

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1913.

Enclosures

Spurs copies

G.O. No. 487, 27th May 1913.

Shorthand and typewriting

Passing orders on the proposals of the Director of Public Instruction for the further recognition of the public examination in — under the scheme of secondary school-leaving certificates.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

Read—the following papers :—

I

Letter—from T. LAKSHMI NARAYANA AIYANGAR, Commercial Teacher, Municipal College, Salem.

To—the Chief Secretary to Government.

Dated—the 12th August 1912.

I humbly request that I may be enlightened with information on the following point :—

The typists in Government offices and shorthand writers in the Judicial department are given their pay or allowance according to the examinations which the candidates have passed. Now that the public examination for secondary school-leaving certificates has been taking place, many students take up shorthand and typewriting as an additional optional, besides two other optionals. The syllabus for this Government public examination in shorthand and typewriting approaches very nearly that of the intermediate grade of the Government technical examinations in the subjects.

I want to know to what grade do the Government consider this public examination of the secondary school-leaving certificates equal to in fixing the pay or allowance as the case may be.

II

Encl. No. 2284-1, Educational, dated 24th August 1912.

Referred to the Director of Public Instruction for remarks.

(By Order.)

M. S. MASOARENHAS,
Under Secretary to Government.

To the Director of Public Instruction with C. No. 2284 in original to be returned with reply.

III

Letter—from the Hon'ble Mr. A. G. BOURNE, D.Sc., F.R.S., C.I.E., Director of Public Instruction.

To—the Secretary to Government, Educational Department.

Dated—Madras, the 18th November 1912.

No.—Ref. on Our. 7077/12.

With reference to Government Memorandum No. 2284-1, dated 24th August 1912, referring for remarks a letter from the Commercial Teacher, Municipal College, Salem, in which he requests information as to what grade of the Government technical examinations, the public examination in shorthand and typewriting as a C Group subject under the secondary school-leaving certificate scheme, is regarded as equivalent to, I have the honour to state that, at present, the standard of merit obtained in the latter examination is not recognized by Government for any purpose and that, for employment as typists, a pass in the Government technical examination is necessary.

2. Indications, other than the letter under reference, are not wanting that this state of things is attracting the attention of would-be typists and it is probable that the tendency to take up shorthand and typewriting as a school subject under the secondary school-leaving certificate scheme will be checked, unless some recognition of these subjects is afforded. This would be regrettable, because a

systematic and complete secondary school education is essential for good typists, a point already dealt with in this office Reference on Current No. 6148/11, dated 18th October 1911.

3. I would, therefore, request that I may be permitted to submit draft notifications suggesting the alterations necessary in the secondary school-leaving certificate and Public Service Notifications and elementary grade syllabuses in shorthand and typewriting in the Government technical examinations with the object of—

(1) making the standard of the two examinations referred to above the same, and

(2) allowing the entertainment as shorthand writers and typists on the lowest rate of pay, of persons holding approved secondary school-leaving certificates containing satisfactory entries under shorthand and typewriting.

4. The first of my proposals would involve the following changes in the syllabuses of the two examinations :—

(a) In shorthand the fixing of the same rate of speed for dictation for both the examinations and the addition of a paper on principles to the secondary school-leaving certificate examination.

(b) In typewriting, fixing the same rate of speed for both the examinations.

(c) The introduction of typing from rough manuscripts into the Government technical examinations and the addition of an examination in mechanism to the secondary school-leaving certificate examination.

(d) The treatment of shorthand and typewriting as separate C group subjects in the secondary school-leaving certificate examination.

5. In drafting the syllabuses expert advice would be sought and the syllabus for the secondary school-leaving certificate examination would be so framed as to indicate the character and standard of the instruction to be given rather than merely what would be examined upon.

6. The second of my suggestions would involve alterations in the Public Service Notification which, as it at present stands, requires of an applicant, for appointment, possessing a complete secondary school-leaving certificate, sufficient knowledge in the ordinary subjects and in two "optional subjects" other than shorthand and typewriting. I propose to omit the words "other than shorthand and typewriting". These subjects were treated in this manner under the influence of the idea that shorthand and typewriting are mechanical arts which have nothing to do with education. Perhaps too much weight was given to this idea. It seems to me that typewriting must materially strengthen a boy's English spelling and vocabulary, besides, in some sort, giving the training inseparable from a manual occupation and the use of a complicated machine. Possibly still more could be said for shorthand: its study and practice must certainly react strongly on a boy's powers of understanding and writing English. It appears to me that a secondary school-leaving certificate showing a good record for the ordinary school subjects (A and B subjects in the scheme) and in addition good marks in shorthand and typewriting would be evidence of the kind and amount of general education necessary for the lower ranks of the public service.

