- It is one of the duties of the Deputy Inspector to assist the District Educational Officer or the Inspectress, as the case may be, in the inspection of schools.

### **97. Communication of sanctioned programmes.**

- The District Educational Officers shall communicate to the Deputy Inspectors, their sanctioned programme of annual inspection and the probable date on which they may require assistance, in order that the latter may arrange their tours so as to render the assistance sought with the least possible deviation from their own programme.

### **98. Subordinate officers' inspection work not necessarily synchronous with that of District Educational Officers or Inspectresses.**

- When a subordinate officer cannot attend a school at the time of the District Educational Officer's Inspectress's visit, he may perform such part of the inspection as is entrusted to him at any time within a fortnight of such visit. He shall immediately report the result of his inspection to that office.

## **Chapter XVI**

# **The Scope and Method of Inspection and Inspection Reports**

A. Rule Applicable to all Schools

### **99. Inspecting Officer's behaviour.**

- The officers should so conduct themselves in a school that their behaviour may be a model for the teachers as well as for the pupils. They will consequently be as considerate to the feelings of the teachers and pupils as of their own dignity and avoid manifestations of impatience and dissatisfaction.

### **100. Mode of examining the pupils.**

- In examining pupils, they should similarly seek to make their work a model of good school method and be on their guard against obscurity and repetition in questioning.

### **101. Other things for inspection.**

- The officers must be on their guard against postponing the examination of the pupils and investigation into the condition and adequacy of the accommodation and apparatus, staff sanitation, moral tone, provision for physical training, library and registers. These are all antecedent conditions of good teaching work and demand the first attention of an Inspecting Officer.

### **102. Utilisation of grants-in-aid.**

- The Inspecting Officers should take care to note any case in which a building for the erection or extension of which a grant-in-aid has been given is being diverted from the educational purpose for which the grant was given. They should also carefully check utilization of grants in aid for the purchase of furniture, apparatus, maps and books. When recommending the closure or/and withdrawal of recognition of any school, they should examine if the school has been paid building or/and equipment or/and other grants and what extent and by what means such grants are recoverable in consequence of the closure of the schools. For this purpose, they shall ensure that the registers in which grants are recovered are maintained up to date and with all the necessary particulars.

### **103. Government of India resolution on education Inspecting officers.**

- The following extract from the Government of India Resolution on Education (1904) is as true today as it was nearly half a century ago and every Inspecting Officer would do well to appreciate its full significance and bear it in mind in connection with his work."Inspecting Officers should be much more than mere examiners. They should not only judge the results of teaching but should

guide and advice as to its method and it is essential that they should be familiar with the schools in their ordinary working conditions. The work of the school should be defined with reference rather to the courses of instruction followed than to the examinations that have to be passed and rigid uniformity either in the arrangements of subjects or in the classification of scholars should be avoided free play being given to the proper adaptation of the working of schools their local circumstances."It should be remembered by the Inspecting Officers that the inspection of schools are not isolated units of the work but they form part of their larger function of promoting education in the areas under their respective jurisdictions. They should not stop with recording their impressions and suggestions in their reports but should assist in their follow-up by giving guidance to the teachers at the inspection conferences, by assisting the headmaster and the staff in obtaining the co-operation of parents and other local residents, by promoting beneficial new endeavours by visiting schools on other occasions than formal inspections (and in the case of elementary schools by surprise and improvement visits referred to later) and by the maintenance of an understanding, critical and intelligent interest in the schools when correspondence relating to them passes through them. From their inspection reports and their general interest in the work of the schools, Inspecting Officers should be in a position to assess not only the merits of the individual schools but also the programme of education in its several aspects and the chief merits and prevailing common defects in their jurisdiction. The statistical and factual information to be recorded in the inspection reports should be as full and as complete as possible so that the inspection report serves as a record of reference for the Inspecting Officer in all matters which may arise in the course of the year. It is often found that many questions which arise relating to individual schools or to the administration of grades or kinds of schools, can often be decided with reference to the information and figures contained in the annual inspection reports if these reports at the time of their preparations are made fully comprehensive and that it is not necessary whenever any question is to be decided to call for "information and remarks" from subordinate offices, this protracting the decisions. Inspecting Officers should bear in mind this valuable second purpose of their annual inspection reports over and above the first purpose of reporting on the achievements and general condition of the school and therefore devote sufficient attention to the reports to obviate unnecessary correspondence on matters of information which the reports are expected to contain. For this purpose, Inspecting Officers should also pay personal attention to the timely writing, fair-copying and submission of their inspection reports, realising that belated reports defeat the objects of inspection and reduce the time available for improvement on the basis of the inspection.

#### **104. Relations of Inspecting Officers with Managers.**

- Cordial co-operation of Inspecting Officers with the managers is essential for the welfare of the schools. Great care should be taken to avoid all appearance of dictating orders to managers or teachers in non-departmental schools. It should be made quite clear that attention to suggestions and remedying of defects (within reasonable limits) is a necessary condition of continuance of recognition or aid. Failure on the manager's part to co-operate with the department is no reason for anger or discourteous words.

## **105. Criticism of teachers.**

- No teacher should be criticised in the presence of hearing of pupils. Nor should teaching in a class room be interrupted by the Inspecting Officer when once the teacher has been asked to proceed with the teaching until a stage is reached in a lesson which permits, of the questioning of the pupils by the Inspecting Officer, or the continuance of the lesson by him by way of demonstrating, to the teacher how it should be conducted. As the teaching or the preparation notes of the teacher's are expected to be on table, the Inspecting Officer should be able to follow the progress of the lesson and the methods employed by the teacher with reference to those notes and this would obviate any need to obtain information from the teacher in the course of the lesson. If the Inspecting Officer finds that there are points relating to the lesson or method which have to be discussed with the teacher he should make a note of them in his notes and discuss them at the inspecting conference. It is desirable that even such information as to why a certain map or picture is not used can much better be obtained at the conference than in the class unless it can be unobtrusively obtained in the class room from the teacher, without any interruption to the lesson. In assessing the work of a teacher, not only his teaching in the class room, but his preparation as indicated by his notes throughout the year by the visual teaching aids collected or made by him and the recorded work of the pupils as the results of any practical work done by them should be taken into account. The Inspecting Officer should remember that he is judging the work of a year by sampling it by a few lessons given on the day of the inspection and should be caution as against making hasty conclusion. He should, at the same time, bear in mind the feelings of the teacher in such a situations and be careful to put him at ease and not to say or do anything that might disturb his tranquillity while proceeding with his work. No teacher of a school under private management should ever be reprimanded by an inspecting officer. If an officer sees signs of slackness or incompetency on a teacher's part, his obvious duty is to bring it to the notice of the manager.

## **106. Constructive criticism.**

- In order that criticism may be constructive, it is essential that a general survey should be made of the organisation of the school as a whole. A certain period of each inspection should be devoted to watching the teachers and pupils at their customary work their customary places according to the time table in force.

