

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1916.

Enclosures

Spare copies

G.O. No. 53, 15th January 1916

Establishment

Sanctioning the proposal of the Director of Industries to appoint a superintendent for the bureau of industrial information in his office.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

Letter—from K. T. B. TRESSLER, Esq., Acting Director of Industries.
To—the Secretary to Government, Educational Department (through the Accountant-General).
Dated—Madras, the 30th November 1915.
No.—A. 28.

I have the honour to state that last year when I submitted proposals for reorganising my clerical staff, the object was merely to bring the scales of pay into line with those prevailing in other similar offices. To avoid side issues I did not then submit any recommendations for additional staff to cope with the development of work in the Industrial, Pumping and Boring branches.

2. The staff sanctioned in G.O. No. 1191, Educational, dated 22nd October 1914, for the Central office consists of the following :—

Permanent.

	RS.
One head clerk	100—5—125
One accountant	80
One shorthand clerk	50—4—70
One clerk, first grade	50—4—70
One draftsman	55—3—70
One assistant draftsman	30—4—50
One clerk, second grade	35—2½—50
Six clerks, third grade	25—1—35
Two clerks, fourth grade	20—1—25

Temporary.

One clerk, fourth grade	20—1—25
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In appendix II is shown the distribution of work among the various members of the staff allotted to the General, Education, "Pumping" and "Boring" sections. Owing to the inauguration of various experiments and the development of the bureau, there has been a large increase of work in the Account and Correspondence sections especially as regards fair-copying. The appointment of an additional clerk on Rs. 25—1—35 is very desirable; but I postpone applying for the same now pending orders on the transfer of the Pumping and Boring branches to the Department of Agriculture.

3. In the bureau, however, work is getting too congested to enable me to carry on properly with the existing staff and I now submit proposals for the reorganisation of that branch.

4. A year and a half ago I had only one clerk in that branch. Two more were sanctioned in G.O. No. 1189, Educational, dated 22nd October 1914. As stated in paragraph 6 of my letter embodied in the Government Order, the staff then applied for represented the very minimum required to get on with the work on hand at the time. Since the outbreak of war there has been a great expansion of work in the bureau. I have been absolutely flooded with enquiries of all kinds which, with the amount of work I have had in connection with other matters, I was not able to deal with single-handed.

5. The work of the Bureau is detailed in appendix I. It will be observed that the three clerks already sanctioned are clearly incapable of dealing with all the work detailed in the appendix, and it will further be evident that an appointment on Rs. 35—2½—50 scale which is the maximum now sanctioned can scarcely be expected to secure the right class of man for superintending the work. This work is of an onerous and difficult character and the Superintendent requires to be a man of considerable administrative ability and to possess in a high degree the capacity of obtaining and assimilating information. I think the Government will agree that a careful selection is necessary to secure a suitable man. Such a man commands a high salary in other branches of the public service or in the open market. It is essential therefore that the pay of the appointment should be such as not only to secure the right class of man but also to retain him. I therefore consider that the minimum pay should be Rs. 150 and this pay I recommend for the time being.

6. I also include an attender on Rs. 15 to look after the bureau library and make himself generally useful. The library and exhibits have now reached considerable dimensions and it is necessary that some one should be in charge of them.

7. A proposition statement in duplicate is submitted. The net increase is Rs. 165 per month and this may be met from the savings under "salaries" for the current year.

APPENDIX I.

The work of the bureau comprises the disposal of industrial enquiries and the recording and registration of all departmental information. Dealing first with the former, the total number of letters received from the public and from other departments during the last six months (since April 1st) is about 9,000 (excluding routine papers that are not numbered); of the 9,000 letters about 25 per cent relate to industrial matters and every one of them has to be dealt with by a responsible officer. The nature of the enquiries is of the following character :—

(1) *Question of prices, uses, and markets.*—When enquiries are received from sellers they are referred to the Chamber of Commerce, the Director-General of Commercial Intelligence, the Board of Trade in England, the Imperial Institute or to merchants in my traders list. Enquiries regarding the market for articles within the Presidency itself are often disposed of direct, after local investigation.

A good deal of potential trade is now lost because the supplier and purchaser are not in touch. This is not the case with established commodities, but there are thousands of other things where an intermediate agency is absolutely necessary. Thus I have obtained orders for hand-loom workers from the Army Clothing department, Binny & Co., and the Indian Aluminium Company, which they would never have got but for us. Messrs. Wilson & Co. have asked me to assist them with carpet work and I have enquiries on hand also from other firms.

