

Government of Madras.

EDUCATIONAL DEPARTMENT

Recd.

Regd.

1912.

Enclosures

Spare copies

G.O. No. 383, 3rd May 1912.

Government Technical Examination in Typewriting.

Recording papers connected with the question of stiffening the —, elementary grade.

BACK PAPERS.

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

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

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Government Technical Examination in Typewriting.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

Memorandum No. 1980-2, Educational, dated 23rd August 1911.

It has been brought to the notice of Government that persons who have passed the Government technical examination in typewriting in the elementary grade are generally incompetent as typists, that they cannot type decently and that they do not understand how to keep their machines with the result that the machines have constantly to be sent for repair of the most trivial and casual defects. The Director of Public Instruction is requested to state whether he has had a similar experience and whether, in his opinion, the elementary examination in typewriting may be stiffened so as to remedy the defects complained of.

(By Order.)

M. S. MASCARENHAS,
Under Secretary to Government.

To the Director of Public Instruction.

II

Official Memorandum No. 1011-1, Marine, dated 8th September 1911.

It has been brought to the notice of Government that Government servants who have passed only the elementary examination in typewriting are unable to type decently or to keep their machines in order, and that in consequence the machines have to be sent to Madras for repair even for trivial and casual defects.

2. The Presidency Port Officer is requested to report whether similar difficulties have been experienced in his office and in the offices under his control by the employment of persons who have passed only the elementary examination in typewriting.

(By Order.)

M. S. MASCARENHAS,
Under Secretary to Government.

To the Presidency Port Officer.

III

Letter—from Lieutenant H. S. BROWN, R.N.R. (Retired), Acting Presidency Port Officer, Madras.

To—the Chief Secretary to Government.

Dated—the 12th September 1911.

No.—1732/250-G.

With reference to Memorandum of Government, No. 1011-1, Marine, dated 8th September 1911, I have the honour to state that there are two typewriting machines in this office. One is worked by a typist who has passed the intermediate examination in

typewriting and the other by a clerk who has passed the elementary examination in typewriting. The older of the two machines was supplied in 1906 and the other in August 1909, and neither of them have required any repairs and are still in good order.

2. There is a typewriting machine in the Agent for Government Consignments' office worked by a typewriter who has passed the intermediate examination in typewriting. This machine is also in good order and does not require any repairs. They are all carefully looked after.

IV

Official Memorandum No. 1499-1, Political, dated 1st September 1911.

It has been brought to the notice of Government that typewriting clerks who have passed only the elementary test are not always capable either of typing satisfactorily or of keeping their machines in proper condition. The Resident in Travancore and Cochin is requested to state whether, so far as his experience goes, there is justification for this complaint.

(By Order.)

S. H. SLATER,
Under Secretary to Government.

To the Resident in Travancore and Cochin.

V

Letter—from A. T. FORBES, Esq., I.C.S., Resident in Travancore and Cochin.

To—the Chief Secretary to Government.

Dated—Camp Pulikkal, the 20th September 1911.

No.—R.O.C. 1655.

With reference to your Memorandum No. 1499-1, Political, dated 1st September 1911, I have the honour to state that my opinion regarding the capability of typewriting clerks with only elementary qualifications in respect of typing and keeping the machines clean is rather unfavourable.

2. Typists who have not passed the Matriculation examination are often failures: I would therefore insist on a higher standard of efficiency both as regards general qualification as well as typing in the case of typists who are to be employed in the Government service.

VI

Memorandum No. 3089-1 L., dated 8th September 1911.

It has been represented to Government that typists who have passed the elementary test are frequently incapable of typing correctly and keeping their machines in proper order and that they constantly ask for permission to send the machines for repair of the most trivial and casual defects. The Sanitary Commissioner is requested to report whether he has had any occasion for similar complaint in regard to the work of the typists of the elementary grade, if any, in his office.

L. DAVIDSON,
Ag. Secretary to Government.

To the Sanitary Commissioner.

VII

Letter—from Captain W. A. JUSTICE, I.M.S., Acting Sanitary Commissioner for Madras.

To—the Secretary to Government, Local and Municipal Department.

Dated—the 26th September 1911.

No.—3098-S.

With reference to Official Memorandum No. 3089-1 L., dated 8th September 1911, I have the honour to state that the present typist of my office who has qualified only by the elementary grade has been acting for the permanent typist for the past nine months and up to date I have had no reason to complain of his work. His typing is fairly good and the machine under his handling has not given any trouble. The appointment of an elementary grade man to act was unavoidable as it was found difficult to obtain a man who had passed the intermediate grade for the available pay, viz., Rs. 15.

VIII

Memorandum No. 4207-1, Financial, dated 4th September 1911.

It is reported that the typists who have passed the elementary examination in typewriting are generally very incompetent as typists; that they are not only not able to type decently, but that they do not understand how to keep the machines properly; and that in consequence they are constantly asking for permission to send the machines for repair of the most trivial and casual defects which can be put right easily by themselves. The ^{Accountant-General} Superintendent of Stationery is requested to report if he has any similar complaints to make of the typists in his office and, if so, whether he considers it necessary to make the elementary test stiffer.

(By Order.)

C. REILLY,
Registrar.

To the Accountant-General.
„ Superintendent of Stationery.

IX

Letter—from A. NEWMARCH, Esq., Officiating Accountant-General, Madras.

To—the Chief Secretary to Government.

Dated—Fort St. George, the 26th September 1911.

No.—R. 5/9846.

In reply to your Memorandum No. 4207-1, Financial, dated 4th September 1911, I have the honour to report that typists for my office are selected by means of a competitive examination and the passing of the elementary typist's test is not insisted on. Six out of the seven typists now employed in this office and the Currency office have, however, passed that test. Their work has been satisfactory and they seem to have a good knowledge of their machines and can themselves attend to ordinary repairs. Judging from results, I do not think that it is necessary to make the elementary test stiffer or more searching, though any of the men who are worth entertaining as typists would probably have no objection to the addition of a practical examination in the mechanism of their machines.

X

Letter—from A. R. CUMMING, Esq., I.C.S., Superintendent of Stationery, Madras.

To—the Chief Secretary to Government.

Dated—the 29th September 1911.

No.—D. Dis. 2080.

In reply to Memorandum No. 4207-1, Financial, dated 4th September 1911, I have the honour to state that the typists in my office have both passed the intermediate examination in typewriting and that I have had no occasion to complain of their bad management of the machines entrusted to their care.

XI

Letter—from the Hon'ble Mr. J. H. STONE, M.A., F.R.H.S., Acting Director of Public Instruction.

To—the Secretary to Government, Educational Department.

Dated—Madras, the 18th October 1911.

No.—Ref. on Cur. 6143.

With reference to Memorandum No. 1980-2, Educational, dated 23rd August 1911, I have the honour to state that one of the causes for the deterioration noticed by Government is the low standard of general education attained by the majority of the candidates for the elementary examination in typewriting, but I am not in favour of raising the standard since this would cause obvious inconvenience. I would, however, suggest that officers entertaining typists should be required to satisfy themselves as to their knowledge of English and not to take them merely on the strength of their having passed the examination in typewriting.

2. The examination in the knowledge of the machine might be stiffened, but even then there would probably be a tendency to carelessness about the machines. I would suggest that this might be met by a system of fines or stoppages to cover the cost of avoidable repairs. I understand that typist-copyists attached to courts who own their machines hardly ever let them get out of order.

3. With a view to making the examination a better test of candidates' practical skill in office work, it is suggested that at least part of it should consist in typing from lithographed manuscript and not exclusively from print as at present. This suggestion is, I think, sound.

4. I would suggest, if Government think alterations in syllabus desirable, that Mr. Ormerod and Rao Sahib Vaidyanatha Aiyar, two of the examiners in typewriting, be requested to draft them.

5. My experience of typing in this office has not led me to form so unfavourable an opinion of typists as that expressed in the memorandum under reply though their work is never free from mistakes. I have had no complaints of their not keeping the machines in order.

XII

Official Memorandum No. 5028-1, Public, dated 1st September 1911.

It has been represented to Government that some of the Government servants who have passed only the elementary test in typewriting are neither able to type well nor sufficiently skilled to look after their machines, and that in consequence the machines have to be sent to Madras for repair even for trivial and casual defects. Heads of departments are requested to report whether similar difficulties have been experienced in their offices by the employment of persons who have passed only the elementary test in typewriting.

(By Order.)

M. S. MASCARENHAS,
Under Secretary to Government.

To the Heads of Departments under Public.

XIII

Letter—from Lieut.-Col. A. DE C. RENNICK, I.A., His Majesty's Consul, Pondicherry.

To—the Chief Secretary to Government.

Dated—the 6th September 1911.

No.—388.

With reference to No. 5028-1, Public, dated 1st September 1911, I have the honour to state that the typist employed by me is not a Government servant.

XIV

Letter—from A. R. CUMMING, Esq., I.C.S., Protector of Emigrants, Madras.
To—the Chief Secretary to Government.
Dated—the 6th September 1911.
No.—D. Dis. 465.

With reference to Government Memorandum No. 5028-1, Public, dated the 1st instant, I have the honour to state that no typist is employed in this office.

XV

Letter—from the Hon'ble Mr. J. TWIGG, I.C.S., President, Board of Examiners, Madras.
To—the Chief Secretary to Government.
Dated—the 6th September 1911.
No.—815.

With reference to your Memorandum No. 5028-1, Public, dated 1st September 1911, I have the honour to state that there are no typists in this office.

XVI

Letter—from Major A. R. NETHERSOLE, I.A., Persian and Hindustani Translator to Government.
To—the Chief Secretary to Government.
Dated—Royapettah, the 7th September 1911.
No.—105.

