R. No. 356

Educational (189) Department.

ORDINARY PRINTED.

G.O., No. 432

DATED 7-9-00.

136

INDEXED.

[Despatch Abstract.]

Type-writing clerks

Passing orders on the ~~subject~~ question the qualifications of — in Govt a

BACK PAPERS

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

FURTHER PAPE

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

R. No. 356

Educational (1899) Department.

CURRENT No. 900

Desp

General Subject

N

To lie over till all other replies are received.

ae 21/6/99.

Order 17-6-99.

To 31/8/99

740 14/12/99

From

The Telugu Translator to Government.

No. 93

Dated 14th June 1899.

Received 16 JUN. 1899

Registered 16-6-99

Enclosures

Spare copies

SUBJECT.

Stating that there is no necessity for any clerk in this office to be acquainted with type-writing.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT NO. 700

R. No. 358–

No. 93

Office of the Telugu Translator to Government,

Madras, 14th June 1899.

From

S. RUNGIAH CHETTY, B.A.,

Telugu Translator to Government,

To

The Ag. Secretary to Government,

Educational Department.

Sir,

With reference to G.O. No. 318, Educational, dated 3rd June 1899 and received to-day, I have the honor to state that almost all the work in the Office excepting the Fortnightly Newspaper Reports (which are directly sent to the Government Press to be printed) and occasional ordinary correspondence is done in Telugu, there is no neecessity for any clerk to be acquainted with type-writing.

I have the honor to be,

Sir,

Your most obedient servant

S. Rungiah Chetty

Telugu Translator to Govern

Educational 3

~~Revenue~~ (1899) Department. 6

CURRENT No. 919

From The Superintendent of Stationery Madras

Order

Ref No. 3314

Dated 16th June 1899.

Received 19 JUN. 1899

Registered 20.6.99

Enclosures

Spare copies

SUBJECT.

Informing that the Typewriting may be prescribed as a necessary qualification for the two appointments of "despatcher" and "copyist"

Ed 1916

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT NO. 77

500—21-4-99.

Stationery Office,

Madras, 16th June 1899.

Ref. / Dis. No. 3314

Enclosures.

From

HERBERT BRADLEY, Esq., I.C.S.,

ACTING SUPERINTENDENT OF STATIONERY,

Madras,

To

The Secretary to Government,

Educational Department.

SIR,

In reply to G.O. No.318 Educational dated 3rd instant, I have the honour to inform you that the type-writing may be prescribed as a necessary qualification for the two appointments of "despatcher" and "copyist" in this office.

I have the honour to be,

Sir,

Your most obedient servant,

Herbert Bradley

Ag. Superintendent of Stationery.

Additional

Public (1899) Department.

CURRENT No. 925

From The Superintendent
Madras Survey

Order

No. 80
G

Dated 17 June

Received 19 JUN. 1899

Registered 20-6-99

Enclosures

Spare copies

SUBJECT.

Type writing ——
Reporting that there is
no necessity to prescribe
for any of the appointments
in the Survey Department

EP 15b

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT NO. 923

(C. O. Form No. 13-A 1.)

SURVEY OFFICE, MADRAS,

17 June 1899.

No. 80/G

1

From

G. P. Greene, Esq.,

Superintendent, Madras Survey,

To

The Secretary to Government,

Educational ~~Revenue~~ *Department.*

REFERENCE. G. O. No. 318, Educational, dated 3 June 1899 directing to furnish information regarding the number and nature of the appointments for which type-writing may be prescribed as a necessary qualificatio

Sir,

I have the honour to report that there is no necessity to prescribe type-writing for any of the appointments in the Survey Department.

I have the honour to be

Sir

Your most obedient servant

G. P. Greene.

Superintendent

Madras Survey

Issued 17/6/99

Educational

~~Revenue~~ (1899) Department.

CURRENT No. 927

Ipc. offo. no. 318 d 3699

From

Neg. malayalam Translator to Govt.

Order

CHIEF SECRETARY
15 JUN 1899
GOVERNMENT OF MADRAS

No. 77

Dated 14th June 1899.

Received }
Registered } 20 - 6 - 99

Enclosures nil

Spare copies

SUBJECT

Submitting that there is no appointment in the office, the nature of which requires type-writing as a necessary qualification

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

No 77

From M. R. Ry M. Krishnan avergal B.A. B.L.
ag Malayalam Translator to Govt.

To The Chief Secretary to Government

Sir,

With reference to G.O. No. 3. (Educational) dated 3rd June 1899, I have the honour to submit that there is no appointment in my office, the nature of which requires type-writing as a necessary qualification.

I have the honor to be
Sir,
your most obedient Servt
M. Krishnan
ag Malayalam Translator to

Public (1899) Department.

CURRENT No. 934

CHIEF SECRETARY
18 JUN. 1899
GOVERNMENT OF MADRAS

From The British Consular Agent Pondicherry & Karikal

Order

G No. 42

Dated 16 June 1899

Received } 21-6-99

Registered }

Enclosures Nil

Spare copies.

SUBJECT.

Reporting that there are only 2 Clerks on the Establishment of the Consular Agent and that it is hardly necessary to make Type-writing Compulsory for those appointments

BACK PAPERS.

G.O.	No.	Department.	Date.
G.O	318	Educa-tional	3.6.99

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT No. 57

No. 42

From

H. O'C. Cardozo Esq. C.I.E.

BRITISH CONSULAR AGENT,

PONDICHERRY AND KARIKÁL,

To

The Chief Secretary
to Government
Fort St. George

~~Sir~~

Reference: G.O. No 318,
Educational, dated 3 June 99.

Sir,

I have the honour
to report that there are
only 2 clerks on this
Establishment, one at
Pondicherry, pay Rs 60 monthly,
and the other at Karikal
pay Rs 40 monthly. Type

-writin

G. L. 60—5-5-99.

writing would certainly be a desirable qualification but it is perhaps hardly necessary to make it compulsory.

I have the honour to be

Sir,

Your most obedient servant,

[illegible]

British Consular Agent

Pondicherry & Karikal

Revenue (1899) Department.

CURRENT No. 947

12

From

The Inam Commissioner

Order

Dis No. 304 of 1899.

Dated 20th June 1899.

Received 22 JUN. 1899

Registered Do

Enclosures

Spare copies

SUBJECT.

Stating that there are no appointments in this office for which type-writ[illegible] may be prescribed as a necessary qualificatio[illegible]

[illegible]

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT No. 94 Madras, 20th June 1899

From

The Hon'ble Mr J. Sturrock.
Inam Commissioner, Madras

To

The Secretary to Government
Educational Department.

Sir,

With reference to para 1 of G.O. No. 318, Educational, dated 3rd June 1899 I have the honour to state that there are no appointments in this office for which type-writing maybe prescribed as a necessary qualification.

I have the honour to be,
Sir,
Your most obedient servant

J. Sturrock
Inam Commissioner

Ed
VII

From

THE INAM COMMISSIONER,

To

Dated

Despatched

Received

No.

ENCLOSURES.

Mis. 10 1,000-r-10-5-98-

Educational (1899) Department.

CURRENT No. 948

From

Edgar Thurston Esq.
Superintendent,
Government Museum
Madras

Order

No. 385

Dated 21st June 1899.

Received 22 JUN 1899

Registered Do

Enclosures Nil.

Spare copies

SUBJECT.

Stating that there are no appointments in the Museum for which type-writing may be prescribed as a necessary qualificatn

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Madras, 21st June 1

From

EDGAR THURSTON, Esq.,

SUPERINTENDENT,

Government Museum,

Madras,

To

The Secretary to Government,
Local and Municipal Departments.

SIR,

With reference to G. O. No. 318, Educational, dated 3rd Instant, I have the honour to state that there are no appointments in the Museum for which type-writing may be prescribed as a necessary qualification.

I have the honour to be,

Sir,

Your most obedient Servant,

Edgar Thurston

Superintendent,

Government M

F/4 500—21-4-98,

Education

Public (1899) Department.

CURRENT No. 957

From The Protector of Emigrants, Madras

Order

CHIEF SECRETARIAT
20. JUN. 1899
GOVERNMENT OF MADRAS

No. 106 of 1899

Dated 16th June 1899

Received
Registered 26 6 99
Enclosures
Spare copies

SUBJECT.

Type-writing

Reporting on the question of the number and nature of the appointment in this office for which may be prescribed as a necessary qualification.

E. Francis

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Educational (1899) Department.

CURRENT No. 959

Gon. 78 of 1896

18

From The Superintendent, Govt. Press, Madras.

Order

No. 2362.

Dated 20th June 1899.

Received ~~21 JUN. 1899~~ 26.6.99

Registered Do.

Enclosures nil

Spare copies

SUBJECT.

Submitting that there are no appointments of typists in the Govt. Press, Madras.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Madras, 10 June

From Herbert Bradley Esqr.

Ag. Protector of Emigrants,

Madras,

To M. Hammick Esqr.

~~Chief~~ Secretary to Government,

~~Public~~ Educational Department,

~~Fort St. George,~~ Stonehouse hill

Sir,

Adverting to G.O. No. 318, Educational, dated 3rd instant, calling for report in regard to the number and nature of the appointment in this Office for which Type-writing may be prescribed as a necessary qualification I have the honor to state that this office does not need a type-writing machine.

I have the honor to be

Sir,

Your Most Obedient Servant

Herbert Bradley

Ag Protector of Emigrants

Obj

G.O. | No. | Depar... | Date.

CURRENT NO. 959 No. 2362.

Government Press,
Mint Buildings, Madras,
20th June 1899.

OFFICE NOTE.

With reference to G.O. no. 318 Educational, dated 3rd Jan 1899, the Superintendent, Government Press, submits that there are no appointments of typists in this office, and printed forms being largely employed in routine correspondence there is little scope here for their employment.

2. The typewritten copy received in the press for printing is sometimes punctuated in a misleading manner and it is submitted that if the Type-writing Tests are to be modified, it is desirable to require that the candidate have some knowledge of punctuation. Although a minor detail it is at times a matter of importance for mistakes causing a difference in meaning, may occ...

Acct. No. a 46.
200—9-12-97.

20

...ulty punctuation. As a
...ase in point the insertion
... a comma in a notification,
...rdered in G.O. No. 784 Educa-
...ional, dated 28th December
...896 may be cited.

Fisher,
A.G. Superintendent.

To
The Secretary
to Government,
Educational Department.

Flag F

From

THE SUPERINTENDENT,

GOVERNMENT PRESS,

To

THE CHIEF SECRETARY TO GOVERNMENT,

Madras.

Dated }
Received } 189 .

ENCLOSURE.

Subject.

21

To 318/95

21

Educational (1899) Department.

CURRENT No. 969

From

The Pers. & Hind. Translator
to Government,
Madras

Order

No. 73

Dated 26 June 1899

Received 27 JUN. 1899

Registered Do.

Enclosures nil

Spare copies nil

SUBJECT.

Stating that there does not appear to be any appointment at present in this office for which a knowledge of type-writing is necessary.

ED 7716

8

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

No. 73 of 1899 CURRENT NO. 969

22

From

E. Marsden Esqre.
Ag: Pers. & Hind. Translator
to Government

To

The Secretary to Govt.
Educational Department

Sir

With reference to G. O. No. 318 Educational dated 3rd June 1899 I have the honor to state that there does not appear to be any appointment at present in this office for which a knowledge of type-writing is necessary.

I have the honor to be
Sir
Your most obedient servant
[signature]
Ag: Pers. & Hind. Translator to Govt.

Pers. & Hind. Trans. office
Alepak 26 June 1899

Educational

~~Financial~~ (1899) Department.

CURRENT No. 973

From

W. J. A. Sullivan Esquire,
Ag. Insp.t Genl of Police,
Madras.

Order

No. 2460.

Dated 26th June/99.

Received 27 JUN. 1899

Registered 28-6-99

Enclosures. Nil

Spare copies

SUBJECT.

Stating that Type writing may be prescribed as a necessary qualification for one Clerk employed in the Office of the Inspector General of Police.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

No. O-48.

CURRENT No. 973

DEPARTMENT.

No 2460.

CHIEF OFFICE OF THE INSPECTOR-GENERAL OF POLICE,

MADRAS, 26th June 1899.

FROM

R. J. A. Sullivan Esq
~~M. HAMMICK, Esq., I.C.S.,~~

Ag. INSPECTOR-GENERAL OF POLICE,

Madras,

To

THE Secretary
to Government,
Fort Saint George.

SIR,

Enclosures.

With reference to G.O., No. 318, Educational, dated 3rd June 1899, I have the honour to state that there is only one clerk who is a typist in this office. Type-writing may be prescribed as a necessary qualification for one clerk employed on that duty in my office. The appointment forms part of the general establishment of my office, and there is no special salary attached to it.

I have the honour to be,
Sir,
Your most obedt. servant,

Douglas Robertson

for Ag. Inspector General of Police.

748

(189) DEPARTMENT.

FROM

M. HAMMICK, ESQ., I.C.S.,

INSPECTOR.-GENERAL OF POLICE,

Madras,

To

THE

No.

Dated }
Received } 189 .

SUBJECT.

CURRENT No. ~~2532~~ 986

25

25

~~Judicial~~ (1899) Department.

986

CURRENT No. ~~2532~~

Gon. 863 Fail & 10.1098.
762 Edt/1898

From

The Inspector-General of
Registration,
MADRAS.

Order

G. No. 4321

Dated 19 June 1899

Received } 22/6/99

Registered } [illegible] 30 [illegible]

Enclosures

Spare copies.

SUBJECT.

Reporting that no special type-writing clerks are attached to this office, and suggesting that type-writing examination might be prescribed for one post in this office.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT No. ~~2532~~ 986

206—16-7-96.

REGISTRATION DEPARTMENT.