(2) *Data for industrial purposes.*—These are more complete investigations, of which, I may instance, enquiries by Messrs. Nelson & Co. regarding paper, by Messrs. Tata & Sons and the British Palm Oil Company regarding cocoanut oil and by the Chamber of Commerce regarding sources of alcohol. Departmental enquiries are also included under this head.

(3) *Statistical compilations for the purpose of ascertaining the trend of traffic, centre of production, etc.*—These are prepared from the returns furnished from the Collector of Sea Customs and the Director of Statistics. These statistics are useful as a starting point, but they are too general to be of immediate use. What is done in this department is to re-arrange them, make extracts from them, etc., so as to furnish the information required.

The foregoing work is mainly of a commercial character and is undertaken in collaboration with the usual commercial authorities, viz., the Director-General of Commercial Intelligence, the Chamber of Commerce, the Imperial Institute, etc.

(4) *Advice on industrial matters.*—Frequent applications are received for advice regarding the introduction of industries or machinery. Such enquiries so far as they can be replied to by letter are dealt with in this section. If action is required they pass to another section. When samples are sent for test, for instance, the enquiry passes to the technical section. When Pumping and Boring enquiries mature into an order for the erection of machinery, they are passed on to that department.

Many enquiries are also received regarding the nature and price of machinery and the names of supplying firms. These are dealt with in this section.

(5) Industrial reference library.

(6) Industrial and technical periodicals.

These three items 4, 5, and 6 constitute the Industrial section.

II

Endorsements of the Accountant-General, No. Trichy/P.A.-18635, dated 11th December 1915.

Forwarded.

2. The present scale of establishment has been verified with the registers of this office, and is correct.
3. There is no audit objection to the proposal being sanctioned by Government.
4. The re-appropriation proposed requires the sanction of Government in the Financial Department. The Director should have submitted a re-appropriation statement in the prescribed form.

G. C. HART,
Deputy Accountant-General.

To the Secretary to Government, Educational Department.

Order—No.53, Educational, dated 15th January 1916.

The Government sanction the proposal of the Director of Industries to appoint a superintendent for the bureau of industrial information in his office. The pay of the superintendent will be fixed at Rs. 100-5-125 per mensem. This sanction is registered as No. 149 of 1915-16.

2. The proposal of the Director to appoint an attender for the bureau does not meet with the approval of Government.

3. The Director's attention is drawn to the remarks in paragraph 4 of the Accountant-General's endorsement No. Trichy./P.A.-18635, dated the 11th December 1915, read above.

(True Extract.)

C. G. TODHUNTER,
Ag. Secretary to Government.

To the Director of Industries.
,, Financial Department (with copy of Financial notes).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 53, EDUCATIONAL, DATED 15TH JANUARY 1916.

[SUBJECT.—Additional establishment for the Bureau of Industrial Information.]

From the Director of Industries, dated 30th November 1915, No. 28-A.

Mr. Tressler submits proposals for additional establishment for the Bureau of Industrial information.

About the beginning of 1913 he submitted a note on the future organization of the Department of Industries. In that connection, he outlined a scheme for the development of the Bureau of Industrial Information and stated that a staff of one Registrar on Rs. 80-10-120 and two clerks on Rs. 20-1-25 would be required immediately for the Bureau. Please see pages 8 and 9 and proposition statement on page 17 of G.O. No. 983, Educational, dated the 18th August 1914. The Revenue Department which dealt with Mr. Tressler's proposals considered that before sanctioning the work they should have some idea of the work that would actually fall on the Bureau and hence thought that one clerk on Rs. 20-1-25 would be sufficient to start with—paragraph 20, page 12 of notes and paragraph 2 (h) of memorandum No. 170-3, Revenue, dated the 21st November 1913, on page 24 of the Government Order quoted above. Subsequently, in his letter, dated the 6th June 1914, Mr. Tressler stated that he could not get on with the work in the Bureau with the single clerk sanctioned for it and requested that two more clerks on Rs. 35-2½-50 and Rs. 25-1-35 might be entertained for it. This was sanctioned in G.O. No. 1189, Educational, dated the 22nd October 1914. Thus there are at present three clerks for the Bureau as shown below:—

