

Horne (1917) Department.
(Education)

Ordinary SERIES.

G.O. No. *424*

DATED *30-3-1917*

INDEXED

[Despatch Abstract.]

Establishment.

Sanctioning the employment of a temporary clerk on Rs. 30 per mensem in the office of the Officer in charge of the Department of Industries.

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 each 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. O.).	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

2-16.

DEPARTMENT.

C.No. 1434 82

C.F.-29.

Received 191 . Registered 19. 3 1917

Subject.

Requesting sanction for the employment of a temporary clerk on Rs. 20 per mensem for three months.

ENCLOSURES.

No. 2

Spare copies

G. Cur. No. 187

Station Madras, Dated the 8th March 1917

From (Name) C.A. Innes, Esq., I.C.S.,
(Designation) Director of Industries.

To The Secretary to the Government of Madras,
HOME (Education) Department.
Through The Accountant-General, Madras.

Sir,

I have the honour to request sanction for the appointment of a temporary clerk on Rs. 20 per mensem for three months to enable me to get the old records of my office sorted, listed and arranged or destroyed as the case may be.

2. The facts of the case are briefly as follows:-
When I took over charge of the Department at the end of October last I found the office in a state of absolute chaos. The record system was supposed to be a card index system. It may be a good enough system if properly worked but none of the clerks in the office understood it, and it is sufficient to add that letters coming into the office

Officer's Designation Director of Industries

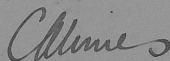
were not registered and there was practically no means of exercising any checks over delays or indeed of satisfying oneself that letters had been answered at all. Mr. Couchman had already taken up the question of introducing the Disposal Number System, and I have now got this system into proper working order. But the old records of the Department are in the most utter confusion. Up to November 1914 the letters were registered on receipt, but these registers merely show that various letters were received in the office. They do not help me to find them in the record room. And from November 1914 up to the time when I introduced the Disposal Number System the records are in even worse confusion. Much time is now wasted in looking up old references, and it is essential, if I am to get the office into proper running order that I should have these old records sorted, listed and arranged. They represent the accumulations of 12 years, and my present staff of clerks could not attend to the work without prejudice to their current duties and without delay. In the circumstances I venture to hope that Government will give me special assistance and sanction the temporary clerk asked for.

3. A proposition statement in duplicate is submitted for sanction. The extra expenditure of Rs. 20/- per mensem may be met from the savings in the Budget Estimate for next year under "26 Bm Scientific and Minor Department - Miscellaneous - Director of Industries".

I have the honour to be,

Sir,

Your most obedient servant,



Director of Industries.

T and A 10

(See Chapter 5, Article 57, Vol. I., C. A. C.)

Dated 6-3-17 191 .
d.

To

If Local Government is competent to sanction, its order will be written across these four columns.

Signature _____

Officer's Designation *Director of Industries*

ACCOUNTANT-GENERAL'S REPORT.

No.

The entries in the column of "Present scale" have been compared with the Registers of this office, and are correct with the exception of the items altered in red ink.

There is no Audit objection to the proposal being sanctioned by Government.

ACCOUNTANT-GENERAL'S OFFICE,

Fort St. George,

Dated

191

Accountant-General.

GOVERNMENT OF MADRAS.

DEPARTMENT.

No

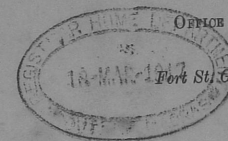
FORT ST. GEORGE.

14.

191

Secretary to the Government,
of Fort St. George.

4. 6-16.



OFFICE OF THE ACCOUNTANT-GENERAL, MADRAS,

Fort St. George, the 17th of March 1917.

No.

Try.P.A.--

22364

ENCLOSURES: Three



Forwarded.

2. The entries in the column "Present Scale" have been checked with the registers of this office and found correct.

There is no audit objection to the proposal being sanctioned by Government.

Deputy Accountant-General.

To

The SECRETARY to GOVERNMENT,

Home (Educational) Department.

Sanctioning the employment of a temporary clerk on Rs 20 per mensem in the office of the officer in charge of the Dept^t of Industries.

” ” ” ” ” ” 191

READ ALSO:-
C. No. 1434, From the ^{G. L.} offices in charge No. 187 dated the 8. 3. 1917
of the Dept. of Gen.
East of the R. of Ind. P. A. the 12. 3. 1917
22364

" ") " " , , , "

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No. 424, dated 30. 3. 1917

Miss

The Govt sanction the employment of a clerk on Rs 20 per mensem for a period of three months in the office of the officer in charge of the Department of Industries.

$$\begin{array}{r} 8K \\ \hline 23.3.17 \\ \hline 207267 \end{array}$$

20.3.17

The officer in ch.
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Home (225)

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R. 20

REAR AGAIN G.O. No.
191

DATED

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 DISPATCH
IN ORIGINAL.

N.E.-

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