With reference to Memorandum No. 5028-1, Public, dated 1st September 1911, I have the honour to report that this office has neither a typist nor a typewriter.

XVII

Letter—from A. Y. G. CAMPBELL, Esq., C.I.E., I.C.S., Private Secretary to His Excellency the Governor.
To—the Chief Secretary to Government.
Dated—Ootacamund, the 8th September 1911.
No.—1031-1.

In reply to your Memorandum No. 5028-1, Public, dated 1st September 1911, I have to inform you that there are four typewriting machines in my office, and during the last five years the amount spent on repairs to them has been Rs. 18-8-0. In these circumstances I have to report that difficulties of the nature referred to in your memorandum under reply have not been experienced in my office.

XVIII

Letter—from Major A. MILLER, M.B., F.I.C., I.M.S., Chemical Examiner, Madras.
To—the Chief Secretary to Government.
Dated—the 8th September 1911.
No.—1305.

With reference to Memorandum No. 5028-1, Public, dated 1st September 1911, I have the honour to report that no such difficulties as are stated in the above-mentioned memorandum have been experienced in this office by the employment of persons who have passed only the elementary test in typewriting.

XIX

Office-note—from T. FISHER, Esq., Superintendent, Government Press, Madras.
To—the Chief Secretary to Government.
Dated—the 8th September 1911.
No.—15310.

With reference to Memorandum No. 5028-1, Public, dated 1st September 1911, the Superintendent, Government Press, submits that there is only one typist here who has passed the intermediate test in typewriting and who has a fair knowledge of the mechanism of the machine. The Superintendent is unable to express an opinion from such limited data. He is informed, however, that the difference between the elementary and intermediate examinations is mainly one of speed.

XX

Letter—from the General Officer Commanding 9th (Secunderabad) Division.
To—the Chief Secretary to Government.
Dated—Ootacamund, the 9th September 1911.
No.—103/1.

With reference to your Memorandum No. 5028-1, Public, dated 1st September 1911, I have the honour to state that, as the machines that are in use in the 9th Divisional Head-quarter offices are always handled by experienced men and are carefully looked after, no difficulty has hitherto been experienced in repair for trivial and casual defects.

XXI

Letter—from M.R.Ry. G. VENKOBIA RAO AVARGAL, Acting Assistant Archaeological Superintendent for Epigraphy, Southern Circle.
To—the Chief Secretary to Government.
Dated—Tirumakudlu Narsipur, the 12th September 1911.
No.—410.

With reference to Memorandum No. 5028-1, Public, dated 1st September 1911, I have the honour to submit that no typewriting machine is in use in my office.

XXII

Letter—from Surgeon-General W. B. BANNERMAN, M.D., I.M.S., Surgeon-General with the Government of Madras.
To—the Chief Secretary to Government.
Dated—Madras, the 26th September 1911.
No.—100/603.

In reply to Public Department Memorandum No. 5028-1, Public, dated the 1st September 1911, I have the honour to state that no difficulties such as those mentioned in the official memorandum have been experienced either in my office or in any of the offices under my control which have typewriting clerks, by the employment of persons who have passed only the elementary test in typewriting.

XXIII

Letter—from A. REA, Esq., F.S.A. (Scot.), M.R.A.S., Superintendent, Archaeological Department, Southern Circle.
To—the Chief Secretary to Government.
Dated—Camp Bangalore, the 15th September 1911.
No.—Dis. 339.

With reference to Government Memorandum No. 5028-1, Public, dated 1st instant, I have the honour to state that no such hand was entertained in this office up till now, and that the present typist has passed the intermediate test in typewriting.

Anyhow it seems desirable that hands with better qualifications should be employed, as they will be well conversant with the mechanism of the machine.

XXIV

Letter—from the Hon'ble Mr. C. M. SCHMIDT, Registrar-General of Births, Deaths and Marriages, Madras.
To—the Chief Secretary to Government.
Dated—the 18th October 1911.
No.—G. 219.

Adverting to Government Memorandum No. 5028-1, Public, dated the 1st September 1911, regarding the employment of persons who have passed only the elementary test in typewriting, I have the honour to submit herewith a copy of my letter No. 495-Genl., dated the 14th October 1911, submitted to Government, Judicial Department, in my capacity as the Inspector-General of Registration, and to state that there are no separate typists in this office and no separate machine has been supplied for its use.

XXV

Official Memorandum No. 1793-1, Judicial, dated 11th September 1911.

Complaints have been received of the standard of work achieved by typists who have passed only the elementary test, and it is also reported that they are incapable even of looking after their machines, so that an unnecessary amount has to be spent on repairs. Heads of departments are therefore requested to state whether they have similar complaints to make in respect of the typists in their offices and in offices subordinate to them and, if so, to report whether in their opinion the elementary examination should not be made more severe.

(By Order.)

S. H. SLATER,
Under Secretary to Government.

To the Honourable the Chief Justice (with C.L.),
 „ other Heads of Departments under Judicial.

XXVI

Letter—from C. KRISHNAN, Esq., Acting Chief Judge, Court of Small Causes, Madras.
To—the Chief Secretary to Government.
Dated—the 18th September 1911.
No.—1378.

With reference to your Judicial Memorandum No. 1793-1, dated the 11th instant, I have the honour to state that I have no complaints to make about the typist of this office. I may add that he passed his elementary grade in the first class; he has been the typist in this office ever since the date of the sanction of a typist clerk to this court.

I, however, think that it would be an advantage to make the elementary examination a little more severe than it is at present.

XXVII

Letter—from H. BRIGHTWELL, Esq., Acting Government Solicitor, Madras.
To—the Chief Secretary to Government.
Dated—the 15th September 1911.
No.—896.

With reference to the Memorandum of Government, No. 1793-1, Judicial, dated the 11th instant, I have the honour to state that I have no complaints to make as to the standard of work of the typists in my office nor of their capability of looking after their machines which were supplied to my office in the years 1903 and 1904 since which they were repaired only once.

XXVIII

Letter—from C. F. NAPIER, Esq., Government Pleader, Madras.
To—the Chief Secretary to Government.
Dated—the 18th September 1911.
No.—1288.

With reference to Memorandum No. 1793-1, Judicial, dated 11th September 1911, I have the honour to inform Government that the typist in my office has passed the intermediate examination and that I have no complaints to make about his work.

XXIX

Letter—from F. ARMITAGE, Esq., Commissioner of Police, Madras.
To—the Chief Secretary to Government.
Dated—the 18th September 1911.
No.—F.C. 308-Govt.

With reference to your Memorandum No. 1793-1, Judicial, dated 11th September 1911, I have the honour to report that I consider that the elementary examination in typewriting should be made more severe, as it permits of men passing without their having attained a standard of reasonable efficiency.

XXX

Letter—from A. E. LAWSON, Esq., Sheriff of Madras.
To—the Chief Secretary to Government.
Dated—the 20th September 1911.
No.—D. 184.

With reference to the Memorandum No. 1793-1, Judicial, dated the 11th instant, I have the honour to state that there are no typists in my establishment.

XXXI

Letter—from Lieut.-Col. R. J. MACNAMARA, M.D., I.M.S., Inspector-General of Prisons.
To—the Chief Secretary to Government.
Dated—Ootacamund, the 26th September 1911.
No.—G. 275.

Referring to Judicial Memorandum No. 1793-1 of the 11th September 1911, I have the honour to state that complaints of the nature referred to have never been made in respect of the typist of my office or of the Central Jail, Coimbatore, who are both qualified men and capable of looking after the machines.

2. If the elementary grade examination is made more severe, it will tend towards greater efficiency.

XXXII

Letter—from F. D. BIRD, Esq., Bar-at-Law, Chief Presidency Magistrate, Madras.
To—the Chief Secretary to Government.
Dated—Egmore, the 27th September 1911.
No.—R. Dis. 233.

With reference to the Judicial Memorandum No. 1793-1 of the 11th instant requesting heads of departments to report whether the typewriting elementary examination may not be made more severe, I have the honour to report that the typists of both the Egmore and Georgetown Courts have passed the intermediate examination and that I have no complaints of the nature referred to to make in respect of them.

XXXIII

Letter—from the Hon'ble Mr. P. S. SIVASWAMI AIYAR, C.I.E., Advocate-General, Madras.

To—the Chief Secretary to Government.

Dated—the 27th September 1911.

No.—217.

Adverting to Government Memorandum No. 1793-1, Judicial, dated 11th September 1911, I have the honour to state that I have no complaint to make in respect of the typist of this office who has passed the intermediate test.

XXXIV

Letter—from the Hon'ble Mr. C. M. SCHMIDT, Inspector-General of Registration.

To—the Chief Secretary to Government.

Dated—Madras, the 17th October 1911.

No.—495-Genl.

I have the honour to reply to Memorandum No. 1793-1, Judicial, dated the 11th September 1911, requesting me to state whether, in respect of typists in my office and in offices subordinate to me, I have any reason to complain of the standard of work achieved by typists who have passed only the elementary test and of their capacity to look after their machines, and, if so, to report whether the elementary examination should not be made more severe.

2. In the offices subordinate to me there are no sanctioned appointments of typist; but, as a matter of fact, in several of them typewriting clerks are employed who supply their own machines as a condition of appointment. The reference does not, however, apply to them.

3. The annexed statement contains a list of all the machines at present in use in my own office, the date of supply and the cost of repairs during the last two years.

4. The two sanctioned appointments of typist in this office are filled by men who have passed the intermediate test; but other clerks who have passed only the elementary test use machines, as will be seen from column 4 of the statement.

As to the standard of work, these latter clerks, who are not typists proper, possess higher educational qualifications than the ordinary typist and are therefore capable of executing more accurate and more rapid work.