	Per mensem.
	RS.
One clerk on	35-2½-50
One do.	25-1-35
One do.	20-1-25

2. Mr. Tressler now requests that a Superintendent on Rs. 150 and an attender on Rs. 15 might be employed for the Bureau in addition to the staff already sanctioned. He has fully explained the necessity for this additional establishment. Though some of the items in the Appendix to Mr. Tressler's letter may be of doubtful admissibility as legitimate work of the department there seems to be justification in the statement that there is more work now than the present establishment can cope with. The work of the Bureau is also gradually increasing and it appears to be necessary to have an adequately paid ministerial head of this branch of the Department of Industries. In connection with the scheme for the appointment of Deputy Directors of Industries Mr. Tressler proposed that one Deputy Director should be in charge of the Bureau. Owing to lack of funds and lack of qualified men for new appointments, the scheme was not accepted by Government and Mr. Tressler was informed that no alteration in the scale of the superior establishment could be made at present—please see G.O. No. 1120, Educational, dated the 7th October 1915. The present proposals are for strengthening the subordinate staff of the Bureau and they may, it is submitted, be accepted. The scales of pay proposed for the Superintendent and the attender seem to be suitable. Perhaps for the Superintendent an incremental scale may be considered more suitable in order to retain the incumbent for a sufficiently long period, say, Rs. 120 to Rs. 160. The original scale of Rs. 80-120 seems low for a competent Superintendent.

3. Mr. Tressler has pointed out the source from which the additional charges during the current year can be met. As regards next year, the Financial Department may be requested to make provision for it in the industrial budget. The file may be sent to that department for remarks.

S.K.—15-12-15.

C.R.—16-12-15.

I think a Superintendent on Rs. 100—10—150 might be sanctioned. As there are three clerks, I don't think an attender is necessary.

C. G. TODHUNTER—17-12-15.

To the Financial Department.

FINANCIAL DEPARTMENT.

The appointment of a superintendent for the Bureau of Industrial Information may, in the circumstances stated by the Director of Industries and the Educational Department, be accepted. As regards the rate of pay proposed, viz., Rs. 100—10—150 (= 137½), it is submitted that the Superintendent is apparently intended for the duties of the "Registrar" proposed by Mr. Tressler in 1913—vide paragraphs 45 and 46 on page 8 of G.O. No. 983, Educational, dated 18th August 1914. The pay of this latter officer was proposed to be fixed tentatively at Rs. 80—10—120 (= 112) and it is for orders whether this scale of pay (with the increments biennial) may not be fixed tentatively for the present Superintendent. If this scale is found inadequate to secure and retain the right class of man, the Director will no doubt come up for an enhancement of pay. The sanction to the creation of the appointment will be registered as No. 149 of 1915-16.

2. *Provision of funds*—1915-16.—The charge is to be met by reappropriation—paragraph 7 of the Director's letter. On receipt of a copy of Educational Department proceedings on this case, the reappropriation proposed may be sanctioned in Financial.

Educational Department may be requested to draw the attention of the Director to paragraph 4 of Accountant-General's Endorsement.

1916-17.—When sanctioning the reappropriation referred to above, the Accountant-General may be asked to enter the necessary provision in the next year's budget, without altering the total under the head "26 B—SCIENTIFIC, ETC DEPARTMENTS—MISCELLANEOUS—Director of Industries."

T.R.N.N.—22-12-15.

C.P.K.—23-12-15.

A reference to the Educational Office note will show that one clerk on Rupees 20—1—25 was sanctioned for the Bureau in November 1913. In October 1914 two more clerks were added and a year later—November 1915—Mr. Tressler applies for a Superintendent on Rs. 150. Financial is not in a position to say whether this further addition is really necessary and we must be guided by the Educational Department in the matter. As regards the rate of pay however I venture to think that we should ask Education to reconsider the matter. The present head clerk of the combined establishment gets Rs. 100—5—125, and I think that if we are to guard against agitation for an increase in his pay we should see that the man who is to be designated as the Superintendent of the Bureau does not get as much or more. We may, I think, suggest that the pay be fixed at 80—4—100.

L. E. KERSHAW—24-12-15.

We must expect to spend money if the Bureau is to be of any use and doubtless a superior man is wanted for this particular post but in view of what the Assistant Secretary says above I would suggest limiting the pay at present to Rs. 100—5—125.

