

Educational (1913) Department.

Sur SERIES.

G.O., No. 1233

DATED 23 12 1913

DESPATCHED

[Despatch Abstract.]

Commissioner for forest exams. Sanitation
the supply of a liaveli & a type writing machine
for the office of the _____ & approved by the
to consent to the purchase of a clerk on Rs. 25 a month
with a rate of a type writing, clerk on Rs. 20-1-25
per month.

PAPERS PUT UP WITH CURRENT No.

Papers of the department to which the current belongs.

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

Papers of other departments.

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

Educational LOCAL AND MUNICIPAL DEPARTMENT.

R.F.D.—80-4.

CURRENT No. 3709

Received

191

Registered

Subject.

Requesting that the sanction of Government may be accorded to the supply of a bicycle, a type-writer, flag cases with flags and flat file-boards to the office of the Commissioner for Government Examinations.

ENCLOSURES.

No.

Kil

No.

3543.

Station

Madras

Dated the

3rd

December

1913

From (Name) The Hon'ble Sir Alfred Gibbs Bourne,
(Designation) Commissioner for Government Examinations.

To the Secretary to the Government of Madras,
Educational
Local and Municipal Department.

Sir,

I have the honour to request that the sanction of Government may be accorded to the supply of a bicycle, a type-writer, flag cases with flags and flat file-boards to this office. The want of these requisites has long been felt in this office particularly after the introduction of the Secondary School-Leaving Certificate Scheme.

(1) Bicycle. Manuscript question papers

(about 300 in number) are sent from time to time to the Government Press and diagrams (about 60 in number) for lithographing to the Survey office. There will be great convenience and saving of time if the papers and diagrams are sent by a bicycle messenger. Urgent telegrams are frequently delayed owing to the length of time spent in going to the post offices - sometimes great inconvenience is caused especially when instructions have to be sent by wire to Chief Superintendents of Examinations at the time the examination is going on. I have to publish notices, etc., in every issue of the Fort Saint George Gazette, proofs of them and also of the registers of about 21,500 names and the lists of passed candidates are often delayed, as they do not infrequently reach the press rather late. The proofs of the question papers for the approval of local examiners and urgent letters to different offices can be sent in less time by a bicycle messenger.

I beg further to add that there are only four inferior servants in my office and that the absence of 2 or 3 of them on errands of the kind detailed above has been causing considerable inconvenience to the office.

(11)

(11) Type-writer. Letters to Government and others are sent in manuscript. After the introduction of the Secondary School-leaving Certificate Scheme, the Correspondence work has increased, a number of copies of the same letter has to be made e.g. a circular letter to the members of the School-leaving Certificate Board for despatch to eight members thereof. Manuscript copies have had to be made and this takes much time to say nothing of the delay that arises from the fact that each fair copy of the same communication requires to be examined. This delay and inconvenience can be obviated by a type-writer and speedier despatch of business ensured. The number of letters to Heads of Schools and offices, Chief Superintendents of Examinations, Examiners, etc., is increasing and the present establishment find it difficult to cope with the copying work in certain months when the arrangements in connection with the Special Test and Government Technical Examinations are in full swing.

I may add that there is a clerk already on the establishment of the office, who has passed the Government Technical Examinations in Type-writing (Elementary grade); he is

Propo. Staff on
page 4 of pp. 11-14
13.3.11
(5)

[L. & M.]
56
5,000-5-2-13.

NOTE FILE.

the Seventh clerk on Rs 25. This post
may be converted into that of a type-
writing clerk on the usual rate of pay
viz. Rs 20-1-25.

(iii) ^{*with flags} Flag cases and flat file boards. As
the number of files is increasing with
the increase in correspondence, I need
hardly state that it will be a great
convenience to have these articles in
the office. The present requirements
are noted in the margin.

2. As regards the pattern of the
type-writing ^{machine}, I beg to suggest that
a Yost typewriter, No. 20, be supplied.

I have the honour to be,
Sir,

Your most obedient servant,

Ch. Madson
for Commissioner.

2.12.13

G. N. 144 (S)
13.3.11
G. N. 3-5-5-5 (D)
9.9.12
* 12.

† Ordinary	300
Urgent	100
Very urgent	50
Telegram	25
Telephone	25
	<u>500</u>

Again G.O. No. , dated 191
Current No. from the , No. , dated 191
Current No. 3709 from the C. G. E. , No. 3843, dated 3.12. 1913.

SUBJECT.

Supply of a bicycle, a typewriter & certain other articles of stationery to the C. G. E. office.