26 G. No. 4321. 26

From

The Hon'ble ~~M.R.Ry.~~ P. RAJARATNA MUDALIYAR, ~~AVERGAL,~~

DEWAN BAHADUR,

INSPECTOR-GENERAL OF REGISTRATION,

Madras,

To

The Honourable Mr: G. Stokes, I.C.S.,

CHIEF SECRETARY TO GOVERNMENT,

Stonehouse Hill. ~~Fort St. George,~~ Ootacamund

Madras, *Dated* 19th June 1899. 189 .

SIR,

Adverting to G.O.No.318, Educational, dated 3rd June 1899, I have the honour to report that no special type-writing clerks are attached to this office, but with reference to para 3 of G.O.No.863, Financial, dated 10th October 1898, I have decided to reserve one clerical post, at least, for candidates acquainted with type-writing, and have recently brought in a trained typist from the office of the Superintendent of Stationery. I would suggest that type-writing examination might be prescribed for one post in this office.

Flag K

I have the honour to be,

Sir,

Your most obedient Servant,

[signature]

Inspr: Genl: of Regn:.

AR

CHIEF SECRETARY
22 JUN. 1899
GOVERNMENT OF MADRAS

952 27

Judicial (189) Department.

21

987

CURRENT No. ~~2543~~

CHIEF SECRETARY
23 JUN. 1899
GOVERNMENT OF MADRAS

From The Ag: Chief Presy. Magistrate Madras

Order

No. 217

Dated 21st June 1899

Received } 23/6/99.
Registered } [illegible] 30.6.99

Enclosures nil

Spare copies

SUBJECT.

Reporting with reference to G. O. No: 318 Edctnl. of 3 June '99 that there is no appointment in the Presy. Magts Courts for which Type-writing may be prescribed as a necessary qualification

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

No. 217

CURRENT No. ~~2543~~ 987

28

28

Presidency Magistrates' Court,

Egmore, Madras, 21st June 1899.

FROM

W. E. Clarke Esquire
Ag: Chief Presidency Magistrate,
Madras,

To

The Chief Secretary to Government
"with the Governor Stone-house Hill"

Sir,

In obedience to G. O. No: 318, Educational, dated 3rd June 1899, I have the honour to report that there is no appointment in the Presidency Magistrates' Courts for which Type-writing may be prescribed as a necessary qualification.

I have the honour to be
Sir,
Your most obdt. Servant

W. E. Clarke
Ag: Chief Presy. Magistrate

29

~~Judicial~~ (189) Department.

CURRENT No. ~~2562~~ 988

CHIEF SECRETARY
23 JUN. 1899
GOVERNMENT OF MADRAS

C. Nos. 2532, 2543 & 2562

From

The Insptr:Genl of Prisons,

Ootacamund

No. 3765

~~Order~~

Endorsement No. 1665 of 27 June 1899.

Transferred to the Educational Dept.

A Adnapp

Under secretary.

26/6/99

Dated 21st June 1899

Received 23 } 6/99

Registered 26 } 30.6.99

Enclosures

Spare copies

SUBJECT.

Recommends that the Type-writing Examination be prescribed as a necessary qualification for the post of Copyist in his office.

To the Educational Dept.

D Madras

BAC

G.O.	No.		

FURTHER PAPERS.

G.O.	No.	Department.	Date.

H.O. Form No. 2 (1,000)—June 1897.

988

No. 3765.

OFFICE OF THE INSPECTOR-GENERAL OF PRISONS,

Dated Ootacamund *the* 21st June 189 .

From

Lieut:Col.W.O'Hara,I.M.S.
~~A. G. GARDEW, Esq., M.A.,~~

Ag: INSPECTOR-GENERAL OF PRISONS,

To

THE CHIEF SECRETARY TO GOVERNMENT.

SIR,

Enclosures.

With reference to G.O.No.318 Educational,dated 3rd June 1899, I have the honour to report that there is one Typewriting Machine in this office which is worked by one of the copying clerks .As it is very desirable that the clerk in charge of this Machine should be qualified by passing the Technical Examination in Type-writing, I recommend that this Test be prescribed as a necessary qualification for the post of copyist in this office.

I have the honour to be,

Sir,

Your most obedient servant,

W O'Hara

Lt:Col.I.M.S.

Ag:Insptr:Genl of Prisons.

Ad 31 5

~~Local & Munl.~~ (1899) Department.

CURRENT No. ~~1736~~ 989

desp

~~Order~~ No 6942 99-6-99

Transferred to the Educational Department.

A Edgington
Ag Assistant Secretary

26
23/6/99

From

The Sanitary Engineer
— to Government.

No. 797

Dated 16th June 1899.

Received 17 JUN. 1899

Registered — " mdl. 30 6 99

Enclosures nil

Spare copies "

SUBJECT.

Type-writing

~~Informing~~ Reporting of the number and nature of the appointments in ~~this~~ his office for which — may be prescribed as a necessary qualification.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT NO. 989

S. E. 1,000—17-1-99.

No. 797

GOVERNMENT OF MADRAS.

OFFICE OF SANITARY ENGINEER,

Poonamallee Road (Park Town),

Madras, 16th June 1899.

From

J. A. JONES, ESQ. MEM. INST. C. E., F.R.S.E.,

SANITARY ENGINEER TO GOVERNMENT,

LOCAL & MUNICIPAL DEPT.

To ... No. 17332

The Secretary to Government,

Local and Municipal Department.

SIR,

With reference to G.O. No. 318, Educational, dated 3rd June 1899, I have the honor to inform you that there is only one appointment as typist in this office for which the passing of the Government Examination in type writing may be prescribed as a necessary qualification in the case of all future incumbents.

I have the honor to be,

Sir,

your most obedient servant,

Sanitary Engineer to Government.

33

318/99 Ed SC

Ed

~~Public~~ (1899) Department.

CURRENT No. 998

Written to Mrs for 318/99 Ed SC
22/6/99

Recd 27/6/99

CHIEF SECRETARY
21 JUN 1899
GOVERNMENT OF MADRAS

Cuos 1785 + 1799

~~Order~~ Endorsement No. 1695 dt 29.6.99

Transferred to the Educational Department

A R Knapp
Under Secretary

From

The Superintendent
Archaeological Survey
(Madras)

No. 153.

Dated 20th June 1899.

Received } 21. " "

Registered } [illegible] 1.7.99

Enclosures —

Spare copies —

Seen by U S & S A 22/6/99

Cu 27/6/99

SUBJECT.

Reports that there are no appointments in this Department requiring type-writing as a qualification.

Ed 1/7
Madras 29/6/99

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT NO. ~~785~~ 998.

34

Archæological Survey (Madras),
Bangalore
20th June 1899.

No. 153.

From

A. REA, Esqre., F. S. A. Scot., M. R. A. S.,
Superintendent, Archæological Survey
(Madras),

To

The Chief Secretary
to the Government of Madras.

Sir,

With reference to G. O. No. 318 Public, dated 3rd June 1899, I have the honour to report that there are no appointments in this department for which type-writing may be prescribed as a necessary qualification.

I have the honour to be

Sir,

Your most Obedient Servant.

A. Rea

Superintendent.

Through the Surgeon-General with the Government of Madras

2585
5 9

Public (1899) Department.

35

CURRENT No. ~~1799~~ 999

CHIEF SECRETARY
23 JUN. 1899
GOVERNMENT OF MADRAS

OFFICE OF SURGEON-GENERAL
15 JUN. 1899
WITH GOVT. OF MADRAS.

From The Chemical Examiner Madras.

Order

No. 612

Dated 14th June 1899.

Received } 23 " " 1 " 7 " 99
Registered

Enclosures nil

Spare copies —

GW

SUBJECT.

Stating that there is no necessity for typewriting being prescribed in this office.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Form B.—500—15-7-98.

CHEMICAL EXAMINER'S OFFICE.

No. 612

Madras, 14 June 1897.

From

Major K. Le. Sanjana I. M. S.

Ag. CHEMICAL EXAMINER,

Madras,

To

THE Chief Secretary to Govt.

Public Department,

Enclosures.

SIR,

1019/1

With reference to G.O No: 318 Educational dated 3rd. June, I have the honour to state that there is no necessity for typewriting being prescribed in this Office.

I have the honour to be,

Sir,

Your most obedient Servant,

K. E. Sanjana Major I. M. S.

Ag: Chemical Examiner.

CURRENT NO. 1799

II

No. 8/3024

To

The Honorable the Chief Secretary
to Government, Public Department.

Forwarded.

C. Sibthorpe.
Surgeon General.

Camp Ootacamund
the 22nd June 1899

Cll

Educational (1899) Department.

CURRENT No. 1000

ASSTT SECY TO GOVT
29 JUN 1899
GENERAL MUNL EDL & LEG DEPTS

From
Surgeon General
C. Sibthorpe CB, 2 Regt.

Order

Surgeon-General
with the Govt. of Madras.

No. 8/320

Dated the 28th June 1899.

Received
Registered } 1-7-99

Enclosures

Spare copies

SUBJECT.

Stating that it is of opinion that type writing should be required as a necessary qualification for the lower appointments in the Current section of his office

EP

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

[1]

CURRENT No. 1880

No. 88/320

OFFICE OF SURGEON-GENERAL
WITH THE GOVERNMENT OF MADRAS,
Madras, Camp Ootacamund, 28th June 1899.

From

SURGEON-GENERAL C. SIBTHORPE, C.B., F.R.C.P.I.,
SURGEON-GENERAL WITH THE
GOVERNMENT OF MADRAS,

To

THE ~~HON'BLE THE CHIEF~~ SECRETARY TO GOVERNMENT,
Educational DEPARTMENT.

SIR,

With reference to para 1 of C.O. No. 318, Educational, dated the 3rd Instant, I have the honor to state that the current section in this office is composed of one Examiner in charge and three copyists and I am of opinion that type writing should be prescribed as a necessary qualification for these four appointments

I have the honour to
Sir,
Your most obedient servant,

C. Sibthorpe
Surgeon General.
Surgeon-General
with the Govt. of Madras.

Cy.

40

Educational (1899) Department.

99

CURRENT No. 1012

From The Hon'ble Mr. D. Duncan, M.A. D.Sc. LL.D Commissioner for Government Examinations, Madras.

Order No. 79 / D.

Dated 3rd July 1899.

Received } 4-7-99
Registered }

Enclosures Nil

Spare copies Nil

SUBJECT.

Stating that there are no appointments in his office for which Typewriting may be prescribed as a necessary qualification.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Miscellaneous
Form No. 8.—1,000-1-12-96.

No. 12 CURRENT No. 1012

OFFICE OF THE COMMISSIONER
FOR GOVERNMENT EXAMINATIONS,
Madras, 3rd July 1899.

From

THE HON'BLE MR. D. DUNCAN, M.A., D.Sc., LL.D.,
COMMISSIONER FOR GOVERNMENT EXAMINATIONS,
Madras,

To

THE SECRETARY TO GOVERNMENT,
LOCAL AND MUNICIPAL DEPARTMENT,
Fort St. George.

SIR,

With reference to G.O. No. 318, Educational, dated the 3rd June 1899, I have the honour to state that there are no appointments in my office for which Typewriting may be prescribed as a necessary qualification.

I have the honour to be,
Sir,
Your most obedient Servant,
D Duncan
Commissioner.

mk.

42

Educational (1899) Department.

CURRENT No. 1018

From The Local Munl: Deptt

Order.

No. 1312 L. Mis

Dated 3-7-99.

Received } 5-7-99

Registered }

Enclosures

Spare copies

SUBJECT.

Type-writing.

Stating that — may be prescribed as a necessary qualification for the appointment of copyists in the Local & Munl: Department

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT No. 1018

43

LOCAL AND MUNICIPAL DEPARTMENT.

GOVERNMENT OF MADRAS.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ the following ~~paper~~:—

Proceedings of the Educational Department No. 318, dated 3rd June 1899, requesting to furnish at an early date information regarding the number and nature of the appointments in the various Government offices for which type-writing may be prescribed as a necessary qualification.

Order:- No. 1312 L. Mis, dated 3rd July 1899.

Type-writing may be prescribed as a necessary qualification for the following five appointments in this Department:-

1 Copyist on Rs 20.
1 do ——— 18
1 do ——— 16
1 do ——— 14
1 do ——— 12.

(True Extract).

[signature]
For Secretary to Government.

To

The Educational Department.

Sm N

CURRENT No. 1019

44

43

From M.R.Ry.

Dewan Bahadur V. Raghava Charlu Anergal,

Tamil Translator

to Government,

To

The Chief Secretary to Govt.,

Ootacamund.

No. 142.

Dated 28th June 1899.

Received 5.7.99

Ryd 5.7.99

Subject.

Stating that there is no appointment in this office, for which type-writing may be prescribed as a necessary qualification.

No. 142. CURRENT No. 1019

Tamil Translator's Office.
~~Old High Court Buildings~~, Fort St. George

Madras, 28th June 1899.

From

M.R.Ry. Diwan Bahadur V. Raghava Charlu Avergal,

Tamil Translator to Government,

To

The Chief Secretary to Government,
Ootacamund.

Sir,

With reference to G.O. No. 318, Educational, dated 3rd June 1899, I have the honor to state that there is no appointment in this Office, for which type-writing may be prescribed as a necessary qualification.

I have the honor to be,
Sir,
Your most obedient Servant,

V. Raghava Charlu
Tamil Translator to Government

CURRENT No. 1020

From

The Canarese Translator

to Government,

To The Secretary to Government

Educational Department.

No. 47.

Dated 30th June 1899.

Received

Subject.

Stating that there are no appointments in this office for which type-writing may be prescribed.

CURRENT NO. 1020

No. 47

47

Canarese Translator's Office,
Madras, 30th June 1897.

From M. R. Ry. S. Mangesh Rau Avergal,
Canarese Translator to Government,

To
The Secretary to Government,
Educational Department.

Sir,

With reference to G. O. No. 318, Educational, dated the 3rd Instant, I have the honour to inform you that there are no appointments in this office for which typewriting may be prescribed as a necessary qualification.

I have the honour to be,
Sir,
Your most obedient Servant,

S. Mangesh Rau

Canarese Translator to Govt.

Educational

47

Revenue (1899) Department.