7. The suggested alteration would make it possible to authorise officers, appointing typists and shorthand writers on the lowest grade of pay, to select holders of secondary school-leaving certificates showing, in addition to a good knowledge of the ordinary school subjects, satisfactory marks under shorthand or typewriting or both as the case might be. To facilitate this, it would of course be possible to fix a minimum number of marks as qualifying for appointment in the case of holders of secondary school-leaving certificates. I do not, however, propose this, because, to do so would be contrary to the essence of the scheme which entirely avoids any statement of whether a person has passed or not and leaves the onus of deciding his fitness for any purpose to a competent authority for whom the certificate provides the materials for a decision. I am aware that giving officers the liberty of choice might result in secondary school-leaving certificate candidates being appointed

whose marks were lower than the minima for a pass in the Government technical examinations, but I think that this would be amply compensated by the better general education of such candidates.

8. An alternative plan would be to allow boys to appear from secondary schools for the Government technical examinations. I should deprecate this inasmuch as such permission would tend to schools cramming for the examination which would lower their tone and impair their efficiency as institutions giving a sound all round education, and because it is an important part of the secondary school-leaving certificate scheme to entrust the examination of pupils in secondary schools to a board constituted by Government for the purpose.

9. In the proposed draft syllabuses provision would be made for an examination in vernacular shorthand as required in Government Endorsement No. 2295-1, dated 8th October 1912.

Order—No. 487, Educational, dated 27th May 1913.

In his letter read above the Director of Public Instruction submits for consideration suggestions for the further recognition of the public examination in shorthand and typewriting under the scheme of secondary school-leaving certificates. The Government have given the question their careful consideration and will proceed to pass orders on the various points raised.

2. The Director proposes to modify the Public Service Notification so as to put shorthand and typewriting on an equal footing with other optional subjects in the secondary school-leaving certificate scheme and further to treat shorthand and typewriting as separate subjects under that scheme. The Government while agreeing that shorthand and typewriting may be placed on the same footing as other optional C group subjects, are not prepared to give them separate recognition. Shorthand and typewriting combined will accordingly continue to be regarded as a single C group subject in the secondary school-leaving certificate scheme, but will be counted as one of the two optional subjects sufficient knowledge in which is a necessary qualification in the case of applicants for admission to the public service under clause (2) of article 1 of the Public Service Notification.

3. The Government are further pleased to accept the Director's suggestion that approved secondary school-leaving certificates containing satisfactory entries under shorthand and typewriting should also be recognized as an alternative qualification for posts in the public service for which at present a pass in the elementary grade at the Government technical examinations in typewriting is alone prescribed. The higher technical qualifications will, however, still be essential in the case of the higher appointments or scales of pay for which they are at present prescribed.

4. The Government also agree with the Director that in order to ensure a reasonable standard of technical proficiency in applicants for such posts who hold secondary school-leaving certificates the standard of the examination in shorthand and typewriting under that scheme should be the same as that of the Government technical examination in those subjects in the elementary grade.

5. The Director of Public Instruction will be requested to submit, for the approval of Government, draft notifications embodying the alterations required in (1) the secondary school-leaving certificate notification, (2) the Public Service Notification, and (3) the Government technical examination syllabuses, to give effect to the above orders.

(True Extract)

W. FRANÇOIS,
Ag. Secretary to Government.

To the Director of Public Instruction.
" Petitioner (order only).
" De arments of the Secretariat.
Editors' Table (order only).

EDUCATIONAL DEPARTMENT

NOTES CONNECTED WITH G.O. No. 487, EDUCATIONAL, DATED 27TH MAY 1913.

[SUBJECT.—*Recognition of shorthand and typewriting as studied in secondary schools as a qualification for entrance into the Government service.*]

From the Director of Public Instruction, dated 18th November 1912, No. 7077.

There are three grades of examinations in shorthand and typewriting—elementary, intermediate and advanced—under the rules regulating the Government technical examinations. According to the table appended to article 1 of the Public Service Notification typewriting clerks (except those in Collectors' offices who are required to possess also the minimum general education qualification mentioned in article 1) are required to pass the technical examination in typewriting. Under G.O. No. 555, Financial, dated 9th September 1912, their pay will be either Rupees 20—1—25 *per mensem*, Rs. 25—1—30 or Rs. 30—1—35 according as they have passed the examination in the elementary, intermediate or advanced grade.

