

Government of Madras.

EDUCATIONAL DEPARTMENT

Recd.

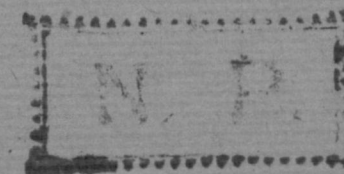
Regd.

} 1910.

Enclosures

Spare copies

G.O., No. 193, 12th April 1910.



Public Service and Special Tests Notifications.

Approving the proposal of the Presidency Port Officer to prescribe the Account Test, Higher Grade, only for the posts of Manager, Head Clerk and Second Clerk of the Presidency Port office, Madras, and making certain amendments in the — accordingly.

Government of Madras.

EDUCATIONAL DEPARTMENT

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Recd.

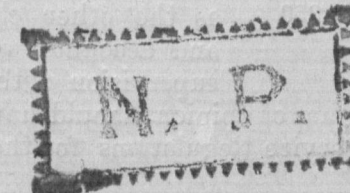
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Enclosures

Spare copies

G.O., No. 193, 12th April 1910.



Public Service and Special Tests Notifications.

Approving the proposal of the Presidency Port Officer to prescribe the Account Test, Higher Grade, only for the posts of Manager, Head Clerk and Second Clerk of the Presidency Port office, Madras, and making certain amendments in the — accordingly.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

Letter—from Commander W. MITCHELL, R.I.M., Presidency Port Officer, Madras.
To—the Secretary to Government, Educational Department (through the Chief Secretary to Government).
Dated—the 16th February 1910.
No.—1273/52-G.

In the table given under paragraph 3 of the Public Service Notification published in page 610, Part I-B of the *Fort St. George Gazette*, dated 22nd December 1908, Account Test, Higher Grade, is prescribed on the recommendation of this office to be the Special Test to qualify for the posts of Account clerks in this office on Rs. 50 and upwards. This qualification was required when the office was divided into two sections, Accounts and General Work, and the clerks in the Account Section had purely accounts work to deal with, in which work they were required to have a good knowledge of the Civil Account Code and Civil Service Regulations. The office having since been reorganized and the work of both the sections redistributed in 1905 and centralised under the supervision of the Manager (*vide* G.O., Nos. 102 and 110, Marine, dated 21st February 1905 and 22nd February 1906, respectively), I do not consider it necessary that, save for the three appointments in this office specified in

	Pay.	
	RS.	
Manager	150—10—250	the margin, Account Test, Higher Grade,
Head Clerk	100	should be prescribed as a qualifying test,
Second Clerk	75	as the other clerks have both general
		and accounts work to perform and the
		supervision of their work rests with the

three officers named above, who, I am of opinion, should have a thorough knowledge of Civil Account Code and Civil Service Regulations for the efficient performance of their respective duties.

In these circumstances, I beg that the necessary alteration in the notification may be ordered.

II

Memorandum No. 343-1, Marine, dated 21st March 1910.

From the proposition statement attached to G.O., No. 172, Marine, dated the 12th May 1908, it is seen that there are two clerks on Rs. 60 and two on Rs. 50 in the Presidency Port office and one on Rs. 50 in the Tuticorin Port office. The Presidency Port Officer is requested to state what the exact duties of these clerks are and whether they have passed any Special Tests. He is also requested to inform Government with reference to his letter No. 1273/52-G., dated 16th February 1910, whether the clerks entrusted with Port, Marine and Coast Light Funds Accounts in his office should not be required to have a good knowledge of accounts.

(By Order.)

J. W. BHOSE,
Ag. Asst. Secretary to Government.

To the Presidency Port Officer.

III

Letter—from Commander T. A. L. DE BERRY, R.I.M., Presidency Port Officer, Madras.
To—the Chief Secretary to Government.
Dated—the 30th March 1910.
No.—1273/99-G.

With reference to Memorandum of Government, No. 343-1, Marine, dated 21st March 1910, I have the honour to state below the duties of the clerks therein referred to—

Presidency Port Office.