5. The repairs have been heavy only in the case of the first two machines. A brief history of each machine is given below:—

(i) *Remington No. 8*.—Supplied in March 1904 and has since been in constant use. All stencil work is done on it. It has all along been handled only by *intermediate* typists.

(ii) *Yost No. 10*.—Supplied in September 1905; mostly handled by typists who have passed only the *elementary* test. The repairs are attributable in part to the fact that the machine is taken on tour.

(iii) *Yost No. 15*.—Supplied in June 1909. Handled by a clerk who has passed only the *elementary* test. Taken on tour by the Inspector of Registration offices.

(iv) *Yost No. 15—Imperial type*.—Supplied in March 1910 for my personal use. I take it on tour.

(v) *Remington No. 10*.—Supplied in March 1910; handled by a typist who has passed the *intermediate* test.

Seeing that three out of the five machines are taken on tour and are thus subject to more severe treatment than stationary machines and that all typing work at headquarters is turned out by the remaining two machines, I am of the opinion that the expenditure on repairs cannot be said to point to the conclusion that men who have passed only the elementary test are incapable of looking properly after the machines.

6. As regards the adequacy of the elementary test, the experience of this office and my own personal experience have not been that machines are now-a-days treated roughly by typists who have passed only the elementary test provided that the custody

of the machines is supervised. In my office each typist or clerk, who has a machine under his care, maintains a diary in which he notes weekly the oiling and cleaning of the machine and also its general condition. This is only another form of the arrangement introduced by me when Registrar of the Chief Secretariat under which a register of machines is maintained showing the typist or clerk in charge of each and the repairs executed from time to time. Looking, however, to the number of men who now pass this test, the time appears to me to have arrived when its severity might, with advantage, be increased slightly by including, in the practical examination, some knowledge of the mechanism of the machine.

7. I venture also to think that it is worthy of consideration whether, in view of the number of qualified typists now available and the experience of this department, where in head-quarter stations typists *with* machines are procurable, the supply by the typist of a machine in good working order should not be made a condition of his employment in a Government office—at all events in those outside the Presidency Town where repairs and renewals must involve greater expense—in other words, that each typist should bring his machine with him and be responsible for its maintenance in good working order as a condition of his appointment. This would necessitate the raising of the pay of typists in order to leave them a margin for repayment of the purchase money of their machines, but the saving would, I think, be with Government in the end.

ENCLOSURE.

Statement.

Number.	Description of the machine.	Date of supply.	Qualifications of typist or clerk who uses the machine.	Date of repairs during the past two years.	Cost of repairs.	Remarks.
1	2	3	4	5	6	7
1	Remington No. 8/19009 ..	March 1904.	Intermediate test.	November 1909 .. February 1911 ..	Rs. 28 0 0 A. 0 0 P. 0 0	Office machine.
2	Yost No. 10/78016 ..	September 1905.	Elementary test.	May August 1910 .. June 1911 ..	5 8 0 8 0 0 13 4 0	
3	Yost No. 15/01487* ..	June 1909.	Do.	May 1910 .. September 1911 ..	5 8 0 4 6 0	Inspector-General's camp machine. Inspector's camp machine.
4	Yost No. 15* (Imperial type).	March 1910.	...	September	4 6 0	
5	Remington No. 10/34495* ..	Do.	Intermediate test.	July	11 8 0	Inspector-General's personal use. Office machine.

* New model visible typewriters.

XXXV

Letter—from the Hon'ble Mr. H. D. ROBERTSON, Acting Inspector-General of Police, Madras.

To—the Chief Secretary to Government.

Dated—the 18th October 1911.

No.—D. 1249.

In reply to Memorandum No. 1793-1, Judicial, dated 11th September 1911, I have the honour to report that nearly half the number of police offices provided with typewriters have typists who have passed the typewriting examination in the intermediate grade and that no complaints have been received regarding the standard of work of the typists. But it is doubtless desirable that typists should know more about the mechanism of their machines, and the elementary examination might, therefore, be made more severe.

XXXVI

Letter—from C. A. SOUTER, Esq., I.C.S., Under Secretary to Government, Judicial Department.
To—the Honourable the Chief Justice, Madras.
Dated—the 17th November 1911.
No.—1793-2.

I am directed to refer to Memorandum No. 1793-A-1, Judicial, dated 11th September 1911, regarding a proposal to make the elementary examination in typewriting more severe than it is at present and to request that the Honourable the Judges will be so good as to favour the Government with a reply to it at an early date.

XXXVII

Official Memorandum No. 1793-3, Judicial, dated 17th November 1911.

The attention of the Crown Prosecutor is invited to Official Memorandum No. 1793-A-1, dated 11th September 1911, regarding a proposal to make the elementary examination in typewriting more severe than it is at present, and he is requested to be so good as to state when a reply to it may be expected.

(By Order.)

C. A. SOUTER,
Under Secretary to Government.

To the Crown Prosecutor, Madras.

XXXVIII

Letter—from J. ADAM, Esq., M.A., Crown Prosecutor, Madras.
To—the Chief Secretary to Government.
Dated—the 27th November 1911.

I have the honour to acknowledge receipt of Official Memorandum No. 1793-A-1, Judicial, dated 11th September 1911, and also of the reminder No. 1793-3, Judicial, dated 17th instant, and to say that the cause of delay is certainly not due to indifference on the subject. On the contrary, as I was mainly responsible for the introduction of both shorthand and typewriting as subjects of examination and was for long Chairman of the Board of Examiners, I am deeply interested in the matter. I have been endeavouring to lay my hands on various records (dating from 1885 to 1895) in connection with the matter, but hitherto without success. I now hope to receive copies from Bombay at an early date and shall submit my views immediately thereafter.

XXXIX

Letter—from H. D. C. REILLY, Esq., I.C.S., Registrar, High Court, Madras.
To—the Chief Secretary to Government.
Dated—the 13th December 1911.
No.—R.O.C. 2652.

With reference to your Memorandum No. 1793-1, Judicial, dated 11th September last, inquiring whether complaints have been received regarding the work of typists who have passed only the elementary test and whether that test should be made more severe, I am directed to state that very few of the typists employed in the High Court have passed only the elementary test and that I have no complaint to make about their work. The District Judges have been consulted on the subject, and none of them make any complaint of the work of such of their typists as have passed only the elementary test. Four District Judges are of opinion that the test might be made more difficult with advantage and two suggest that only typists who have passed the intermediate test should be employed. On the whole it does not appear to the Honourable the Judges that there is any necessity to make the elementary test in typewriting more severe.

XL

Letter—from J. ADAM, Esq., M.A., Crown Prosecutor, Madras.
To—the Chief Secretary to Government.
Dated—the 15th December 1911.

In reply to your Memorandum No. 1793-1, Judicial, dated 11th September 1911, and your reminder No. 1793-3, Judicial, dated 17th November 1911, I have the honour to make the following observations.

2. It will appear in the sequel why I venture to go back a little way. It was on my initiative that in 1885 the then Governor of Fort St. George (the late Sir M. E. Grant Duff) took up the question of examinations in commercial subjects. I say he took it up, because he evinced a warm personal interest in the scheme (*vide* his address to Convocation as Vice-Chancellor in 1886). His colleagues in Council were equally enthusiastic, syllabuses were prepared, and a Board of Examiners was appointed, of which for some years I was Chairman. The most important of all the subjects thus introduced was shorthand. At that time these examinations were more or less closely connected with other examinations—Matriculation, Upper Secondary, Lower Secondary, etc. A complete history of the development of these technical and commercial examinations will be found in "The First Decade of Commercial Education in the Presidency of Madras," by Mr. K. Subrahmanya Aiyar, a copy of which I beg to forward herewith. A reference to this book (*vide* Part I, pages I—IV, etc.) will render it unnecessary for me to go into the ancient history of these more or less extinct tests, but I wish to emphasise the point that originally some test of English, and what I may call "General knowledge," was considered advisable. At first this method worked admirably, especially as most of the candidates had failed for the F.A. and other examinations higher than the tests and also candidates generally came from commercial schools, such as Chengalvaraya Naicker's, the Teachers' College, the Calicut school, etc., where ordinary education formed part of the curriculum.

3. Gradually, for reasons which I need not enter into, qualifying tests were abolished. This was not of so much importance, because all the then subjects of commercial examination necessitated some knowledge of English as a spoken and written language. But the typist is on a different plane. When I returned from long leave to England early in 1895, at the time the typewriting machine was establishing itself as a necessity in every public and private office, I submitted to Government a proposal to include typewriting among the subjects of the technical examination. The proposal was accepted, syllabuses were prepared, and I again for some time took a share in the conduct of these examinations. I urged then, unsuccessfully, that there should be a qualifying test in English. My reasons were, and are, that typewriting does not necessitate anything beyond an alphabetical knowledge of English script, and many of those who passed the examination would in time degenerate into mere machines. I believe my anticipations have proved correct. Just as compositors in India set up English from manuscripts of which they do not understand a word, or English compositors set up Greek, so the great bulk of our present-day typists copy from manuscript with a very imperfect conception of the meaning of the matter before them. There are of course many brilliant exceptions, as there are varying degrees of ignorance, but the results show the general truth of the proposition. I have had in my employ, for I make constant use of typists both in official and private work, typists who as soon as they know one's caligraphy turn out work absolutely perfect to the eye, especially as regards spacing, display, etc., but who reproduce faithfully every slip which may be made in a hurried draft, omit whole lines without noticing that anything is wrong, and if they cannot read a word, make a guess at it which generally renders the whole sentence unintelligible.

