

Government of Madras.

EDUCATIONAL DEPARTMENT

Recd.

Regd.

} 1909.

Enclosures

Spare copies

G.O., No. 173, 19th March 1909.

Typewriting Examination.

Declaring that the —, Advanced and Intermediate grades, will, in the case of typists who are already permanently employed by Government, be treated as obligatory departmental examinations.

Government of Madras.

EDUCATIONAL DEPARTMENT

Recd.

Regd.

1909.

Enclosures

Spare copies

G.O., No. 173, 19th March 1909.

Typewriting Examination.

Declaring that the —, Advanced and Intermediate grades, will, in the case of typists who are already permanently employed by Government, be treated as obligatory departmental examinations.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O., No. 77, Educational, dated 15th February 1907.

ABSTRACT.—Stating that the Typewriting examination, Intermediate grade, should, in the case of typists who are already permanently employed by Government, be treated as an obligatory departmental examination for the purposes of article 1116 of the Civil Service Regulations.

II

Letter—from J. W. HUGHES, Esq., I.C.S., Acting Collector of Kurnool.
To—the Secretary to Government, Educational Department.
Dated—the 23rd February 1909.
No.—D. Dis. 388-Ver.

I have the honour to state that in G.O., No. 77, Educational, dated 15th February 1907, it is laid down that the Typewriting examination, Intermediate grade, should in the case of typists permanently employed be treated as an obligatory departmental examination for the purpose of article 1116, Civil Service Regulations. Since then a new grade of examination, viz., "Advanced", has been introduced and in G.O., No. 216, Financial, dated 18th May 1908, it is stated that the pay of typewriting clerks in Government offices who have passed the Advanced grade in Typewriting will be fixed at Rs. 35—1—50.

2. The senior typist of this office has passed the Intermediate grade in Typewriting and appeared for the Advanced grade in April 1908 in the Bellary centre. He failed in the examination. He claimed travelling allowance for having attended the Advanced grade test in Bellary on the strength of G.O., No. 77, Educational, dated 15th February 1907.

3. A reference was made to the Accountant-General as to whether the Advanced Typewriting test also should be treated as an obligatory departmental examination for purposes of article 1116, Civil Service Regulations. The Accountant-General states that technically the sanction of Government is necessary for treating the examination as an obligatory departmental examination. I solicit the orders of Government as to whether the Advanced grade should be treated as an obligatory departmental examination.

Order—No. 173, Educational, dated 19th March 1909.

The Typewriting examination, Advanced and Intermediate grades, will, in the case of typists who are already permanently employed by Government, be treated as obligatory departmental examinations for the purposes of article 1116 of the Civil Service Regulations.

(True Extract.)

A. BUTTERWORTH,
Ag. Secretary to Government.

To the Collector of Kurnool.
" Departments of the Secretariat.
" Director of Public Instruction.
Editors' Table (order only).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 173, EDUCATIONAL, DATED 19TH MARCH 1909.

[SUBJECT.—Whether the advanced examination in typewriting may be treated as an obligatory departmental examination for the purposes of Article 1116 of the Civil Service Regulations.]

From the Collector of Kurnool, dated 23rd February 1909, No. 388-Ver.

Please see G.O., No. 77, Educational, dated 15th February 1907, and the notes connected with it. In that order it was held that the Typewriting examination, Intermediate grade, should, in the case of typists who are already permanently employed by Government, be treated as an obligatory departmental examination for the purposes of article 1116 of the Civil Service Regulations.

2. The Collector of Kurnool (Mr. J. W. Hughes) now raises the question whether the Advanced examination in Typewriting may be similarly treated. The Accountant-General considers that technically the sanction of Government is necessary for treating the examination as an obligatory departmental examination.

3. When G.O., No. 77, Educational, dated 15th February 1907, was issued, the Public Service Notification only provided for a pay of Rs. 20—1—25 for those typists who had passed the elementary examination in typewriting and for a pay of Rs. 25—1—35 for those who had passed the examination in the intermediate grade. The Government have since fixed the pay of the typewriting clerks in Government offices who have passed the Advanced examination in typewriting at Rs. 35—1—50—vide G.O., No. 216, Financial, dated 18th May 1908. In these circumstances, it does not appear that any distinction should be made between the two examinations for the purposes of article 1116 of the Civil Service Regulations. The remarks of the Financial department may, perhaps, be obtained un-officially in the first instance.

P.R.—10-3-09.

When G.O., No. 77, Educational, dated 15th February 1907, was passed, there were only two grades of the Typewriting examination, namely, the Elementary grade and the Intermediate grade and the latter was declared to be an "obligatory departmental examination" for the purposes of article 1116 of the Civil Service Regulations. An "Advanced grade" of this examination has since been instituted, and the G.O., No. 216, Financial, dated 18th May 1908, arguments adduced in favour of the "Intermediate grade" seem to apply with equal force to the "Advanced grade" of the examination.

An order declaring the latter examination also an "obligatory departmental examination" for the purposes of article 1116 of the Civil Service Regulations, may, it is submitted, be now issued, as the Accountant-General seems to consider such an order necessary.

K. RANGASWAMI AYYANGAR—10-3-09.

Put up draft please.

C. A. SOUTER—10-3-09.

The draft order placed below is submitted for approval. If approved it may (Better have a single order to cover both cases.) issue with the concurrence of the Financial department.

A. BUTTERWORTH.

P.R.—10-3-09.

K. RANGASWAMI AYYANGAR—11-3-09.

For approval. There seems no ground to differentiate between the Intermediate and Advanced examinations.

C. A. SOUTER—11-3-09.

If Financial accepts, submit to Honourable Member for approval.

A. BUTTERWORTH-14-3-09.

To the Financial Department.

FINANCIAL DEPARTMENT.