- (1) Clerk on Rs. 60 In charge of current and old records. Attends to telephone and prepares list of unanswered letters of General Section.
- (2) Clerk on Rs. 60 Checks and prepares for countersignature estimates for works, travelling allowance bills of Port officers, light-keepers, etc., and contingent bills of Minor Ports Fund; adjudicates claims for loss, damage, etc., on stores landed and shipped by the Agent for Government Consignments at Madras and at outports. Examines fair documents of Accounts Section and assists the Head Clerk and the Manager generally in the disposal of correspondence. Prepares also the annual trade return of port dues, etc. His work in connection with estimates and bills is scrutinised by the Head Clerk.
- (3) Clerk on Rs. 50 Maintains Minor Ports Fund Accounts under the supervision of the Head Clerk. Assists the latter in the preparation of budget estimates. Prepares pay bills of office establishment, Coast Light establishment, travelling allowance bills of coast light-keepers, office contingent bills, annual return of Presidency Port office and Coast Light establishments and Financial statement of each year's transactions of Port, Marine and Coast Light funds. Maintains service books of office establishment. Assists the head clerk in such other duties as may be required of him. Maintains records of correspondence relating to accounts.
- (4) Clerk on Rs. 50 Store Clerk—Deals with indents for stores, etc., received from outports and conducts correspondence in connection therewith under the supervision of the Manager. Attends to requirement of stationery for Presidency Port Officer's office and outports. Maintains accounts, etc., relating to R.I.M. Launch "St. George." In charge of printed forms and library books, etc.

Port Office, Tuticorin.

- (5) Clerk on Rs. 50 Head Clerk, Port office—Prepares entry and clearance certificates, Board of Trade returns, Administration report of the port, indents for stores, wrecks returns, registry certificate X of 1841, certificate A for passenger ships; attends to sale of saved property, engagement and discharge of seamen and does such other work in connection with the port as may be required of him by the Port Officer.

No. (1) has passed the following Special Tests :—

Criminal, Lower grade,
Translation do.
Revenue do.

and has been exempted from the Précis-writing, Higher Grade—G.O., Mis. No. 503, dated 5th August 1907. This examination has since been held not applicable to any of the posts in this office—G.O., No. 221, Educational, dated 15th April 1907.

No. (2) Précis-writing, Higher Grade.

No. (3) Nil.

No. (4) Précis-writing, Higher Grade, Account Test, Higher Grade, and Translation, Lower Grade.

No. (5) Vacant.

2. Under present arrangements, the clerks in this office entrusted with the Port, Marine and Coast Lights Fund Accounts merely compile these accounts and prepare periodical returns in connection therewith for submission to the Accountant-General and the Government and in addition do some general work. I do not consider this work requires any knowledge of Account Code or Civil Service Regulations.

Order—No. 193, Educational, dated 12th April 1910.

The Government approve the proposal of the Presidency Port Officer to prescribe the Account Test, Higher Grade, for the future only for the posts of Manager, Head Clerk and Second Clerk of the Presidency Port office, Madras.

2. The following amendments will be made in the Public Service and the Special Tests Notifications :—

I.—Public Service Notification.

In the table appended to article 3 of the Public Service Notification published on pages 108—116 of Part I-B of the *Fort St. George Gazette*, dated 8th March 1910, for the entry under "K. Marine Department" substitute the following, namely :—

Manager, Head Clerk and Second
Clerk of the Presidency Port } Account Test, Higher Grade,
office, Madras.

II.—Special Tests Notification.

In the schedule showing the offices or appointments for which Special Tests are severally prescribed which is appended to the Special Tests Notification published on pages 618—625 of Part I-B of the *Fort St. George Gazette*, dated 22nd December 1908, against Account Test, Higher Grade, for entry "4" in column 2, substitute "4. Manager, Head Clerk and Second Clerk of the Presidency Port office, Madras.

(True Extract.)

L. M. WYNCH,
Ag. Secretary to Government.

To the Presidency Port Officer.
" Commissioner for Government Examinations.
" Marine Department.
Editors' Table (Order only).
Gazette.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 193, EDUCATIONAL, DATED 12TH APRIL 1910.

[SUBJECT.—*Alteration in the Public Service Notification regarding the office establishment of the Presidency Port Officer.*]

Previous papers.

G.O., No. 317, Educational, dated	9th May	1894.
" " 612 " "	12th September	1905.
" " 269, Marine, " "	3rd July	1907.
" " 172 " "	12th May	1908.

MARINE DEPARTMENT.

From the Presidency Port Officer, dated 16th February 1910, No. 1273/52 G.

If the proposal of the Presidency Port Officer is approved, the papers may be forwarded to the Educational Department for the issue of the necessary alterations.

D.V.—20—10.

A. ROZARIO—21—2—10.

The Presidency Port Officer means that there are no longer any special account clerks in his office. The proposal may be approved.