A. BUTTERWORTH—3-1-16.

To the Educational Department u.o.

EDUCATIONAL DEPARTMENT.

For orders whether the scale of pay suggested by Financial may be accepted. If so, the draft order below is for approval.

S.K.—7-1-16.

V.S.—10-1-16.

The proposal of the Financial Department to grade the Superintendent of the Bureau with the head clerk of the office is reasonable. It will not suit Mr. Tressler, who wants to give his head clerk a rise, but I don't think we can be guided by such considerations. The draft is for approval.

C. G. TODHUNTER—11-1-16.

P[ENTLAND]—13-1-16.

[G.O. No. 53, Educational, dated 15th January 1916.]

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

" " " " 191 ..

READ ALSO:-

C. No. 4369, From the D. I., No. 128, dated 30. 11. 1915.

" " " " End of the R. G. Bick, 11. 12. 1915
P.A.-18635

" " " " 191 ..

ORDER.

Press

No. 5324, dated 15. 1. 1916

*from Rs first
157.1/15*

*Director in his letter
aw 2/1/16*

*Spence copies sent
aw 9/2/16*



The Govt sanction the proposal of the Director of Industries to appoint a Superintendent for the Bureau of industrial information in his office. They, however, are unable to approve the scale of pay suggested by the Director for the post viz., Rs 150 ^{a month} per mensem. The pay of the Superintendent will be fixed at Rs 100-5-125 per mensem. This sanction is registered as

Last sentence of Dir. Sept.
Office Note para 1- on page 6 of n.f.

page 10 of n.f.

Received at 4 P.M. on 19th Feb
typing enclosure.

Enclosures received on
20-1-16

The enclosures were compared
on 20-1-16

To

The D. I. (G. H. in full order)
" Dir. Dept (with copy
of Dir. notes).

all duplicate
prep. that kept below

- as No. 149 of 1915-16.
2. The proposal of the Director to appoint an attender for the bureau does not meet with the approval of the Govt.
3. The Director's attention is drawn to the remarks in para 4 of the A.G.'s endorsement No. Trichy: P. A. 18685, dated the 11th December 1915, read above

PK
7.1.16.
10/1/16

11.1.16.

ORDINARY.

PRESS SLIP.

REFERENCE.

URGENT (a).

Seott. II-38-3-14.

DEPARTMENT.

Current No., dated 191

G.O. No. 53 ..., dated 15-1-1916.

(b)

Number of MS. pages sent { Correspondence.....
(b¹)
Notes.....

Brief subject...

Please see within.

(c)

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

E. T. copies to supply requisitions for purchase by the public.

Complete correspondence and orders.

Notes.

FOR RECORD.*

Madras Records ...	4	30	15
Ooty Records ...		4	4
For filing with original		1	1
Total ..		35	20

FOR ISSUE.†

Signature copies.....

India Office.....				
Govt. of India.....Dept.				
Revenue Department.....				
Public Works Department.....				
Local and Municipal Department.....				
Educational Department.....Dept.				
Public Dept.....				
Judicial Dept.....				
Political.....				
Financial Dept.....				
Marine Dept.....				
Ecclesiastical Dept.....				
Total	2			

Spare copies

The.....	4			
The.....				
The.....	10			
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
Total	6			

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 discretion 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 rule 315 of the office Manual.

(c) The number of copies and the details of distribution should be filled in by the Superintendent 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, 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 ‡(Press Despatcher).

‡ To be initialled and dated.

[P.T.O.]

TO PRESS, MADRAS OOTY

A	B	C
Please send proof in duplicate. 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 at once.	Type may be released after usual interval.
Referencer. Clerk.	Referencer. Clerk.	Referencer. Clerk.
Supdt.	Supdt.	Supdt.

8/28/16

SPECIAL INSTRUCTIONS.

Establishment
Sanctioning the proposal of the Director of Industries to appoint a Superintendent for the Bureau of industrial information in his office.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	28/1/16
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	2/2/16

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition.
Supplied to Secretariat for Record.....	35			
" " " Issue.....	16			
" " " for Extra E.T. copies to supply requisitions for sale to the public.				4
For Volumes.....	16			
For supply to newspapers and institutions admitted to the privileges of the E.T.				
Total ...	67			