

Law (1925) Department.
Education

Crown SERIES.

G.O. No.

667

DATED

1/5/25

[Despatch Abstract.]

Examinations - Public Service Notification - Shorthand and type-writing

tests - amendment published.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Received . . .



Government of Madras.

Registered . . . 9.1.1925.

Abstract.

Establishment - Typists and Shorthand writers - Special pay for qualifications in Typewriting and Shorthand - Orders revised.

Finance Department.

G. O. No. 50, dated the 16th January 1925.

Read the following :-

- (S) G.O.No.215, Finance, dated the 4th March 1921
- (U) G.O.No.1054 Finance, dated 20th October 1921
- G.O.No. 1769 Law (Education), dated 20th December 1923.
- G.O.No. 53, Finance, dated the 21st January 1924

ORDER :-

In consequence of the substitution of a Lower and a Higher grade examination for the Elementary, Intermediate and Advanced examinations in Typewriting and Shorthand, the following rules are laid down for regulating the pay and special pay of typists, clerks and shorthand-writers in respect of persons who qualify themselves under the new examinations :-

Typewriting.

- (i) the minimum technical qualification for the post of typist will be the Lower grade examination in typewriting.
- (ii) Typists who have passed the Lower grade examination but who do not possess the minimum educational qualification, will draw pay in the scale of Rs.23-23-23-1-35 if employed in offices in the Madras City and in the scale of Rs.20-1-35 if employed in offices outside it.
- (iii) Typists who have passed the Lower grade examination and who possess the minimum general educational qualification will draw the lowest scale of pay ordinarily admissible for clerks in the offices in which they are employed.
- (iv) Typists who have passed the Higher grade examination but who do not possess the minimum general educational qualification will draw the lowest scale of pay ordinarily admissible for clerks in the offices in which they are employed.
- (v) Typists who have passed the Higher grade examination and who possess the minimum general educational qualification may be granted

special

special pay of Rs.10 per mensem, subject to the sanction of Government in each case.

(vi) Clerks and shorthand-writers who possess the Higher grade qualification in Typewriting and who are actually engaged in typewriting whether in addition to clerical duties or not, may be granted special pay of Rs.10 per mensem, subject to the sanction of Government in each case.

(vii) Ex-service men who have been entertained as typists in accordance with G.O.53, Finance, dated 21st January 1924 and who have not, owing to the introduction of the new form of examination, been able to appear for the Intermediate examination in typewriting will continue to draw the scale of pay allowed to them at the time of their appointment provided that they pass the examination in the Higher grade at the first opportunity open to them after the issue of this order. Ex-service men of this class who are recruited in future will draw the lowest scale of pay ordinarily admissible for clerks in the offices in which they are employed, even if they possess no technical qualification, provided that their capacity is equal to that prescribed for the higher grade and that they pass the examination in that grade at the first opportunity open to them after their appointment.

Shorthand.

Subject to the sanction of Government in each case, special pay of Rs.15 or Rs.25 per mensem may be granted to clerks, shorthand-writers and typists who possess the Lower or the Higher qualification, and who are actually engaged in shorthand work, whether in addition to their ordinary duties or not.

2. This order will apply with effect from the dates on which the results of the Government Technical Examinations in Typewriting and Shorthand held in 1924 were notified in the Fort St. George Gazette.

3. The rates of pay and special pay fixed by the Government for qualifications in Typewriting and Shorthand under the old scheme of examinations will remain unaffected by this order.

4. The sanction of Government referred to in this order relates to a post in an office and not to the individual holding the post. Once the sanction of Government has been obtained, it is open to the head of an office or department to nominate the individual who may draw the special pay, provided that the special pay attached to the post is disbursed only to men who are duly qualified and who are actually engaged in typewriting or stenography.

(By Order of the Governor in Council)

R. W. Davies.

Secretary to Government.

To the Accountant-General, Madras.
To the Honourable the Chief Justice.
Copy to all Departments of the Secretariat. (all sections).
Copy to the Special Officer (Finance Codes).
Copy to the Superintendent, Government Press (for publication in the Gazette).

F o r w a r d e d.

(By Order)

a. s. mores
17.1.25
Superintendent.

80

Law (Edn) Sept 16

152 B/25-1 D. 26.1.25
Encl. 1990 1/15 26.1.25

Communicated to the G. G. E. who is requested to submit a draft of the necessary alterations in the Public Service Notification.

24.
23/1/25
S.P.
24.1.25.

A
24.1.25

to the C.G.E. 5th 1926

Revised 5/2/25

Please see portion marked on p. 5 of (C)

LAW (EDUCATION) DEPARTMENT.

1087B

Received



192

Registered

1925

Subject.

Submitting for approval and publication in the Port St. George Gazette, a draft, in duplicate, of the alterations to be made in the Public Service Notification.

ENCLOSURES.