J. W. BHORE—21—2—10.

I do not understand the Presidency Port Officer's letter; there is apparently still an accounts section, so far I can make out from the correspondence in G.O., No. 269, dated 3rd July 1907, and the fact that it is under the general supervision of the manager does not seem to alter the situation. If there are clerks on Rs. 50 in the accounts section, why should they not be required to pass the test? It is usually prescribed for all accountants on Rs. 50 and above.

F. B. EVANS—22—2—10.

Telephonic message—from the Presidency Port Officer, Madras.
To—the Assistant Secretary to Government, Marine Department.
Dated—the 23rd February 1910.

There is no clerk in this office who does accounts work only. Those in charge of accounts work are also in charge of other general work and this arrangement is considered to be a fair distribution of work and has worked well during the past five years. Port Fund accounts, Marine Fund accounts and Coast Light Fund accounts are each maintained by a separate clerk (three in all) and in addition to this work they are required to do some general work as they can find time to do so. More accounts work for any of these will be too much to do. The second clerk has no special accounts work to perform, but the general correspondence he deals with requires a thorough knowledge of the provisions of the Civil Account Code and Civil Service Regulations. The head clerk has special duties: examines accounts and estimates, prepares budget, reappropriation statements and the like issuing out of this office. The duties of the second clerk and the head clerk are scrutinised and are done under instructions from the manager.

The Presidency Port Officer's reply to the questions put by the Deputy Secretary is submitted.

J. W. BHORE—24—2—10.

To the Public Department.

PUBLIC DEPARTMENT.

The Presidency Port Officer's proposal may, I think, be approved. As there are no "Accounts clerks" proper the Public Service Notification obviously requires some amendment. It is for Educational to decide.

F. B. EVANS—25-2-10.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The Account Test, Higher Grade, was prescribed as a qualification for accountants in the Presidency Port Office in 1894 on the recommendation of the then Port officer—*vide* Port officer's letter on page 12 of G.O., No. 317, Educational, dated 9th May 1894, and the entry at the bottom of page 29 of that Government Order. In 1905 when the Public Service Notification was revised the words "Accounts clerks on Rs. 50 and upwards" were substituted for the words "Accountants in the Presidency Port Office"—*vide* Presidency Port Officer's unofficial note on page 6 of the notes with G.O., No. 612, Educational, dated 12th September 1905.

2. The Presidency Port Officer's present proposal is that the manager (pay Rupees 150—10—250), the head clerk (pay Rs. 100) and the second clerk (pay Rs. 75) should be required to pass the Account Test, Higher Grade, and that the other clerks need not be required to pass it. There are eleven other clerks in the Presidency Port office on salaries ranging from Rs. 20 to Rs. 60 per mensem and these clerks "have both general and accounts work to perform," but the Presidency Port Officer considers that a knowledge of the Civil Service Regulations and the Civil Account Code is required only for those who supervise them.

3. It is for consideration whether the Presidency Port Officer's proposal may be accepted, and the Public Service Notification modified accordingly. The Marine Department approves the proposal of the Presidency Port Officer.

P.R.—7-3-10.

K. RANGASWAMI AIYANGAR—7-3-10.

Are there any men on Rs. 50 in the local port offices?

A. GALLETTI—8-3-10.

Besides the two clerks on Rs. 50 in the Presidency Port office there is only one other clerk on Rs. 50 on the whole Port office establishment, namely, the clerk in the Tuticorin Port office—please see page 11 of G.O., No. 172, Marine, dated 12th May 1908.

P.R.—10-3-10.

K. RANGASWAMI AIYANGAR—10-3-10.

It does not appear whether this clerk at Tuticorin is an accounts clerk or not and whether he should be exempted as well as the clerks in the Presidency Port Officer's own office to whom his letter refers. The matter is for Marine, who will no doubt indicate to Educational what form the alteration of the Public Service Notification should take.

A. GALLETTI—10-3-10.

Will Marine kindly advise as to the above?

Also it would seem open to question whether the three clerks referred to in the Presidency Port Officer's telephonic message who are entrusted with Port Fund, Marine and Coast Light Accounts—presumably the clerks on Rs. 50 and 60—should not be required to have a good knowledge of accounts. It does not matter whether they are called accounts clerks or not. Have not the men actually in charge of the work at present passed Account Test, Higher?

L. M. WYNCH—15-3-10.

To the Marine Department.

