

Educational (1913) Department.

ORDINARY MS.

G.O., No. 196.

DATED 3. 3. 1913. 10

[Despatch Abstract.]

Typewriting clerk Converting the appointment of temporary clerk on Rs 20* sanctioned for the model school attached to the Teachers' College Saidapet, to that of a — on the same pay and sanctioning the supply of a typewriting machine to the College.

PAPERS PUT UP WITH CURRENT No. _____

Papers of the department to which the current belongs.

Number	Date.	Original (=O.) or spare copy (=S.O.)	Remarks. (In this column such of the papers as have been removed for copying, printing, etc., should be marked with a cross.)	Initials of clerk with date in token of return to Reference department.

Papers of other departments.

Department.	Number.	Date.	Original (= O.) or spare copy (= S.O.)	Initials with date of (1) clerk of the Chief Secretariat department acknowledging returns of the paper concerned or (2) Despatcher to denote the return of the papers to departments outside the Chief Secretariat.



Requesting sanction of Government for the supply
of a Typewriting machine to the Teachers' College,
Saidapet.

ENCLOSURES.
No.
Spare copies

Re No 151/13

Station Madras, Dated the 16th January 1913.

From (Name) The Hon'ble Sir Alfred Gibbs Bourne, D.Sc.
F.R.S. K.C.I.E.,
(Designation) Director of Public Instruction.

To the Secretary to the Government of Madras,
Educational ~~Department~~ Department.
Sec.

I have the honour to request that the sanction
of Government may be obtained for the supply of a type-
writing machine to the Teachers' College, Saidapet.
Machines have been supplied to the College of Engineering
and other institutions such as the Reformatory School,
Chingleput, School of Arts &c. A supply to the
Teachers' College is equally necessary.

2. The Principal reports that the temporary clerk
who was recently entertained in the College under the
sanction accorded in G.O. No. 959 Mis., dated 31st October
1912 possesses a knowledge of typewriting and that he will

be required to use the machine if one is supplied.

I have the honour to be,

Sir,

Your most obedient servant,

R. A. Griev

For Director of Public Instruction.

C. No. 156 Edl From the D. P. I. R. No 151 dated 16-1-1913.

SUBJECT.

Supply of a typewriting machine to the Teachers College, Saidapet.

The Director of Public Instruction in recommending the supply of a typewriting machine to the Teacher's College, Saidapet, observes that typewriting machines have been supplied to the College of Engineering, the Reformatory School, Chingleput etc. and that the supply of one to the Teacher's College is equally necessary. The temporary clerk recently entertained in the model school attached to the College is reported to possess a knowledge of typewriting and he will be entrusted with the machine. It is not known whether the clerk has qualified himself by passing the Government technical examination in typewriting. Attention is invited in this connection to G. O. No. 270, Zint dated 2-4-04, in which Government directed that ~~in~~ typewriting machines should not be supplied to any office unless and until the head of the office certified that the scale of establishment included a post of typewriting clerk or that such a post would be provided on the scale. They also pointed out that the necessary statement should be submitted with the application in cases in which the post did not exist on the scale. It is also to be

I
G.O. No 191 Edl
1-4-11

G
G.O. No 630 Edl
13-7-12

T
G.O. No 959
31-10-12

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vide G.O. No. 815 dated 11-6-12
and G.O. No. 518 dated 14-6-12

observed that appointments of qualified typists in the institutions referred to by the D.P.I. had been sanctioned before typewriting machines were supplied to them. & Orders are therefore solicited whether Govt. should insist on the services of a qualified typist being obtained ^(the post being guaranteed up to that date by the Govt.) before the machine is supplied and whether the D.P.I.'s attention may be drawn to the Financial G.O. alone, referred to.

M. C.
3.2.13

The supply of a typewriter is of course desirable, but the position ought to be regularized. If the temporary head is qualified to head a typist post, perhaps the simplest plan wd. be to declare his post a typist post. Or most typists have a higher scale of pay than he does?