## **107. Criticism of method.**

- Caution should be exercised with regard to criticism of methods. They should be judged by their results. The Inspecting Officer should not fail to go through as much as possible of the representative work of the pupils as seen from their recorded work in the form of written exercises, maps, albums, scrap-books, contributions to the school museum, minutes of self-governing institutions run by the pupils within the school like junior-Red Cross, School Parliament, Scout Patrol Records Safety First Associations, etc. Originality and independent thought should be encouraged and teachers induced to abandon methods which are obviously unprofitable by being made to think about them rather than by any arbitrary pronouncement of opinion on the Inspecting Officer's part.

### **108. Caution necessary in judging teachers.**

- Before pronouncing a teacher to be incompetent to handle a subject, the Inspecting Officer should carefully watch his teaching and its results and record his impressions. Very often, it will be wise to defer a final judgment till a second visit.

### **109. Inspection conference.**

- A conference should be held with the staff at the close of inspection. Such a conference affords the best scope for discussing with immediate reference to examples observed at the inspection the merits and results of methods and other class room problems. The remarks recorded in the report should be made with reference to such discussion at the conference. Adequate scope should be given to the teachers to express themselves instead of the Inspecting Officer appearing to dogmatise on any particular point of view of own. These conference should be so conducted that, far from the teachers anticipating certain set of opinions, they should look forward to it, as a welcome opportunity of benefiting by the discussion at the conference. Even in the case of elementary schools, especially if they are large, it should be possible for the inspecting Officer to help a brief conference.

### **110. Inspection of remarks of the previous Inspecting Officers.**

- Inspection should always be conducted with reference to the remarks and instructions made on previous occasions by the Inspecting Officer or his predecessors. It is only if this is done that the series of reports on a school will constitute of a body and cumulative criticism which may be expected to be of material assistance in the development of the school.

### **111. Text Books.**

- The text books in use should be carefully examined with a view to preventing the use of books not on the approved lists. Officers should also consider whether the choice of books from the lists is suitable for the locality, school and class.

**B. Rules Applicable to Elementary Schools**

### **112. Place and time of inspection.**

- Every inspection shall be held in the school premises unless the manager expresses in writing his desire that it should be held elsewhere and supports his request by adequate reasons. In this case, school premises should be inspected immediately after the rest of the inspection is completed. The inspections of schools usually held in the day and should in no case be begun after 4 p.m. or continued after 6 p.m. and the usual intervals should be allowed for meals, recreation, etc. Only schools that habitually meet on Sundays may be inspected on that day. Schools held at night time should be inspected during their usual meeting hours.

### **113. Syllabuses, Schemes of work and Time Tables.**

- A careful scrutiny of the syllabuses, schemes of work and time tables in use in the school forms an important part of every inspection. Such scrutiny should include how far the departmentally prescribed syllabuses are followed-whether any omissions, variations or additions are justified and whether the practical work prescribed receives adequate and sustained attention. The extent to which syllabuses have been elaborated into, monthly or periodical schemes of work and the preparation notes of teachers should also be examined carefully. Time-tables should be examined to ensure that proper attention is paid to all aspects of work mental, manual and physical. Whole unauthorised variations should be noted and discouraged, instances of initiative and originality where they are perceived should be recognised and appreciated.

### **114. Compulsory and optional subjects.**

- An inspecting officer should ensure all the compulsory subjects receive the necessary attention. This is particularly important in the case of newly introduced activity subjects, like handicrafts, music, physical education. It should be remembered that schools are allowed to teach one or more of the optional subjects only when the required standards are attained in the compulsory subject and orders are issued, from time to time, by the Director regarding the stage at which and the conditions under which the optional subjects are taught. The observance of these instructions should be examined and ensured especially in regard to the teaching the English and additional languages.

### **115. Adequacy and suitability of teaching staff.**

- As teaching grants are calculated according to the Rules relating to recognition and aid elementary schools in the case of aided schools and on the approval of the number and qualifications of teachers in elementary schools under public management is also based on the same rules. It is of the utmost importance that the number and qualifications of the teachers are carefully scrutinised and the results to the scrutiny recorded in the inspection report. Too much emphasis cannot be laid on the careful scrutiny of the teachers professional certificates. But the general remarks on the adequacy and suitability, or otherwise of the staff and particular remarks about the certificates of the teachers should be clearly and unambiguously recorded in the report, so as to obviate unnecessary and avoidable correspondence in the remedying of any defects which may be found either in relation to the needs of the schools or in respect of the qualifications of the individual teacher. The instructions of the Director in regard to the scrutiny of original certificates at the inspection or, only in exceptional cases, within the time prescribed, should be scrupulously observed. Inspecting Officers should realise the waste of time and public funds when they fail to carry out the instructions and the enormous correspondence relating to the recoveries of over payments, appeals on disputes can be considerably reduced if Inspecting Officer devote sufficient care in the first instance to this matter at the time of-inspection and record fully the prescribed information. Equally great care should be exercised in respect of the scrutiny of the age of the teachers, so that prompt action may be taken in cases where there are discrepancies, tampering with the dates of birth in the certificates and continuance in service of over aged teachers. The age furnished for the purpose of the report should not be accepted without due verification of the entry in the teacher's certificate. In the case of

certificates which do not bear the age or date of birth, the age should be admitted only on the production of an alternative authentic record, wherever the Inspecting Officers find discrepancies and tampering of dates of birth in the Teacher's Service Registers. They should check the entries with reference to the entries made in their S.S.L.C. and if they do not agree, the matter should be immediately reported to their immediate superior.

### **116. Unqualified and untrained teachers.**

- Apart from recording full details in the inspection reports, each Inspecting Officer should keep a list of unqualified and untrained teachers with information on the number, date and authority of the orders granting them exemption from the prescribed qualifications, the rules under which and the period for which the exemption is granted, together with the conditions, if any, attached to the orders of exemption. The failure to detect cases requiring exemption has often been, responsible for irregular assessment of grants-in-aid schools, irregular appointments in the schools under public management and for a large volume of consequent correspondence. Prompt steps should, therefore, be taken for the replacement or the grant of exemption, as the case may be, require of unqualified teachers by maintaining for ready reference a list of such teachers. Such a list will also be found useful in recommending teachers for training. Registers Relating To Teachers Service