In the circumstances explained in the Commissioner's letter the proposal to supply a bicycle and a typewriter to his office may, it is submitted, be accepted. 2. As stated by the Commissioner there are four menial servant, two peons and two messengers, all on Rs. per mensem, in his office. With the supply of a bicycle it may, in some cases be possible to reduce the number of menial servant. The Commissioner not say anything on the point. Presumably reduction is not possible. It is for consideration whether he be requested to state whether this can be effected.

Page 2 of cf.

Page 4 of ff. 144 Ed.
of 13. 3. 1911 (5)

I think this is
be going with
one hand & taking
money with the other.
He says he is over-
loaded now & proposes
to buy a bicycle to
remedy this.
IVP.

8. Under G.O. No. 270 Financial, dated

Go. No. 144 Ed. S
13.3.11

* Pay Rs 25- fr. de —

Page 3+4 of Cf.

the pay of the lowest grade typist.
Go. No. 565-111 D
9.9.12

Please cf. the Amble in Harrow
8 months note on pages 6 & 7
of notes to Go. No. 38688.6.11 (L)
& also in page 3 of
Go. No. 668 of 19.9.11 (F)

6th April 1904, type-writing machine can be supplied to an office only if its establishment includes a post of typist. The Commissioned office ~~does not now~~ establishment does not now include an such post. ~~The seventh~~ It is, therefore, proposed that the post of seventh clerk* in the office, the incumbent of which has passed by the Govt Technical examination in Typewriting in the elementary grade, may be converted into that of a typist on Rs 20-1-25⁰⁰. ~~the pay of the lowest grade.~~ This proposal may, it is submitted, be accepted. ^{Hereafter it} ~~It~~ may not be possible to reduce the staff of the office ~~when~~ when the typewriting machine is supplied, as the work in the office would ^{naturally} have increase in consequence on the introduction of the Secondary School - leaving certificate scheme. The reorganization of the office establishment sanctioned in Go. No. 144 Ed. S dated 13th March 1911, effected only a revision of the scale

(S)

S.O. No. 14485 (S)
13.2.194

Para 2, page 4 of Cf.

(T)

Para 1(iii), page 4 of Cf.

Please see list on page 3 of
S.O. No. 392 dt. 8.5.6.13. (H)
+ pgs 70 to 74 of S.O. No. 60 dt. 28.1.13 (I)

Ver: if you see
no objection Mr.

pay of the existing staff but gave no addition to the number of clerks.

4. The Commission requests that the type of the machine should be got ~~to~~ do. With regard to this it is submitted that ^(under S.O. No. 418 dt. 22.9.1909) the selection of the ~~type~~ machine rests ~~with~~ with the Superintendent of Stationery and Govt need not, therefore, specify the type.

5. With regard to the request for the supply of flaps, flap cases & flat file boards to the Commissioner's office, it is submitted that he is not now ~~and~~ one of the officers who are authorized to indent ~~upon~~ on the Supt of Stationery for these articles. The Financial Dept. which deals with the question of the ~~supply~~ supply of these materials may be requested to comply with his request.

8K 6. A draft order is submitted 10.12.13 If approved it may be sent to Financial for acceptance.

CA
12.12.13

See The School Leaving

Received after 5 PM

27/12/12

Ede no 3709-1
15.12.13



20 PM
27/12/12

cf Jo. n. 219 Fin. 2.8.11 VII

Filed: 8369-1
19.12.13

March Exp. Techn

as regards para 2. of draft

com
18.12.13

Certificate scheme has quite altered the nature of the office, which used to be able to take things easily. Now it has a lot to do. These suggestions will help it.

27/12/12

Int. no.

CURR. NO.
8369
Financial

Recd 15.12.13

Financial Department.

For the Assoc. Secretary.

Submitted that the draft order may be accepted in Financial. On receipt in Financial of the Educational Dept. proceedings in the case, necessary orders may issue regarding the supply of flags, flag cases and flatfile boards to the Commissioner of Govt. Examinations. The Sauchon has been registered as N. 224 of 1913.

CK
18.12.13

74-1
18/12/13



CD
27/12/13

2. The proposal to convert the post of seventh clerk on Rs 25 in the office into that of a typewriting clerk on

on Rs 20-1-25 per mensem
 is also approved
 3. This ^{of 19/3/14} ~~sanction~~ has been registered as No. 224
 4. Orders regarding the sup-
 ply of flags, flag cases
 and flat file boards to
 the ^{Comd} office will issue in
 the Financial Department.

SK 12/12/13. Ca 12/12/13 11/3/13

To
 The C. G. E. (gr)
 " Supt of Stationery (gr)
 " A. G. (gr)
 " Fin. Dept (Lto)
 2.1.14

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

19

READ AGAIN G.O., No. _____, DATED _____
 19

CURRENT No. _____

ENCLOSURES TO C. No. _____

ORDER OF GOVERNMENT.

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

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

N.B.—

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