2. Besides these examinations, "shorthand and typewriting" forms one of the subjects of study under the scheme for the award of secondary school-leaving certificates. The question has therefore been raised as to what grade of the Government technical examinations the public examination in shorthand and typewriting under the secondary school-leaving certificate scheme is regarded as equivalent to. The latter examination is not now recognized by Government for any purpose.

3. The Director of Public Instruction recommends that the standard of the examination in the elementary grade of the Government technical examinations and that held under the secondary school-leaving certificate scheme may be made the same and that persons holding approved secondary school-leaving certificates containing satisfactory entries under shorthand and typewriting may be entertained as shorthand-writers and typists. The changes involved in these recommendations are detailed in paragraphs 4 to 6 of the Director's letter. All of them except the one mentioned in paragraph 6 appear to be unobjectionable and may be accepted.

4. As regards the alteration in the Public Service Notification discussed in paragraph 6 of the Director's letter, it is submitted that, under existing article 1 of the notification, one of the qualifications for appointment to a post the salary of which exceeds Rs. 20 *per mensem* is that the candidate "has obtained a completed secondary school-leaving certificate issued under the authority of Government showing that the candidate possesses sufficient knowledge in the ordinary subjects * and in two optional subjects † other than shorthand and typewriting." It will be observed that this reservation as to "shorthand and typewriting" was made after mature consideration, Sir George Forbes, who was then the Member in charge of education, having held that "it is a purely mechanical accomplishment and cannot be put on the footing of an intellectual attainment

* I.e., subjects under A and B of the scheme—item IV on pages 1 and 2 of the pamphlet.
† I.e., subjects under C—*ibid*.

Cf. also G.O. No. 649, Educational, dated 15th December 1909.

Vide pages 19 and 36 of notes to G.O. No. 427—Educational, dated 21st July 1909.

"such as classical language or Geometry or Botany, etc." Sir Murray Hammiel and His Excellency Sir Arthur Lawley agreed with him. That almost the same was Dr. Bourne's view is seen from paragraph 1 of his letter No. 2412, dated 16th July 1912, on page 4 of G.O. No. 815, Educational, dated 6th September 1912, wherein he stated that "a pass in typewriting requires little more than mechanical skill." In his note dated 6th May 1912 on page 5 of the notes connected with the Government Order last quoted, the Hon'ble Mr. Sivaswami Aiyar also observed that "typewriting, at any rate, is a subject merely requiring mechanical facility." The position hitherto held by Government was thus that "shorthand and typewriting" cannot be placed on an equal footing with the rest of the subjects specified under C in the secondary school-leaving certificate scheme and cannot therefore be counted as a test for general educational qualifications.

5. Dr. Bourne's present view is contrary to this. He would remove the restriction altogether and put shorthand and typewriting on an equal footing with the other subjects. His object in doing so appears to be to encourage students reading in the secondary schools to take up shorthand and typewriting as their optional subjects—*cf.* also paragraph 1 of his letter on page 4 of G.O. No. 815, Educational, dated 6th September 1912. It does not appear to be desirable that the Government should go back from their present position and encourage the students in the manner proposed by the Director of Public Instruction. All that they are concerned with at present is to declare that, such of the students as have in spite of the existing rules undergone the secondary course and whose certificates show satisfactory progress in shorthand and typewriting are eligible for appointment as *typewriting clerks and shorthand writers* under Government. This can be done by adding the table appended to article 3 of the Public

Please compare paragraph 3 of Director of Public Instruction's letter on page 2 of current file—clause (2.)

following to the entry in column 2 of the Service Notification:—

L. DAVIDSON.

"or the possession of secondary school-leaving certificates containing satisfactory entries under shorthand and typewriting."

P.R.—9-12-12.

Excluding "shorthand and typewriting," the list of optional subjects in group "C" mentions "needlework and dress-making" and "lace-work." These subjects equally entail mainly mechanical skill * and the Public Service Notification

* Of a very different order to shorthand.

L. DAVIDSON.

does not exclude them, the apparent reason

being that male pupils seeking service would scarcely take those subjects. The argument that shorthand and typewriting will strengthen a boy's English spelling and vocabulary does not seem to be a convincing justification for recognizing them as tests of general education for public service however desirable it may be from other standpoints that the pupils should have a knowledge of them.