4. This result is due to two causes: (1) the absence of any qualifying test in English, as just explained, and (2) the fact that the bulk of the candidates for the typewriting examination do not now come from commercial schools proper, but from the classes held in connection with typing-machine agencies or institutions, where as a rule nothing is taught but typing pure and simple.

5. It will thus be clear what my suggestion is. I do not think it in any way necessary to increase the difficulty of the examination, *quid* typing. In is hard enough; in fact, I consider the intermediate test, as judged by the examination papers, to be

too severe. But I should suggest a preliminary or concurrent test in English (including punctuation) alone, especially to qualify for admission to Government service. I make this qualification, because it may possibly be considered inexpedient to interfere with the general scheme of the technical examinations for the sake of one subject; while Government could easily impose a special test on applicants for Government service or admit them on one year's probation subject to confirmation on passing the special test. In fact, I am of opinion that all typists should on first appointment be on probation for one year.

6. In this connection I would mention that in my experience typists who have been for two or three years in the employ of merchantile and trading firms, especially of European firms, have a far better and readier knowledge of English than those who have spent a similar period in Government service. This arises, I believe, in the following way. In these firms typists have to talk English as the *lingua franca* and they have got to hustle or go. In a Government office, especially in the copyist departments, the typists sit together, they talk their own vernacular, doze over their vernacular journals, have no opportunity of brushing up their English, and gradually lose what knowledge of that language they may have possessed. They murmur to themselves *beati possidentes*.

7. In this connection I may be allowed to state that I think far too much importance is attached to speed. The microbe of speed has spread from shorthand to typewriting. Now for certain occupations, as newspaper reporting, speed is essential. None but the expert could take a *verbatim* report of a speech by, say, Mr. Eardley Norton or the Hon'ble Mr. V. Krishnaswami Aiyar. But for ordinary court and office work great speed is a delusion and a snare. Anything gained in the attempt to write quickly is counterbalanced by the time lost in laborious transcription of undecipherable hieroglyphs and drafts for correction. It is unnecessary to labour the point, but I would suggest that, following the example of America and England, there might be a special speed test quite independent of the ordinary examination. Those in Government services who pass might be held entitled to extra pay as an inducement.

8. With reference to the care of machines, I have had little experience of breakages. Typing myself, I have had private machines for about twenty years and Mr. J. C. Adam, who does much work in collaboration with me, for about ten years. We have now besides the Government Remington, two Yosts (one with a French key board), a Blick and until recently the control of a Smith Premier. One Yost and the Smith Premier, both about ten years old, have been each one overhauled and some modern improvements added. The other three machines are newer, $2\frac{1}{2}$ to $5\frac{1}{2}$ years. All are running as well to-day as when purchased. But this result could not be achieved without regular and careful inspection of the condition of the machines used by our typists. Accidents will, of course, happen from time to time and parts require renewal, but I am confident that nine-tenths of the repairs are necessitated by dirt and over-oiling. Everything sticks, main force is used, and something goes. If a machine is kept scrupulously clean, moderately oiled and correctly adjusted, it will, in ordinary circumstances, run for years without expert attention. Would it be too much to suggest that in all offices where a number of machines are used, some member of the staff, preferably an amateur typist, should be deputed periodically to inspect the machines, simply to see that the above requirements have been attended to?

XLI

Official Memorandum No. 1951-C/11-1, Revenue, dated 2nd September 1911.

It has been brought to the notice of Government that persons who have passed the Government technical examination in typewriting in the elementary grade are sometimes incompetent as typists, that they cannot type satisfactorily and that they do not understand how to keep their machines in good order with the result that the machines have constantly to be sent to Madras for repair of the most trivial defects.

The heads of departments under the Revenue Department are requested to state whether their experience goes to show that the standard prescribed for the elementary test should be raised.

(By Order.)

J. T. GWYNN,
Under Secretary to Government.

To the Board of Revenue (Land Revenue).
" " (Revenue Settlement).
" " (Separate Revenue).
" Inam Commissioner.
" Director, Government Cinchona Plantations.
" Honorary Director of Fisheries.
" Superintendent, Census Operations.
" Hon'ble Mr. A. Chatterton.

XLII

Letter—from J. C. MOLONY, Esq., I.C.S., Superintendent of Census Operations, Madras.

To—the Secretary to Government, Revenue Department.

Dated—the 5th September 1911.

No.—2671.

In reply to Official Memorandum No. 1951-C/11-1, Revenue, dated the 2nd instant, I have the honour to state that my typist has passed the typewriting test only in the elementary grade. He has been under me now for nearly seventeen months, and his work has throughout this period been quite satisfactory. He keeps the machine clean, and there has been no occasion so far to send it for repair.

XLIII

Letter—from W. M. STANDEN, Esq., Director, Government Cinchona Plantations, the Nilgiris.

To—the Secretary to Government, Revenue Department.

Dated—Ootacamund, the 6th September 1911.

No.—43.

With reference to Memorandum in the Revenue Department, No. 1951-C/11-1, dated the 2nd September 1911, I have the honour to inform you that there are no typists attached to this office.

XLIV

Letter—from the Hon'ble Mr. A. CHATTERTON, Superintendent of Industrial Education (on deputation).

To—the Secretary to Government, Revenue Department.

Dated—Madras, the 7th September 1911.

No.—261-G.

In reference to Memorandum No. 1951-C/11-1, Revenue, dated 2nd September 1911, I have the honour to suggest that paragraph 3 of the syllabus for the intermediate examination in typewriting should be substituted for paragraph 3 of the syllabus for the elementary examination.

2. At the same time I would point out that it is extremely difficult to examine candidates as to their ability to adjust typewriters. As a rule, the ordinary clerk is extremely unhandy and incapable of putting any piece of mechanism in order even when the adjustments to be made are comparatively slight. To encourage them to try to take care of their machines is likely to increase the number of defects which will necessitate sending the machines back to Madras. It should, I think, be found possible to get a man in nearly every district head-quarter station capable of doing minor repairs of typewriting machines, and it will not be difficult to test their capacity for undertaking the work. In nearly every large town there is a man who does bicycle repairs and such men will probably be glad to be officially appointed to inspect and adjust typewriters.

XLV

Proceedings of the Board of Revenue (Separate Revenue), No. D. 2554/Salt, dated 13th September 1911.
The Hon'ble Mr. J. TWIGG.

Read—the following paper:—

Memorandum—from Government, Revenue Department.
No.—1951-C/11-1.
Dated—the 2nd September 1911.

Resolution—No. D. 2554/Salt, dated 13th September 1911.

With reference to the Government Memorandum read above, the Board begs to state that experience has shown that the standard prescribed for the elementary test of the Government technical examination in typewriting needs to be raised.

(True Extract.)

H. H. F. M. TYLER,
Ag. Secretary

To the Secretary to Government, Revenue Department.

XLVI

Letter—from Sir F. A. NICHOLSON, K.C.I.E., Honorary Director, Madras Fisheries.
To—the Secretary to Government, Revenue Department.
Dated—Madras, the 26th September 1911.
No.—Dis. 465.

With reference to your Memorandum No. 1951-C/11-1, Revenue, dated the 2nd instant, I have the honour to state that the standard should be raised both as regards the educational qualification of the candidates and the practical portion of the test.

2. I have found that, owing to the poor knowledge of English sometimes possessed by typists who have passed the elementary test, mere nonsense is often sent up in a fair copy, if the caligraphy of the draft has been at all hurried or doubtful.

My sub-assistant in charge of office work also reports that typists of this grade are generally quite inexperienced in the simplest parts of the mechanism of the machines, whereas one man whom I employed, though he had only passed this test, was thoroughly skilled, showing that candidates for this test *can*, and would, if compelled by the requirements of the examination, readily learn to keep their machines in order.

XLVII

Letter—from the Hon'ble Mr. A. BUTTERWORTH, I.C.S., Inam Commissioner, Madras.
To—the Secretary to Government, Revenue Department.
Dated—the 7th October 1911.
No.—Dis. 901.

In reply to Government Memorandum No. 1951-C/11-1, Revenue, dated 2nd September 1911, I have the honour to state that I am not in a position to express any opinion on the subject as Inam Commissioner, as the typist in my office appears to have done his work satisfactorily even before he passed the intermediate test in typewriting and as the machine has been kept in good order.

XLVIII

Proceedings of the Board of Revenue (R.S., Sur., L. Rds. and Agri.), Mis. No. 177, dated 15th January 1912.

The Hon'ble Mr. A. E. CASTLESTUART STUART, C.S.I.

The Board begs to submit the following report with reference to Government Memorandum No. 1951-C/11-1, Revenue, dated 2nd September 1911.

2. The majority of the officers whom the Board has consulted are of opinion that the present scope of the elementary test in typewriting does not require any revision. The Director of Agriculture (Mr. G. A. D. Stuart) brings to notice that most absurd mistakes are often made by typists in deciphering manuscripts owing partly to lack of ability to read manuscripts and partly to lack of general education. Experience shows that the remedy for this evil does not lie in raising the standard of educational qualifications which candidates for the elementary test in typewriting are required to possess. In the opinion of the Board the object in view would be best attained by making it a standing rule that persons who have passed either the intermediate or the advanced grade in typewriting should alone be employed permanently in the public service and that a typist who has merely passed the elementary grade should be kept on probation until he passes the intermediate grade.

3. One patent defect in the existing system of examination in typewriting is that a candidate may choose any one of the standard machines for the purpose of the practical test. This circumstance naturally results in a disadvantage when the type of machine selected by the candidate differs from that in use in the office in which he is or may thereafter be employed. Mr. Pate observes that no typist is likely to get the best results out of his machine unless he is thoroughly acquainted with its working parts. The Board concurs in this opinion and recommends that candidates for the elementary test in typewriting should be required to possess a fair knowledge of the details of the mechanism of at least two popular patterns of machines, viz., the Remington and the Yost.