48

CURRENT No. 1022

243-99 Reve
228-99
366 & 336 & 797
1953-99 Reve
To be put up with [illegible]

From

The Board of Revenue,
Land Revenue,
Madras

Order

No. 2071 Misc.

Dated 3rd July 1899

Received } 5-7-99
Registered

Enclosures

Spare copies

SUBJECT.

Submitting to Government report called for regarding the number and nature of the appointments in the offices under the Board's control for which typewriting may be prescribed as a necessary qualification.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT NO.

49

REVENUE BOARD OFFICE. MADRAS.

Proceedings of the Board of Revenue

(Land Revenue).

No.2071 Misc., dated 3rd July 1899

Read Government Order, Educational Department, No.318 dated 3rd June 1899

-------:0:-------

Resolution

With reference to para 1 of the Government Order read above, the Board invites the attention of Government to the marginally noted Proceedings in which proposals have already been submitted as regards the appointments in the Board's and Collectors' offices for which a knowledge of typewriting may be prescribed as a necessary qualification. A list of the appointments included in those proposals is given below:-

Ply I

B.P.No.3485 dated 8-12-98 recorded in G.O. 243 Rev. d/ 16-1-99

B.P.No.4209 dated 8-11-97 & Board's Reference No. 86 dated 26-1-99

Ply L

approved in G.O.No.228 Edl. dated 22-4-99

Ply H

Board's Office, Land Revenue Department

1 appointment on Rs.30 per mensem reserved for a typist in the scheme for the reorganization of the copyists' establishment in the Land Revenue Department of the Board's office	These posts are to be given only to men who have passed the necessary tests in typewriting in accordance with G.O.No. 386 Edl. d/1-7-97. The reorganization is held in abeyance under G.O.1953 Rev. d/1-6-'99 Ply J
1 appointment on Rs.25 do. do.	
2 typists' appointments on Rs.20 per mensem provided in the same scheme	Copyists who were on the permanent establishment on 1st January 18 will not be required to pass any further examination in order to hold these typists' appointments, but other applicants for the posts

should pass the Intermediate typewriting test in accordance with G.O.366 Edl. dated 1-7-97

Collectors' offices	
1 appointment on Rs.30 per mensem in each Collector's office which is to be declared an appointment of type-writing clerk and copyist.	Candidates for these appointments who are not already in Government service should be qualified by Examination Rules for admission to superior service and should also have passed the Intermediate typewriting test.
1 appointment on Rs.20 do. do.	

2. It is ~~not~~ at present proposed to supply typewriting machines to Divisional and taluk offices in the mufassal or to Forest offices anywhere and there is accordingly no necessity to prescribe a pass by the typewriting tests as a compulsory qualification for any appointments in such offices, but one appointment in each Divisional office and one in each taluk office carrying Rs.15 per mensem have been declared to be copyists' appointments and it has been provided that in filling up these posts preference should be given to applicants who have passed the Elementary typewriting test as well as the Handwriting test although under the Public Service notification the Examination rules do not apply to copyists' appointments.

(True Extract)

Lionel Davidson

Acting Secretary.

To

The Secretary to Government,

Educational Department.

M.R.H.

Educational (1899) Department.

49

CURRENT No. 1026

From The Sanitary Commissioner for Madras.

Order

No. 1783/S

Dated 5th July 1899.

Received 6-7-99

Registered

Enclosures

Spare copies

SUBJECT.

Reporting that there is no type writer attached to this office and that a Separate typist is necessary for the reasons stated.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

[500—6-6-99.]

CURRENT NO. 1026

No. 1783/S

Office of Sanitary Commissioner,
Madras, 5th July 1899.

From

Lieut.-Colonel W. G. King, C.I.E., I.M.S.,
Sanitary Commissioner for Madras,

To

The Secretary to Government,
Educational Department.

Enclosure.

Sir,

With reference to para 1 of G.O.No: 318, Educational dated 3rd June 1899, I have the honour to report for the information of Government that there is no type writer attached to this office although there is ample work for two men but that one of the clerks does this work in addition to his other duties. A separate typist is therefore necessary.

I have the honour to be,
Sir,
Your Most Obedient Servant,

Lieut-Colonel, I.M.S.
Sanitary Commissioner for Madras.

[Edl. / 5]

1,000—28-6-98.

Educational (189) Department.

CURRENT No. 1047

From H.A. Sim Esq. I.C.S.

Order

No. A

Dated 9—7—99

Received 12-7-99

Registered

Enclosures

Spare copies

SUBJECT.

Stating that there is no appointment in his office for which Typewriting may be prescribed as a necessary qualification.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

PRIVATE SECRETARY'S OFFICE,

No. 4. Ootacamund, 9th July 1899.

CURRENT NO. 1047

From H. A. Stein Esqre I.C.S.

~~THE~~ PRIVATE SECRETARY TO

HIS EXCELLENCY THE GOVERNOR,

To

The Secretary to Government,

Educational Department.

Stonehouse Hill

ASSTT SECY TO GOVT
10 JUL 1899
EDUCATIONAL DEPT

SIR,

With reference to G.O. No. 318, Educational dated 3rd June 1899. I have the honour to reply that I do not suggest that any of the appointments in this office should be classed as one for which type writing is to be considered necessary. Nor is it not because Type writing and Shorthand are not of value, but because the cadre of the office is so small that it would probably cause inconvenience if one of the few appointments belonging to it had to be set aside permanently for one particular clerk.

I have the honour to be,

Sir,

Your most obedient Servant,

H. A. Stein

Private Secretary.

[Edl. / 5]
1,000—28-6-98.

60

Educational (189) Department.

CURRENT No. 1054

From The Revenue Deptt

Order

H.C. No. 327

Dated 5-7-99

Received }
Registered } 13-7-99

Enclosures

Spare copies

SUBJECT.

Stating that there are four appts for which type-writing may be prescribed as a necessary qualification.

BACK PAPERS.

G.O.	No.	Department	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT NO. 53

Revenue Department

Read C. No: 3852.

To Secretary.

In the paper read above the Educational Dept. wishes to know, before prescribing the qualifications that should be required of Typewriting Clerks, the number and nature of the appointments in the various Government offices for which typewriting may be prescribed as a necessary qualification.

The Copying establishment of the Rev: Sectt: was abolished in 1897 and a staff of typists consisting of five men on Rs 15–25 per mensem entertained in its place. a short-hand allowance of Rs: 30 p.m. is attache

to

G.O. 408 Mis
25-1-97

to one of these five posts. The holder of this allowance is required to have passed the intermediate or advanced Examination in Short hand writing.

It is submitted that the Educational Dept. may be informed that as far as the Revenue Secretariat is concerned ~~only these~~ the Type writing test may be prescribed ~~to~~ as a necessary qualification for these five posts only.

Wn. 30.6.99 C.R. 30/6/99 M.S. 4/7/99

To Educl. no. 327 d/5.7.99

ab 5/7/99.

57

Revenue Dept.

Government {1899} of Madras.

EDUCATIONAL.

Current No. 3853

Recd. 15th June } 1899. Enclosures

Regd. 16th do. } 1899. Spare copies

G.O., No. 318, 3rd June 1899.

JUNE.

Type-writing.

Requesting all heads of departments and departments of the Secretariat to furnish at an early date information regarding the number and nature of the appointments in the various Government offices for which — may be prescribed as a necessary qualification.

Reg 16/6

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—again the following paper :—

G.O., No. 762, Educational, dated 9th December 1898.

Read—the following paper :—

G.O., No. 863, Financial, dated 10th October 1898.

Order—No. 863, Financial, dated 10th October 1898.

The Government directs that in all the larger Government offices in which type-writing machines are used, there shall be a separate section composed of typists. The necessary orders on this point will issue in the respective departments of the Secretariat.

2. In future the patterns of type-writers supplied to public offices will be restricted to the No. 4 Yost and to the latest pattern of the Remington.

3. With reference to his report the Inspector-General of Registration will be requested to make further efforts to introduce type-writing into his office.

4. Further orders in regard to the qualifications of type-writing clerks will issue in the Educational Department.

(True Extract.)

(Signed) F. J. WILSON,
for *Chief Secretary.*

Order—No. 762, Educational, dated 9th December 1898.

The Director of Public Instruction and Commissioner for Government Examinations will be requested to report on paragraph 1 of the Financial order read above.

2. It has been suggested to Government that a knowledge of type-writing or of short-hand might be required of applicants for Government clerkships, &c., in certain offices. The Director is requested to report his views on the suggestion, stating whether and, if so, in what way and to what extent it might be feasible to adopt it in the course of a year or two.

3. The Director of Public Instruction will also be requested to ascertain from the Principal of the Lawrence Asylum whether some of the girls of the Asylum cannot be trained in type-writing.

(True Extract.)

(Signed) H. TREMENHEERE,
Secretary to Government.

To the Director of Public Instruction.
„ Financial Department.

READ—also the following paper :—

From the Hon'ble Mr. G. H. STUART, M.A., Acting Director of Public Instruction, to the Secretary to Government, Educational Department, dated Madras, 24th April 1899, No. 4676.

I have the honour to reply as follows to G.O., No. 762, Educational, dated 9th December 1898.

2. *Paragraph 1 of the Government Order.*—There is only one type-writing machine in this office, and the typist naturally works in the copying branch, which forms a separate section of the office. The typist is provided with a separate table to which is attached a case and in this case the machine is kept and locked up when it is not in use.

Paragraph 2 of the Government Order.—The answer to this paragraph will depend upon the nature and amount of fair copying work to be got through in each department of Government, and as I cannot be expected to know the requirements of each department, I would suggest that a reference be made on the subject to the various heads of departments. In the Educational Department there is no necessity for the present to prescribe either type-writing or short-hand for any of the appointments in the offices or institutions under the control of the Director except in the Government School of Commerce, Calicut, where type-writing forms a part of the curriculum, but when the requirements of any of the colleges or offices warrant the introduction of type-writing machines, then the clerks or instructors concerned will be required to have qualified under the public service notification. In this connection I beg to invite the attention of Government to the proposals of the Revenue Board on the subject submitted with this office letter, No. 3062, dated 14th March 1899.

Paragraph 3 of the Government Order.—The Principal and Secretary, Lawrence Asylum, Ootacamund, has no objection to the introduction of type-writing in the Female Branch, though Dr. Duncan doubts, and I concur with him, the advantage of giving instruction in the subject to girls, who have been educated only up to the lower secondary standard. Under the recent scheme of reorganization of the male branch of the Asylum the pupils of the upper secondary department are required to bring up three optional subjects for the Upper Secondary examination, viz., music, drawing and commercial correspondence, short-hand or type-writing. I think that type-writing may be required to be taught as the third optional subject to the boys and that the opportunity be taken to allow such of the girls of the Asylum as are bright and intelligent to receive instruction in the subject. A course of instruction extending over twelve months should enable pupils of average ability to pass the examination.

ORDER—No. 318, Educational, dated 3rd June 1899.

Before prescribing the qualifications that should be required of type-writing clerks referred to in paragraph 4 of the Government Order read above, the Government wishes to know the number and nature of the appointments in the various Government offices for which type-writing may be prescribed as a necessary qualification. The information should be furnished at an early date.

2. The Director's suggestion in the last paragraph of his letter is approved.

(True Extract.)

for *Ag. Secretary to Government.*

To the Director of Public Instruction.
„ the Hon'ble the Chief Justice (with C.L.).
„ all Departments of the Secretariat.
„ all Heads of Departments.

Exd. A. F. Eccleston.

Marine (1899) Department.

CURRENT No. ~~918~~ 1057

E/2° 346 E of 10 7 99

Order Endorsement

Transferred to the Educational Department with reference to para 1 of G.O. 18 Educational, dated 3rd June 1899.

[signature]
Secretary to Government.

The Educational Department.

From

The Presy Port office, Madras

No. 1732/238 G

Dated 5th July 1899

Received 7-7-99 13-7-99

Enclosures Plans - nil, others - nil } Total nil

Spare copies

SUBJECT.

Informing of the appointment in the Presidency Port office for which type writing may be prescribed as a necessary qualification in the case of future incumbents.

BACK PAPERS.

No.	Date.
C.O. 588 marg	28.6.99
C.O. 574 marg	26.6.99
C.O. 548 marg	21.6.99
C.O. 361 marg	25.4.99
C.O. 228 marg	9.3.99
C.O. 78 marg	25.1.99
C.O. 892 marg	22.10.98

FURTHER PAPERS.

No.	Date.

62 CURRENT No. 1057

No. 1732 G

Type-writing 238

Heading Establishment

Presidency Port Office,

Madras, 5 July 1899

58

From

Commander T. G. R. Finny, R.I.M.,
Presidency Port Officer,
Madras,

To

THE SECRETARY TO GOVERNMENT,
MARINE DEPARTMENT,
CHEPAK.

Sir,

With reference to G.O. No. 548, Marine dated 21st June 1899 I have the honour to state that there is one appointment of copyist on Rs 15 and another of clerk on Rs 20 per mensem in this office for which type writing may be prescribed as a necessary qualification in the case of future incumbents.

I have the honour to be,
Sir,
Your most obt. servt

T. G. R. Finny

Commander R.I.M.
Presy Port Office

0/18 4,000—18-10-98.

63 59

Revenue (189 9) Department.

CURRENT No. 4325 1074

From

The Board of Revenue, Revenue Settlement, Land Records and Agriculture, Madras.

Order

Endorsement R.No.953

No. 3239 Misc.

Transferred to the Educational Department.

(By Order)

Acting Under Secretary to Govt.

Ootacamund,
12th July 1899.

Dated 1st July 1899.

Received 5th do

Registered 6th do 28/17.7.99

Enclosures

Spare copies.

To the Educational Department.

SUBJECT.

Type-writing.

Reporting the number and nature of the appointments for which ------ may be prescribed as a necessary --- qualification.

EP 1117

18/7/99

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT No. 1074 (Sett. 13—2,000—25-4-98.

64 8

REVENUE BOARD OFFICE MADRAS.