C. RAMANUJACHARI—18-12-12.

I should like to know what the Director of Public Instruction thinks of the alternative suggested above—namely, the addition of a new entry to the table at page 4 of the Public Service Notification. This is perhaps the line of least resistance. My personal inclination is to the bolder plan he suggests. Typewriting and shorthand go together as a single C subject for the secondary school-leaving certificate, and

Wrong.

L. DAVIDSON.

qualification in one other optional subject would be necessary. It is sound policy to encourage knowledge of shorthand and

there is no doubt that it demands intellectual capacity.

L. DAVIDSON—23-12-12.

To the Director of Public Instruction.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

It seems to me that a school course consisting of the "A" subjects—English, elementary mathematics and vernacular *plus* the "B" subjects—Science, Geography, History of India, drawing and physical training with special attention given to—

Y | (1) shorthand,
(2) typewriting,

would form a suitable school course for those who intend to take up clerical work.

2. I want to offer some distinct incentive to those who wish to embark upon such a career and to encourage secondary schools to cater for them. They are likely to do better than those who with less general education pass the technical examination in shorthand and typewriting. I adhere to the views I expressed in the "current."

A. G. BOURNE—29-12-12.

EDUCATIONAL DEPARTMENT.

Submitted for orders.

P.R.—8-1-13.

There seems to be no difficulty about recognizing the secondary school-leaving certificate with satisfactory entries about shorthand and typewriting as qualifying for a typist's (or shorthand-writer's) post. The suggestion on page 2 was to this effect and the Director of Public Instruction's note at Z *supra* approves of it.

The question is about recognizing "typewriting and shorthand" as a test for general educational qualification in modification of article 1 (2) of the Public Service Notification. The Director of Public Instruction urges its acceptance. In his note at "Y" above the Director seems to take "shorthand" and "typewriting" as two separate subjects. The Secretary in his note, dated 23rd December 1912, pointed

* Please see pages 31 and 32 of the pamphlet.

Please see also portions underlined with red ink on pages 8 and 10 of notes with G.O. No. 649, Educational, dated 15th December 1909, where shorthand and typewriting is regarded as one subject for purposes of Public Service Notification also.

C. RAMANUJACHARI—12-1-13.

out that both of them should be taken as a single * subject and that the Public Service Notification required another optional subject also for minimum educational qualification. In this view it is for consideration whether the Director of Public Instruction's proposal in this regard should be accepted.

C. RAMANUJACHARI—12-1-13.

Under the secondary school-leaving certificate scheme candidates are required to take up only "one or more" of the optional (C) subjects in addition to the school course (A) and Public Examination (B) subjects. Shorthand and typewriting are one subject in the C classification. For the purposes of admission to the Public Service, however, a candidate must now produce a certificate showing that he possesses sufficient knowledge in two optional (C) subjects other than shorthand and typewriting. The Director of Public Instruction proposes to omit the qualifying words "other . . . typewriting" and at the same time to modify the secondary school-leaving certificate scheme so as to treat shorthand and typewriting as two distinct subjects instead of one. In other words, a candidate will be qualified for general admission to the Public Service by sufficient knowledge of—

- (i) Compulsory A subjects.
- (ii) " " B " "
- (iii) Shorthand and
- (iv) Typewriting.

This is the main change recommended and on the whole it is, I submit, entitled to support. As to what "sufficient" knowledge in these subjects is it will be for the officer employing the applicant to decide.

The acceptance of the Director of Public Instruction's proposals involves a change of some importance in the Public Service Notification affecting all departments of the Public Service, and if His Excellency is disposed to approve the alteration the file should be circulated to other Honourable Members as well. The papers may therefore be printed. I do not think previous circulation to all departments of the Secretariat is requisite, but will mention the case to the Chief and Revenue Secretaries when proofs have been received. The Public Works Department will, I am confident, welcome the relaxation.

L. DAVIDSON—16-1-13.

The papers have been printed and the file is re-submitted.

N.V.R.—3-2-13.

C. RAMANUJACHARI—4-2-13.

The Chief and Revenue Secretaries agree that the case need not be examined by any department except Educational.

L. DAVIDSON—5-2-13.

P[ENTLAND]—6-2-13.

Please circulate to other Honourable Members as well.