4. So far as the Board is aware, there have been very few instances of typewriting machines having gone seriously out of order owing to bad handling.

(True Extract.)

S. VENKATARAMADAS,
Secretary.

To the Secretary to Government, Revenue Department.

XLIX

Reference from the Board of Revenue (Land Revenue), No. 1905-Gt./11-2, dated 20th February 1912.

The Hon'ble Mr. R. B. CLEGG.

In reply to Government Memorandum No. 1951-C/11-1, Revenue, dated 2nd September 1911, the Board submits the following remarks on the question of raising the standard prescribed for the elementary test in typewriting.

2. The Board has consulted all Collectors and a précis of their replies is annexed to this reference.

3. The Collectors of Guntūr, Chittoor, Madras and Malabar have not expressed any opinion. The Collectors of Vizagapatam, Kistna, Cuddapah, Anantapur, South Arcot, Tanjore and Trichinopoly consider that the present standard requires no revision.

4. The Collectors of North Arcot, Kurnool, Rāmnād and Salem suggest that the standard of general educational qualification of the candidates for the elementary test should be raised. Mr. Marjoribanks (North Arcot) points out that a knowledge of English is essential for a typist and accordingly recommends that only those who produce a certificate from the head of a recognised school to the effect that their

qualifications are above the lower secondary standard or that they are fit for promotion from the III to the IV form should be permitted to appear for the test. Mr. Bryant (Rāmnād) brings to notice that elementary passed typists make stupid mistakes in fair copying so that he has found it necessary to pass an office order that communications intended for higher offices should be initialled by the head of the section concerned. Mr. Forbes (Anjengo) also complains that elementary passed typists are often incompetent and that their knowledge of English is defective. Messrs. Lloyd (Kurnool) and Bedford (Salem) are of the same opinion. Mr. Graham (South Canara) suggests that the candidates' ability to type from manuscripts should be tested.

5. The Board observes that at present a large number of candidates appear annually for the elementary test. This shows that the test affords an opening for unpassed men. If the standard of educational qualification be raised as suggested by Collectors, the number of applicants for the test will be very considerably diminished and consequently there will be more difficulty in getting typists for Government offices than at present. Although 400 or 500 men pass the elementary test every year, they are probably absorbed by the mercantile offices and in the larger towns. The Board does not think it desirable to raise the standard of general educational qualifications, but recommends that the test be made somewhat more stringent by introducing "copying from manuscript" as a part of the test—a remedy suggested by the Collector of South Canara.

6. The Collectors of Ganjām, Gōdāvari, Nellore, Bellary, Chingleput, Madura, Tinnevely, the Nilgiris, Coimbatore and Anjengo assert that elementary passed typists have little knowledge of the mechanism of the instrument, that they are unable to find the cause of simple defects in the working of the machines and are unable to put them right, and that, as there is no one to attend to timely repairs in the mufassal, the typist should be to some extent a practical mechanic. Mr. Vibert (Chingleput) considers that a thorough knowledge of the machine can well be acquired by a candidate for the elementary test and suggests that this should be made a prominent feature of the test and that the minimum for a pass and the proportion of marks to the total should be raised. Mr. Partridge (Cuddapah) points out that the defect is mainly due to the present system under which several patterns of typewriters are selected for supply to Government offices and the decision as to the pattern of machine to be supplied rests with the Superintendent of Stationery. He suggests that a fewer number of patterns should be selected for supply and that the choice of the machine should be left to the indenting officer. The Board concurs in this opinion and considers that the number of varieties of machines supplied to Government offices might be reduced with advantage. If this is done, the candidates for the elementary test may be required to pass the practical test with any one of the patterns prescribed, the test being made more stringent than at present.

W. G. McFARLAND,
Secretary.

To the Secretary to Government, Revenue Department
(with copy of the précis).

ENCLOSURE.

*Precis of Collectors' replies to Board's Reference No. 1905/11-1, dated
15th September 1911.*

Anantapur (Mr. G. F. Paddison).—One machine was in charge of an elementary passed typist from 1904 onwards and was repaired twice; two other machines have been in charge of men of similar qualifications for the last three years and have not yet been repaired. From these statistics, Mr. Paddison thinks that there is no reason for any change in the standard prescribed for the elementary test in typewriting.

Arcot, North (Mr. N. E. Marjoribanks).—He considers that a knowledge of English is essential for an efficient typist. He therefore recommends that only those who produce a certificate from the head of a recognized school to the effect that their qualifications are above the lower secondary standard or that they are fit for promotion from the III to the IV form should be permitted to appear for the elementary grade. As the three machines in his office have been supplied only recently, he offers no opinion as to the mechanical knowledge to be possessed by typists.

Arcot, South (Mr. Aziz-ud-din).—The three machines in his office and the District Forest office were supplied in 1908 and 1909 and have not required any repair hitherto. Two of these are in charge of elementary passed men. The standard need not be raised.

Anjengo (Mr. A. T. Forbes).—Elementary passed typists are often incompetent and their knowledge of English is defective. They cannot find out the cause of simple defects in the working of their machines and are unable to put them right and remedy them. It would be advisable to raise the standard by insisting on a better knowledge of the mechanism of all the machines sanctioned for use in Government offices.

Bellary (Mr. H. R. Bardswell).—He has consulted his Divisional Officers and agrees with them that the elementary passed men have little knowledge of the mechanism and are unable to handle the machines properly, and recommends that the standard should be revised. The machines of the Divisional office are of recent supply. The machines in the Collector's office have not yet been repaired.

South Canara (Mr. R. A. Graham).—The typewriters in his office have not suffered from bad usage. The present standard, however, requires some revision. Most of the typists' work consists of copying from manuscripts which have frequently undergone revision, and their ability to do this should be tested. One of the two machines in his office was in charge of an elementary passed man for eleven years and was repaired only once.

Chingleput (Mr. L. Vibert) states that under the present rules the only difference between the three tests is in rapidity and ability to handle difficult matter which are purely matters of practice. The candidate is examined each time in the knowledge of the machine, though in the advanced grades he may be questioned about a machine other than the one he uses. Mr. Vibert considers that a thorough knowledge of the machine can be well acquired by an elementary student and suggests that this should be made a more prominent feature of the test and that the minimum for a pass and the proportion of marks to the total should be raised. The Underwood machine in the Collector's office used by the elementary passed typist was supplied in 1907. It was cleaned twice in 1908 and 1911 and has since been sent to the Superintendent of Stationery for the supply of another machine. The machine of the Divisional Office, Chingleput, was supplied in 1899 and was once repaired in 1909 by the Typewriting Institution, Madras.

Chittoor (Mr. A. Fotheringham).—Both the typists in his office have passed the intermediate examination. None of the other offices in the district has been supplied with typewriting machines.

Coimbatore (Mr. Hemingway).—All the typewriters except that of the District Forest office, North Coimbatore, are in good order. There is little doubt that the intermediate passed men are by far the more competent. Elementary candidates also ought to pass a practical examination in the mechanism of the machine. The District Forest Officer, North Coimbatore, states that all the six men who were in charge of the machine in his office during the past two years were incompetent. Their work was slow, untidy and inaccurate and they had very little knowledge of the mechanism of the machine.

Cuddapah (Mr. J. G. D. Partridge).—The machines of the Forest and Divisional offices are of recent supply and no machine was sent for repairs. The present standard need not be raised. The syllabus already prescribes a sufficient speed test and requires a knowledge of the various parts of the machine, their uses and adjustments and their cleaning and oiling the machine. The repairs which the typists are expected to carry out are only cleaning and oiling the machine and keeping the bright parts in perfect condition which every typist knows. But the typists should have a good knowledge of English, spelling, punctuation, etc. In his opinion, damages to the machine seem to be caused in three ways—(1) by typists allowing raw men to handle the machines; (2) by their interfering with the screws and tensions and tinkering the machines with their tools; and (3) owing to the selection of several patterns for use in Government offices and empowering the Superintendent to select the sort of a machine to be supplied to an office. As regards the last, he suggests that a fewer number of patterns may be selected and the choice of selection given to the indenting officer since the typist in his office may not be able to handle another machine supplied or, as an alternative, that the candidates for the examination should be required to know the construction, etc., of all the patterns recognized by Government.

Ganjām (Mr. J. M. Turing).—He is averse to imposing too high a standard of typing at present as it is more important to get more work typed than to secure perfect typing, though a better standard of mechanical knowledge may be insisted on.

Godavari (Mr. S. P. Rice).—He has given his opinion as Collector of the Nilgiris and has nothing new to say.

Guntur (Mr. S. W. G. I. MacIver).—There are five elementary passed men in the district. The machines have been supplied in recent years and have not yet been sent for repair. The statistics of the district are hardly sufficient to show whether the standard for the elementary test should be raised.

Kistna (Mr. Braidwood).—The experience of the district does not show that it is necessary to raise the standard prescribed for the elementary test, as qualified men are scarce.

Kurnool (Mr. E. S. Lloyd).—A Yost machine supplied in 1903 and used by an elementary passed man was once repaired in 1908, but no machine was sent during the last three years for repair. Mr. Lloyd considers that the standard is, on the whole, sufficient, but that a better knowledge of English is desirable.

Madura (Mr. Huggins) thinks it desirable to raise the standard to secure more efficiency in handling the machine, though there was no occasion to send the machines in the district for repair during the past three years.

Malabar (Mr. Innes).—None of the typists employed in the Collector's office is an elementary passed man, such a man acted for a month. His work was not good. Judging by it, he should say that the standard prescribed is too low, but the typist may have been out of practice.

Madras (A. R. Cumming) has not given any opinion. An elementary passed man was in charge of a machine for three years during which it was sent twice for repair; but this was not due to improper usage.