### **117. The Teacher's Attendance Registers.**

- The teacher's attendance register will always require special scrutiny, and its proper maintenance should be one of the main conditions of aid. In the case of all teachers, the periods of their service and leave as furnished in the monthly returns for the schools should be verified with reference to the teachers, attendance register and the verified periods of service and leave during the inspection year should be clearly recorded in the inspection report. If an inspecting officer suspects that a person included by the manager in the list of teachers is not a bona fide teacher, he should make full inquiries and promptly submit the results of his inquiries with a written statement by the manager to the District Educational Officer. The teacher's attendance register should be scrutinised both at inspections and at visit. If any teacher or teachers are found absent at the inspections or at any other visit the names of such teachers should be noted in the remarks recorded in the inspection book, whether it be an inspection or a visit and noted by the Inspecting Officer in his own records. A note should also be made whether the absence has been satisfactorily explained or not, giving reasons. (b) Teacher's Service Register. - In the case of aided elementary schools teacher's service registers form a most important basis for the assessment of grants and should, therefore, be scrutinised as carefully as the teacher's certificates, to ensure that the payment of salaries and observance of conditions of service are in accordance with departmental rules. Any irregularity discovered should be immediately noted and steps should be taken to remedy it in the manner provided for in the rules. The number and date and district of issue of teacher's service register should be recorded in the inspection report against the name of each teacher. (c) Teacher's Acquittance Roll. - The teacher's acquittance roll is record of equal importance with the teachers and attendance register should invariably be scrutinised not only at an inspection but also at every visit. The periods up to which the salaries have been disbursed should be noted and attested by the Inspecting Officer on every occasion. Prompt action should be taken in every case where there has

been delay or other irregularity in the disbursement of salaries or discrepancy with the terms and conditions of service according to the teachers' service register.

### **118. Examination of pupils.**

- The examination of pupils forms the most important part of all annual inspections. This examination has in recent years assumed a much more comprehensive scope than that of testing the pupils and assessing their attainments according to their respective standards and in the several subjects of the curriculum. The results of the examination shall be recorded in terms not only of the proportion of pupils whose attainments are up to requirements of their respective standards, but also of the relationship of these results with the period of study of the pupils in the respective standards, so that the degree of stagnation of pupils for more than the normal period of study in every standard is estimated and the relationship to the annual enrolment in the first standard and the proportion of that enrolment which continues without withdrawals in the schools indicating the extent of wastage in the schools. It is also necessary for these purposes to examine the admission register and record sheets of the pupils. Apart from the assessment of the results as above, Inspecting Officers should also investigate the extent of the service of the school to the population of the area served by it, especially the number of children of school-age in the area. Based on these results suggestions, should be given by Inspecting Officers on the lines on which the school can be made fully serviceable to the population. In the examination of the pupils themselves, the Inspecting Officers aims should be to find out the strong and weak points of the teaching and not to puzzle the pupils. His question should be models to the teachers and be based on his own intimate knowledge of the syllabuses and the textbooks and his examination of the teachers' schemes of work and notes of preparation. It could be a good plan, for the Inspecting Officer himself to prepare and use graded lists of questions and exercise, suited to his range. The results should be recorded in the report in definite and objective terms indicating the exact defects, if any, and not in such vague terms as "Fair" or "Satisfactory". Before coming to any conclusion, the Inspecting Officer will also find it useful to ask the teacher to examine the pupils in his presence both by way of a test and in the course of a lesson. It will also be part of the examination to test how far the various visual aids to teaching have been adequately used and the pupils are familiar with them. A part of the examination should be devoted towards the testing of the application of the lessons learnt in school by the pupils to their daily practical life and observations outside school.

### **119. Relation of Inspecting Officers with parents.**

- The Inspecting Officer should always try to meet the leading residents of the locality after inspection to discuss school affairs. He should endeavour to establish and maintain friendly relations between the teachers and parents by pointing out ways in which they can help one another. The formation of local parents' associations or the establishment of small school committees must be encouraged in every way. Such organisations should not be regarded merely formal, but every step should be taken by the Inspecting Officer by identifying himself with the welfare of the children of the village to make them living factors in the cause of the improvement of the school. The Inspecting Officer should endeavour to understand the real difficulties, if any, of the parents and suggest ways and means of overcoming them. It is by his contact with the parents and the local



residents that the Inspecting Officer can be in a position to give effect intelligently to the departmental instructions on the adjustment of school hours, holidays and vacations in accordance with the local interest and create a feeling that the welfare of the school is their won intimate concern and that the teachers alone cannot single-handedly achieve the object of the school and that their cooperation is an essential condition for the success of the school like the success of other village civic and social endeavours. Meeting of Parents Associations These should be convened in addition to and not in the place of informal talks and personal appeals. Many teachers appear to regard those meetings as consisting merely of entertainments and Deputy Inspectors should dispel this idea and impress on them the constructive aspect of the meeting. This, however, does not preclude exhibiting to the parents examples of their children's achievements, but the main aims of propaganda should, never be lost sight of. There is often a tendency to make annual Parents Day a gala day not so much for the parents themselves as for all the people in the village by arranging entrainments which lose sight of the aims being in unmanageable crowds who often keep out, for want of space, the very parents for whose education the function is arranged and who have been specifically invited for the occasion. This danger, arising from a too disproportionate attention to the entertainment should be guarded against. The best way will be to keep pure entertainments distinct from parents-day meetings. It will be useful device for the purpose of the follow-up for the Inspecting Officer to maintain a small note book in which details of the propaganda may be briefly noted, along with the names of the local person seen. When visiting the village on a later occasion, the same persons can be seen and the effect of previous propaganda gauged. This alone will help to induce a serious attitude in the local persons even if the first effort of propaganda has not had the desired effect. Such a device will help continuity of propaganda, which is an essential element of its effectiveness. The note-book need not be different from the one in which attendance, etc., at visits are noted provided that instead recording visits in chronological order, a page is allotted to a school and all notes regarding the school are made in the page.

## **120. Play days and Play festivals.**

- The inter-school games and athletic competitions that were being formerly conducted in elementary schools have been replaced by play days and play festivals. Their main feature is the conduct of organised games of the free-play type which involve on competition, folk dances, and other types of activities which all the children assembled from the neighbouring schools take part at the same time. The whole day is devoted to the "play day" while the "play festival" does not last for more than a couple of hours. There is no individual competitive element in the programme and no individual prizes are given. The play day and play festival should, apart from their educative value, be regarded as a means of promoting interest on the part of villagers to identify themselves in the activities of schools.