L. DAVIDSON—6-2-13.

I am opposed to the acceptance of the Director's proposals because they will—

- (1) lower the standard of general education,
- (2) lower the standard of special knowledge of typewriting and shorthand

required for the public service. Both standards are too low already. Moreover I thought it was recognized to be a mistake to introduce what the Germans call "bread-and-butter" studies into general education. I would adhere to the decision of 1909 which was based on a careful consideration of the merits and demerits of shorthand and typewriting as a subject of general education.

H. A. S[TUART]—7-2-13.

I agree with the Hon'ble Sir Harold Stuart. I have no objection to the first suggestion made by Sir Alfred Bourne that the standard of the secondary school examination in shorthand and typewriting should be made the same as that fixed for the Government technical examination. But I am strongly opposed to his second suggestion for an alteration in the Public Service Notification. I would adhere to the decision in 1909. I cannot look upon shorthand or typewriting as a part of general education. They are mere crafts. A good shorthand writer owes his efficiency as such to his general education. The knowledge of shorthand by itself does not contribute to his general education. My complaint with regard to the shorthand writers in Madras, even the best of them, is that they have not sufficient general education to enable them to do their work intelligently and satisfactorily.

P. S. S[IVASWAMI AIYAR]—8-2-13.

I agree with the Hon'ble Mr. Sivaswami Aiyar.

J. N. A[TKINSON]—10-2-13.

His Excellency the Governor again—

L. DAVIDSON—11-2-13.

The general qualification for entry into Government service is at present possession of the school leaving certificate with two optional subjects other than shorthand and typewriting.

2. Typewriters are however excluded from the operation of this rule, and no test of general education has to be passed by them, but only a technical examination.

3. The Director of Public Instruction's proposal is to encourage the acquisition of shorthand-writing and typing by allowing these subjects to count as the two optional subjects for the school leaving certificate, and at the same time to bring up the standard of these subjects for the leaving certificate to the level of the Government elementary examination in shorthand and typewriting, so that a candidate possessing a leaving certificate which includes these subjects should be qualified also for the post of typewriter. This would not, in the opinion of the Director of Public Instruction, materially affect the standard of general education—as suggested by Sir Harold Stuart, for this reason—for higher clerical and executive posts selection would continue to be made in all probability from men who have been at a University—either graduates or F.A.'s. On the other hand, it would raise, or rather establish, for there is none at present, a standard of general education for shorthand-writing and typing.

A | 4. The Director of Public Instruction is now willing that the school leaving certificate with shorthand-writing and typing should be an obligatory qualification for a shorthand-writing and typing post.

5. With this further modification the change now proposed will meet Mr. Sivaswami Aiyar's complaint, for at present shorthand-writers and typists have not to pass any test of general education.

6. Further, the standard of special knowledge of typing and shorthand-writing will not be lowered in any degree: because for the higher paid posts, the higher technical qualifications now obligatory will still be required.

I commend this modified proposal for consideration.

Circulate to Honourable Members.

P[ENTLAND]—28-2-13.

I am unable to accept Sir Alfred Bourne's opinion that the proposals made by him would not materially affect the general standard of education required of our clerks. For the great mass of our clerical posts we must accept men who have obtained the school-leaving certificate and the standard of general education fixed for that certificate would certainly be lower than at present if the proposals of the Director of Public Instruction were adopted. I admit that they would tend to raise the standard of general education of typewriting clerks, though I am not sure that the effect would be appreciable since preference is given to a typewriter who has passed the Matriculation or some similar examination even though that degree of general education is not required by the Public Service Notification.

2. I should prefer to leave matters as they are but I will not object to the course now suggested by His Excellency provided typewriting and shorthand are treated as one subject, as at present, instead of as two, as proposed.

H. A. S[TUART]—3-3-13.

I also think that typewriting and shorthand should be made as one subject.

2. I am glad that the Director of Public Instruction is willing to prescribe the qualification at page 4 ante for shorthand typists.

X | 3. I am willing to accept shorthand and typewriting combined as one of the optional subjects for the public service rules. The modification required in the rules is to substitute 'one' for 'two' in rule 1 (2) before 'optional subjects' and to extend the general rule to shorthand typists.

P. S. S[IVASWAMI AIYAR]—4-3-13.

I agree.

J. N. A[TKINSON]—4-3-13.

The Secretary has directed the submission of this file for further personal discussion with the Director of Public Instruction.