Superintendent of Stationery.—No statistics are available regarding the repairs of typewriters and the information cannot be readily obtained from the repairers.

The Nilgiris (Mr. S. P. Rice).—An intermediate passed man was in charge for two years of a Yost machine supplied in 1901. In 1910, the cylinder became indented and the type worn out. As it was found irreparable, a new machine was supplied in 1910. Mr. Rice thinks that the rules require no revision, but suggests that greater strictness might perhaps be observed in the practical examination on fingering and general manipulation including a knowledge of various parts of the machine, their uses and adjustment.

Ramnad (Mr. J. F. Bryant) is in favour of raising the standard as it will secure the services of more efficient men. He states that many stupid mistakes are made in fair copying and that it has been found necessary to pass an office order that communications intended for the Board, the Government and the High Court should also be initialled by the head of the section concerned. Two of the machines in the district were of recent supply and no machine was sent for repair.

Salem (Mr. Bedford) attributes the unsatisfactory typing more to the lack of general education in the typists than to the standard prescribed. He gives two causes of frequent repairs: (i) that men trained in the use of machines of one pattern have to be entrusted with one of a different pattern, the mechanism of which they do not understand—which shows that their training does not teach them general handiness or mechanical skill as it should do—and (ii) that some machines are more durable than others, irrespective of the mechanical skill of the typist who uses them, e.g., the Remington typewriters are more durable. One Underwood machine supplied in 1904 was in charge of an intermediate passed man for two years and was repaired once.

Tanjore (Mr. R. F. Austin).—One Remington machine in the Collector's office in 1903 and in charge of an intermediate passed typist was repaired locally once in 1909. Another machine supplied in 1909 was sent to Madras in 1910 as several parts were broken during transit by the capsizing of a cart. The machine of the Divisional Officer, Kumbakonam, was in charge of an elementary passed man and repaired twice during the last two years. Mr. Austin states that he has not found the elementary test inadequate in regard to proficiency in writing or to care of the machine.

Trichinopoly (Mr. Legh).—In his office, one machine has been in charge of an elementary passed man for the past seven years and has not yet been sent for repair. There seems to be no need to raise the standard so far as the district is concerned.

Tinnevely (Mr. Gillman) suggests that the standard may be raised to secure greater efficiency in the handling of the machines. When an intermediate passed man was in charge of machine of the Collector's office, there was occasion to repair it once during a period of three years. The machine of a Divisional office, in charge of an elementary passed man, was repaired once.

Vizagapatam (Mr. Parsons).—The two machines in use which were supplied three years ago have not been repaired since. One of them is in charge of an elementary passed man. The experience of this office does not show that the standard requires to be raised.

Nellore (Mr. R. Ramachandra Rao).—Though the elementary passed men in the district have given no cause for complaint, the standard may well be raised in the interests of Government as there is no one to attend to timely repairs in the mufassal and the typist himself should be to some extent a practical mechanic.

Order—No. 383, Educational, dated 3rd May 1912.

Recorded.

(True Extract.)

T. E. MOIR,
Ag. Secretary to Government.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 383, EDUCATIONAL, DATED
3RD MAY 1912.

[SUBJECT.—*Stiffening of the elementary examination in typewriting.*]

REVENUE DEPARTMENT.

Extract from the letter—from the Hon'ble Mr. J. N. ATKINSON, C.S.I. Member of Council.

To—the Hon'ble Mr. A. G. CARDEW, C.S.I., Secretary to Government, Revenue Department.

Dated—Ootacamund, the 9th August 1911.

Richmond (who went down yesterday afternoon) mentioned casually in conversation one day that the typists who have passed the elementary test and of whom he has had experience are very incompetent as typists: not only can they not type decently, but do not understand how to keep their machines, and in consequence are constantly asking permission to send the machines to Madras for repair of the most trivial and casual defects, such as Richmond himself has often been able to put right. I think it is worth while finding out if other officers have similar complaints to make, and if so, to consider whether the elementary examination should be stiffened.

Submitted that the extracts above may be sent to the Educational Department for consideration.

C.R.V.—12-8-11.

Yes.

J. T. GWYNN—12-8-11.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Copy of the Hon'ble Mr. Atkinson's demi-official may be sent to all departments of the Secretariat for remarks and for finding out whether the heads of departments subordinate to them have similar complaints to make.

2. A draft memorandum to the Director of Public Instruction is also submitted for approval. There are no typewriting machines in the offices of the Commissioner for Government Examinations and the Superintendent, Government Museum.

P.R.—22-8-11.

K. RANGASWAMI AYYANGAR—22-8-11.

M. S. MASCARENHAS—22-8-11.

To the Departments of the Secretariat.

ECCELESIASTICAL DEPARTMENT.

No complaints in the Ecclesiastical Department.

C. W. E. COTTON—1-9-11.

PENSION DEPARTMENT.

Submitted that no remarks seem to be called for in this department.

R.V.S.—2-9-11.

K.S.—2-9-11.

No remarks.

M. S. MASCARENHAS—4-9-11.

PUBLIC WORKS (IRRIGATION) DEPARTMENT.

There are three typewriting clerks in this office, one of whom is temporary. Of the two permanent typists, the senior has passed the advanced grade and the junior the intermediate grade in typewriting. The temporary typist has passed the elementary grade and has been doing his work satisfactorily.

2. The Educational department may be informed that we have no complaint to make against the temporary typist who has passed the elementary grade.

3. It is presumed that the Chief Engineer will reply as regards the subordinate offices of the Public Works Department.

4. It is submitted that with the above remarks the file may be returned to Educational through Public Works.

M.S.—6-9-11.

B.G.R.—6-9-11.

Is the temporary typist the one at Ootacamund?

H. L. NICHOLSON—7-9-11.

No. He is at Madras. The typist here is a permanent man.

B.G.R.—8-9-11.

Submitted.

H. L. NICHOLSON—8-9-11.

I do not think we need trouble the Chief Engineer. He will reply separately for his own office.

H. E. CLERK—8-9-11.

MARINE DEPARTMENT.

A draft memorandum to the Presidency Port Officer is submitted for approval.

A.S.M.—31-8-11.

D.V.—1-9-11.

Issue.

M. S. MASCARENHAS—5-9-11.

[Memorandum to the Presidency Port Officer, No. 1011-1, Marine, dated 8th September 1911.]

From the Presidency Port Officer, dated 12th September 1911, No. 1732/250-G.

Submitted that the Presidency Port Officer's reply may be sent to the Educational Department.

A.S.M.—18-9-11.

D.V.—18-9-11.

M. S. MASCARENHAS—20-9-11.

PUBLIC WORKS DEPARTMENT.

Educational may, it is submitted, be informed that in the office of the Chief Engineer and Secretary to Government, Public Works Department, there are two typists who have passed the elementary test only, and that these men, who are both on the temporary establishment, type decently and also know how to repair trivial and casual defects in their machines.

P.V.—18-9-11.

G. D. PLUMMER—19-9-11.

P. HAWKINS—20-9-11.

POLITICAL DEPARTMENT.

[Official Memorandum to the Resident in Travancore and Cochin, No. 1499-1, Political, dated 1st September 1911.]

From the Resident in Travancore and Cochin, dated 20th September 1911, R.O.C. No. 1655.

The Resident's reply may be passed on to the Educational Department. [This department may agree with the Resident's opinion.]

A.J.J.—27-9-11.

V.S.M.—27-9-11.

S. H. SLATER—28-9-11.

LOCAL AND MUNICIPAL DEPARTMENT.

Of the five typists in this department three have passed the intermediate grade and two the elementary grade. The machines are generally cleaned by them and are kept in a satisfactory condition. It is only when extensive repairs have to be carried out that the machines are sent to the Superintendent of Stationery for repairs.

2. It is submitted that the Sanitary Commissioner may be asked to state whether he has any complaint to make in regard to the work of the typists of the elementary grade, if any, in his office.

Passed.

L. DAVIDSON—8-9-11.

A draft memorandum is submitted below for approval.

C.B.M.—6-9-11.

T.K.—6-9-11.

A. HANUMANTA RAO—6-9-11.

Submitted that the typists in the Local and Municipal, Educational and Legislative Secretariat are, on the whole, a decent set of men, but among the typists who have passed only the elementary test there are several who cannot type decently nor look after their machines properly. The defect seems to lie more in the general educational qualification of these men and want of intelligence than in their knowledge of typewriting. It is almost entirely those who cannot secure a decent general educational qualification that take to typewriting. It seems, therefore, desirable that something should be done to raise the standard of general education required of candidates for the typewriting test.

P. T. THARYAN—6-9-11.

[Memorandum No. 3089-1 L., dated 8th September 1911.]

From the Sanitary Commissioner, dated 26th September 1911, No. 3098-S.

The Sanitary Commissioner has had no occasion for any complaint in regard to the work of the typist of the elementary grade who has been acting for the past nine months for the permanent typist of the intermediate grade in his office.

2. It is submitted that the file may be forwarded u.o. to the Educational Department.

T.K.—29-9-11.

A.H.—29-9-11.

P. T. THARYAN—29-9-11.

M. S. MASCARENHAS—1-10-11.

FINANCIAL DEPARTMENT.

Draft memorandum to the Accountant-General and the Superintendent of Stationery is submitted for approval.

T.C.N.—1-9-11.

T. HARI RAO—1-9-11.

Issue.

C. REILLY—2-9-11.

[Issued as Memorandum No. 4207-1, Financial, dated 4th September 1911.]

From the Accountant-General, dated 26th September 1911, No. R. 5-9846.

From the Superintendent of Stationery, dated 29th September 1911, D. Dis. No. 2080.