## **121. The Inspection Book.**

- In the inspection book to be maintained in all elementary schools, the following entries should be made: -(a) Chief points noted at the inspection with reference to (i) enrolment in relation to the school-age population of the area, especially girls and Harijans, (ii) the potential contribution to permanent literacy, (iii) the distribution of the strength among the several standards, (iv)

effectiveness of school organisation, teachers preparation of lessons and aid, teaching and practical work, (v) extent, causes and remedies of stagnation and wastage;(b)A general estimate of the work of the school as a whole;(c)Material requirements of the school in such matters as accommodation, equipment, staffing and similar facilities to be provided for the management;(d)Improvements to be effected by the efforts of the teachers;(e)(i)In the case of aided schools conducted by teacher managers,the proposals made with reference to the grant;(ii)In the case of all aided schools, the proposals made with reference to grants of individual teachers and the maintenance grant;(iii)In the case of schools under local bodies, recommendation of sanction, if any, to be taken against the teacher or teachers, specifying them by names and giving reasons.The following further points should be carefully noted in connection with the inspection book: -(i)All remarks should be concise, clear, definite, courteous and in the vernacular with which the headmaster is best acquainted (see Appendix 7). To convey much information clearly in a few words should be the aim of each officer.(ii)In each inspection book, the pages should be numbered. It should be understood that the school where the inspection book containing the record of the last inspection is not produced is liable to loss of grant.(iii)It is by no means necessary to enter remarks in the inspection book according to all the headings of the Annual Inspection Report Form. In a school where the manager is not a teacher, Inspecting Officers should be most careful to avoid saying, doing, or writing anything that would tend to diminish the teachers' respect for his Managers and the Manager's authority over his teachers.(iv)The instructions in Article 109 should be scrupulously observed.(v)The remarks should be entered on the spot and in no case should the inspection book or any other record be removed from the school by an Inspecting Officer. Where however any particular school register or record is required for the purpose of reference by the Inspecting Officer, a receipt should be given for the register or record away from the school and the register or record should be returned to the school as soon as possible by registered post or other responsible channel against the acknowledgment of the Headmaster.

## **122. Conference with the staff.**

- At the conference with the staff at the close of the inspection, the remarks made in the inspection book should be explained.

## **123. Report of inspection of elementary schools.**

- (i) A report in the prescribed form on the annual inspection held during the preceding month should be submitted by the 15th day of each month to the District Educational Officers.(ii)In the case of schools under private management where the manager is not a teacher, a copy of any remarks which are made in the inspection report in regard to the management of the school and which have not been entered in the inspection book as they might diminish the teachers respect for the manger, should be furnished separately to the manager.(iii)In the case of schools under public management, a copy of the inspection report should be forwarded to the managing authority of the schools.(iv)The District Educational Officers will promptly review all the annual inspection reports received by them every month and forward copies of such reviews directly to the managing authorities of schools under public management, together with copies of the annual inspection report; copies of such reviews of schools under private management will be furnished to the

managers by the Deputy Inspectors concerned. The return of the reviews in such form as may be prescribed, from time to time, shall be submitted by the District Educational Officers to the Divisional Inspectors.(v)The annual inspection reports shall be submitted in the prescribed form with all the statistical and actual particulars fully and accurately entered and the remarks made concisely and clearly as explained in Article 21.(vi)In case where the defects include serious irregularities of fraud so as to justify in the officer's opinion, decreases in grant larger than those ordinarily prescribed or, the withdrawal of recognition, or action against the management or individual teachers under the Tamil Nadu Educational Rules or the Rules relating to Elementary Schools, a special report should be submitted separately along with annual inspection to the District Educational Officer.

## **124. Surprise visit and visit for "improvement".**

- In addition to annual inspection, surprise visits and visits for improvement should be paid by the Deputy Inspectors to all the elementary schools in their jurisdiction. Every school should receive at least three such visits during the year. The dates of these visits should not, as a rule, be communicated to managers before hand. The special aim of these other visits should be to see the school in its normal condition without special preparation for inspection to note what attention is being paid to the suggestions made at annual inspection and, if necessary, to supplement these suggestions. The Inspecting Officer will be able to devote special attention to special points and to spend more time in the giving of model lessons and in watching the working of the whole school that will, as a rule, be possible at the time of annual inspection. Even in the case of surprise visits, the aim of improvement should be evident and remarks, and suggestions should be based on those made at inspection. The aim of surprise, in addition to the general aim of improvement, is that of judging the condition and progress of the school as reported in their monthly returns in comparison with actually prevailing condition when visit without notice. As the assessment of grant to aided schools and also periodical recommendations regarding the accommodation of staffing and equipment of schools under public management are based upon the monthly returns of the schools, it is most essential that attention should be paid at surprise visits to the verification of all the facts and figures furnished in the monthly returns. It will not, therefore, be sufficient for the Inspecting Officer to be satisfied with merely noting the strength and attendance at the visit and whether he found the school in working order or not. He should make a quick inspection of the entries in all the registers since the time of his previous visit, find how far the time-table is followed, judge how far the teachers are regular in their attendance and industrious in their work and spend some time in watching the class at work. The instructions issued by the Director in respect of surprise visits should be fully observed and carried out. Hurried visits for the purpose of a normal fulfillment of programme are to be highly deprecated. A visit to ordinarily last in the case of small schools at least half an hour and in the case of larger schools proportionately longer, if it is to justify its purpose. Action in respect of irregularities found in schools not under the Inspecting Officers, jurisdiction should be taken by correspondence with the officer under whose jurisdiction the school is. No remarks other than a note of the strength and attendance of pupils and of teachers and how far the time table was found being followed should be entered in The inspection book of the schools. The efficient administration of elementary education depends largely upon the frequent contacts of the Inspecting Officers with schools in their normal condition and with the residents of the areas

where the schools are situated. The only means to such contact are surprise and improved visits. Too much emphasis cannot, therefore, be laid on this aspect of the work of Inspecting Officers. They should not only plan their programmes to provide sufficient time for this work so as not to carry it out in any hurried or desultory manner but also see that areas and schools which require more frequent visits than others receive such visits and that unnecessary time is not spent in superfluous visits to efficient schools and schools in urban and educationally advanced areas such as the headquarters of the officers. If any serious defects are noted at these visits, they should, of course, be taken to the notice of the District Educational Officer.

### **125. Place and time.**

- Inspections should, invariably, be held in the schools premises and ordinarily on the usual school days and within the usual school hours.

### **126. Inspection Report.**

- The instructions on pages 2 and 3 of the inspection report form should be carefully attended to.

### **127. Submission of report.**

- District Educational Officers shall submit to the Divisional Inspectors concerned a report, in duplicate in the prescribed form of each annual inspection, within a month from the conclusion of it. They shall forward at the same time a copy of the report to the correspondent of the school. The Divisional Inspectors shall review the report and submit to the Director a copy of the report together with a copy of the review thereon for record and reference to his office. The Inspectresses shall submit the report in the prescribed form to the Director within the period of one month referred to above.

### **128. Scope and method of inspection.**

- The scope of the inspection of secondary and training schools is indicated in the report form for each. It is not desired that all officers should for all schools follow a prescribed method of inspection. Inspection, proper observation or teaching, examination, oral and written of pupils, conferences with teachers will in varying proportion enter into the procedure of every inspection. It is important that the examination of pupils should be used as a means to the end of estimating the efficiency of the teaching and not viewed as an end in itself the maintenance of pupils. Secondary Schools Leaving Certificates and the system of marking in school will need particular attention and the Inspecting Officer should spare no efforts in checking the working of the latter by comparing its results with those of his own observation of the progress in individual pupils. He will, similarly, check some of the entries as to special aptitudes and character. The general instructions given in Article 103 should be carefully observed in the drafting and submission of Tabular Annual Inspection Reports.

