

Educational (191/) Department.

ORDINARY MS.

G.O., No. 35.6

DATED 8-6-1911.

[Despatch Abstract.]

Inspector of European and training schools - Approving the proposal of the D.P.I. to convert the post of fourth class of the office of the — into that of type-writing clerk and sanctioning the supply of a type-writing machine to the office.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Cno. 1737 of 1911

CONTENTS.

PAPERS PUT UP WITH CURRENT No. _____

Papers of the department to which the current belongs.

Number.	Date.	Original (=O.) or spare copy (=S. C.)	Remarks. (In this column such of the papers as have been removed for copying, printing, etc., should be marked with a cross.)	Initials of Referencer with date in token of return to Reference department.
645	11-11-10	C		
81	8-2-11	O		
191	1-4-11	O		

Papers of other departments.

Department.	Number.	Date.	Original (=O.) or spare copy (=S. C.)	Despatcher to note the return of the papers to the departments concerned.

Received

191

Registered

2

Subject.

Requesting sanction of Government for the supply to the office of the Inspector of European and Training Schools of a Yost Typewriting Machine No. 16 with the necessary attachment for typing Tabular Statements.

ENCLOSURES.

No. _____

Ref on Cur No. 2318 / 11.

Spare copies _____

Station Madras, Dated the 24th April 1911.

From (Name) The Hon'ble Mr. J.H. Stone, M.A., F.R.H.S.,

(Designation) Ag. Director of Public Instruction,

Madras.

To The Secretary to the Government of Madras,
Educational Department.

Sir,

I have the honour to request that the sanction of Government may be obtained for the supply to the office of the Inspector of European and Training Schools of a Yost Typewriting Machine No. 16, with the necessary attachment for typing Tabular Statements.

2. Much time and labour now expended in making duplicate copies of correspondence relating to Training Schools and Teachers' Certificates and inspection reports will be at no extra recurring expenditure to the state if a machine supplied to this office.

3. The post of the fourth clerk in the Inspector's office on Rs 20-1-25 may be converted into a typist's post

1st Clerk - Pay - Rs 50-2-60
2nd - - - - - Rs 25-1-30
3rd - - - - - Rs 20-1-25
4th - - - - - Rs 20-1-25
Teacher's Certificate branch
1st clerk - 25-1-30
2nd - - - 20.

that pay.

I have the honour to be,

S i r,

Your most obedient servant,

H. H. H.

for Director of Public Instruction.

M. S. S.

H.

NOTES.

[E.]

2,000-27-6-07.

Educational DEPARTMENT.

C. No. 960 From the S.D. 9 No. 2318/11, dated 24-4-1907

SUBJECT. Conversion of a clerk's post into that of a typist in the office of the Inspector of European and Training Schools and the supply of a typewriting machine.

B Please see page 2 of G.O. 645 Eddy 11th November 1910 for the establishment of the Inspector of European and Training Schools. The S.D. 9 proposes that the post of 4th Clerk ^(on Rs 20-1-25) in that office may be converted into that of a typist on Rs 20-1-25 and that sanction may be accorded to the supply of a typewriting machine, cost Rs 16. Submitted that the proposal which does not involve any additional recurring expenditure may be sanctioned. A similar course was adopted in the case of the College of Engineering - vide C & D G.O. 81 Eddy 8-2-1911 and 191 Eddy 1-4-1911.

2. The draft order placed below is submitted for approval. If approved it may issue with the concurrence of the Financial Department.

P.B.
8.5.11AD
8.5.11

Secy

from
9/5/11

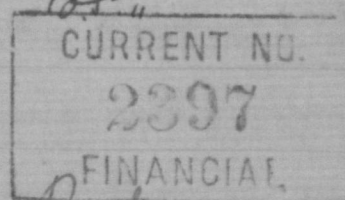
J.S.

10.5.11

Fint. no.



11.5.11



Rydt 10.5.11

P.T.O.

Financial department.

The D. P. I. remarks in para 2 of his letter that no extra recurring expenditure to the state is involved if a ^(typewriting) machine is supplied to the Office in question. Submitted that this remark is not quite correct. It has been held by the Supt. of sty. that the life of a machine in the hands of the average typist is not much more than seven years, and hence almost every seven years the supply of a fresh machine will have to be made. On this basis the average approximate annual expenditure on acct. of the supply of a typewriting machine comes to Rs 65. Sanction of Rs 65 is necessary only to the first supply of the machine in the present case, the Supt. of sty. having the power to renew the machine thereafter at his discretion.

2. The effect of the proposal is thus practically a recurring extra expenditure of Rs 65 per annum, and though some saving of labour is expected, no reduction in the existing clerical staff has been proposed. It has further to be noted that if a machine is sanctioned for the office of Inspector of European and

Page 1 C. 7.

Supt. of sty. letter on page 6
 Geo. 4187 dtd 22.9.09 - U

⊕ Average price of machine = 350 Rs.
 ∴ Average annual Cost = $\frac{350}{7}$ = Rs 50⁷
 Contingencies = Rs 15
 Total Rs 65.

Para 3 Geo. 1237 dtd 28.2.08

Para 2 of D. P. I.'s letter page 1 C. 7.