The Accountant-General states that typists for his office are selected by means of a competitive examination and the passing of the elementary typists' test is not insisted on. Article 3 of the Public Service Notification, which requires the passing of Government Technical Examination in typewriting before appointment as typists in the Government offices of this Presidency, does not apply to the Accountant-General's office—*vide* article 1661, Civil Account Code.

2. The Accountant-General further states that typists in his office have a good knowledge of their machines and can attend to repairs by themselves. He is not in favour of making the elementary test stiffer or more searching, but suggests that men **K** appointed as typists may be subject to a practical examination in the mechanism of their machines.

3. The Superintendent of Stationery states that typists in his office have passed the intermediate examination in typewriting and that he has had no occasion to complain of their bad management of the machines entrusted to their care.

4. Submitted that the suggestion of the Accountant-General at **K** *supra* may be supported in this department and the file forwarded u.o. to Educational.

T.C.N.—9-10-11

T.H.R.—9-10-11.

C. REILLY—11-10-11.

The head of an office should satisfy himself before engaging a typist that he has a practical knowledge of the mechanism of his machine.

H. A. STUART—16-10-11.

PUBLIC DEPARTMENT.

Draft official memorandum calling for a report from heads of departments (under Public) is submitted.

C.R.S.—31-8-11.

N. KAILASA SARMA—31-8-11.

M. S. MASCARENHAS—1-9-11.

[Official Memorandum No. 5028-1, Public, dated 1st September 1911.]

Replies to the official memorandum.

None of the heads of departments under Public have any complaints to make regarding the inferior qualifications of persons who have passed only the elementary examination in typewriting.

The papers may be transferred to the Educational Department.

M.R.—5-12-11.

N.K.—5-12-11.

M. S. MASCARENHAS—6-12-11.

JUDICIAL DEPARTMENT.

A draft official memorandum to the heads of departments under Judicial is submitted for approval.

B.R.—5-9-11.

V. KRISHNA MENON—5-9-11.

Issue.

S. H. SLATER—7-9-11.

[Issued as Official Memorandum No. 1793-1, Judicial, dated 11th September 1911, to heads of departments.]

From the Chief Judge, Court of Small Causes, dated 18th September 1911, No. 1378.

„ *Government Solicitor, dated 15th September 1911, No. 896.*

„ *Government Pleader, dated 18th September 1911, No. 1288.*

„ *Commissioner of Police, dated 18th September 1911, No. 308.*

„ *Sheriff of Madras, dated 20th September 1911, No. 184.*

„ *Inspector-General of Prisons, dated 26th September 1911, No. 275.*

„ *Chief Presidency Magistrate, dated 27th September 1911, No. 233.*

„ *Advocate-General, dated 27th September 1911, No. 217.*

„ *Inspector-General of Registration, dated 17th October 1911, No. 495.*

„ *Inspector-General of Police, dated 18th October 1911, No. 1249.*

Letter No. 1793-2, Judicial, dated 17th November 1911, to the Honourable the Chief Justice.

Official Memorandum No. 1793-3, Judicial, dated 17th November 1911, to the Crown Prosecutor.

From the Crown Prosecutor, dated 28th November 1911, No. 3196.

„ *High Court, dated 13th December 1911, No. 2682.*

„ *Crown Prosecutor, dated 15th December 1911.*

In reply to Official Memorandum No. 1793-1, Judicial, dated 11th November 1911, the various heads of departments consulted state that they have complaints of the nature referred to therein to make in respect of the typists of their respective offices. The

following officers, however, express the opinion that it would be an advantage to make the elementary examination a little more severe than it is at present as it will tend towards greater efficiency—

- (1) Chief Judge, Court of Small Causes.
- (2) The Commissioner of Police.
- (3) The Inspector-General of Prisons.
- (4) Do. of Registration.
- (5) Do. of Police.

The Inspector-General of Registration has also made certain specific recommendations on the subject and they are:—

(i) that the severity of the test might, with advantage, be increased slightly by including, in the practical examination, some knowledge of the mechanism of the machine. [The Inspector-General of Police agrees.]

(ii) That each typist should bring his machine with him and be responsible for its maintenance in good working order as a condition of his appointment.

The Crown Prosecutor, Mr. J. Adam, who has a close personal knowledge of typewriting and other "commercial" subjects on the other hand does not think it in any way necessary to increase the difficulty of the examination, but suggests—

(i) That there should be a preliminary or concurrent test in English (including punctuation) alone, especially to qualify for admission to Government service, that all typists on first appointment under Government should be on probation for one year;

(ii) that, following the example of America and England, there might be a special speed test quite independent of the ordinary examination; and

(iii) That in all offices where a number of machines are used, some member of the staff, preferably an amateur typist, should be deputed periodically to inspect the machines, to see that the machine is kept scrupulously clean, moderately oiled and correctly adjusted.

The High Court, who have consulted the District Judges, are of opinion that there is no necessity to make the elementary test in typewriting more severe.

B.R.—21-12-11.

V.K.M.—8-1-12.

It is, I suppose, for Educational to take any action that may be considered necessary.

S. H. SLATER—10-1-12.

I do not see any necessity for *three* tests in typewriting or any other special test. I would raise the elementary grade standard to the neighbourhood of the intermediate with a slightly lower speed limit and abolish the intermediate grade altogether. Then there would be two classes of typists—the lower grade *efficient*, the higher grade *proficient*. Mr. Adam's requirements in the matter of English might be confined to the higher grade; but there is no reason why the lower grade should not have some knowledge of the mechanism of the typewriter. Does Revenue Department wish this file of replies transferred to Educational?

C. W. E. COTTON—22-1-12.

To the Revenue Department.

REVENUE DEPARTMENT.

Yes please.

J. T. GWYNN—30-1-12.

Submitted that this file may be transferred to the Educational Department.

2. The u.o. reference made by the Educational Department to this department is awaiting the receipt of the reply from the Board (Land Revenue) to which a second reminder issued on 11th January 1912.

D.G.—29-1-12.

J. T. GWYNN—30-1-12.

K.R.N.—30-8-11.

C.R.V.—30-8-11.

V.P.—30-8-11.

G.P.V.—30-8-11.

S.A.—30-8-11.

C.V.R.—30-8-11.

A.S.—30-8-11.

A draft official memorandum is submitted for approval.

V. A. ANANTARAMA AIYAR—30-8-11.

Issue.

J. T. GWYNN—1-9-11.

[Official Memorandum No. 1951-C/11-1, Revenue, dated 2nd September 1911.]

From the Superintendent of Census Operations, dated 5th September 1911, No. 2671.
From the Director, Government Cinchona Plantations, dated 6th September 1911, No. 43.
From the Hon'ble Mr. A. Chatterton, dated 7th September 1911, No. 261-G.

Replies have been received from the Superintendent of Census Operations, Director of Government Cinchona Plantations and the Hon'ble Mr. A. Chatterton. Submitted that the reports of the other heads of departments may be awaited.

K.R.V.—12-9-11.

Yes.

J. T. GWYNN—13-9-11.

Proceedings of the Board of Revenue (Separate Revenue), No. 2554-Salt, dated 13th September 1911.

* Board (Land Revenue); Board (Revenue Settlement); Inam Commissioner and Honorary Director of Fisheries. The Board (Separate Revenue) has sent in its reply. The replies of the other heads of departments * may be awaited.

K.R.N.—22-9-11.

Yes.

J. T. GWYNN—23-9-11.

From the Honorary Director of Fisheries, dated 26th September 1911, No. 465.

The reply of the Honorary Director of Fisheries has been received. The replies of the other heads of departments may be awaited.

K.R.N.—29-9-11.

Yes.

J. T. GWYNN—30-9-11.

From the Inam Commissioner, dated 7th October 1911, No. 901.

The reply from the Inam Commissioner has been received. The replies from Board (Land Revenue) and (Revenue Settlement), are still due. They may be awaited.

K.R.N.—13-10-11.

Yes.

J. T. GWYNN—15-10-11.

*Proceedings of the Board of Revenue (Revenue Settlement), No. 177,
dated 15th January 1912.*

The reply from the Board of Revenue (Revenue Settlement) with reference to the qualifications for the typewriting examination, elementary grade, has been received. Submitted that the file may await the receipt of the reply from the Board (Land Revenue) which was reminded again on 11th January 1912.

D.G.—18-1-12.

Yes.

J. T. GWYNN—19-1-12.

Go on reminding the Board (Land Revenue).

A. G. CARDEW—13-2-12.

*Proceedings of the Board of Revenue (Land Revenue), No. 1905/11-2,
dated 20th February 1912.*

All the heads of Departments under the Revenue Department have now replied. It will be seen from the notes above that heads of departments under other Secretariat departments have also been consulted. The Educational Department will deal with this question in the first instance. It is submitted that the replies received may be transferred to the Educational Department. Other Secretariat departments will presumably be consulted before final orders are passed on the subject.

M.R.N.—7-3-12.

T. E. MOIR—7-3-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

With reference to the Hon'ble Mr. Atkinson's demi-official on page 1 *ante* it is submitted that the following officers have had no complaints that the typists who have passed only the elementary examination are incompetent and they do not consider that there is any necessity to raise the standard of the examination:—

- (1) The Sanitary Commissioner.
- (2) The Accountant-General.
- (3) The Superintendent of Stationery.
- (4) The Private Secretary to His Excellency the Governor.
- (5) The Chemical Examiner.
- (6) The Superintendent, Government Press.
- (7) The General Officer Commanding the 9th (Secunderabad) division.
- (8) The Surgeon-General.
- (9) The Government Solicitor.
- (10) The Government Pleader.
- (11) The Chief Presidency Magistrate.
- (12) The Advocate-General.
- (13) The High Court.
- (14) The Superintendent of Census Operations.
- (15) The Inam Commissioner.

