

Principal.

In obedience to your order dated the 22nd December 1928, I beg to submit herewith some of my original certificates and invite reference to the original letters in which the successive Principals have made some remarks about me. They may kindly be read.

I further beg to state for your information that prior to this as I was on several occasions allowed only temporarily to take charge of the correspondence section I could not submit any suggestion for the improvement of that section.

In this connection I beg leave to state that after the embezzlement when I was appointed here the accounts of the College were placed entirely under my charge as there was no Bursar then. I found the accounts in a chaotic condition. Therefore in the year 1905-06 I made several suggestions regarding improvements in keeping the accounts and in accordance with the Government sanction the newly suggested forms and books have since then been used.

In 1910 in accordance with the University Regulations the account forms and books of all the Colleges were changed but those introduced in this College were found better than those ~~introduced in this College~~ suggested by the University Regulations and no change was made here.

If I be so fortunate as to take charge of the correspondence ~~and~~ section I beg to suggest the following for improvement of that section:

(i) All letters received will at once be placed before the Principal for his inspection and necessary orders, so that everything will immediately be brought to his notice.

(ii)

(ii) The files should be ~~may~~ numbered so that after a few months the number itself will indicate the subject.

(iii) Two more columns may be added in the receipt register of letters so that against the entry of each letter the file-number and how and when the letter is disposed of, may be ~~may be~~ noted in these columns. This will help us for future reference without seeing the file even.

(iv) The redistribution of work amongst the assistants in this section is essential. Further suggestions will be submitted in due course.

Lastly I pray that I may kindly be given a chance at least for one year and if after that period I am not found satisfactory I shall revert to my former post. May I be permitted to say in this connection that I have reason to believe that all other candidates who have applied for the post must be junior to me since they are willing to come here on the initial pay of Rs 150/- which is less than the pay earned by me on the 1st September 1922 and for the increase of which the successive Principals ~~tried~~ recommended. This can easily be done by you, Sir, if you ~~kindly appoint me~~ kindly appoint me in the post. I shall then, under the Fundamental Rule 32, be able to draw ~~about~~ Rs 200/- a month. This will compensate the loss which I suffered for about 6 years, i.e., ~~that~~ since the last increment of my pay.

Sulunith
an Phallegji
accountant
31/12/28