

6129  
Educational (191 / ) Department.

ORDINARY MS.

G.O., No. 660

DATED 19-9-'11.

[Despatch Abstract.]

Typewriting Clerks: Approving the proposal of the D. P. I. to change the designation of the clerks on Rs 20-1-25 in the offices of the Inspectors & Inspectresses of Schools to that of \_\_\_\_\_ and sanctioning the supply of a typewriting machine to each of these offices.

# BACK PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
|------|-----|-------------|-------|------|-----|-------------|-------|
|      |     |             |       |      |     |             |       |

# FURTHER PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
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[ B. & L. ]

2,400-15-8-00.

EDUCATIONAL DEPARTMENT.

# CURRENT FILE.

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PAPERS PUT UP WITH CURRENT No. \_\_\_\_\_

Papers of the department to which the current belongs.

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Sta Form No. 135.  
4-00-9-6-10.

EDUCATIONAL DEPARTMENT.

Received



191

Registered

191

Subject

Requesting sanction of Government for the supply to each of the Circle Inspectors and Inspectresses of a Typewriting machine with the necessary attachment for typing tabular statements.

|                    |
|--------------------|
| ENCLOSURES.        |
| No. ....           |
| Spare copies ..... |

Ref on Cur No. 2318/11

Station Madras, Dated the 31<sup>st</sup> July 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 each of the Circle Inspectors and Inspectresses of a Typewriting machine with the necessary attachment for typing tabular statements.

2. The great reduction in the number of printed forms hitherto supplied and the heavy and ever increasing writing work which has to be done by a limited number of clerks make some kind of relief imperative. The proposed supply of Typewriting machines will be a source of great help to these offices inasmuch as it will reduce heavy copying work considerably.

3. It is also requested that the sanction of Government may be obtained for the conversion of the clerks' posts

2

posts on Rs. 20-1-25 in the Inspectors' and Inspectresses' offices into typists' posts on the same pay.

---

20-1-25 (Elementary grade)  
25-1-35 (Intermediate)  
35-1-50 (Advanced)

I have the honour to be,

Sir,

Your most obedient servant,

R. A. Arin.

for Director of Public Instruction.

M. S. S.

61.

Intact

(C)

3

Educational Department

CNo. 1878

6

memo No 1878-17/10-8-11

With reference to his letter No.

No. 2318 of 31<sup>st</sup> July 1911 on the subject of the supply to each of the Circle Inspectors and Inspectresses of a typewriting machine, the D.P.I. is requested to state

what reduction can be effected in the cost of the machines to be supplied to the

the clerical establishments of these officers if a typewriting machine be supplied to each of them.

in view of the saving of time and labour which the supply of the typewriting machines will produce.

10  
8-8-11

5  
8-8-11

Pays 1-2  
ante

5/10/11

To, the D.P.I.

10-8-11

15/1

EDUCATIONAL DEPARTMENT.

Received 24 AUG. 1911. 191 , Registered 25- 8. 1911.

Subject.

Stating that no reduction can be effected in the clerical establishments of the Inspectors of Schools and the Inspectresses of Girls' Schools in view of the proposed supply of typewriting machines to their offices.

ENCLOSURES.

No. ....

Spare copies .....

Ref on Current No. 2313/11

Station ..... Dated the 22<sup>nd</sup> AUGUST 1911.

From (Name) The Hon'ble Mr. T. H. Stone, M.A., F.R.S.,

(Designation) As: Director of Public Instruction,

Madras.

To The Secretary to the Government of Madras,

Educational Department.

Sir,

h. 39 C.F. - With reference to Memorandum No. 1373-1, Educational, dated 10th August 1911, I have the honour to say that no reduction can be effected in the clerical establishments of the Inspectors and Inspectresses in view of the proposed supply of typewriting machines to their offices.

2. the present clerical establishments of these officers are not sufficiently strong to cope with the heavy work and in their offices; one reason for my proposal to supply them with type-writing machines was to avoid the necessity of asking for increased clerical establishment.

I have the honour to be,

Sir,

Your most obedient servant,

R A Griener

For Director of Public Instruction.

[ E. & L. ]  
[ 51 ]  
100-15-3-02

EDUCATIONAL DEPARTMENT.  
LEGISLATIVE

# NOTES.

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C. No. 1279 From the D.P. 9 No. 2318/11, dated 31-7-1901.

SUBJECT. Supply of typewriting machines to the offices of the Inspecting officers.

Gono 356 Sold  
8-6-11

J.

J.

J.

Excluding the Inspector of European and Training School whose office has already been supplied with a typewriting machine, there are eight Inspectors of Schools and three Inspectresses of Girls' schools. From para. 1 of Financial Department note on p. 4 of Gono 356 Sold, 8-6-11 it is observed that "the average approximate annual expenditure on account of the supply of a typewriting machine comes to Rs 65." The proposal to supply a typewriting machine to each of the eleven Inspecting officers referred to above will thus involve an approximate annual expenditure of Rs 715. The reasons for the proposal are contained in para. 2 of the D.P. I's letter.