2. The following points are submitted for consideration :—

(i) The proposal of the Director of Public Instruction is to prescribe for the examination in shorthand and typewriting under the secondary school-leaving certificate scheme the same standard as that of the Government technical examinations in the elementary grade on those subjects.

This has been accepted. Please see His Excellency's and the Hon'ble Mr. Sivaswami Aiyar's notes on page 4 above.

(ii) The Director proposed that the Public Service Notification, article 1 (2), might be altered by *omitting* the words "other than shorthand and typewriting" so as to allow these subjects also to count as the two optional subjects for the school-leaving certificate recognizable for public service.

It has been decided to accept this proposal with the reservation, that shorthand and typewriting are treated as one subject as at present instead of two. The amendment of the notification proposed by the Hon'ble Mr. Sivaswami Aiyar at *X supra* namely the substitution of the word "one" for "two" in article 1 (2) will not, it is respectfully submitted, meet the case. The effect of

I think not; but the change would let all candidates off with one optional subject instead of two.

L. DAVIDSON.

The end in view may perhaps be secured by the substitution of the words "one

This would be better.

such amendment will be to require candidates for *general clerical* posts also to possess qualification in shorthand and typewriting. This is not the intention. The end in view may perhaps be secured by the substitution of the words "one of which may be shorthand and typewriting" for the words "other than shorthand and typewriting."

(iii) The third proposal as originally submitted by the Director was that persons with secondary school leaving certificate with satisfactory entries in shorthand and typewriting may be entertained as shorthand-writers and typists in public service without requiring further pass in the Government technical examination. The modified proposal is that secondary school leaving certificate with shorthand and typewriting should be an obligatory qualification for a shorthand-writing and typing post.

The certificate alone will be sufficient for a shorthand and typewriter of an elementary grade; but for the higher grades, the requisite higher technical qualification will still be demanded. It is

Paragraph 6 of His Excellency's note on page 4 *ante*.

presumed that the general qualification should be required both for (1) shorthand-writers and (2) typists. There are no combined appointments such as shorthand typists.

Typewriters.—In the case of typewriters the following amendments of the Public Service Notification would seem to be necessary to give effect to the above orders :—

(a) Omission of the words "and of typewriters" in item II in column B of the tabular statement appended to article 2 (2) of the notification.

I cannot follow these amendments.

L.D.

The words "and typewriter" between "copyist" and "in Collectors' offices" may also be omitted.

These are indicated now by means of separate slips on pages 2 and 4 of the copy of the notification.

C. RAMANUJACHARI—2-4-13.

(b) *Substitution* of the following against "typewriting clerks" in the tabular statement on page 4 of the notification :—

Elementary.—Satisfactory entry under typewriting in the secondary school leaving certificate, or

Government technical examination in typewriting.

Intermediate and Advanced.—Government technical examination in typewriting.

Shorthand-writers.—As regards shorthand-writers these posts are not specifically

L. DAVIDSON.

mentioned in the Public Service Notification. Apparently they are borne on the clerical establishment. In other cases clerks are given, as in the Secretariat, special shorthand allowances. Thus general educational qualification would appear to be already applicable to shorthand writers.

Do so by memorandum.

L. DAVIDSON.

Extract separately submitted for transmission to Judicial.

P.R.—2-4-13.

Judicial may perhaps be consulted whether this is not the case with reference to shorthand-writers employed in courts.

C. RAMANUJACHARI—24-3-13.

Before working out the form of the amendments, it must be ascertained if His Excellency the Governor assents to the proposal to treat shorthand and typewriting as one subject.

It is not every typewriter who takes up shorthand; the great majority, I fancy, do not. This indicates the need to distinguish between—

- (a) typists who know shorthand, and
- (b) typists who do not.

Please re-circulate to His Excellency the Governor.

L. DAVIDSON—26-3-13.

We are agreed that shorthand writers and typists should be required to hold a school leaving certificate if they wish to be appointed to Government service. We are also agreed that the standard of the examinations in shorthand and typing for the leaving certificate should be the same as that of the elementary grades in the present Government examinations, so that a candidate holding a leaving certificate, with shorthand and typing, should be qualified for the posts for which the elementary grades of the Government examinations are now a sufficient qualification.

2. I am also prepared to agree to shorthand and typing counting as only one of the two optional subjects of the leaving certificate, so as to maintain the standard of general education.

3. There is one other side of the question which remains to be dealt with. While general education is essential for a man doing the work of a shorthand writer, it is much less so in the case of a man who is merely a typist. I think that the qualifications required for a typist's post, pure and simple should be left as they are.