## **129. Comparison of inspection results from year to year.**

- The inspection report form no longer provides for entries as to the action taken on remarks in previous reports, because it is taken for granted that each inspection will be carried on in this light of that record or that preceding it. This is of the essence of "constructive" inspection work and inspection reports should show clearly that the Inspecting Officer is seeking to build on his own or predecessor's foundations.D. Rules Applicable to Anglo-Indian Schools

## **130. Anglo-Indian Schools.**

- The above rules will apply to the inspection of Anglo-Indian Schools except in so far as their inspection is regulated by the Code of Regulations for Anglo-Indian Schools and the inspection report form. Inspection reports on all Anglo Indian Schools are submitted to the Director.E. Rules Applicable To Special Schools and Oriental Schools

## **131. Oriental Schools and Special Schools.**

- Inspection reports on special schools shall be submitted to the Divisional Inspectors concerned in the case of schools for boys and to the Director in the case of schools for girls. There is no prescribed form of inspection report except for Oriental Schools, but they should contain particulars necessary to judge the character of the work done in the schools. Reports on Oriental schools, in the prescribed form, shall be submitted to the Director within one month from the date of conclusion of the inspection.

## **Chapter XVII**

### **Duties of Inspecting Officers In Relation To The Scheme for the Award of Secondary School - Leaving Certificates**

## **132. Other specific duties of Inspecting Officers.**

- In addition to the inspection of the working of the scheme (Article 128), the District Educational Officers and Inspectresses have certain specific duties to perform in relation to it. Detailed information regarding the working of the scheme will be found in the publication entitled "Secondary School-Leaving Certificates". District Educational Officers and Inspectresses are expected to exercise proper care and attention especially to the rules which provide for exemptions from particular requirements such as prescribed attendance, studying in a recognised school in the State medium of instruction, language of study and age at the time of appearance for the public examination, and to such other rules as provide for changes in the date of birth and changes in the languages of study to ensure that the bona fides of the cases which they recommend to the Divisional Inspectors or the Director or pass or orders upon, as the case maybe, are adequately investigated and confirmed.

### **133. Issue of certificates.**

- Certificate forms will be issued by the District Educational Officers and Inspectresses only to Correspondent or Headmasters, on application to which should be attached a treasury receipt for the value of the forms required at the rate fixed, from time to time. Before issuing a certificate the officer should be careful to sign it and to fill in the designation of "the district or the circle." No second certificate form shall, on any account, be issued to a pupil without the sanction of the Board.

### **134. Endorsement of District Educational Officers and Inspectresses.**

- These are to be made only when necessary by way of adverse comment upon the award of school marks, e.g. that they are based entirely upon formal written examinations. The same endorsement should consequently appear on the certificates of all the pupils of a school or of a form in a school. Since officers are not in a position to check effectively all the certificates in a school with a view to deciding on the relative value of marking in each endorsement on individual certificates are as a rule inadmissible.

### **135. Reorganization of Secondary Education.**

- The annual extension of the scheme of diversified courses under the Reorganisation Scheme of Secondary Education requires that the District Educational Officers and the Inspectresses are fully acquainted with the condition and resources of schools for the new courses and the suitability of the courses themselves to the areas served by the schools. They should maintain their knowledge of the schools sufficiently full and up-to-date so as to make definite recommendations with the necessary date and without undue delays in the matter of introducing the new courses in schools under their jurisdiction.

## **Chapter XVIII**

## **Inspecting Officers and the General Administration of Local Boards**

### **136. Duties towards Local Boards.**

- Inspecting Officers shall render every assistance possible to Local Boards in matters of educational administration, furnish them with all necessary advice and information, and in all possible ways co-operate with them in the spread of elementary education.

### **137. Presence at Board meetings.**

- Inspecting Officers shall, when invited, be present at all meetings in which important educational questions are under consideration, and at such other meetings as they can attend, without seriously interfering with the approved programme of annual inspection.

### **138. Position of Inspecting Officers on Local Boards purely official.**

- The position of an Inspecting Officer, on a board is purely official and representative, and it is, therefore, his duty to expound the policy of the department to the board when it is misunderstood.

### **139. Responsibility for the Management of Board Schools.**

- Board Schools are under the control of the Inspecting Officers only in the sense that they are inspected and reported on by them, and that the officers have to be consulted in the appointment and transfers of teachers. But the entire responsibility for the management of such schools and for maintenance in good condition rests with the boards themselves, and Inspecting Officers must avoid anything like dictation either to Local Boards or teachers serving under such boards.

### **140. Visits to Chairman and Presidents.**

- Deputy Inspector should make it a point of visiting from, time to time, the Chairman of Municipal Councils, Presidents of Local Boards and Executive Officers in order to keep them thoroughly informed as to the condition of the elementary schools maintained by the Council or the Board, as the case may be, and of other recognised schools in the locality. District Educational Officers should impress upon all Deputy Inspectors the importance of their duty in this respect.

## **Chapter XIX**

### **Correspondence With Local Boards**

#### **141. Correspondence of Divisional Inspectors of schools, District Educational Officers and Inspectresses with Local Boards.**

- Divisional Inspectors of Schools, District Educational Officers and Inspectress shall correspond with Presidents of Local Boards and Executive Officers of Municipalities on questions of general policy or principle, and on all matters of administrative details relating to schools under their immediate control.

#### **142. Correspondence of Deputy Inspectors with Presidents of Local Boards.**

- These officers may correspond direct with Presidents of Local Boards on matters of a routine or statistical character relating to elementary schools. On all other matters, they should correspond through the District Educational Officers or the Basic Educational Officers, as the case may be.

#### **143. Form of address.**

- Since the relation of inspecting officers to Local Boards is merely that of advisers on educational matters, all communications between such officers and Local Boards shall be in the ordinary letter

form. Papers transmitted to Presidents and Executive Officers of Municipalities without any covering letter should be endorsed "Forwarded".

## **Chapter XX**

### **Inspecting Officers and Private Educational Bodies**

#### **144. Encouragement of private effort in education.**

- It is the duty of officers of the department to encourage private effort in education, and to do all in their power by judicious advice and timely information to direct it into profitable channels. It is also their duty to discourage by all legitimate means the opening of unnecessary schools in a spirit of mere fictitious competition.

#### **145. Conference.**

- Under the order of the Director, Inspecting Officers may hold conferences of managers of schools and others interested in education, with a view to mutual benefit and to elicit public opinion on important matters.