2. Following the suggestion in the Chief Secretary's note on p. 6 of Gono 356 Sold, 8-6-11 the D.P. I may be asked whether it will not be possible to reduce the clerical establishments if a typewriting machine be supplied to the officers referred to by him.

3. The draft memo below is for approval.

PP  
7-8-11

The average price of a typewriting machine is Rs 350, so that if the proposal of the D.P. I is sanctioned it will entail an immediate expenditure of Rs 3,850. The D.P. I does not point out

out the source from which the expenditure is to be met.

2. As regards reduction of staff, each of the Inspectors' and Inspectresses' offices affected by the present proposal has got only four clerks, including the one whose post is to be converted into that of a typist and it is doubtful whether any reduction will be possible. Perhaps the reference to the D.O.D. below may issue.

RD  
8.8.11

LD  
8.8.11

[Memo. No. 1378-1 Dtd 10<sup>th</sup> August 1911].

From the D.P.D., R.O.C. No. 2318/11 dt 22-8-1911.

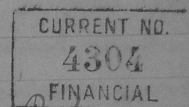
Vide p. 4 of C.F.

In the circumstances stated by the D.P.D. it is for consideration whether the proposal to supply each of the eight Inspectors and three Inspectresses of Schools with a typewriting machine <sup>and the</sup> conversion of the clerk's post on RD 20-1-25 in each of these ~~offices~~ offices into that of a typist may be approved.

2. The remarks of the Financial department may be obtained &c.

Pro. 2059-1  
2-9-11

PA  
1-9-11 RD Fin. no. 24  
1-9-11



Page 4-9-11

Financial department.

The D.P.I. states that one of the reasons for his proposal to supply each of the offices of 8 Inspectors of schools, and 3 Inspectresses of schools (11 offices in all) with a typewriting machine is to avoid the necessity of asking for increased clerical establishments for those offices.

2. Attention is in this connection solicited to the Registrar's and C.S.'s notes on pages 5-7 of L.O. 356 Vol. 3 8-6-11. It is for orders whether in the following circumstances the supply of a machine to each of the offices may be accepted:

(a) It has been pointed out that typists are willing to come forward and serve on the ordinary pay of clerks and bring their own typewriting machines.

(b) The Govt. of India have laid stress on the necessity for checking the growth of expenditure on stationery and in particular, on typewriters and other mechanical apparatus.

(c) The nature of the copying work in the above offices is not known,

Para: 2 page 4 C.7.  
and para: 1 page 1 C.7.

Para: 2 of Regio. note on  
page 6 of L.O. 356 Vol. 3 8-6-11-J

Para: 2 of L.O. of letter on  
page 2 of L.O. 274 Vol. 3 6-7-09-P

(i.e. whether it is a large mass  
of correspondence, or is the  
preparation of statements)

and it is not possible to say whether typewriters are absolutely necessary for them.

CPH  
9/9/11  
was  
10/9/11

The concession of the supply of a typewriting machine to the Office of the Inspector of European Schools has been the signal for a like demand from the remaining Inspectors and Inspectresses of the de pl. as submitted in para 1 of the note on p. 6 of G.O. 35620 of 26/11.

We may perhaps agree to the extension of the concession now asked for subject to the condition that the pay of the typists who are to be substituted for the clerks on 20-1-25 in each of the Offices is on no account to exceed this rate of pay - 20-1-25.

C. N.  
11.9.11  
Hus  
14.9.11



File 204304-1  
15.9.11  
70. 9.11

Educational Department

The draft order submitted below is for approval

PA  
18-9-11

20  
18-9-11

✓  
4.5"

[fo. No 660 mis d 19-9-11]

READ AGAIN G.O., No. \_\_\_\_\_, dated \_\_\_\_\_, 191

[illegible]

READ ALSO:—

C. No. 1378, From the 2-P.9., No. 2318, dated 31-7-1911

2069 2018 22 - 8 - 191

191

## ORDER

Mis

No. 660, dated 19-9-1911

The Govt. approve the proposal of the D.P. 9 to change the designation of the clerk to Rs 20-1-25 in the offices of the eight Inspectors and three Inspectresses of Schools to that of typewriting clerk ~~on the same pay~~ and sanction the supply to each of these offices <sup>of</sup> a typewriting machine with the necessary attachment for typing tabular statements. This sanction is subject to the condition that the pay of typewriting clerks ~~should~~ <sup>should</sup> of the ~~highest~~ <sup>highest</sup> ~~in them~~ <sup>of the posts</sup> on no account exceeds the present ~~scale of pay~~ <sup>namely</sup>, Rs 20-1-25 p.m.

R20-1-25 am

87  
18-9-11

18.9.1

To, the D.P.G. Stationers  
" support of  
" A.G.V. & Fuel Dept

When given for copying \_\_\_\_\_  
 When copied \_\_\_\_\_  
 When examined \_\_\_\_\_  
 When signed \_\_\_\_\_

191

READ AGAIN G.O., No. \_\_\_\_\_, DATED  
 191 .

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT.

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DIFF.

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

N.B. -

A = Copy in full.  
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