Submitted that the draft order may be accepted in Financial.

C. M. SCHMIDT—15-3-09.

Yes.

C. J. WEIR—16-3-09.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

For approval of draft.

A. BUTTERWORTH—18-3-09.

G. S. F[ORBES]—18-3-09.

Issue.

A. BUTTERWORTH—19-3-09.

[G.O., No. 173, Educational, dated 19th March 1909.]

[$\frac{\text{E. \& I.}}{76.}$]
2,500-25-2-0

Educational DEPARTMENT.

READ AGAIN G.O., No. 77 vol, dated 15 2 1907

READ ALSO:—

C. No. 403	From the Collector of Kurmool	No. 388.102	dated 23-2-	1909
" "	" "	" "	" "	190
" "	" "	" "	" "	190

ORDER.

A.S.

D

No. 173, dated 19-3-1909

The ruling contained
in Long 77 Ed of 15th February 1907 will
(also) apply to the Typewriting examination,
of Intermediate, Advanced, grades will, in the case of
PR
10.3.09 R.O.
Ch
U.S.C.

typists who are already
permanently employed by
FBI, be treated as ~~an~~ obligatory
departmental Exam^{ns} for the
purpose of Art. 1116 of the
C.S.R.

Lo

The Collector of Karnool.
" Departments of the Secy.
" D.P. 9 ✓

20/3/9

ORDINARY.

PREFERENCE.

EDUCATIONAL
LEGISLATIVE DEPARTMENT.



Current No., dated 190 ..

G.O., No. 173, dated 19-3-1909.

Number of MS. pages sent { Correspondence including order or orders (b)
(b)
Notes.....

Docket: Departmental Examinations: Preliminary tests

Type writing, exams, answers and memoranda read
in the case of typists who are already permanently
employed by Govt. to be treated as clerical.

Number (c) of copies required when struck off (not including
copies for volumes and editors' table which are retained
in the Press).

Complete
Correspondence
and orders.

Notes

FOR RECORD.*

Madras Records 30
Ooty Records 3
For filing with original 1

Total ... 34

FOR ISSUE.†

Signature copies.....

India Office.....
Govt. of India.....Dept.
Public Department.....
Judicial Department.....
Financial Department.....
Revenue Department.....
Public Works Department.....
Local and Municipal Department.....
.....Dept.

Spare copies.

The Director of Public Instruction.....5
The Comr. for Govt. Examinations.....
The Superintendent, Govt. Museum.....
The Surgeon-General.....
The Accountant-General.....
The Collector of.....
The P. D. B.....
The.....
The.....
The.....
The.....
The.....
The.....
The.....

Total ... 70

INSTRUCTIONS FOR THE
SECRETARIAT.

(a) If a paper is marked to be printed
urgently, the Superintendent of the section
concerned should sign the Press slip. The
Superintendent should exercise a careful discre-
tion in the matter.

(b) Each letter, memorandum, or order, or set
of orders, in the file of correspondence should be
headed in succession with the Roman numeral I,
II, III, etc., the number being written in red ink
or blue chalk above the item. The particular
papers to be printed in the special issue-copies
should be indicated by the Roman numeral (I,
II, etc.) by which that item has been headed in
the correspondence file. All matter, including
marginal remarks or references, to be printed
should be written in ink and matter which should
not be printed should be encircled. Initials and
signatures that are not quite legible should be
re-written distinctly.

(b¹) For rules regarding printing of notes,
see the rules in G.O., No. 1220, Public, dated
30th November 1900.

(c) The number of copies and the details of
distribution should be filled in by the Superin-
tendent or Referencer concerned.

(d) In the absence of special instructions to
the Press to keep matter standing for a specified
period, ordinary papers of 8 pages and under
will be kept standing for one week, and larger
papers for two weeks only. The type of notes
and of all confidential papers is distributed
immediately after striking.

(e) This slip, properly and completely
filled in, should accompany every paper sent to
Press; it will be returned by the Press when
proofs are furnished; it should be sent to the
Press when a call is made for revised proofs or
when a corrected proof is sent for striking.
When finally returned by Press it should be
filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of
the Press, a paper has been marked urgent
unnecessarily, he should send the Press slip to
the Deputy Registrar with a remark to that
effect.

(b) Unless a note to the contrary is made
against the matter, pencil entries should not
be printed. The Superintendent of the Press
may bring to the notice of the Deputy Registrar
any instance of incomplete or careless editing.

(c) Signature copies of letters to the
Secretary of State or to the Government of
India should be printed on hand-made paper.

(d) This slip should be returned by the Press
to the Secretariat when proofs are furnished; it
will be sent back to the Press when proofs
are returned corrected and should be finally
returned to the Secretariat when struck-off
copies are supplied.

(e) The names of the Secretary and Members
should be printed in full when they occur on
the right hand side, but only the first time when
they appear on the left side, the initials alone
being printed later.

* Copies distributed on.....*(Press Clerk.)

† Copies distributed on.....*(Despatcher.)

* To be initialed and dated.

TO PRESS, MADRAS.
OOTY.

A

Please send proof in triplicate. The papers have been carefully edited.

B

Proof returned corrected. Please strike off and send number of copies as indicated.

Type may be released after usual interval
at once.

C

As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval.

.....Clerk.

.....Clerk.

.....Clerk.

.....Supdt.

.....Supdt.

.....Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.		
Received in Press on.....	23/3/09.	[Signature]	
First proof furnished on.....	26/3/09.	[Signature]	
Call for revised proof received on.....			
Revised proof furnished on.....			
Corrected proof received for striking on.....	30/3/09.	[Signature]	
Final copies supplied on.....	1/4/09.	[Signature]	

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	36	16	
" " " Issue.....	72		
For Volumes.....	16		
For E. T.....			
Total ...	120	16	