#### **146. Correspondence.**

- All correspondence from managers or heads of first-grade colleges shall be addressed to the Director. Correspondence from managers of all other institutions or their authorised agents shall, in the first instance, be addressed to the Inspecting Officers on whom the duty of conducting the annual inspection and examinations of the institutions concerned devolves under this Code. All correspondence from and to Inspecting Officers shall be with the recognised manager or his agent or local correspondent approved by the department. Heads of institutions who are not managers or their authorised agents shall not address the Inspecting Officers direct, except in cases of emergency and under the general or special permission of managers, and Inspecting Officers shall not address them direct except in cases of emergency.

#### **147. Form or mode of address.**

- All communications from managers or their agents to offices of the department will be by letter. Divisional Inspectors, District Educational Officers, Basic Educational Officers, Inspectresses and Deputy Inspectors when corresponding with managers of college and schools not under their inspection shall use the letter form of address. Whenever any orders are communicated, the memorandum form may be adopted, since such correspondence being treated as merely passing through the Inspecting Officers. Similarly, when any information is called for from private manager by the Director or by a superior Inspecting Officer, Subordinate Officers may endorse the information the same and submit the communication as an Original reference. To facilitate business, officers may call for information by endorsement asking for it as a favour, from their



superiors and from managers of institutions not under their inspection, but this form of address must be used with discretion and fact so as to avoid giving offence. Appendix I Reports of Transfer of Charge (1) Copies of reports of transfer of charge in the case of officers in offices and institutions which are not directly subordinate to the Director and the Divisional Inspector, but whose appointments vest in them should be submitted direct to the Director or the Divisional Inspector, as the case may be, on the date on which such transfer or assumption of charge takes place at the same time the original of the report will be submitted to the officer's immediate superior. (2) In the copies of reports so submitted, the number and date of the Director's proceedings or any other authority under which the transfer of charge was effected, and the date and time (forenoon or afternoon) of the occurrence, should be given. Separate communications being made in regard to transfer of charge which take place under separate orders. (3) The original report submitted to the immediate superior which, should invariably state whether a copy has been submitted direct to the Director need not be sent to the director, but in cases where the joining time has been exceeded, or which there is any other irregularity, such as overstayal of leave, the immediate superior concerned should forthwith bring the irregularity to the notice of the controlling officers through proper channel. (4) Copies of the reports referred to in (1) supra shall be submitted as indicated below: - (a) In the case of Deputy Inspectors - By themselves. (b) In the case of teachers and others, in schools including Headmistresses or Headmasters - By Heads of the schools concerned. (5) The reports should be submitted by means of post card. Appendix 2 Casual Leave and Special Casual Leave (Please see "The Tamil Nadu Casual Leave Rules" Printed separately in this Code) Appendix 3 Instructions Regarding The Submission and Receipt of Petitions and Other Papers of Same Class Addressed To Government of Tamil Nadu I. Definitions. - In these instructions, - (1) "Government" means the Government of Tamil Nadu; (2) "Petition" includes memorials, letters and application of the nature of petitions. II. Scope of Instruction. - (1) Same as hereinafter provided, these instruction shall apply, so far as may be, to all petitions addressed to the Government. (2) They shall not apply to - (a) petitions which are appeals preferred by persons holding posts under the administrative control of Government under the rules governing the conditions of their service under the Constitution of India; (b) petitions relating to Bills pending before the State Legislatures, such petitions are governed by the Standing Orders of the Legislature; (c) petitions submitted by, or on behalf of, the convicts under sentence of death; and (d) petitions addressed to the Governor by persons who are or were serving in posts under the administrative control of this Government in respect of matters affecting them as Government servants, such petitions are governed by the special instructions issued by the Governor in that behalf. (3) They shall not affect any rules or orders in respect of representations submitted by recognised associations of Government servants. III. (1) A petition may be either in manuscript or typescript or in print. (2) Every petition shall be authenticated by the signature of the petitioner, or, when petitioners are numerous by the signatures of one or more of them. IV. Every petition shall - (a) contain all material statements and arguments relied upon by the petitioner; (b) be complete in itself; (c) if any recorded order of a public authority is complained against be accompanied by a copy of the order and by a copy of any order in the case passed by a subordinate authority together with a copy of the petition to such authority; and (d) end with a specific prayer. V. Any person having cause of complaint against the Government shall, in the first instance, seek redress from the local authority who if unable to grant the redress sought, shall pass an order in writing to that effect. If dissatisfied with this decision, the petitioner shall be at liberty to address the [Board of Revenue] [The Board of Revenue was abolished by the Tamil Nadu Board of Revenue

Abolition Act, 1980.], Court, or other superior authority by which the local authority is controlled; or he may address the Government in cases wherein there is no such controlling authority. Communications intended for the Government shall be addressed to "the Government of Tamil Nadu" or "Secretary to the Government of Tamil Nadu". A communication addressed to the Governor or to a Minister is not addressed to the Government and does not come with the cognizance of the Government unless the Governor, or the Minister sees fit to send it to a Secretary to Government. VI. The Government will not receive a petition on any matter unless it shall appear that the petitioner has first applied to the local authority and also to the Board of Revenue or other controlling authority, where such exists. VII. In order to enable the Government to enforce the foregoing rules without injustice or hardship to complaining parties, all heads of offices shall understand that a party affected by an order is entitled to have an application, a copy of such order, which, in all cases except those where an appeal lies, shall contain a statement of the grounds of the decisions and this shall be furnished to him on plain paper with payment. VIII. The Government will receive petition only from principals, communications running in the name of a pleader or agent will receive no attention. Anonymous petitions will be totally disregarded and destroyed on receipt. IX. Resolutions submitted by associations and other similar bodies will receive no attention; any such body wishing action to be taken on its representations should submit them in the form of a petition stating the grounds and circumstances of each case. X. As the Government never interfere with the distribution of subordinate appointments, applications for situations in the gift appointing authorities will remain unnoticed. XI. Every Government servant wishing to petition the Government shall do so separately: Provided that nothing in this instruction shall apply -(i) to a joint representation on one and the same subject, signed by several Government servants; and (ii) to representations submitted by recognised associations of Government servants in accordance with such rule as may, from time to time, be prescribed by the Government. XII. Every person in civil employment and every person who has been in civil employment shall, if desires to petition the Government in respect of such employment shall, or in respect of the termination of such employment, submit a separate petition on his own behalf. XIII. Every petition from a person who is or was serving in a post under the administrative control of Government shall be addressed to Secretary to Government and be submitted through the head of the office or department to which he belongs or belonged. XIV. The head of the office or department shall, unless empowered under instruction XX or XXI to return or withhold it at once forwarded petition to the Secretary to Government in the department concerned through the ordinary official channel and may make such remarks as he may considers necessary in regard to the accuracy of the statements made and inference drawn in the petition. XV and XVI. (Omitted). XVII. Petitions addressed to the Government will be liable to summary rejection in the following cases: -(1) When the petitioner has not complied in full with the above instructions. (2) When a petition is illegible or unintelligible or contains languages which in the opinion of the Government is disloyal, disrespectful or improper. (3) When a previous petition has been disposed of by the Government of Andhra Pradesh or the Government of India and the petition discloses no new facts or circumstances which afford grounds for a reconsideration of the case; (4) When the petition is a mere application for relief, pecuniary or other, which is -(a) presented by a person manifestly possessing no claim or advancing a claim of an obviously unsubstantial character; or (b) so belated that its consideration is clearly impossible. (5) When the petition is -(a) an application for employment in posts under the administrative control of Government not made in pursuance of any rule or announcement