2. Mr. A. T. Forbes, Resident in Travancore and Cochin, Sir F. A. Nicholson, Honorary Director of Fisheries, the Hon'ble Mr. J. H. Stone, Acting Director of Public

*Mr. Marjoribanks, Mr. Lloyd, Mr. Bryant and Mr. Bedford, respectively.

Instruction, Mr. J. Adam, Crown Prosecutor, the Collectors* of North Arcot, Kurnool and Salem, and the Registrar,

Local and Municipal Department, point out that the real defect lies in the low standard of the general educational qualifications of the candidates appearing for the elementary test in typewriting and all of them except Mr. Stone desire that the standard of the general educational qualification should be raised. Mr. J. Adam proposes the institution of a separate test in English.

3. The Hon'ble Mr. Stone is not in favour of raising the standard since that would cause obvious inconvenience. The Board of Revenue (Land Revenue) is of the same opinion. Mr. Stone suggests—

(1) That officers entertaining typists should be required to satisfy themselves as to their knowledge of English and not to take them merely on the strength of their having passed the examination in typewriting;

(2) that a system of fines or stoppages so as to cover the cost of avoidable repairs be introduced;

(3) that at least part of the examination should consist in typing from lithographed manuscript and not exclusively from print as at present.

The last suggestion is also made by the Board of Revenue (Land Revenue).

4. There are others who want to make the elementary test in typewriting more severe. These are: Mr. A. Rea, Superintendent, Archaeological Department; Mr. C. Krishnan, Chief Judge, Court of Small Causes; Mr. F. Armitage, Commissioner of Police; Lieut.-Col. Macnamara, Inspector-General of Prisons; the Hon'ble Mr. Schmidt, Inspector-General of Registration; the Hon'ble Mr. Robertson, Inspector-General of Police; the Hon'ble Mr. Chatterton, Superintendent of Industrial Education; and the Board of Revenue (Separate Revenue).

5. The Deputy Secretary (Mr. Cotton) sees no necessity for three tests in typewriting. He would raise the elementary grade standard to the neighbourhood of the intermediate with a slightly lower speed limit and abolish the intermediate grade altogether, thus leaving only two classes of typists—the lower grade, *efficient* and the higher grade, *proficient*. The Board of Revenue (Revenue Settlement, Survey, Land Records and Agriculture) would like to make it a standing rule "that persons who have passed either the intermediate or the advanced grade in typewriting should alone be employed permanently in the public service and that a typist who has merely passed the elementary grade should be kept on probation until he passes the intermediate grade." The Chief Secretary would leave it to the head of an office to satisfy himself before engaging a typist that he has a practical knowledge of the mechanism of his machine.

6. The letters from the following officers may be read with interest—

- (1) Mr. J. Adam, Crown Prosecutor.
- (2) Board of Revenue (Revenue Settlement, etc.).
- (3) " " (Land Revenue).

7. Submitted that the file may be forwarded to Dr. Bourne u.o. for criticism in the first instance. He has had no occasion to see the enquiry started by Government and now with the remarks of all the officers consulted before him he may be requested to offer his remarks on the several suggestions.

P.R.—12-3-12.

R. SUNDARAM AIYAR—13-3-12.

The main issues seem to be—

Whether there is any need to retain the elementary examination?

If so, whether it should not be stiffened—

(a) by requiring further acquaintance with the mechanism.

(b) by making English, punctuation (and I would myself add *the use of capital letters*) items in the examination itself or a preliminary to admission to it.

2. If the elementary examination were abolished, I imagine many typists' posts would remain vacant or of necessity be filled by unpassed men. My present belief

is that the remedy lies in the heads of employing officers. I would make appointments probationary and refuse confirmation to all persons who failed to reach a reasonable standard.

L. DAVIDSON—14-3-12.

To the Director of Public Instruction for remarks.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

I expect the standard is high enough. About two-thirds of the examinees are usually rejected. Proposals are however in hand for altering the syllabus slightly by introducing copying from manuscript, etc.

2. Heads of offices should select their men and test them on probation. They probably know enough about the machine but are too lazy to give the necessary constant attention to cleaning, oiling, keeping away from dust, etc. Such slackers can easily be dealt with.

3. The date of passing the examination and subsequent career should always be looked into—it is an art very soon forgotten.

4. Only two of the examinations—the elementary and the intermediate—concern the public to any extent. I would keep the third, viz., the advanced as one may be pretty sure that those who pass it are qualified to teach the art.

5. Typewriting is now being taught in ordinary secondary schools and in the near future applicants will come armed with leaving certificates showing pretty clearly their merits as typewriters and also their attainments in English and other subjects as well as their school record in regard to aptitudes, character and conduct. It should then be easy to select the best applicant.

A. G. BOURNE—26-3-12.

EDUCATIONAL DEPARTMENT.

Dr. Bourne thinks that the standard of the typewriting examinations is high enough, but observes that proposals are in hand for altering the syllabus slightly by introducing copying from manuscript, etc.

2. In the circumstances stated by Dr. Bourne in paragraph 5 of his note *supra*, it does not appear that it is necessary to take any action at present. The papers may be submitted to His Excellency the Governor and the Hon'ble Mr. Atkinson for orders as to whether they may be recorded.

P.R.—18-4-12.

C. RAMANUJACHARI—18-4-12.

Only typewriting clerks in Collectors' offices have to possess the general educational qualification required for appointment to a post in superior service, the sanctioned pay of which exceeds Rs. 20 *per mensem*. The rates of pay are otherwise determined by the nature of the technical examination in typewriting which they have passed :—

	RS.
Elementary examination	20—1—25
Intermediate examination	25—1—35
Advanced examination	35—1—50

2. If the elementary examination is stiffened, it will be difficult to avoid increasing the pay, and at the same time recruits will be harder to get. The replies of the officers consulted do not seem to me to constitute a sufficient case for altering the scope of the elementary examination. Complaints where they arise are directed to two points—

(i) Incapacity to read manuscript.

(ii) Neglect of or inability to keep the machines in order.

As to (i) that is a difficulty that faces all clerks and not only typewriting clerks. Speed is of course essential in a typewriting clerk to perhaps a greater extent, but it only comes by practice and a period of probation should be sufficient to show whether a typist has acquired the necessary proficiency in this respect or not. The proposals referred to by the Director of Public Instruction in paragraph 1 of his note above may, however, be awaited.

3. As regards knowledge of the machine, the Director of Public Instruction's remarks in paragraph 2 of his note on page 10 *ante* seem to me to be accurate. The head of an office can easily deal with a typist who is careless of his machine; most typists can do the ordinary adjustments, any serious breakdown requires a mechanician.

4. As regards knowledge of punctuation, etc., a typist's duty is to copy faithfully the manuscript put before him. In almost all cases what he has to copy in an ordinary office is a draft passed by the head of the office who is responsible for punctuation and such refinements. No further action is, I submit, necessary unless it be laid down as a rule that a typist on *first* appointment should be on probation for a year. But the head of an office can insist on that as it is.

T. E. MOIR—24-4-12.

I agree with the Secretary.

M. H[AMMICK]—25-4-12.

The file has not been seen by the Hon'ble Mr. Atkinson. It may now be circulated to the Honourable Member with reference to his demi-official on page 1 *ante*.

P.R.—26-4-12.

T. KANAKASUNDARAM PILLAI—26-4-12.

The Hon'ble Mr. Atkinson, C.S.I.

T. E. MOIR—29-4-12.

Thanks.

J. N. A[TKINSON]—1-5-12.

A draft order recording the papers is submitted for approval.

C.R.—2-5-12.

T. E. MOIR—3-5-12.

[G.O. No. 383, Educational, dated 3rd May 1912.]

[E. & L.]
Curren

88

19

DEPARTMENT.

READ AGAIN G.O., No., dated 19 ..

" " " " 19 ..

READ ALSO: *file of papers*

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

" " " " 19 ..

" " " " 19 ..

718

ORDER.

BT

No. 883 , dated 3-5- 1912.

Recorded.

Ca
2/5/12

Let
3.5.12

ORDINARY.

PREFERENCE.

URGENT (a).

LOCAL AND MUNICIPAL DEPARTMENT.

Current No....., dated.....190 ..

G.O., No...383 dated 3-5-1902

Number of MS. pages sent { Correspondence including order or orders
(b) 88

Govt. Technical examination in Hyderabad
Docket. Recording papers connected with the
question of stiffening the ... element
grade.

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 20 15
Ooty Records 6 3
For filing with original 1 1

Total ...

FOR ISSUE.†

Signature copies.....

India Office.....
Govt. of India.....Dept.
Revenue Department.....
Public Works Department.....
Educational Department.....
.....Dept.
.....Dept.
.....Dept.
.....Dept.

Spare copies.

The C. M. C.....
The Collector of.....
The P. D. B.....
The Accountant-General.....
The Director of Public Instruction.....
The Surgeon-General.....
The Sanitary Commissioner.....
Do. Engineer.....
Do. Board.....
The President, Corporation of Madras.....
The.....
The.....
The.....
The.....
The.....

Total ...

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 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 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

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 at once.

Type may be released after usual interval.

Clerk.

Clerk.

P. Ramani Nair 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.....	
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....			
Issue.....			
For Volumes.....			
For E. T.....			
Total ...			

First copy sent to Press.

Returned for signature.

Despatched in Print.

READ AGAIN G.O. No. 191

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

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

N.E.—

A = Print in full.
B = Not to be printed.
P = Print abstract only.
Q = Print heading only.

NUMBER OF COPIES REQUIRED.

Order complete.

Letter only.

Order complete with Letter.