

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1911.

Enclosures;

Spare copies

G.O., No. 295, 19th May 1911.

Public Service Notification.

Making certain alterations in the — in regard to the educational qualifications of clerks in the Private Secretary's office.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

Order—No. 292, Public, dated 22nd March 1911.

In lieu of the existing scale of pay for the purely clerical establishment of the office of the Private Secretary to His Excellency the Governor, the Government are pleased to sanction the following scale:—

Present scale.		Proposed scale.	
	Rs.		Rs.
1 clerk on	Rs. 75—5—100	2 clerks on	75—5(biennial)—100
1 "	" 60—3—75	3 "	40—5(")—75
1 "	" 50—2—60		
1 "	" 40—1—50		
1 "	" 30—2—50		

2. In regard to the educational qualifications required for appointment to the foregoing posts, the Government consider that the exaction of the B.A. degree for admission to any of them is not ordinarily necessary. The Governor in Council is accordingly pleased to direct, in modification of paragraph 3 of G.O., No. 519, Public, dated the 23rd July 1909, that, in addition to the ordinary qualifications required for clerical appointments, the candidates should have passed the following examinations:—

2 clerks on Rs. 75— $\frac{5}{2}$ —100.. .. Government examinations in shorthand and in typewriting in the advanced grade.

2 clerks on Rs. 40— $\frac{5}{2}$ —75 Government examinations in shorthand and in typewriting in the elementary grade; but no clerk to draw more than Rs. 50 unless he has passed in shorthand and in typewriting in the intermediate grade.

3. Clerks C. Parthasarathi Nayudu, C. Venkatarama Aiyar and C. Krishnaswami Aiyangar now employed in the Private Secretary's office will be appointed to the three posts on Rs. 40— $\frac{5}{2}$ —75. The first and the last mentioned clerks are eligible to draw Rs. 75 and Rs. 40 in their appointments; and in respect of the second clerk the Governor in Council is pleased, as a special case, to permit him to draw Rs. 50. Clerks Parthasarathi Nayudu and Venkatarama Aiyar will be further exempted from passing the typewriting tests for the pays of Rs. 75 and Rs. 50, respectively.

4. The Private Secretary is requested to submit, through the Accountant-General, a proposition statement providing for these changes.

(True Extract.)

H. A. STUART,
Ag. Chief Secretary.

To the Private Secretary to His Excellency the Governor.
" Accountant-General.
" Copy to the Financial Department.
" Educational Department.

II

Endorsement No. 830-1, Educational, dated 11th April 1911.

Communicated to the Commissioner for Government Examinations who is requested to submit, at an early date, a draft of the amendments which may be necessary in the Public Service Notification with reference to paragraph 2 of the Government Order.

G. F. PADDISON,
Deputy Secretary to Government.

To the Commissioner for Government Examinations.

III

Letter—from the Hon'ble Mr. J. H. STONE, M.A., F.R.H.S., Acting Commissioner for Government Examinations, Madras.
To—the Secretary to Government, Educational Department.
Dated—the 6th May 1911.
No.—88/1-D.

As required in Endorsement No. 830-1, Educational, dated 11th April 1911, I have the honour to submit, for approval and publication in the *Fort St. George Gazette*, a draft in duplicate of the necessary amendments to be made in the Public Service Notification with reference to paragraph 2 of G.O., No. 292, Public, dated 22nd March 1911.

ENCLOSURE.

Notification.

In the table showing the various offices in "Superior service," etc., appended to article 3 of the Public Service notification published on pages 108 to 116 of Part I-B of the *Fort St. George Gazette*, dated the 8th March 1910, for entries numbered (8) and (9) under "O Miscellaneous," substitute the following:—

"(8) Clerks on Rs. 75— $\frac{5}{2}$ —100 in the office of the Private Secretary to His Excellency the Governor. Government technical examinations in shorthand and in typewriting in the advanced grade.

"(9) Clerks on Rs. 40— $\frac{5}{2}$ —75 in the office of the Private Secretary to His Excellency the Governor. Government technical examinations in shorthand and in typewriting in the elementary grade; but no clerk to draw more than Rs. 50 unless he has passed in shorthand and in typewriting in the intermediate grade."

Order—No. 295, Educational, dated 19th May 1911.

The following notification will be published in the *Fort St. George Gazette*:—

NOTIFICATION.