MARINE DEPARTMENT.

The information required by Educational is not available. A draft memorandum to the Presidency Port Officer is submitted for approval.

V.S.—19-3-10.

A. ROZARIO—19-3-10.

Issue.

J. W. BHOKE—21-3-10.

[Official Memorandum No. 343-1, dated 21st March 1910.]

From the Presidency Port Officer, dated 30th March 1910, No. 1273/99-G.

The Presidency Port Officer furnishes the information called for in Memorandum No. 343-1, dated 21st March 1910. He states that the clerks entrusted with the Port, Marine and Coast Lights Fund Accounts "merely compile these accounts and prepare periodical returns in connection therewith" in addition to some general work. He is of opinion that the work does not require any knowledge of Account Code or Civil Service Regulations.

2. For orders whether the proposal of the Presidency Port Officer that only the manager and the head and second clerks of his office should be required to pass the Account Test, Higher Grade, may be accepted.

V.S.—2-4-10.

A. ROZARIO—4-4-10.

The information asked for by the Educational Department has been furnished by Presidency Port Officer.

J. W. BHOKE—5-4-10.

Yes. The Account Test, Higher, may, I think, be prescribed only for the three posts (manager, head clerk and second clerk) in the Presidency Port Officer's office.

F. B. EVANS—5-4-10.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Submitted for orders.

K. RANGASWAMI AIYANGAR—7-4-10.

Please put up a Government Order containing redraft of L., Marine department, in the table under article 3, Public Service Notification.

A. GALLETTI—7-4-10.

The draft order placed below is submitted for approval.

P.R.—9-4-10.

K. RANGASWAMI AIYANGAR—9-4-10.

Issue.

A. GALLETTI—11-4-10.

[G.O., No. 193, Educational, dated 12th April 1910.]

58

” ” ” ” ” ” 19

REF ALSO :—

C. No., From the, No., dated 19

27 27 27 27 27 27 19

" " " " , " " 19

R.S.

No. 1903, dated 12-4-1910

Order alone may be placed
on E.T.

The Government approve the pro-
posal of the Presidency Port Officer
to prescribe
that, ~~For the future~~ it will be

~~sufficient if the Account Test Higher~~
for the future only
~~Grade, is prescribed as a qualifying~~
~~test for the posts of~~
~~Manager, Head~~

Clerk and Second Clerk of the Presidency Port Office, Madras.

I. Public Service Notification.

SP
11/4

published on pages 108 - 116 of
Part I - B of the Fort St. George
Gazette dated 8th March 1910 for
the entry under "K. Marine Depart-
ment" substitute the following,
namely:-

Manager, Head Clerk and Second Clerk of the Presidency Port Office, Madras.	}	Account test, Higher Grade.
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II. Special Tests Notification.

In the schedule showing the
offices or appointments for which
~~the~~ Special Tests are severally
prescribed ^{which is} appended to the Special
Tests Notification published on
pages 618 - 625 of Part I - B of the
Fort St. George Gazette dated 22nd
December 1908, against ~~Manager, Head Clerk and Second Clerk of the~~
Higher Grade - For entry "4" in
column 2, substitute "4. Manager,
Head Clerk and Second Clerk of the
Presidency Port Office, Madras.

To,

The P. R. O.
" C. G. E.
" Marine Dept.
E. T. (Order only)

Gazette

copy sent

Account test,

5 copies sent
4/5/10

14/4/10

9.4.10

11/4

Current No....., dated.....19
G.O., No. 193, dated 12-6-1910.

(b)

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

Docket *Public Service & Special State*
Notifications. Approving the pro
posal of the Presidency Board of Press
to prescribe the Account for the
Grants for the future only to the
of Manager, Head Clerk and Second
of the Presidency Post Office, Madras

Number 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

and making certain amendments in the
Accordingly

Madras Records	...	...	...	30	15
Ooty Records	...	...	...	2	2
For filing with original	...	...	...	1	1
Total	...	...	...	34	18

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	The P. D. B.....				
	The.....				
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	The.....				
	The.....				
	Total				

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(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 discretion 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 Superintendent 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 PRESS, MADRAS
OOTY.

A	B	C
Please send proof in triplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	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.	Type may be released after usual interval.	Type may be released after usual interval.
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.....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.

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Corrected proof received for striking on.....	29.4.10. Lb.
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Account of copies.	Complete copies.	Notes.	Issue copies.
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" " " Issue.....	12		
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