Proceedings of the Board of Revenue

(Revenue Settlement, Land Records and Agriculture),

Dated 1st July 1899. 189 .

No. 3239 Misc.,

READ G.O.,No.318, dated 3rd June 1899,(Educational).

------:0:------

Resolution.

The Board in this Department begs to report that for two appointments in its office, one on Rs.25 and the other on Rs.30 per mensem typewriting may be prescribed as a necessary qualification. Considering,however, the difficulty at present experienced in getting qualified typists, the Board is of opinion that,for some time to come at least, power should be reserved to appoint as typewriting clerks - ~~even~~ men who are not qualified by general education for such — posts.

2. At present type-writers are not supplied to any office subordinate to the Board in this Department.

(True Extract)

C Benn

To Dy.Director for Secretary.

The Secretary to Government,Revenue Department.

End mdl 3/7/11

65

61

Educational (1899) Department.

CURRENT No. 1086

From

The Secretary to the Commissioner of Salt, Abkari and Separate Revenue, Madras.

Order

Mis. No. 3195

Dated 17 July 1899.

Received 18 JUL 1899

Registered 19.7.99

Enclosures

Spare copies

SUBJECT.

Submitting to Government the report called for regarding the number and nature of appointments in its office for which typewriting may be prescribed as a necessary qualification.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT No. 1086

PRICE 1 *pie.* 2,000 1-9-98.

REVENUE BOARD OFFICE MADRAS

Proceedings of the Board of Revenue

(Separate Revenue).

Dated 17 July 1899.

Mis. No. 3195

The Hon'ble Mr. J. Thomson, M.A., I.C.S.

Read Government Order No. 318, Educational, dated 3rd June 1899.

Resolution.

With reference to Government Order No. 318, Educational, dated 3rd June 1899, the Board begs to report that it has at present in its office only three type-writing machines and that there are already three posts for entertainment in which a pass by the Intermediate type-writing examination is necessary under Government Order No. 366, Educational, dated 1st July 1897. It proposes to apply shortly for two more machines and the examination may be made a qualification for two more posts if Government thinks it advisable; but with reference to the fact that only 11 candidates in all have passed the Intermediate examination, the Board would recommend that no change be made until the supply is more nearly equal to the demand. If a change is to be made, the Board would take the opportunity of forming the men in question into a separate copyist section separately graded. At present it is the practice to entertain no candidate in the Board's office who has not passed the B.A. Degree examination, and these men will not study type-writing, but look upon the copyists' places as stepping stones to something higher. If a regular staff of typists is to be entertained, they will apparently have to continue as typists

for the best part if not the whole of their service and not expect promotions outside their own line. It will be necessary, therefore, to entertain men of lower educational qualifications and to make promotions out of the section dependent on special reasons.

(True extract)

R A Graham
17/7/99
Acting Secretary.

To the Secretary to Government, Educational Department.

HS
17799

Educational (1899) Department.

CURRENT No. 1096

From The Director of Public Instruction, Madras.

Order

No. 7979

Dated 17th July 1899.

Received 20 JUL 1899

Registered 20.7.99

Enclosures

Spare copies

SUBJECT.

Reporting the number of appointments in the office for which type-writing may be prescribed as a necessary qualification.

DESPATCHED
20 JUL 1899

E.D.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT / No. 1096

OFFICE OF THE DIRECTOR OF
PUBLIC INSTRUCTION,
Madras, 17 July 1899

No. 7979

From

THE HONORABLE MR. D. DUNCAN, M.A., D.SC., LL.D.,
DIRECTOR OF PUBLIC INSTRUCTION,
Madras,

To

THE SECRETARY TO GOVERNMENT,
Educational DEPARTMENT,
Fort St. George.

SIR,

With reference to paragraph 1 of G.O.No.313, Educational, dated 3rd ultimo, I have the honour to state that there is only one Type-writer in this office and consequently only one Type-writing clerk, who is in receipt of a salary of Rs.25. There is no appointment specially reserved for such men but one appointment in the office is held by a Typist. So far as this office is concerned, I think that, for the present, type-writing may be prescribed as a necessary qualification for one clerkship in the office, without any limit as to the pay of the post.

I have the honour to be,
Sir,
Your most obedient servant,

D Duncan

Director of Public Instruction.

Ed. Cor.
6 1,000--28.10.97

~~Legislative~~ (189) Department.

CURRENT No. 1103

From The Pension Dept

Order

Office note No 51

Dated 19-7-99

Received

Registered 21-7-99

Enclosures

Spare copies

SUBJECT.

Stating that there is no appt in the depart for which Type writing may be prescribed as a necessary qualification

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

[G. / 78]
200-6-2-07.

CURRENT No. 1103 ~~REVENUE~~ Pension DEPARTMENT.

71 68

OFFICE NOTE No. 51.

Dated 19th July 1899.

From

THE SECRETARY TO GOVERNMENT, ~~REVENUE~~ Pension DEPARTMENT,

To

THE Secretary to Govt., Educational Department.

With reference to G.O. No. 318, Educational, dated the 3rd June 1899, the undersigned has the honour to state that there is no type-writing machine in this Department and that the fair-copying work is done by the 3rd Clerk. There is no necessity for the present to prescribe a Knowledge of either type writing or short hand as a qualification for this appointment.

(By order)

[signature]
For Secy. to Govt.

[initials] 19/7/99

Educational ~~Local & Munl.~~ (1899.) Department.

CURRENT No. 1108

From The Secretary, Sanitary Board

Order

No. 349/8

Dated 18th July 1899.

Received 22-7-99

Registered 22-7-99

Enclosures

Spare copies

SUBJECT.

Type-writing:—

Stating that both the clerks employed in the Sanitary Board Office should be required to pass in

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G O.	No.	Department.	Date.

[CURRENT NO. 1108

Government of Madras.

SANITARY BOARD OFFICE.

PROCEEDINGS OF THE SANITARY BOARD, No. , DATED

READ the following:—

G.O No. 318 Educational, dy 3 June '99

Resolution No. 349/S dy 18 July '99

In the Sanitary Board office there are two Clerks, one on Rs 50 and the other on Rs 20. The Board is of opinion that both should be required to pass in typewriting.

(True Extract)

R. Parton
Secretary Sanitary Board

To
The Secretary to Govt
Educational Dept.

Educational 74 69

Public (189) Department.

CURRENT No. 1119

From The Accountant General

Order

No. E.O.21/4338

Dated 22-7-99

Received 24 JUN 1899

Registered No

Enclosures

Spare copies

SUBJECT.

Informing that for purposes of this office it would be sufficient if two of its copyists are selected from those who are also qualified in type-writing.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Book CURRENT NO. 1119

DEPARTMENT.

FORT ST. GEORGE,
Accountant-General's Office,
22nd July 1899

No. B.020
4338

From

J. Hesketh Biggo Esqr,
ACCOUNTANT-GENERAL TO THE
GOVERNMENT OF MADRAS,

To

THE Secretary to Government.
Educational Department.
Madras.

SIR,

With reference to G. O. Educational No. 318 dated the 3rd June 1899, I have the honour to inform you that for the purposes of this office it will be sufficient if two of its copyists are selected from those who are also qualified in type-writing.

I have the honour to be
Sir,
Your most obt. servant.

J. H. B.
Accountant General

8

76

Educational

~~Judicial~~ (1899) Department.

CURRENT No. 1173

31 JUL 1899
LOCAL MUNI. ... DEPT.

From

John G. Smith Esq.
a.g. Chief Judge,
Court of Small Causes,
Madras.

Order

No. 535

Dated 26th July 1899.

Received } 2-8-99
Registered }

Enclosures nil.

Spare copies

SUBJECT.

Suggests that Type-writing may be prescribed as a necessary qualification for the posts of the Correspondence & the Asst. Correspondence Clerks of that Court.

Madras

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT NO. 1173

No. 535

COURT OF SMALL CAUSES,

Madras, 26th July 1899.

From

John G. Smith Esq.

ag. CHIEF JUDGE,

COURT OF SMALL CAUSES,

Madras,

To

The Secretary to Government,
Educational Department.

SIR,

ENCLOSURES:

With reference to para: 1 of G.O. No. 318, Educational, dated the 3rd June 1899, I have the honor to suggest that Type-writing may be prescribed as a necessary qualification for the posts of the Correspondence and Assistant Correspondence Clerks of this Court.

I have the honour to be,

Sir,

Your most obedient Servant,

John G. Smith

ag. Chief Judge.

189 .

From

THE CHIEF JUDGE,

COURT OF SMALL CAUSES,

Madras,

To

No.

Dated
Received } 189 .
Despatched

ENCLOSURES No.

Subject.

Government {1899} of Madras.

EDUCATIONAL.

ASSISTANT REGISTRAR
2 AUG. 1899
JUDICIAL MINTL EDL & LEG DEPTS

Recd. } 1899. *Enclosures*
Regd. *Spare copies*

G.O., No. 318, 3rd June 1899.

JUNE.

Type-writing.

Requesting all heads of departments and departments of the Secretariat to furnish at an early date information regarding the number and nature of the appointments in the various Government offices for which — may be prescribed as a necessary qualification.

Public Works Department

Proceedings of the Madras Government.

Read the following:—

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—again the following paper:—

G.O., No. 762, Educational, dated 9th December 1898.

Read—the following paper:—

G.O., No. 863, Financial, dated 10th October 1898.

Order—No. 863, Financial, dated 10th October 1898.

The Government directs that in all the larger Government offices in which type-writing machines are used, there shall be a separate section composed of typists. The necessary orders on this point will issue in the respective departments of the Secretariat.

2. In future the patterns of type-writers supplied to public offices will be restricted to the No. 4 Yost and to the latest pattern of the Remington.

3. With reference to his report the Inspector-General of Registration will be requested to make further efforts to introduce type-writing into his office.

4. Further orders in regard to the qualifications of type-writing clerks will issue in the Educational Department.

(True Extract.)

(Signed) F. J. WILSON,
for *Chief Secretary.*

Order—No. 762, Educational, dated 9th December 1898.

The Director of Public Instruction and Commissioner for Government Examinations will be requested to report on paragraph 1 of the Financial order read above.

2. It has been suggested to Government that a knowledge of type-writing or of short-hand might be required of applicants for Government clerkships, &c., in certain offices. The Director is requested to report his views on the suggestion, stating whether and, if so, in what way and to what extent it might be feasible to adopt it in the course of a year or two.

3. The Director of Public Instruction will also be requested to ascertain from the Principal of the Lawrence Asylum whether some of the girls of the Asylum cannot be trained in type-writing.

(True Extract.)

(Signed) H. TREMENHEERE,
Secretary to Government.

To the Director of Public Instruction.
" Financial Department.

READ—also the following paper:—

From the Hon'ble Mr. G. H. STUART, M.A., Acting Director of Public Instruction, to the Secretary to Government, Educational Department, dated Madras, 24th April 1899, No. 4676.

I have the honour to reply as follows to G.O., No. 762, Educational, dated 9th December 1898.

2. *Paragraph 1 of the Government Order.*—There is only one type-writing machine in this office, and the typist naturally works in the copying branch, which forms a separate section of the office. The typist is provided with a separate table to which is attached a case and in this case the machine is kept and locked up when it is not in use.

Paragraph 2 of the Government Order.—The answer to this paragraph will depend upon the nature and amount of fair copying work to be got through in each department of Government, and as I cannot be expected to know the requirements of each department, I would suggest that a reference be made on the subject to the various heads of departments. In the Educational Department there is no necessity for the present to prescribe either type-writing or short-hand for any of the appointments in the offices or institutions under the control of the Director except in the Government School of Commerce, Calicut, where type-writing forms a part of the curriculum, but when the requirements of any of the colleges or offices warrant the introduction of type-writing machines, then the clerks or instructors concerned will be required to have qualified under the public service notification. In this connection I beg to invite the attention of Government to the proposals of the Revenue Board on the subject submitted with this office letter, No. 3062, dated 14th March 1899.

Paragraph 3 of the Government Order.—The Principal and Secretary, Lawrence Asylum, Ootacamund, has no objection to the introduction of type-writing in the Female Branch, though Dr. Duncan doubts, and I concur with him, the advantage of giving instruction in the subject to girls, who have been educated only up to the lower secondary standard. Under the recent scheme of reorganization of the male branch of the Asylum the pupils of the upper secondary department are required to bring up three optional subjects for the Upper Secondary examination, viz., music, drawing and commercial correspondence, short-hand or type-writing. I think that type-writing may be required to be taught as the third optional subject to the boys and that the opportunity be taken to allow such of the girls of the Asylum as are bright and intelligent to receive instruction in the subject. A course of instruction extending over twelve months should enable pupils of average ability to pass the examination.

ORDER—No. 318, Educational, dated 3rd June 1899.

Before prescribing the qualifications that should be required of type-writing clerks referred to in paragraph 4 of the Government Order read above, the Government wishes to know the number and nature of the appointments in the various Government offices for which type-writing may be prescribed as a necessary qualification. The information should be furnished at an early date.

2. The Director's suggestion in the last paragraph of his letter is approved.

(True Extract.)

M. HAMMICK,
Ag. Secretary to Government.

To the Director of Public Instruction.
" the Hon'ble the Chief Justice (with C.L.).
" all Departments of the Secretariat.
" all Heads of Departments.

Exd. A. F. Eccleston.

Order thereon:- No. 1672 W, dated 28th June 1899.
Communicated to officers of the
Public Works Department for report on paragraph 1.
/ True Extract /
Sd/ H. C. Clerk.
Under Secy. to Govt.

CURRENT No. 1228.

N° 2500 dated 8th August 1899.

Recorded - Appointments in this office having been exempted from Examination rules - Vide G.O. N°740 Educational, dated 14th December 1897) P.W.D.G.O. N°86 W, dated 14th January 1898).

for J. C. Lyle,
for Consulting Engineer.

N° 2501 of 8/8/99.

Copy forwarded to the Educational Department with reference to para 1 of G.O. N°318, dated 3rd June 1899.