In the table showing the various offices in "Superior service", for which special, professional or technical tests are prescribed, which is appended to article 3 of the Public Service notification published on pages 108 to 116 of Part I-B of the *Fort St. George Gazette*, dated the 8th March 1910, for entries numbered (8) and (9) under "O. Miscellaneous", substitute the following:—

"(8) Clerks on Rs. 75— $\frac{5}{2}$ —100 in the office of the Private Secretary to His Excellency the Governor. Government technical examinations in shorthand and in typewriting in the advanced grade.

"(9) Clerks on Rs. 40— $\frac{5}{2}$ —75 in the office of the Private Secretary to His Excellency the Governor. Government technical examinations in shorthand and in typewriting in the elementary grade; but no clerk to draw more than Rs. 50 unless he has passed in shorthand and in typewriting in the intermediate grade."

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Commissioner for Government Examinations.
" Public Department.
" Gazette.
" Editors' Table (order only).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 295, EDUCATIONAL, DATED
19TH MAY 1911.

[SUBJECT.—*Amendments to the Public Service Notification.*]

*From the Commissioner for Government Examinations, dated 6th May 1911,
No. 88,1-D.*

The draft order is submitted for approval. If approved, it may issue with the
concurrence of the Public department.

P.R.—15-5-11.

K. RANGASWAMI AIYANGAR—16-5-11.

M. S. MASCARENHAS—16-5-11.

To the Public department.

PUBLIC DEPARTMENT.

The draft may be accepted in Public.

N.K.—17-5-11.

M. S. MASCARENHAS—18-5-11.

To the Educational department.

EDUCATIONAL DEPARTMENT.

Issue.

M. S. MASCARENHAS—18-5-11.

[G.O., No. 295, Educational, dated 19th May 1911.]

READ ALSO :—

1089 C. G. S. 88 6-5-1911

No. 295, dated 19-5-1911.

As

The following notification will be published in the East St George Gazette:-

PTD
15-5-14

16.5.1

Press best 7/19 in print
 1915
 H.E. the
 notice as an appendix to the
 order

~~22/5/10~~

Notification

Notification.

27/5-11

In the Table showing the various offices in
"Superior service," ^{for which special, professional, or technical tests are prescribed, which} are appended to article 3 of the
Public Service Notification published on pages 108
to 116 of Part I B of the Fort St. George Gazette, dated the
8th March 1910, for entries numbered (8) and (9) under
"C. Miscellaneous," substitute the following:—

(8) Clerks on Rs 75- $\frac{5}{2}$ -100 in the Office of the Private Secretary to His Excellency the Governor.	Government Technical Examina- tions in ^{l.c.} Short-hand and in ^{l.c.} Type-writing in the ^{l.c.} Advanced grade.
(9) Clerks on Rs 40- $\frac{5}{2}$ -75 in the Office of the Pri- vate Secretary to His Excellency the Governor.	Government Technical Examina- tions in ^{l.c.} Short-hand and in ^{l.c.} Type- writing in the ^{l.c.} Elementary grades; but no clerk to draw more than Rs 50 unless he has passed in ^{l.c.} Short-hand and in ^{l.c.} Type-writing in the ^{l.c.} Intermediate grade."

per
Please
have
proofs for
Gazette
15.5.11

PP
15.5.11

Pres
please print this
as appendix to G.O. 295-ES
1911

I.
The C. G. E.
" Public Dept.
" Gazetted (not tip)
" E. T. (order only)
Gazetted.
No 56 p 328 of 25.5.
Part I B of 23-5-11.

PRESS SLIP.

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL DEPARTMENT.

Current No., dated 190 ..

G.O., No. 295, dated 19-5-1901.

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

Docket. Public Service Notice.

Making certain alterations in the

qualifications of clerks in the

Private Secretary's office

Number (e) 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	1
Ooty Records	...	3	3
For filing with original	...	1	1
Total	...	34	5

FOR ISSUE.†

For Issue.		Letter only.	Complete G.O.	(d) Special issue copies of G.O.		Notes.
No.	Papers.					
Signature copies.....			4			
India Office.....						
Govt. of India.....Dept.						
Public Department.....			5			
Judicial Department.....						
Financial Department.....						
Revenue Department.....						
Public Works Department.....						
Local and Municipal Department.....						
.....Dept.						

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 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
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.

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
at once.

Type may be released after usual interval.

12/15/11
22/15/11
..... 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.....	23-6-11 <i>LB</i>
First proof furnished on.....	24-6-11 <i>LB</i>
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	6-6-11 <i>LB</i>
Final copies supplied on.....	7-6-11 <i>LB</i>

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	24		
" " " Issue.....	14		
For Volumes.....	16		
For E. T.....			
Total ...	64		