P[ENTLAND]—28-3-13.

Submitted to Secretary.

2. For orders as to further circulation with reference to paragraph 3 of His Excellency's note above.

3. As regards shorthand writers the reply to the reference made to the Judicial Department may be awaited.

C.R.—4-4-13.

Meanwhile print up the notes. It is useless circulating now that Honourable Members are on the move to Ootacamund.

L. DAVIDSON—7-4-13.

To the Judicial Department.

JUDICIAL DEPARTMENT.

G.O. Nos. 727-27-A. Judicial, dated 21st March 1894, sanctioned the grant of a personal allowance to one clerk in each Sessions Court, according to the grade of examination he has passed in shorthand. It directed the payment of a personal

allowance of Rs. 15 per mensem to men who had passed the elementary test and Rs. 30 per mensem to men who had passed the intermediate or advanced examination in shorthand. But a later G.O. No. 1646, Judicial, dated 8th December 1908, sanctioned Rs. 40 to those who have passed in the advanced grade. It will be seen from G.O. No. 1145, Judicial, dated 12th May 1894, that the term personal allowance was changed to local allowance. From paragraph 2 of

Page 1 of G.O. No. 727-27-A, dated 21st March 1894. Mr. Cowie's letter No. 542, dated 21st February 1894, the views expressed wherein were concurred in by Government, it will appear that these allowances are given generally to members of the regular establishment who are qualified in shorthand and that in special cases when men duly qualified as shorthand-writers are not competent to hold an appointment by reason of not having passed the requisite special or other test, an application will have to be made to Government for special exemption.

M.C.—5-4-13.

Supplementary note of the Judicial Department.

In the High Court there are four permanent shorthand-writers on a salary of Rs. 90—6—120 each and they are employed solely on shorthand work. The reasons given by the High Court for fixing such a high rate of pay for these men were as follows:—

“The shorthand-writers should be men qualified to undertake the duties of bench clerks and drafting clerks in order that their services might be utilised at any time when they are not required in court.”

Page 2 of G.O. No. 352, dated 24th February 1904. It would thus appear that shorthand-writers in the High Court are men with general educational qualifications, getting a fixed rate of pay. Please see in this connection paragraph 1 of Financial department's note at page 5 of notes to G.O. No. 411, Judicial, dated 13th March 1912.

2. The shorthand-writer in the City Civil Court gets a fixed pay of Rs. 60 per mensem. His qualifications have not been prescribed. But since he has to take down judgments and orders, it may be presumed that a man with sufficient general education will alone be appointed by the court.

3. In the Government Pleader's office there is a typist knowing shorthand and he gets a local allowance of Rs. 20 per mensem extra for his shorthand work.

4. There are no shorthand-writers in the Presidency Court of Small Causes and the Presidency Magistrates' Courts.

It would thus appear that shorthand-writers in courts are members of the regular establishment possessing the prescribed general educational qualifications.

C.V.—10-4-13.

They appear to be simply clerks in the ordinary line with the extra qualification that they know shorthand.

T. J. TASKER—11-4-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The notes have been printed. The file is submitted for orders as to further circulation with reference to paragraph 3 of His Excellency the Governor's note on page 6 in which he expressed the opinion that for a mere typist the general educational qualification of a secondary school-leaving certificate need not be insisted on.

2. From the notes above it will also be seen that there are no separate posts of shorthand-writers for which any special educational qualifications need be prescribed.

L. DAVIDSON.

C. RAMANUJACHARI—9-5-13.

I think it may be presumed that other Honourable Members will take the same view. A draft may now be prepared for circulation on that presumption and in the light of the later information showing that no separate posts of shorthand-writer require special qualifications. The office-note, dated 24th March 1913, at pages 5 and 6 *supra* indicates the final conclusions.

L. DAVIDSON—11-5-13.

A draft order is submitted for approval.

If approved it may be circulated.

P.R.—14-5-13.

C. RAMANUJACHARI—15-5-13.

Type the draft as revised please and let me see.

T. E. MOIR—17-5-13.

The draft has been retyped and is submitted.

C. RAMANUJACHARI—19-5-13.

T. E. MOIR—20-5-13.

A draft order is submitted for approval. It follows as regards typists His Excellency's note, dated 28th March 1913, on page 6 *supra*.

T. E. MOIR—20-5-13.

P[RENTLAND]—21-5-13.