Training Schools, it may lead to similar claims being made for the offices ^{all} of the nine Inspectors of Schools and three Inspectresses of Girls' Schools which are ~~expended~~ not now provided with typewriting machines. Moreover, the Govt. of India have of late emphasised the necessity for curtailing expenditure ^(articles of) on Stationery under which Category typewriting machines are placed. The Educational Dept. may perhaps be requested to reconsider the matter with reference to the foregoing remarks.

3. If, however, it is decided to sanction the supply of a typewriting machine in the present case, it is subd. that no mention of the type of machine need be made in the order, since under para 1 of G.O. 418 Fint & 22.9.09 the decision as to the type rests with the Supdt. of Stationery.

Cpu
16.5.11

ura
9.5.11 This dept. has off and on been considering ways and means of curtailing the growth of expenditure on Stationery & Printing. One of the insidious processes by which the volume

[No typist has been sanctioned for these offices - Page 130, G.O. 11-12, 2nd Est. revised] + G.O. 12-3 Fint 28.2.08 ✓

G.O. 1-10 Fint, page 2 G.O. 274 Fint 6.7.09 X
51 Fint 2.2.11 X

U

of recurring expenditure on Stationery & Printing insensibly grows is the granting of small concessions of this kind to offices where they are perhaps not absolutely necessary. A concession granted to one office is soon heard of in another office, and applications for like concessions soon follow, which are sanctioned usually on the analogy of the precedent in the case of similar offices.

2. In the matter of typewriters the S.G. of Ragn informed me that it was his experience that typists were willing to come forward and serve on the ordinary pay of clerks and bring their own typewriting machines. I have myself received such applications in the most usual.

3. Perhaps, therefore, we may ask E.G. to reconsider the recommendation they have made in this case.

C. R.
18.5.11

A | I agree with the above note, and suggest that the D.P. be asked whether it will not be possible to reduce the inspector's clerical establishment if a type-

writing machine be supplied. He says it will save much time and labour.

2. I would not press the suggestion that clerks be kept to supply their own machines.

100
2075

Educ^t dept. a.o.

Educational Department

D.P.I. / reference to A. Supra.
40.

D
24.5.11

The Inspector undertakes if he is given a typewriting machine to dispense with the services of a "temporary" attender who has been employed in the office ever since its establishment.

Fin. v. "
25.5.11
vide financial be content with the reduction?
26.5.11

File No 2397-12
22.5.11



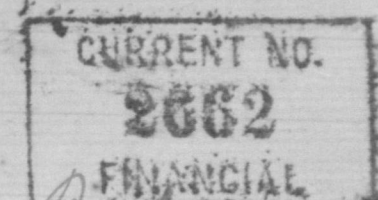
2 No. 968-24/51
24.5.11
A



2 No. 960-3
26.5.11



26.5.11
A



Page 26-5-11

Financial department.

It has not been stated what the pay of the temporary attender is, and under what sanction the attender is being employed continuously for the past so many years but borne on the temporary establt.. The saving caused by the abolition of the temporary attender is, however, likely to cover the recurring charge of Rs 65 per annum Calculated on page 2 ante., and it is for orders whether in the circumstances the supply of a machine may be approved in this dept..

2. In case the supply of a machine is to be sanctioned, the Col. sept. may be requested to call for a proper stat. from the D.P.I., for the abolition of the temporary attender's post, and to omit all mention about the type of the machine to be supplied as noted in para 3 on page 3 ante.

D.P.I.'s note
page 5 ante.

The authority will, or ought to be, quoted in the Prop. Sttmt., and should be examined when this is received.

C.A.

[Handwritten signature]



C.M.
29.5.11

W.P.A.
24.5.11

As in para 2 of office note 30.5.11

[Handwritten signature]

31.5.11

Jul 11.0 2662-1

10/11

1.6.11.

7.D.

Col. sept. uo.

The draft order has been revised in accordance with the Financial department note on the previous page. The revised draft is for approval.

PP
6.6.11

AP
7.6.11

Scy

msm
2/6/11

✓

8.6.11

done
msm
8/6/11

[f.o. no 358 his 28-6-11]

Please type draft as
6/6/11

C.No.960, from the D.P.I., No.2318, dated 24-4-1911.

ORDER:
Mis.

N 356 of 8. 6. 11

The Government approve the proposal of the D.P.I. to change the designation of the 4th clerk of the office of the Inspector of European and Training Schools to that of typewriting clerk and sanction the supply to that office of a typewriting machine. Under para.1 of G.O.No.418 Finl., dated 22nd September 1909, the decision as to the type of the machine to be supplied rests with the Superintendent of Stationery.

2. The Director of Public Instruction will be requested to dispense with the services of the temporary attender employed in the Inspector's office at once and to submit a proposition statement for the abolition of the post.

DD
7-6-11

DD
8-6-11

To the D.P.I.
" Supt. of Stationery.
" A.G.
" Finl. Dept.

DD
8-6-11
DD
9-6-11

Further in
C.No. 1737 of 1911

(20-1-25) L

DD
8-6-11

When given for copying _____
 When copied _____
 When examined _____
 When signed _____

191

READ AGAIN G.O., No.
 191

DATED

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT.

ORDER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
 IN ORIGINAL.

A A A A A A A

N.B.—

- A = Copy in full.
- B = Not to be copied.
- P = Copy abstract only.
- Q = Copy Heading only.