Rec'd 11-8-99.
Rep'd. 11-8-99.

for Consulting Engineer.

To

The Educational Department.

Educational (1899) Department.

CURRENT No. 1229

CHIEF SECRETARY'S
-9. AUG. 1899
GOVERNMENT OF MADRAS

From

The Commissioner of Police,
Madras,

Order

No. 76

Dated 7th August 1899.

Received

Registered

Enclosures. Nil

Spare copies

SUBJECT.

Type-writing.

Reporting that--------- may be prescribed for the Clerk that may be employed on that duty in this Office.

BACK PAPERS.

G.O.	No.	Department	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

G/8. 4,000—16-5-99.

No. 76

CURRENT NO. 1229

City Police Office.

Madras, 7th. August 1899. 16

From

A.P. AGAR ESQ.,
Ag: COMMISSIONER OF POLICE.
MADRAS,

To

The Chief Secretary to Government,
Fort St. George,
Madras,

Sir,

With reference to G.O.No.318, Educational, dated 3rd. June 1899, I have the Honor to report that one of the Clerks of my Office, who Had learnt Type Writing, is employ-ed on that business.

2---- A special extra clerk has not been sanctioned for the purpose.

3---- Type Writing may be prescribed as a necessary Test for the one clerk that may be employed on that duty in this Office.

I have the honor to be,
Sir,
Your most obedient servant,

A.P. Agar

Ag: Commissioner of Police.

CR

[E. & L. Dept. 1,000—18-8-99.]

NOTE FOR THE Head Clerk

Public Dept.

Kindly say how many type writing clerks are there in the Chief Secretariat. This information is wanted with ref. to G.O. no 318 Ed & 3-6-99. In the Public Dept reply to this G.O. (vide memo no 2020 & 9th Aug. 99) this information is not given.

TK
24-10-99.

In H.C. (Edl Deptt).

There are five type-writing clerks in the Chief Secrt. [illegible]
24 10 El.

[G/69]
500—19-12-98.

CURRENT No. 1239

Public Department.

CHIEF SECRETARIAT
MADRAS.

Memorandum No. 2020.

Read the following paper:—

Proceedings of the Educational Department No. 318, dy 3rd June 1899.

The Educational Department is informed that in the Chief Secretariat there is a separate section consisting of type-writing clerks, and that type-writing is a necessary qualification for the appointments in this section.

Ootacamund,
9th August 1899.

A Edgington
for Chief Secretary.

RC
9/8/99.

To

The Educational Dept.

CURRENT NO. 1251

No. 141 of 1899.

Sheriff's Office,
HIGH COURT HOUSE,
Madras, 16th August 1899.

From

W. E. Smith Esquire

SHERIFF OF MADRAS,

To

The Secretary to Government
Educational & Legislative Department
Fort St. George.

SIR,

In reference to the inquiry made in paragraph 1 of G.O. dated 3rd June 1899 No. 318 Educational, I have the honor to state that it is not necessary to prescribe Type-writing as a qualification for any of the appointments in the Sheriff's Office.

I have the honor to be,
Sir,
Your most obedient servant,

W. E. Smith

Sheriff of Madras.

From

W. E. Smith Esqr.

Sheriff of Madras.

To

The Secretary to Govt

Educational & Legislative

Department.

Fort St. George

Enclosure-

Dated 14th August 1899

Recd.

Subject

Stating that it is not necessary to prescribe Type-Writing as a qualification for any of the appointments in the Sheriff's Office.

ED 14/8

Administrator General's Office,

Madras 15 August 1899.

CURRENT NO. 1264

D 1747

From

N. SUBRAHMANYAM,

Administrator General of Madras.

To

THE SECRETARY TO THE GOVERNMENT OF MADRAS,

Educational & Legislative Departments.

Sir,

With reference to G.O.No.318 (Educational) dated 3rd June 1899, I have the honor to state that my office is not a Government Office in the sense the term is used in the Order, and that no tests are prescribed as qualifications for employment in my office.

I have the honor to be,

Sir,

Your Obedient Servant,

N. Subrahmanyam

Administrator General of Madras

From

The Administrator General,

Madras.

To

The Secretary,

to the Govt., of Madras,

Educational and

Legilative Departments.

Dated 1899 August 15

Despatched ,, ,, 16.

Subject.

Stating that this office is not a Government office and that no tests are prescribed for employment in this office.

87

82

Revenue (1899) Department.

CURRENT No. 1278

From W. M. Standen Esqr.
Director, Government Cinchona Plantations, Nilgiris

No. 39

Dated 16th August 1899.

Received 18 AUG. 1899

Registered DD

Enclosures Nil.

Spare copies

N

~~Order~~ Memo

The Director of Cinchona Plantations, the Nilgiris is requested to recover from the clerk concerned the sum of one anna being the postage paid by this office on the accompanying unfranked cover & remit the same to the undersigned.

ae 22/8/99

A.S. A.S.

Forth A.S. Is this necessary? If is only one anna.

Note for the Coy Office. Please despatch the memo from Coy & return from the current.

21/8/99 21/8/99

19/8/99

Do you send the N.S. memo by post on 19/8/99

Bypeon

To the Dr., Govt Cinchona Plns. the Nilgiris. with a cover

SUBJECT.

Type-writing

Stating ~~Informing~~ that a knowledge of ——— is not required for any of the appointments in this Department as there is no type-writing machine used in this office.

Dept 22/8

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT NO. 1278

No. 39

OFFICE OF THE DIRECTOR OF
GOVERNMENT CINCHONA PLANTATIONS,
OOTACAMUND, 16th August 1899.

From

W. M. STANDEN, ESQ.,
DIRECTOR OF THE GOVERNMENT
CINCHONA PLANTATIONS,
Nilgiris.

To

The Secretary to Government
Educational and Legislative Department
~~Ootacamund~~.
Fort St. George

SIR,

With reference to G.O. No. 318. Educational of the 3rd June 1899, I have the honor to inform you that a knowledge of type writing is not required for any of the appointments in this Department as there is no type writing machine used in the office.

I have the honor to be,
Sir,
Your Most obedient Servant,
W M Standen
Director.

CURRENT No. 1279

No. 213.

GOVERNMENT HOUSE,
Ootacamund
14 August 1899.

89

84
Rep. 18/8/99

From

Major J. W. Currie
~~The~~ MILITARY SECRETARY TO
HIS EXCELLENCY THE GOVERNOR,

To

The Secretary to Government,
Educational Department,
Stonehouse Hill.

ASSIST'T SECY TO GOVT
18 AUG. 1899
LOCAL MUNL EDL & LEG DEPTTS

SIR,

With reference to G.O. No. 318, Educational, dated 3rd June 1899, I have the honour to reply that I do not suggest that any of the appointments should be classed as one for which type-writing is to be considered necessary. This is not because type-writing and shorthand are not of value, but because the cadre of the office is so small that it would probably cause inconvenience if one of the few appointments belonging to it had to be set aside permanently for one particular clerk.

I have the honour to be,
Sir,
Your most obedient Servant,

J. W. Currie Major,
Military Secretary.

Madras
ED
18/8

Educational ~~Public~~ (1899) Department.

90

85

CURRENT No. 1297

ASSISTT SECY TO GOVT. 19 AUG 1899 LOCAL MUNL EDL & LEG DEPTTS

From The Government Ethnographist

Order

No. 227.

Dated 18th August 1899.

Received } 22/8/99

Registered

Enclosures nil.

Spare copies

SUBJECT.

Stating that there are no appointments in his office for which type-writing may be prescribed as a necessary qualification.

ED 22/8

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

No. 1297 dt

Otacamund,
18th August 1899.

No. 227.

From

The Government Epigraphist,

To The Secretary to Government,
Educational & Legislative
Departments.

Sir,

With reference to G.O. No. 318,
Educational, dated 3rd June 1899, I have
the honour to state, that judging from
the nature and amount of fair
copying work in this Office, I consider
it unnecessary to prescribe type-
writing

writing as a necessary qualification for any of the appointments in it.

I have the honour to be,
Sir,
Your most obedient servant,

V.V.
18.8.99

for Epigraphist.

Judicial (1897) Department.

CURRENT No. 3422.

From

The Registrar of Joint stock Companies, Madras.

~~Order~~ Endorsement. No. 2093 dt 18th August 1899.

Transferred to the Educational Department.

No. 951

G. Thomas
Chief Secretary

Dated 14th August 1899
Received 17-8-99
Registered
Enclosures —
Spare copies

17 AUG. 1899 CHIEF SECRETARIAT OOTACAMUND

SUBJECT.

Stating that he does not consider type-writing as a necessary qualification for his clerks at present and that a clerk who knows type-writing will be employed on the occurrence of any vacancy.

To

The Educational Department.

BACK PAPERS.

G.O.	No.	Department	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date

3422. 1298

Office of the Registrar of
Joint Stock Companies
Madras 14th August 1899

No. 951

From

M. R. Ry
P. Krishnasawmi Aiyar Avergal B. A.
Registrar of Joint Stock Companies,
Madras

To

The Secretary to Government
Fort Saint George

Sir,

With reference to G. O. No. 318 dated the 3rd June 1899 (Educational) I have the honor to state that there are only 2 clerks in this department, both of them are experienced old hands.

2. No type-writing instrument has been hitherto provided to this department and when any vacancy occurs in the staff I shall try to introduce a clerk who knows type-writing.

3. At present I do not want any type-writing as a necessary qualification for employment in this department.

I have the honor to be,
Sir,
Your most obedient Servant,
P. Krishnasawmi Aiyar
Registrar of Joint Stock Companies

ad CURRENT No. 1297

95

81

No. 413.

Madras 16th August 1899.

From,

Ernest Barclay

Government Solicitor

M a d r a s.

ASSIST. SECRETARY TO GOVT. LEGAL, MUNICIPAL & LEG. DEPTTS. 17 AUG. 1899

To,

The Secretary to Government

Educational Department

Ootacamund.

Sir,

With reference to G O No.318 Educational dated 3rd June 1899 I would point out that Government allows me no office establishment and that I am therefore unable to furnish the information required by the Order.

I have the honor to be

Sir

Your Obedient Servant

Ernest Barclay

Government Solicitor.

ED 17/8 Madras

Public (1899) Department.

CURRENT No. 1309

From The President,
Board of Examiners,
Madras.

Order

No. 468

Dated 16th August 1899.

Received

Registered 23/8/1899

Enclosures

Spare copies

CHIEF SECRETARY
21. AUG. 1899
GOVERNMENT OF MADRAS

SUBJECT.

Stating that type-writing is not required as a necessary qualification for any clerk employed in the office of the Board of Examiners

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT NO. 1309

No. 468

OFFICE OF THE BOARD OF EXAMINERS,

Madras, 16th August 1899.

From

THE PRESIDENT,

BOARD OF EXAMINERS,

MADRAS,

To

THE HON'BLE THE CHIEF SECRETARY TO GOVERNMENT,

FORT ST. GEORGE.

SIR,

With reference to G. O. No. 318, Educational, dated 3rd June 1899, I have the honor to report that typewriting is not required as a necessary qualification for any clerk employed in the office of the Board of Examiners.

I have the honor to be,

Sir,

Your most obedient Servant,

J Hunter

President.

Madras 15th. August 1899.

From

The Honble Mr. C. Arnold White
Advocate General

To

The Honble Mr. G. Stokes I.C.S.
Chief Secretary to Government
with the Governor
Stonehouse Hill

CHIEF SECRETARY
-2 SEP 1899
GOVERNMENT OF MADRAS

Sir,

In reply to G.O. No. 318 Educational dated 3rd June 1899. I have the honor to inform you that there is no appointment in my office for which type-writing may be prescribed as a necessary qualification.

I have the honor to be
Sir
Your most obedient servant

C. Arnold White

Advocate General.

1899.

From

The Advocate General

Madras

To

The Chief Secretary to Govt.

Ootacamund.

Dated 15th August

Despatched 1st. September

Received

Subject

Type-writing. Stating that there is no appointment in his office for which type-writing may be prescribed as a necessary qualification.

CURRENT NO. 1437

No. 1122 D

Government of Madras.

P. W. DEPARTMENT.

MEMORANDUM.

Dated 11 September 1899

Go. 318 Educational, d/ 3rd June 1899

From the Chief Engineer for Irrigation, No: 228 d/ 14 July '99

" " Superintending Engineer, III Circle, No: 2496 W d/ 2 July '99

" " Do VI Circle, No: 1139 C d/ 4 July 1899

" " Examiner, P. W. Accounts, No: 843 A/E d/ 4 July 1899

" " Superintending Engineer, I Circle, No: 627 C, d/ 4 July 1899

" " Consulting Engineer for Railways, Madras, No: 2500 d/ 8 August '99

" " Supt. of Works, Light House Division, No: 564 d/ 8 July '99

" " Superintending Engineer, II Circle, No: 342 W d/ 5 July '99

" " Do IV Circle, No 376 W, d/ 8 July '99

" " Do V Circle, No: 382 W, d/ 8 July '99

" " Consulting Architect to Govt: No: 1768 d/ 22 August 1899

Note thereon by the Chief Engineer, P. W. D, No 1122 d/ 11 September 1899

[P. W. 41. 1,600--24-8-99.]

1. In the order read above, the Government

Government Calls for information as to the Number And Nature of the Appointments in the various Government offices for which type-writing may be prescribed as a Necessary Qualification.

2. After perusing the opinions of officers of the Public Works Department, the Chief Engineer has Arrived at the following Conclusions which Are Submitted for the Orders of Government.

I At once

(1) P. W. Secretariat

2 Appointments Commencing on Rs 15 And rising by Annual increments of Rs 5 to Rs 40 — The type writing Clerks Not to rise Above Rs 40 unless Otherwise Qualified.

(2) Office of the Chief Engineer for Irrigation

The Same as in the P. W. Secretariat.

(3) Office of the Examiner, P. W. Accounts.

The Same as in the P. W. Secretariat.