regarding application for such employment; or(b)a request for exemption from the provisions of a law or rule prescribing the qualifications to be possessed persons serving in posts under the administrative control of Government or by persons engaging in any profession or employment.(6)When the petition is an appeal from a judicial decision unless such petition -(a)is an appeal from a judicial decision in a case of which the Government have reserved any discretion interference;(b)is an appeal from a judicial decision in a suit to which the Government were a party; or(c)is a prayer for the suspension or remission of a sentence under Chapter XXIX of the Code of Criminal Procedure, 1898 [(Central Act V of 1898)] [Now, Code of Criminal Procedure, 1973 (Central Act 20 of 1974).].(7)When the petition is a representation against a decision which is declared to be final by law or statutory rule.(8)When the law provides a different or specific remedy in respect of the subject-matter of the petition whether or not any period of limitation deprescribed for the prosecution remedy has expired.(9)When the petition is submitted otherwise than in accordance with any rule, order or contract, such as is referred to in sub-clause (a) of clause (14), by person serving in a post under the administrative control of this Government with regard to his prospective claim to pension.(10)When a petition is an appeal against a failure by the Government to exercise a discretion vested in them by law or rule.(11)When the action desired in a petition is in the nature of a favour and not of a right.(12)When the petition is a representation against an order of a subordinate authority communicated to the petitioner more than six months before the submission of the petition and no satisfactory explanation for the delay is given;(13)When the petition is a representation against the discharge of a person -(a)appointed on probation, during such probation;(b)appointed, otherwise than under contract to hold a temporary appointment, on the expiration of the period of such appointment; or(c)engaged under contract in accordance with the terms of such contract.(14)When the petition is a representation by a Government servant against an order -(a)from which he has exercised, or Possesses a right of appeal under -(i)rules or orders regulating his conditions of service; or(ii)the terms of his contract of service;(b)passed by any authority in the exercise of appellate or revisional powers conferred by any rule, order or contract such as is referred to in sub-clause (a); or(c)from which, not being an order of punishment, passed by the Government an appeal is expressly barred by a rule or order or contract such as is referred to in sub-clause (a).(15)When the petition is a representation relating to an order of the Government refusing to grant or to recommend -(a)a special pension;(b)a compassionate pension; or(c)any pecuniary or other concession to which the petitioner is not entitled under any law or statutory rule.(16)When the petition is a representation with regard to any matter connected with the official prospects or position of a person serving in a post under the administrative control of the Government and is not submitted by such person.(17)When the petition relates to a subject on which the Government are competent to pass orders, and no application for redress has been made by the petitioner to the Government.(18)When the petition is a representation against the action of a private individual or of a body of private individual regarding the private relations of the petitioner and such individual or body; and(19)When the petition, not being petition such as is referred to in the exceptions in clause (6) relates to matters in which the petitioner has no direct personal interest.XVIII. The Government will, when a petition is rejected under instruction XVII, inform the petitioner of the rejection and the reasons therefor.XIX. Where a petition has already been rejected under instruction XVII and a further petition on the same subject is submitted which does not contain facts not already brought to notice, such further petition will be disregarded.XX and XXI. (Omitted).Appendix 4Moral Instructions In Elementary Schools

**1. Moral instructions where it is not systematically given in connection with religious instruction, will be for the most part indirect. Opportunities for impressing the essential truths may be and, it is hoped, will be found in reading lessons, history, etc. It will be left to the teachers' discretion to supplement these essential in accordance with what they consider to be in the interests of the school and the pupils. It is also desirable that the main points to be impressed by direct or indirect moral instruction should be summarised and committed to writing in a set of simple and concise rules. The drawing up of these rules will be left to the teachers and managers concerned who will choose the language and regulate the amount of detail with due reference to the age of the pupils and circumstances of each school. Some may put them in the form of a catechism and others in the form of simple homely proverbs. In any case, it is important that these written rules should be exposed in each school in a conspicuous place," that the pupils should commit them to memory and that the teachers should frequently illustrate them in the course of school work by stories, picture, familiar saying, etc.**

**2. It should be the aim of each teacher to see that the children are brought up in habits of cleanliness, punctuality, good manners and language and to impress on them importance of cheerful obedience to duty, of patience, of consideration and respect for others, of honour and truthfulness in work and act of temperance, courage and perseverance of kindness towards all living creatures but especially to those weaker than themselves.**

The need for politeness and respect to elders and superiors should be impressed. The rules should insist on the invariable use of some honorific form of address by pupils when speaking to the teachers and on a respectable salute being made when teachers are met by pupils in or out of school. It will be found natural in most cases to base instruction on the relations of the child and parents and to advance therefrom to the relations of the child to his family, his teacher, his classmates and friends, and society at large, as represented by the residents of the locality.

**3. Whatever efforts may be made to stimulate the moral sense by instruction, whether direct or indirect, it should always be remembered that example is more efficacious than precept and that the tone of the school depends largely on the personal character and conduct of the teachers.**

**4. In the case of Muslim schools where religious instruction is imparted within school hours, the Deputy Inspectors of Muslim Ranges are required to check the work of teachers engaged in the teaching of religion to Muslim pupils and to incorporate their remarks in the inspection reports of the schools. With religious teaching, the department is in no way concerned and inspecting officers will be asked to be most careful to avoid trespassing in this sphere.**

At the same time, it should be understood that the instructions given above are not intended to encourage the treatment of moral instruction as a subject separate from religious instruction in schools where the latter kind of teaching is possible. The great truths of religion and morality are common to all mankind and are liable to lose their force when treated in isolation from another.

Appendix 5 Tamil Nadu Civil Services (Discipline and Appeal) Rules Appendix 6 Rules for Cashing Bills or Remitting Money The following rules are laid down for the guidance of all officers in cashing bills or in remitting money from one office to another. They embody the minimum precaution to be observed for safeguarding Government money outside a Government office in normal circumstances. If conditions are in any way abnormal as and when the general tranquillity is disturbed or when the money has to be transported a long distance or when crimes against property have been usually rife in any area, it is expected that officers will use their judgment as to the additional precautions that may be required. Officers may on the other hand relax at their discretion the requirements of the rules where it seems safe to do so in certain circumstances; for instance, in towns, where money has to be obtained from the Imperial Bank a clerk and a peon might suffice to bring money up to even Rs. 20,000 if the persons have long service and the clerk has given security. These rules do not apply to the remittance of treasure which is governed by the rules in Resource Manual or to village officers' remittances.