H. A. S[TUART]—23-5-13.

P. S. S[IVASWAMI AIYAR]—24-5-13.

J. N. A[TKINSON]—26-5-13.

Issue.

W. FRANCIS—27-5-13.

[G.O. No. 487, Educational, dated 27th May 1913.]

C.No.4816 Finl., from T.Lakshmi Narayana Aiyangar, d./12-3-12
C.No.3114, from the D.P.I., No.7077/12, d./18-11-1912.

ORDER :- No 487. Bcl & 27.5.13
P.S.

In his letter read above the Director of Public Instruction submits for consideration suggestions for the further recognition of the public examination in shorthand and typewriting under the scheme of secondary school leaving certificates. The Government have given the question their careful consideration and will proceed to pass orders on the various points raised.

2. The Director proposes to modify the Public Service Notification so as to put shorthand and typewriting on an equal footing with other optional subjects in the secondary school leaving certificate scheme and further to treat shorthand and typewriting as separate subjects under -- that scheme. The Government while agreeing that shorthand and typewriting may be placed on the same footing as other optional C. group subjects, are not prepared to give them separate recognition. -- Shorthand and typewriting combined will accordingly continue to be regarded as a single C. group subject in the secondary school leaving certificate scheme, but will be counted as one of the two optional subjects sufficient knowledge in which is

a necessary qualification in the case of applicants for admission to the public -- service under clause (2) of article 1 of the Public Service Notification.

3. The Government are further -- pleased to accept the Director's suggestion that approved secondary school leaving -- certificates containing satisfactory entries under shorthand and typewriting should also be recognized as an alternative qualification for posts in the public service for which at present a pass in the elementary grade at the Government technical examinations in ~~shorthand or~~ typewriting is alone prescribed. The higher technical qualifications will however still be essential in the case of the higher appointments on scales of pay for which they are at present prescribed.

4. The Government also agree with the Director that in order to ensure a reasonable standard of technical proficiency in applicants for such posts who hold secondary school leaving certificates the standard of the examination in shorthand and typewriting under that scheme should be the same as that of the Government technical examination in those subjects in the elementary grade.

5. The Director of Public Instruction will be requested to submit for the approval of Government draft notifications embodying the alterations required in (1) the secondary school leaving certificate notification

(2) the Public Service Notification, and
(3) the Government technical examina-
tion syllabuses, to give effect to the
above orders.

11 6P
20.5.13

I, the Secy
" Petitioner (order only)
" Dep't of the Secy (13)
E.T. (order only)

Recd
3.7.13

ORDINARY.

PREFERENCE.

URGENT (a).

LOCAL AND MUNICIPAL DEPARTMENT.

Current No....., dated.....19
 G.O., No. 1487/91, dated 27.5.1913.

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

Docket. *Short-hand & type writing*
the 5-10 pages of the above are the receipt of the public examination in the school leaving certificate.

Number (e) of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).

Complete correspondence and orders.

Notes

FOR RECORD.*

Madras Records	...	35	15
Ooty Records	...	1	1
For filing with original	...	1	1
Total	...	42	20

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies of G.O. (b)		Notes.
			No.	Papers.	
Signature copies.....	15	2	2	2	
India Office.....					
Govt. of India.....Dept.					
Revenue Department.....					
Public Works Department.....					
Educational Department.....					
.....Dept.					
.....Dept.					
.....Dept.					
.....Dept.					
Total		70			

Spare copies

The C. M. C.....				
The Collector of.....				
The P. D. B.....				
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The Director of Public Instruction.....				
The Surgeon-General.....				
The Sanitary Commissioner.....				
Do. Engineer.....				
Do. Board.....				
The President, Corporation of Madras.....				
The.....				
The.....				
The.....				
The.....				
Total		95	2	2

* Copies distributed on..... (Press Clerk.)

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* To be initialled and dated.

(P.T.O.)

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(c) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public dated 30th November 1900.

(d) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

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(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.

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(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.

A

B

C

Please send proof in triplicate. The papers have been carefully edited.

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Type may be released after usual interval.
at once.

Type may be released after usual interval.

.....Clerk.

.....Clerk.

.....Clerk.

.....Supdt.

.....Supdt.

.....Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	6.6.13
First proof furnished on.....	14.6.13
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	21-6-13
Final copies supplied on.....	27-6-13

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	42		
" " " Issue.....	95		
For Volumes.....	16		
For E.T.....			
Total ..	153		