II In two years' time

(4) Circle Offices

1 Clerk on Rs 15 rising to Rs 40 by Annual increments of Rs 5, Not to rise higher unless Otherwise Qualified.

(5)

(5) Divisional offices

The Same as in Circle offices. The Annual increment may Appear high. It is proposed as an incentive to clerks to learn type writing

3. It is Suggested that the Educational Department eventually Arrange for the inclusion of type-writing in one or more of the Examination tests, So that all Clerks entering Government offices may be proficient therein.

(Signed) W. B. Hamilton
Chief Engineer

No: 1123 D dt/ 11th September 1899.

Transferred to the Educational Department.

W. B. Hamilton
Secretary to Government

To
The Educational Department.

grades

EP 13/11

Judicial (1899.) Department.

1487

CURRENT No. 3932

CHIEF SECRETARY
18 SEP 1899
GOVERNMENT OF MADRAS

From

The Registrar,
High Court of Judicature
Madras.

~~Order.~~ Endorsement No. 2357/7 20-9-99.

Transferred to the
Educational Deptt:

Dis No. 1317

Under Secretary.

Dated 15th September 1899.

Received 18/9/99

Registered 18/9/99 22/9/99

Enclosures

Spare copies

Rd 19/9/99.

SUBJECT.

Giving the number and the nature of appointments in the High Court for which type-writing may be prescribed as a necessary qualification.

2.

The Ed. Deptt:

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

No. 22(1,000 22—12—98.

CURRENT NO. 1487

C no 3932.

High Court of Judicature,

Madras, 15th September 1899.

Dis No. 1317

From

A. L. Hannay, Esquire, I. C. S.,
Registrar of the High Court of Judicature,
Madras,

To

The Honourable Mr. C. Stokes, I. C. S.,
Chief Secretary to the Government of Madras.

Honourable Sir,

With reference to G. O. No. 318, Educational, dated 3rd June 1899, requesting information regarding the number and nature of the appointments for which Type-writing -- may be prescribed as a necessary qualification, I am directed to state that in the Appellate Side of the High Court type-writing may be prescribed as a qualification for copyists of whom there are six in the Judicial Branch all drawing Rs. 20 per mensem and for one clerk on Rs. 20 who does copying work in the Administrative Branch in addition to other duties of a clerical nature. On the Original Side, the test might be required from two 3rd class clerks on Rs. 21 doing duty as -- correspondence clerk and assistant drafting clerk.

I have the honour to be,
Honourable Sir,
Your most obedient servant,

A. L. Hannay
Registrar. 15/9/99.

V.A. 16/9/99.

[G. / 75]
500—12-1-99.

104

NOTE FOR THE CHIEF SECRETARY.

For the present it is submitted that it is only necessary to ask the High Court for information as to the arrangements to be made in subordinate Judicial Offices. The whole question will doubtless come back to Fin^l. for C-i before final orders are passed.

The following ref^c. is submitted for approval.

order / min. (Ref) 2919 11-11-99
No ~~1803~~ of ~~10.~~ 11. EE.

With reference to the Regis letter no 1317 d 15/9/99 the Honble. the Judges will be requested to be good enough to favour Govt. with information as to the number & nature of the appointments in the subordinate judicial offices in the Presidency for which Type writing may be prescribed as a necessary qualification.

[signature]
8/XI/99

Chief Secretary T
for copying 11/XI/99

[signature] 11/11/99

J.C. copy & desp. with please.
[signature] 11/XI/99

copied 11-11 EE
[signature] 11/XI/99

The Honble. the C.J.
(with Ch.)
(reply)

issued 18/11/99

105

99

Judicial (1899) Department.

CURRENT No. 4992

CHIEF SECRETARY
25. NOV. 1899
GOVERNMENT OF MADRAS

C.

~~Order~~

~~Exr.~~

~~Dra~~ No. 3086, d 29.11.99

To the Educational Dept.

(Mo)

28/XI/99

From

The Registrar of the
High Court of Judicature,
Madras.

Dis. No. 1598.

Dated 23rd November 1899.

Received 25-11-99

Registered 27-11-99

Enclosures .

Spare copies .

SUBJECT.

Stating that the High Court does not consider it advisable at present to make any rule requiring any of the clerks in the Mufussal Courts to pass the Type-writing Test.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

4992

High Court of Judicature,

Madras, 23rd November 1892.

Dis No. 1598.

From

A.L. Hannay, Esquire, I.C.S.,

Registrar of the High Court of Judicature,

Madras,

To

The Honourable Mr. G. Stokes, I.C.S.,

Chief Secretary to the Government of Madras.

~~Sir,~~

Honourable Sir,

With reference to G.O.No. 2019, Judicial, dated 11th November 1892, requesting to be informed of the number and nature of the appointments in the Subordinate judicial offices throughout the Presidency for which type-writing may be prescribed as a necessary qualification, I am directed to state that as type-writing machines are not supplied at Government expense to the Courts in the Mufussal, the Honourable the Judges consider that it is unnecessary at present to require any clerks of those Courts to pass the Type-writing Test. At the same time they consider that it would be a good thing if type-writing were generally introduced into Mufussal Courts, and they recommend that in future type-writing machines may be supplied to those Courts which have secured or can secure the services of passed men; until, however, the Courts have been supplied with machines, I am to say that the Honourable

the

1.0 /

the Judges do not consider it advisable to require that any of the clerks in Mufussal Courts should pass the Test.

I have the honour to be,

Honourable Sir,

Your most obedient Servant,

[signature]

for Registrar.

[signature] 24 Nov 99.

M.S.K.

Edl

~~920~~ 108

101

Government {1900} of Madras.

FINANCIAL.

Recd.	} 1900.	*Enclosures*	nil
Regd. 11.7.		*Spare copies*	6

G.O., No. 608, 27th June 1900.

JUNE.

Type-writing Clerks.

Fixing a uniform scale of pay for — employed in the various offices under Government and directing its adoption in all public offices, and stating that orders will issue in the Educational Department on the question of raising the minimum speed required for the Elementary Examination in Type-writing.

109

[E. / 30]
500—7-6-99.

Educational DEPARTMENT.

C. No.

SUBJECT.

Qualifications of type-writing clerks.

Notes Connected with G. 4 3:2 Ed
& 7-9-00

FOR ORDERS.

Please see the note for orders in G.O. no-318 Ed & 3rd June 1899 Flag C.

Heads of Depts. who were requested to report the number and nature of the appointments in the various Government Offices for which typewriting may be prescribed as a necessary qualification have all reported on the subject. Twenty seven of them say that there is no necessity for any of the appointments in their offices being reserved for typewriting clerks ~~only~~. The appended tabula statement embodies the result of the enquiry as regards the remaining 21 offices but it may be noted here that no information has been

furnished

~~No no. 5 & 3-11-99~~

Send to judicial - we want the fact about the Civil Courts before a proper list can be made out. See U.S. note & my order on the margin.

3. 11 99

110

furnished about the requirements of District and Sessions courts. From the above tabular statement it will be seen that there are 136 appointments for which it is said typewriting may be prescribed as a necessary qualification. These 136 appointments include 44 appointments in Collectors' offices candidates for which are required to have passed the upper Secondary or the Matriculation Examination as well as the Intermediate examination in Typewriting. It is only in large offices such as the Secretariat, the offices of the Board of Revenue, the office of the High Court of Judicature and the offices of the Surgeon-General and the Accountant-General that there is a separate branch composed of typists or copyists; in other offices copyists are not distinguished from other clerks and many of the principal Heads of Depts who have reported and the P. W. Secretariat now propose to reserve one or ~~two~~ more appointments in their offices for typists. The Edl. Dept can not

Flag L.

pass

111

pass orders on this proposal which must be dealt with in the respective departments of the Secretariat. Please see para of G.O. no 863 Finl & 10th octo 1898 Flag K. This may be noted in the order to be now issued.

2. With regard to the question of prescribing qualificati for typewriting clerks reference is kindly requested to clause 13 of art 4 of the Public Service Notification in which the necessary qualifications are already prescribed. Typewriting Clerks on a pay of less than Rs 2 per mensem are required to have passed the Elementary examination in Typewriting an those whose pay is Rs 20 or upwards are required to have pa the Intermediate examination vide also G.O. no. 366 Ed & 1-7 Flag H. Submitted that the qualifications appear to be sufficient. Candidates for appointments reserved for

Flag E

type

typewriting clerks must qualify themselves according to these tests but if all the 136 appointments referred to are so reserved it is doubtful whether the supply will be sufficient to meet the demand for some time to come. On the other hand it seems hardly necessary to prescribe the test for any other appointments in any public office as was at first evidently intended.

3. In cno 959 the Supdt Govt Press brings to the notice of Govt the advisability of requiring some knowledge of punctuation from candidates for the typewriting tests. This suggestion it is submitted may be approved and the D.P.I. requested to make the necessary changes in the Syllabus prescribed for the examination.

7/10/29
7/12
5-10-29

Flag G.

Subjudges & Munsiffs courts are on a par with divisional + Taluk offices in which the Bd. does not at present propose to make typewriting compulsory. But this would be for the High Court to decide. V/

Submitted.

As pointed out in the note Dt and Sessions Courts are omitted and further, Subjudges & Munsiffs courts are omitted. Registry Offices do not offer a field for typists as work is done in books. Taking the requirements of Dt Courts at 2 and of Subjudges & Munsiffs courts at 1 typist each, the number required would be 310. (136+42+132) and the demand will probably increase, though at first when there is a native influence the machine may be unpopular for the same reason as Arkwright's jenny was.

It is intended, apparently, to constitute these 300 or whatever number of typists into a separate body, or into two bodies, Executive & Judicial. They are not as a general rule to aspire to rise to the higher appointments in their Offices. They must have a fair spelling, reading, & punctuation knowledge of English. They should be able to get from the machines in a given time double the copy a MS. clerk can write or more

6.

114

In fact the calibre of these men is to be about that of telegraph clerks, whose pay is about 15 or 20 Rs on the railways, I believe.

It is submitted that the present tests are sufficient. Please see the notice at flag O. The literary qualifications seem low enough, and even these can be dispensed with by taking a technical course.

It is submitted that once the Lower Secondary has been passed, no further literary test is needed. The typists can go on to the Intermediate typewriting exam; their pay being for example 1. after passing Elementary exam Rs 15-1-20 and 2. after passing Intermediate 20-1-30. No higher exam. seems necessary at present. It wd. be better to have the same pay rates throughout and not to sanction the D.P.W. proposals rising to Rs 40. see flag. P.

As to the method of introduction it is submitted that two years notice of the intention to introduce this scheme, ~~with the present~~ and during that time a steady preference shown for passed typists in filling the selected appointments would,

~~Flag O.~~ Page 70 para 6 of the Calendar of the ~~Page 40. para 6.~~ Commn. for Govt. Examinations (Marked with red tape)

Governmen
Public

Press Co

For the first two sentences
dated 1st November 1927 regardin
substitute the following:-

"A signal will be given by
Madras, at 11 A.M. on the 11th
place of the noon day gun for t
at the same time from the Maida
Police Lines, in Vepery and in
Fort St.George)
4th November 1927)

To
The Superintendent, Governmen
All Collectors (in continuati
4916-6 Public dated 1-11-
The Ven'ble the Archdeacon of
The Most Reverend the Roman C
Archbishop of Madras.
The Revenend the Presidency S
Church of Scotland, Madra
of letter No.4916-7 Publi
The Manager, Madras Electric
(in continuation of lette
The Hon'ble the Chief Justice
The Collector of Madras.
The Commissioner of Police.
The Commissioner of the Corpo
in continuation of Demi-

F o r w

S.R. 4-11-27.

Judl. U.O. 64 & 4-11-99 115

I

108

with the present facilities for learning (there are 3 Public ~~Govt~~ schools 2 in Madras, 1 in Calicut. create a supply sufficient to warrant Govt in thenceforth refusing candidates for these posts unless they are passed typists.

If exemptions were necessary they might be preferably given by Govt.

Against the large saving which would result, is to be put the probable slight loss in stamp revenue if copies of judgments are to be typed.

Submitted that the Judicial may be asked about their coopers and the requirements of Dt & Subjudges & Munsiffs' courts

The question of shorthand writers does not seem to be under discussion at present, and their use seems to be wholly the Judicial side,

R.J. 31.10.99 Secy.

As directed above the Judicial Depn

No. No. 5 / 3-11-99.

To judicial Dept U.O. for favour of opinion on the points referred to.

[illegible] 3: xi: 99.

~~6~~ 116

has been consulted on the subject of the requirements of District, Subordinate Judges & Munsiffs Courts in regard to type writing clerks. That Departt now forwards the remarks of the High Court on the subject which are to the effect that as type writing machines are not supplied to these Courts, it is unnecessary at present to require any clerks ~~of these Courts~~ employed there to pass the typewriting test. The Hon the Judges, however, think it would be a good thing if typewriting were generally introduced into Mufassal Courts. (in the course of time) Please see this letter from the Registrar.

~~[illegible]~~ 20-11-99

Flag XII

Perhaps the list made out in the note, and an abstract of the reply of the High Court might now go up to H.M. with the Secy's opinion as to whether the numbers are sufficient to make a special test advisable. Please see Secy's note d. 23.5.99 in the file at Flag C & H.M.'s remark on it.

R.L. 20-11-99

[E. 3] 500—7-6-99.

~~9~~ 117 107

Educational DEPARTMENT.

C. No.

SUBJECT.

Qualifications of type-writing Clerk

FOR ORDERS.

printed in G.O. 318 Ed 3rd June 1898 (C)

~~Flag~~ K.

In its order no 863 Finl dt 10th October 1898 the Govt. directed that in all the larger Govt. offices in which type writing machines are used there should be a separate section composed of typists and that further order in regard to the qualifications of type writing Clerks should issue in the Educational Departt.

Flag M.

Flag H.