Sums below Rs. 500 - (i) If the sum is below Rs. 250, single peon may be employed. (ii) If the sum is Rs. 250 or above two peons may be employed or a shroff or clerk.

Note (1). - In Deputy Tahsildar's offices where two peons may not be available for amounts between Rs. 250 to Rs. 500, the Deputy Tahsildar should wire to the taluk office to send a peon who should accompany his own peon with the remittance. When such a sum has to be brought from the Taluk Office, the Tahsildar should arrange to depute a peon to accompany the peon of the Deputy Tahsildar's office.

Note (2). - In Stationary Sub-Magistrate's office where the staff is generally small, an attender may be employed in the alternative for sums from Rs. 250 to Rs. 500. Officers must use discretion as to persons employed. A peon recently entertained or a peon whose honesty has been suspected should not be employed alone.

Sums between Rs. 500 and Rs. 5,000. A clerk or shroff accompanied by a peon should be employed.

Sums, between Rs. 5,000 and 20,000. Two clerks, or a clerk and a shroff or two shroffs, or an officer not lower in grade than a Huzur treasurer or a Taluk Head Accountant should be employed accompanied by one or two peons.

Appendix 7 Inspection Reports of Elementary Schools (Nature and scope of remarks on Instruction) Speech. - If the practice is adequate, if word lists are kept employed if colloquialisms are corrected or not in general speech and story telling.

"Reading How for Fluent Halting Accurate Inaccurate Expressive Mechanical

Silent reading. - If given attention or not, if proportion of silent to oral reading according to syllabus is observed and if comprehension tests are given or not. Elementary Mathematics. - Mental work, accuracy, speed, suitability to age, practical utility. Written work. - If too much of figure work is given knowledge of tables and measures etc., if problems are practical. Space work, etc. - If practical work is adequate and sufficient according to syllabus, the articles made may be checked, e.g., six inches rule in standard IV. History. - Practical nature of matter - use of pictures, charts, etc., dramatization. Response to test questions on current topics of daily life. Nature study. - Practical gardening - collection of specimens - observational work. If knowledge applied in Standard IV and above to home gardens, vegetable growing, etc., Nature calendars. Geography. - Use of pictures, maps, models, practical work, Excursions. Picture collection and drawing of charts and maps by pupils. Weather charts. Moon charts. Civics and Hygiene. - Use of charts, dramatization, knowledge of facts of daily life. Practical application of knowledge of Hygiene. Extent of attention to Junior Red Cross, safety Instruction. Music. - If syllabus extent is covered performance by pupils - Expressive or mechanical. If there is a school choir. Handicrafts. - Quantity of output in relation to inspection year and number of pupils. The models of work should not be mere samples, but the work of all pupils. Physical Education. - Adequacy of games, School sports, Participation in inter-school sports. Optional subjects. - Whether justified in relation to qualification of staff and progress in compulsory subjects. Appendix 8 Public Servants - Withholding of Increments Procedure To Be Followed

**1. Under rule 24 of the Fundamental Rules an increment is admissible as a matter of course unless it is specifically withheld. The certificate demanded in the increment certificate will in future, therefore, merely be to the effect that the increment admitted has not been withheld by the competent authority.**

**2. The withholding of increments in a specific penal permissible under the statutory disciplinary rules and a formal order imposing it is therefore necessary in every case. The disciplinary rules do not prescribe any particular procedure for the imposition of the penalty but it is obviously desirable that the person concerned should have an opportunity defending himself before orders are formally passed in this case. Moreover, an appeal is permissible against such a penalty and for the satisfaction of the appellate authority and of the Public Service Commission in cases where Government are the appellate authority - it is necessary to have the justification for the imposition of the penalty examined and recorded on paper. This can best be done by intimating to the person concerned the grounds of which the penalty is proposed and by directing him to show cause why it should not be imposed.**

Appendix 9 Instructions For the Preparation and Submission of Budget Estimates

- 1. District Educational Officers and Inspectresses of Girls' Schools should submit consolidated statements relating to the entire district or circle as the case may be under each class of expenditure, viz., "Inspection" Training Schools for masters or Training Schools for Mistresses, Secondary Schools for Boys or Secondary Schools for Girls, etc.**
- 2. Estimates under the various classifications as directed by the Director should be furnished separately.**
- 3. Misclassification of Budget heads and arithmetical errors should be avoided and the figures should be neat and legible.**
- 4. The Budget Estimate of charges should be in the order of the Budget heads communicated in the statement-distributing Budget allotments for the financial year.**
- 5. In the Estimates of "Receipts", admission fees, fee fines and registration fees should be classified under "Fees" while disciplinary fines, laboratory fees, library fees etc., should be classified under Miscellaneous other items.**
- 6. Special pay, viz., typewriting and shorthand special pay, special pay allowed to headmasters, and headmistresses, special pay for supervisory work, Deputy Warden's allowance and personal pay should always be classified under "Pay of Officers or Establishments" as the case may be and not under "Allowances".**
- 7. Estimates in respect of "Dearness allowance to menials" paid from contingencies should not be clubbed with "dearness allowance of officers or establishments" but should be shown separately.**
- 8. Separate details for the estimate under "Contingencies -Miscellaneous", "Other Compensatory allowances (Madras House allowance, house-rent allowance, conveyance allowance, fixed travelling allowance, etc.,)" should invariably accompany the Budget Estimates of Charges (Part 1).**

**9. The estimates under the "Contingent expenditure" should not exceed the amount which was the lowest in the last three years except for special reasons connected with the growth of the offices or other activities.**

In such cases the special reasons for the increased allotment required should be explained in detail.

**10. Provision should be made under "Petty Construction and Repairs" only for the normal repairs, white - washing, etc., for the Government buildings and no allotment will be placed at the disposal of the officers for the work for which no provision was suggested in the Budget provision for additions, and extensive alterations or repairs to buildings, etc., should be proposed separately under "Minor Works" Budget.**

**11. The charges on printing at private presses is debitable to "56 Stationery and Printing etc." and not to "37 Education". The sale proceeds of the Government publications such as the college calendars, etc., should be credited into the treasury under "XLV Stationery and Printing, etc." and not under "XXVI. Education". The officers should note that the sale proceeds of these publications should not under any circumstances be utilised to meet the expenditure towards the printing.**

**12. Any savings anticipated subsequent to the submission of the Final Revised Estimate to the Director should be surrendered immediately.**

**13. Punctuality in the submission of all these estimates is very essential and delay in a single case seriously dislocated the Budget Work in Director's Office.**

**14. The preparation of the estimates should always receive the careful personal attention of the officers who submit them so that they may be neither inflated nor underpitched.**