No. One (in duplicate)Spare copies NilNo. 1287 / gl.Station MADRAS, Dated the 23rd APRIL 1925.From (Name) R. G. GRIEVE, Esq., M.A., F.R.G.S.(Designation) Ag. Commissioner for Government Examinations.

To The Secretary to the Government of Madras,

LAW (EDUCATION) Department.

Sir,

page 3 of 40.50 finance
9.15.1.25 (W)

with reference to government Endorsement No. 152B/25-1 Law (Education), dated the 26th January 1925, I have the honour to submit for approval and publication in the Port St. George Gazette a draft, in duplicate, of ^{the} alterations that require to be made in the Public Service Notification.

I have the honour to be,
sir,

Your most obedient servant

[Signature]
for AG Commissioner.

K.P.A.

Date. 12 Initials. h

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Examinations - Public Service
notification - Short-hand and Type-
writing lists - Amendment published

192

” ” ” ” ” 192

C. No. 1087B; From the C. G. S., No. 12874, dated 23. 4. 1925

” ” ” ” ” ” 192

” ”..... ” ” ” ” 192

No. 667, dated 1-5- 1925.

Misc.

The following notification
will be published in the St
St. George Gazette.



C Public service Notification.

In the public service Notification published on pages 34 to 47 of part I-B of the port st. george gazette, dated the 15th january 1924 —

Please see portion
marked on page 5

Q (C)

(1) in the table appended to article 3, under the heading "A general", the word 'typists' shall be substituted for the words 'typewriting clerks' in column 1 and the following remarks for those in column 3:-

"The minimum technical qualification will be the lower grade examination. Typists who have passed the Lower grade examination but who do not possess the minimum general educational qualification prescribed in article 1 of the notification will be granted a pay of RS.20-1-35 in the mufassal and RS.23-23-23-1-35 in the Madras city.

Sub-para. i + ii

Q para. 1 of

Rs. 50 (W)

16.1.25

Sub-para. iii + iv

Q para. 1 of

Rs. 20 (W)

Typists who have passed the Lower grade examination and who possess the minimum general educational qualification and typists who have passed the Higher grade examination but who do not possess the minimum general educational qualification, will be granted the lowest scale of pay ordinarily admissible for clerks in the offices in which they are employed.

Sub-para. v + vi

Q para. 1 of

Rs. 10 (W)

Typists who have passed the Higher grade examination and who possess the minimum general educational qualification and clerks and shorthand writers who possess the Higher grade qualification in typewriting and who are actually engaged in typewriting whether in addition to clerical duties or not, will be granted special pay of RS.10/- per mensem, subject to the sanction of Government in each case.

(not put up)

Sub para. vii

Q para. 1 of

Rs. 10 (W)

Ex-service men who have been entertained as typists in accordance with G.O.No.53, finance, dated the 21st january 1924 and who, owing to the introduction of the new form of examination, have not been able to appear for the Intermediate examination in typewriting will continue to draw the scale of pay allowed to them at the time of their appointment, provided that they pass the examination in the Higher grade at the first opportunity open to them after the issue of G.O.No.50, finance, dated the 16th january 1925. Ex-service men of this class recruited after the issue of this order will be granted the

the lowest scale of pay ordinarily admissible for clerks in the offices in which they are employed, even if they possess no technical qualification, provided that their capacity is equal to that prescribed for the Higher grade and that they pass the examination in that grade at the first opportunity open to them after their appointment.

Note (1). Clerks, shorthand writers and typists who have passed the Lower or Higher grade examination in shorthand and who are actually engaged in shorthand work, whether in addition to their ordinary duties or not, will be granted special pay of Rs.15/- or Rs.25/- per mensem, respectively, subject to the sanction of government in each case.

Note (2). The rates of pay and special pay fixed in G.O.No.50, Finance, dated the 16th January 1925 for qualifications in Typewriting and shorthand will apply with effect from the dates on which the results of the government technical examinations in Typewriting and shorthand held in 1924 were notified in the Port St. George Gazette. [Those fixed for these qualifications under the old scheme of examinations will remain unaffected.]

Note (3). The sanction of government referred to above relates to a post in an office and not to the individual holding the post. Once the sanction of government has been obtained, it is open to the head of an office or department to nominate the individual who may draw the special pay, provided that the special pay attached to the post is disbursed only to men who are duly qualified and who are actually engaged in typewriting or stenography.

(2) in the footnote explaining the entry '(a)' in column 2 of the table, the words '10th december 1913' shall be replaced by the words '1st June 1923' and the entry 'postage 6 pies' shall be omitted.

27.
28.4.25
K.M.
28.4.25

DESPATCHED
2 MAY 1925

M. L. E.
Finance Dept.
S. R. P. (for publication
of Notification in Gazette.)

28/4/25
5

V. T. V.
29.4

When given for copying _____
 When copied _____ } 192
 When examined _____
 When signed _____

READ AGAIN G.O. No. _____, DATED
 192 .

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT ..

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH EITTO.

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

N.B.—

- A = Copy in full.
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- Q = Copy heading only.