Under G.O. no 87 Edl dt 11th February 1897 and no 366 Edl dt 1st July 1897 however candidates for the post of type writing clerk ~~shall~~ must have passed the Govt. technical Examin in type writing - Elementary if the pay of the post is less than Rs 20 and intermediate if it is Rs 20 or upwards. The further ... 'er passed in the Educational Departt were the not to be on the qualifications of type writing clerks but on a suggestion of the H.M.'s th a knowledge of typewriting or of short h

118

might be required of applicants for Govt. Clerkships &c in certain offices. The notes of Hms and of H.E. forwarded with the Financial order quoted above made this clear and a reference was accordingly made to the D.P.I. in the following terms:-

"It has been suggested to Govt. that a knowledge of type writing or of short hand might be required of applicants for Govt. Clerkships &c in certain Govt. offices. The Director is requested to report his views on the suggestion, stating whether and, if so, in what way and to what extent it might be feasible to adopt it in the course of a year or two".

In reply the Director stated that the answer this reference would depend upon the nature and amount of fair copying work to be got through in each Departt of Govt. and suggested that the various Heads of Departts might be directed to report on the subject.

It was clear from this reply that the Director understood the object of the reference made him which was with a view to ascertain whether there would be a sufficient number of passed in the event of a rule being made as proposed, that should be the standard of the tests, &c. But it was decided that it was unnecessary to prescribe writing as a test for all candidates seeking employment in Govt. offices - vide Secretary's note

Para 2 of Go. no 762 dt 9-12-98.
Flag D.

Para 2 of this letter printed in Go. no 318 Edt dt 3rd June 1899. Flag C.

119

[ ]

at Flag W and Hm's orders thereon question whether a knowledge of Short H. should be required of these candidates ha apparently to be decided in the same way.

H.T.

Flag C.

In Go. no 318 Edt dt 3rd June 18 Heads of Departts were requested to report number and nature of the appointmen in the various Govt. offices for which typewr might be prescribed as a necessary qua the object of this reference was to find out whether the appointments are numerous enough to make a special test advisable is respectfully submitted, however that as observ page 1 of this note a special test has al been prescribed for the post of type writ clerks.

It may suffice H.T.

From the reports submitted by He Departts it appears that there are altogether appointments at present for which type might be prescribed as a necessary qua All that is now required is therefore to the Heads of Departts to take steps for the designation of these appointments being into "type writing clerk" if they have already done so. Article 4 (13) of the Pr service notification will then apply to the app

Flag E.

It is submitted tha the reservation of post for typewriting clerk

4.

ill not greatly check the
vil referred to in the note
A.D.

Clerks will learn type-
riting, enter offices as type-
riting clerks, and then obtain
romotion and never touch
typewriter again. Thus there will
a heavy waste of time in
learning an art which will
nly be practised for a few
onths; and if the better men
fuse to waste their time
us and prefer to wait for
eancies in other clerkships, it
eans that the door of public
vice is narrowed for them.

A scheme by which typists
uld form a wholly distinct
tion in the Presidency, or preferably
each district, with promotion
ngth of service, would, it is
itted, be the only way to obviate
ifficulty. Such a class would
only low pay & slight literary
ifications. The A.S. understood
exam. on these lines, to be
pecial test referred to
W.

R.J. 12-12-99

120

Flag C.

C.

[F. / 20]
500-25-9-99.

FINANCIAL DEPARTMENT.

121

109

U.O. 430.

Typewriting Clerks

NOTE FOR THE C.S.

The notes & the draft order below deal with the question of the appts. in various offices which should be reserved for Typewriting clerks. As Financial is issuing a ~~[illegible]~~ circular on the subject of fixing the pay of such clerks (please see the proof flagged 1), it is submitted that Educational may be asked to defer the issue of the present order until the Financial question has been considered. A single order could then be passed on the whole subject.

~~[illegible]~~

~~[illegible]~~

~~[illegible]~~ Cnel.
4.1.00

Ed. U.O.

No objection to wait
HT
12 1 00

J Strick Jr.
6/1/00.

Secy.
R.A.
8-1-1900

122

Rev Dept

Educational Dept draft order re: type-writing Estates.

for Counterinitials

To Under Secretary

Flag 19 In Go. 318 Educl / 3.6.99, the Educational Dept requested the other Depts of the Secretariat and the Heads of Depts to report the number and nature of the appointments in the various Govt offices for which type-writing might be prescribed as a necessary qualification. With reference to this order the following number of appointments were reported by the R.D. and the Board of Revenue:—

		No. of appointments	Pay Rs
Flag 28	Rev Dept	5	15-1-20 20-1-25
	Board of Rev:-		
Flag 27	Settlement	2	1 on Rs 20 1 — 25
Flag 26	Sep. Rev.	3	(Pay not given)
Flag X	Land Rev.	4	1 — 30 1 — 25 2 — 20
	Collectors (22).	44	22 — 30 22 - 20

These posts as well as

2/

123

those reported by other Depts numbering 136 in all are proposed to be brought within the Scope of clause 13, Article 4 of the Public Service Notifn which requires

Flag E.

(1) the Candidates for the post of type-writing clerks to have passed the Elementary Exn in type-writing if the pay of the post is less than Rs 20 p.m. and the intermediate Examn if the pay is Rs 20 or upwards, and

(2) the Candidates for such posts in the Collector's offices to have passed the intermediate Exn in type-writing and to have qualified under art. 2 of the Public Service Notifn (i.e. to have passed also the Upper Secondary or the Matriculation Exn or some other Examination accepted by Govt as equivalent thereto).

This part of the Notification will, it is believed, undergo alteration if the revised Scale of pay proposed in the F.D. draft order is

A

Quitted file

note para 3 of B.P. 4209/8-11-97 in Lp 1037 Rev/10-12-97 Flag B & Lp 228 Edt/22-4-99 Flag L

124

is adopted.

2. In order to make it clear which of the appointments in a public office is reserved for a type-writing clerk, it is proposed to direct the Heads of Depts to obtain, by sending proposition Statements, the sanction of the Depts of the Secretariat concerned to alter the existing designation of the appointments into those of type-writing clerks. Please see also para 1 of Go. 863 Fl/10-10-98. So far as the Revenue Secretariat is concerned the copying estate in it has already been converted into a staff of typists.

Flag 18.

Go 408 mis/25-1-97 Flag A

The draft order may, it is submitted, be counter-initialled.

C.R. 9/6/00

Secy
Yes
NLh
13.6.00

Yes
SA 15/6/10

24 125

Financial Dept

For the C.S.

The Ed. draft order below may, it is subd, be c.id.; but with reference to the portion marked A of the Rev Dept note on p. 22 of these notes perhaps Educational might await the issue of the Financial order in the linked file & incorporate in its present order such alterations as may be found necessary in the Public Service Notification

Finl no. 365

∴ copy of the Go. no 608 dated 27.6.00 is attached.

? flagged Z

Cmd. 19.6.00

Edl. u.o.

[signature] 19/6/00

It this department has no objection to awaiting the issue of the Finl. order as proposed.

N.S.P. 28.6.1900

Secy.

Finl u.o. 400 d. 29.6.00

Finl. dept. u/o

Edl. u.o. Dno. 92 d. 29.6.00

126

112

U.O. 455

Finl. Dept

For the C.S.

Financial may accept the draft, but in the Appendix "Chief Secretariat" may be substituted for "Public & Depts". The latter is, or should be, obsolete & it is misleading. Public & Judl. may like to see

Cmd.

[illegible].6.00.

To Public & Judl. u.o.

[signature]

Edl. u.o.

[signature]

[G. / 74]
1,000—8-9-97.

Public & Judicial Depts.

NOTE FOR THE CHIEF SECRETARY.

It is submitted that the Educational draft G.O. requires modification as far at any rate as some of the offices under Public and Judicial are concerned. For example the S.G. suggests in his letter at page 39 of the current file that ~~in his office~~ typewriting qualification should be prescribed for the Examiner and the 3 copyists in his office. The Edcl. Dept. accordingly proposes to set apart 4 posts in the Surgeon General's office as those to be held by type-writing clerks. The Examiner draws a salary of Rs.60 a month and the effect of the reservation of his post will apparently be to reduce his salary to Rs.20. The Surgeon General's suggestion that the Examiner in his office should be compelled to have a knowledge of type-writing appears to be a good one, but it is one which calls for separate orders and only 3 posts in the S.G's office ~~could~~ should therefore be included in the appendix to the Educational G.O.

2. Attention is also invited to letter from the I.G. of Police at page 24 of the current file from which it will be seen that typing work is now done by a clerk on the general establishment. It is not known what pay this clerk draws; but if it is more than

Rs.20

128

Rs.20, the effect of the Educational order will apparently be to reduce the pay of the clerk upon his passing the Elementary test in the meanwhile. ~~Under~~ under the last sentence of paragraph 1 of the Educational order, the clerk who happens to do type-writing can get no regular promotion until he passes the Elementary test. A similar difficulty will, it will be seen, arise in the office of the Sanitary Board and in that of the Court of Small Causes.

Final no. 455

page 73 of current file
" 77 " "

3. It is submitted that it may be suggested to Educational that they should postpone the issue of general orders until it has been ascertained from Heads of Departments which posts they propose to reserve for type-writing clerks, or rather what posts in their offices they will abolish in order to provide for the posts of type-writing clerks on the incremental salary laid down in G.O.No. 608, Financial, d/27th June 1900. It will be observed from the 1st and 2nd sentences of the draft Educational G.O. that while the enquiry made of Heads of Depts. was as to the appointments for which type-writing might be prescribed as a qualification, the order assumes that Heads of Depts. intended to reserve all the appointments named for "type-writing clerks." From the Surgeon General's letter referred to above, it is clear that in his case at any rate such was not his intention.

T

Ar
9.8.00

[signature]

Ed. n.o. [signature]

129

NOTE FOR THE Asstt. Secretary.

Please see the Public & Judicial Departments' note above.

Para 1. The Surgeon General in his letter at page 39 of the current file suggests that typewriting should be prescribed as a necessary qualification for the Examiner and the 3 Copyists in his office. This letter was in reply to G.O. No. 318 Edl. d/ 3rd June 1899, the first sentence of which is as follows:- "Before prescribing the qualifications that should be required of typewriting clerks ..... the Govt. wishes to know the number and nature of the appointments in the various Govt offices for which typewriting may be prescribed as a necessary qualification". It seems plain therefore that the Surgeon General refers to appointments which in his opinion should be set apart for typewriting clerks. The effect of the reservation will be to reduce the salary of the Examiner not to Rs 20 but to Rs 20-1-25 if he has

C.

X

has passed the elementary examination in typewriting or to Rs 25-1-35 if he has passed the intermediate examination. But some at least of the 3 copyists will apparently draw more than what they do at present. The Public Deptt. thinks that only 3 pats in the Surgeon General's office should be reserved for typists, but this is not what the Surgeon General wants.

Para 2. In the office of the I. G. of Police typing work is now done by one of the clerks on the genal establishment. The draft order says that one appointment should be reserved for a typewriting clerk. It is open to the I. G. to propose any one of the appointments in his office, which he considers suitable. It is not in the nature of things that he will propose the conversion of an appointment carrying a higher salary than Rs 20 or Rs 25. The statement that the clerk who happens to do typewriting can get no regular promotion is

is based on a misapprehension. He must apparent be qualified under the ordinary examination rules as he is on the regular establishment and there is therefore nothing to prevent his promotion in the usual course.

Para 3. It is submitted that it is not necessary to postpone the issue of genral orders any longer. The educational order simply fixes the number of appointments in certain public offices which should be reserved for typewriting clerks. On receipt of that order Heads of departments have to submit definite proposals with proposition Statements. If it goes beyond their intention they will no doubt take advantage of the opportunity and have the mistake rectified.

As already observed in para. 1. above the object of the enquiry made of Heads of departments was to prescribe the qualifications that should be required of typewriting clerks. Heads of departments should have the understood

understood that the intention was to reserve the appointments specified by them for type-writing clerks.

PH
14/8/00

The distinction drawn by the Public dept. between prescribing (typewriting) as a qualification for a post, & reserving a post for ~~[illegible]~~ one who has qualified in handwriting — our doing the former meeting with approval, it would seem, while the latter is blamed — is difficult to follow.

2. The objections taken to the order appear to be disposed of by the remarks at A supra. The order is perfectly general at present; & if there is any thing requiring modification, the time for stating what ~~has~~ appears to need alteration & for altering it if the case is made out, will be after the proceedings have issued.

3. The postponement of orders

until a file of reports from heads of depts. has accumulated is, I think, not advisable.

4. The draft represents what the H.M. has passed, & may now go ~~[illegible]~~ on to the P.W. dept. [illegible]

5. The verbal correction suggested by the Finl. dept. has been adopted.

N.T.P.

16.8.1900

Sec

The paper sh^d go on to P.W.D. What is intended by to order is that the appointments named shall be scheduled as Type writers' appointments for which no qualification will be necessary except a pass in the Type writing test —

The various officers concerned will submit proportion statements accdly.

L & M W.D. No 1714/21-8-00

P.W.D. [illegible]

[illegible] 21 VIII 00

P.T.

No: 1091-D dated 28th August/00.

Public Works cum

Marine Dept.

134

It is considered that the order, as drafted, is inapplicable to P.W.D Circle and Divisional offices and the Sanitary Board, where the number of Clerks' posts is too small to admit of any being reserved exclusively for type writers. If the order be so modified as to admit of the type writing test being prescribed, in addition to present tests, it will meet the requirements of these smaller offices, and the men engaged may be employed in general duties and be eligible for promotion on the general Establishment.

R.S.

L. H. [illegible] 25-8-00

10

ASSISTT SECY TO GOVT
8 AUG 1900
LOCAL MUNI EDL & LEG DEPTS

To
The Educational Dept.
U.O.

AS 28/8

Educational department

[L. & M. 200—22-1-00.]

135

NOTE FOR THE ASSISTANT SECRETARY.