6215

not clear take the G.O. + Memo 8/12

G.O. No. 555 dated 7-9-12

The sanctioned scale of pay for typewriting clerks in all public offices and institutions is as follows:-

- (1) with elementary test in typewriting Rs 20-1-25
- (2) " intermediate test " " Rs 25-1-30
- (3) " advanced test " " Rs 30-1-35.

When this scale was sanctioned, the Hon. Sir H.A. Stuart remarked that the best course would be to determine the grade of typist required in each case and to sanction the appropriate pay; and

p.b. of the notes - 2

p 10 of the letter - Q

G.O. No. 818d - L
5-3-11

G.O. No. 518d - E
14-6-12

his remarks were noted in connection with the employment of typists in offices under this department. Even the graduated scale alone referred to is not ~~also~~^{always} observed. The Govt. sanctioned the conversion of a clerk's post ~~in the Engineering College into that of a typist on the same scale and of another post in the Reformatory on Rs 15-1-20 into that of a typist on Rs 20. There is therefore no need to raise the present pay of the clerk in the Teacher's College, if the post is converted into that of a typist.~~

MR. CR
14-2-13 14-2-13

Better draft so, sanctioning supply directing conversion of post of clerk into that of typist. If the later change requires acceptance in that; the case should go to that dep^y. so. before issue.

LD.
15-2-13

WVN
157

It is submitted that no mention is made ⁱⁿ of the D.P.I.'s letter, regarding the type of machine required for the Teacher's College. But under para. of G.O. No. 418 Gail of 22-9-09, the decision as to the type rests with the Supdt of Stationery. A draft order is placed ~~for~~ below for approval. If

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approved it may issue with the concurrence of
Financial Dept. G.O. No. 959. E, dated 31.10.12

was accepted by Financial Department

17-2-13

CA. 113

Final. u.v.

21.2.13

21/2

Est. no. 156-1
21.2.13.



CURRENT NO.
1328
FINANCIAL

Reg. 21-2-13

Financial Department

The draft order may, it is Sub^d,
be accepted.

Thrs' Exp^{re} Section. Pl
S.S.S.
25.2.13

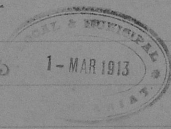
24/2/13

CA
u.v.

27.2.13

Financial no. 1328-1
28-2-13.

CS.



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u.v.

READ AGAIN G.O. No. 959-E, dated 31-10-1912

191

READ ALSO:-

C. No. 156, From the D.P. J, No. 151, dated 16.1.1913

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ORDER.

ms

No. 96 dated 3.3.1913

The attention of the D.P. J
 with be drawn to G.O. No. 270. Feil,
 Dated 2nd April 1902, under which
 typewriting machines could ~~only~~
 be supplied only to ^{an} offices which
 includes in ~~their~~ ^{the} scale of establish-
 -ments, a post of typewriting
 clerk. In pursuance of this order
 the appointment of temporary
 clerk on Rs 20 sanctioned in
 G.O. No. 959. E, D, 31.10.12 for the
 model school attached to
 the Teachers College will be
 converted to that of a type-
 writing clerk on the same pay

2. The Govt. sanction the
supply of a typewriting machine
to the College.

CA
20.2.13

8 ✓ 9
21.2.13

(C)

Def 6.3.13
M.

To the D.O. ✓
" Supn of Stationery ✓
" A.G. ✓
" F.D. ✓

24
21/1/13
20.2.13

When given for copying

When copied

When examined

When signed

191

READ AGAIN G.O., No.
191

DATED

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT.

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DETS.

PAPER NOT FILLED UP, BEING MEANT FOR RECAPTURE
OF ORIGINAL.

V.R.—

A = Copy in full

B = Not to be copied.

P = Copy abstract only.

Q = Copy Heading only