P.W. U.O. no 1091 D dt 25-8-00

In the Chief Engineer's recommendations (4) & (5) at flag P, he said that in circle and divisional offices typewriting might be prescribed as a qualification for 1 clerk on Rs 15 rising to Rs 40 by annual increments of Rs 5. the clerk not to rise higher unless otherwise qualified. The Educational order now objected to says that the pay may be fixed at Rs 20-1-25 if the clerk has passed the elementary examination in typewriting and at Rs 25-1-35 if he has passed the intermediate examination. There is at the same time no objection whatever to his rising higher if he is otherwise qualified. The objection now raised by the Chief Engineer is therefore mostly against his own recommendation. If he has changed his mind since he made that recommendation, he can [illegible] receipt of the Educational order write off and get the order cancelled so far as the offices named are concerned or sub[illegible] revised proposals with proposition statem[illegible]

136

There is no reason why the order should be altered or withheld. The question of prescribing type writing in addition to present tests is an entirely different one and need not be mixed up with the present order.

2. In the Sanitary board office there are two clerks - one on Rs 50 & the other on Rs 20. In their resolution at flag VIII the Board considered that both these should be required to pass in type writing. It now appears from the Chief Engineer's remarks that the intention was that while the clerks should be required to pass in type writing, their appointments should not be reserved for type writing clerks. These two appointments may therefore be omitted from the appendix to the Educational order & the figures 136 in paras thereof altered into 134.

[illegible]
5/9/00

[illegible]

3. 9. 1900

Rather strike out

O.P.W. Circle & Divl Officer & Sanitary Bd. Let order issue as regards [illegible]. It is clear that in that small [illegible] it is impossible to set aside any [illegible] clerk ship as a short Type writer's [illegible] alone -

[illegible]
5 VX 00

137 118

The order should now issue as altered.

[illegible]
5. 9. 1900

S.A.

Here Ends the Notes connected with fo 432 [illegible] 7-9-00

[E. & L. / 1]

500—17-11-99.

138 Educational DEPARTMENT.

Papers to be read in Proceedings :—

Finl No. 430 dy 18-12-99

Again G.O., No. 318 , dated 3rd June 1899.

Again G.O , No. , dated 189 .

Current No. of 189 , dated , from

" " " 189 , " , "

" " " 189 , " , "

also file of replies.

ORDER.

H.M.

C.

Finl
Revenue
P.W.D.
Fin

} deptts for C.I.

HC

Let me have a s.c. of that printed Finl. G.O. ref. which is issuing to all depts. re pay of typewriting clerks.

Civil
25. 12.99

For CK
A proof copy is submitted herewith
KN
30/12/99

Sd/-

In G.O. No. 318 Edl. dy 3rd June 1899 Heads of Departments were requested to report the number and nature of the appointments in the various Govt. offices for which typewriting might be prescribed as a ~~necessary~~ qualification. From the reports received in reply it appears that there are altogether 136 appointments, as shown in the statement appended to this order, which, it is considered, might be reserved for typewriting clerks. The Govt. is accordingly pleased to direct that these 136 appointments shall be brought within the scope of clause 13 article 4 of the Public Service notification or in other ...

E.

Words

139

that candidates for these posts shall in future be required to have passed the Govt. technical examination in typewriting, elementary grade if the pay of the appointment is less than Rs 20 and intermediate grade if the pay is Rs 20 or upwards; Candidates for the appointments in Collector's Offices being required to have qualified under article 2 of the Public Service notification also. The Govt. considers it unnecessary to prescribe any further qualifications for the post of typewriting clerks in Govt. Offices. In order however to make it clear which of the appointments on an establishment is reserved for a typewriting clerk, the Heads of the Departments to which the above 136 appointments belong should by submitting the usual proposition statement obtain the sanction of the Departs of the Secretariat concerned to alter the existing designation of the appointment into "typewriting clerk". None but those who pass the Govt. technical examination in typewriting will then be eligible for these appointments, the pay of which will depend on the grade of the examination passed by the holders. Existing subordinates who now do typewriting work though not qualified will continue to draw their present salaries until they qualify themselves.

2. The Govt. has had also under consideration the question whether a knowledge of typewriting or of shorthand

note. This may now be omitted -

also file of replies.

E

140

120

shorthand might be required of applicants for Govt. clerkships &c generally. In regard to this the Govt. has come to the conclusion that it is not expedient to lay down any such rule.

R.C.
15-12-99

[illegible]
18-12-99

Do not print

Above draft is correct in its facts. It is submitted however that the course suggested above will lead to an unnecessary influx* of typewriting clerks, contrary, perhaps, to the spirit of the note at W.

R.C. 15-12-99

[illegible]
15/12/99

* Not more than heads of offices ask for. But the Depts will decide

[illegible]

Cno.	Name of offices	number of appointments	Remarks.
	Secretariat –		
1239	Public & Depts.	5	all are typists.
1054	Revenue Dept	5	Do pay Rs 15 to Rs 25
1018	L & M Dept	5	Do pay Rs 20, 18, 16, 14 & 12
	Ed & Leg Dept	1	Do pay Rs 21
1489	P.W. Dept	2	Do pay Rs 15 – 5 – 40
	Examiner of P.W. Accounts	2	Do Do
	Chief Engr for Irrigation	2	Do Do
	Circle offices (6)	6	Do Do
	Divisional offices (25)	25	Do Do
1487	High Court of Judicature –		
	Appellate side { Judicial Branch	6	all are copyists; pay Rs 20 each.
	Appellate side { Administration Branch	1	clerk; pay Rs 20
	Original side	2	correspondence and asstt drafting clerks; pay Rs 21 each
	Board of Revenue –		
1074	Settlement Branch.	2	clerks; pay Rs 25 & Rs 20. Reservation of power wanted for some time to appoint men who are not qualified by general education test.
1066	Separate Revenue Branch.	3	Typists; pay not stated. If the Govt thinks it advisable the Bd would recommend two more appointments for typists, but this is not recommended as only a few men (11) have passed the intermediate test up to date.
1022	Land Revenue Branch	4	Typists; pay Rs 30, 25, 20 & 20. This is what has been provided for in a scheme of reorganization of the copyist-est. but the scheme is held in abeyance.
	Collectors (22)	44	Typewriting clerk & Copyists – one on Rs 30 & one on Rs 20 in each office.
1096	Director of Public Instruction	1	clerk; proposes no limit as to pay
1000	Surgeon-General	4	one examiner and three copyists; pay not stated
1119	Accountant-General	2	Copyists – pay not stated
973	I-G- of Police	1	clerk – no limit as to pay
988	I-G- of Prisons	1	copying clerk; pay not stated
986	I-G- of Registration	1	clerk – Do
1229	Commissioner of Police	1	Do – Do
1173	Small cause Courts	2	Correspondence clerks Do.
919	Superintendent of Stationery	2	one despatcher & one copyist – Do.
1026	Sanitary Commissioner	1	clerk – Do
989	Sanitary Engineer	1	typist – Do
1108	Sanitary Board.	2	There are only two clerks in this office – one on Rs 5 and the other on Rs 20
1057	Presidency Port Officer	2	one clerk on Rs 20 & one copyist on Rs 15
	Total	136	

PJ 27/10/39

[E. & L. / 1]
500—17-11-99.

A 142

Educational DEPARTMENT.

Papers to be read in Proceedings :—

Again G.O., No. 318 , dated 3d June 1899.
Again G.O , No. , dated 189 .
Current No. of 189 , dated , from
" " " 189 , " , "
" " " 189 , " , "

Also file of replies to the order read above.
cno 920 & 27-6-00 from the Finl Dept. A.

ORDER.
P. S.

C.

✓ Finl
✓ Public
✓ Revenue
PWD
✓ L&M
} Departts for C.I.

Note for the Secretary (L & M)

No objection in this Dept.
18/5/00

Finl U.O. 365 & 18.6-00

E&L U.O. D.no. 121 & 16.7.00

Send now for counterinitials in Finl. & P.W., as above.
14.7.1900

Finl U.O. 455 & 17-7-00

In G.O. No. 318 Edl. of 3d June 1899 Heads of Departments were requested to report the number and nature of the appointments in the various Govt. Offices for which typewriting might be prescribed as a qualification. From the reports received in reply it appears that there are altogether 136 appointments, as shown in the Statement appended to this order which, it is considered, might be reserved for typewriting clerk. The Govt. is accordingly pleased to direct that these 136 appointments shall be brought within the scope of clause 1 article 4 of the Public Servi[illegible] Notifica[illegible]

143

notification or in other words that candidates for these posts shall in future be required to have passed the Govt. technical examination in typewriting, Candidates for the appointments in Collector's Offices being required to have qualified under art. 2 of the Public Service notification also. The Govt. considers it unnecessary to prescribe any further qualifications for the post of typewriting clerks in Govt. Offices. In order however to make it clear which of the appointments in an establishment is reserved for a typewriting clerk, the Heads of Departments to which the above 136 appointments belong should by submitting the usual proposition statement obtain the sanction of the Departments of the Secretariat concerned to alter the existing designation of the appointment into that of "typewriting clerk." none but those who pass the Govt. technical examination in typewriting

144

typewriting will then be eligible for these appointments, the pay of which will depend on the grade of the Examination passed, ~~by the holders thereof.~~ ~~Existing~~ Subordinates who now do typewriting work though not qualified will continue to draw their present salaries until they qualify. ~~themselves.~~

2. The Govt has also had under consideration the question — whether a knowledge of typewriting or of shorthand might be required of applicants for Govt. clerkships &c generally. In regard to this the Govt has come to the conclusion that it is not expedient to lay down any such rule.

at present?

RA.
16-5-00

HT
21 5 00

Pdg
14/5/00

[E. & L. / 1]

500—17-11-99.

145 B

Ed DEPARTMENT.

Papers to be read in Proceedings :—

Again G.O., No. , dated 189 .

Again G.O , No. , dated 189 .

Current No. 920 of 1899, dated 27th June , from the Fmc dept

" " " 189 , " , "

" " " 189 , " , "

ORDER.

This

Communicated to the D.P.I., the C.S.E and the Supdt. G. M.

3. The following will be substituted for clause (13) of Art. 4 of the Public Service notifications.

" Candidates for the post of typewriting clerk are only required to have passed the 2nd technical examination in typewriting. Those who have passed the elementary examination will be granted a pay of Rs 20-1-25 ~~per annum~~ and those who have passed the intermediate examination, Rs 25-1-35.

4. The D.P.I. will revise the Syllabus laid down for

Note. This concession does not apply to the two appointments of copyist and typewriting clerk in Collector's offices, candidates for which should have qualified according to article 2."

2

146

the elementary examination in accordance with the suggestion in para. 3 of the resolution of the Bd of Rev (Land Rev) no 753, & 20th march 1900.

Pd 12/7/00

N.S.P.

14.7.1900

7R 12-7-00

To

The D.P.I. with copy of para 3 of Bd's Pro. no 753 / 20-3-00

-- C.G.E. } a to

-- S.G.M.

147

125

Government {1900} of Madras.

EDUCATIONAL.

No original

Recd. } 1900. Enclosures

Regd. } Spare copies

Draft.

G.O., No. 432, 7th Septr ~~August~~ 1900.

Desp 7/9/00

Show proof Pdd 7/9/00

September.

~~AUGUST.~~

Type-writing Clerks.

Passing orders on the question of the qualifications of — in Government offices.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

Read—again the following paper:—

G.O., No. 318, Educational, dated 3rd June 1899.

Read—also the following papers:—

File of replies to the order read above.

G.O., No. 608, Financial, dated 27th June 1900.

Order—No. 608, Financial, dated 27th June 1900.

Under the Public Service notification, candidates for the post of type-writing clerk in Collectors' offices are required to have passed the Intermediate Examination in Type-writing in addition to the Educational test prescribed in article 2 of the said notification for appointments carrying a pay of Rs. 15 and upwards. In other offices the only qualification required of type-writing clerks is that they should have passed the Elementary Examination in Type-writing for posts on less than Rs. 20 *per mensem* and the Intermediate Examination for posts on Rs. 20 *per mensem* and upwards.

2. Enquiries recently instituted have shown that there is no uniformity in the rates of pay granted to type-writing clerks in the various offices under Government. After consultation with heads of departments, the Governor in Council directs the adoption of the following scale in all public offices:—

For clerks who have passed the Elementary Examination in Type-writing	Rs. 20—1—25
For clerks who have passed the Intermediate Examination in Type-writing	Rs. 25—1—35

A clerk who has passed the Elementary test will be allowed to draw pay according to the higher scale immediately on his passing the Intermediate test, and increments will count in all cases from present pay.

3. Further orders will be passed in the Educational Department on paragraph 3 of the Resolution of the Board of Revenue (Land Revenue), Mis. No. 753, dated the 20th March 1900.

(True Extract.)

(Signed) G. STOKES,
Chief Secretary.

To the Educational Department (with Board's Resolution No. 753, dated 20th March 1900, in original).
„ all other Departments of the Secretariat.
„ all Heads of Departments under the Chief Secretary.

Enclosure.

Proceedings of the Board of Revenue (Land Revenue), Mis. No. 753, dated 20th March 1900.

Resolution—Mis. No. 753, dated 20th March 1900.

With reference to the remark made by Government that the difficulties which have hitherto existed as regards procuring type-writing clerks are now fast disappearing with the larger supply of these clerks at present available, the Board observes that the results* of the Type-writing Examination held during the past four years show that 49 candidates in all have qualified according to one or other of the tests. A certain proportion of these passed men, no doubt, seek and find employment in mercantile firms, municipalities, &c., and others are already employed by Government; the number of men available for future employment in Government service is thus comparatively small and, as a matter of fact, it is not easy to secure qualified typists. In the circumstances, the Board doubts the expediency of fixing a scale at present as desired by Government and questions whether it is feasible to limit the pay to Rs. 30 per mensem without risking the loss of the services of really first-class men.

	Elementary.	Intermediate.	Total.
*1896	9	3	12
1897	5	3	8
1898	18	*Nil.*	18
1899	6	5	11
Total ..			49

2. Should Government, however, still consider that a scale of pay should be fixed for type-writing clerks, the Board is of opinion that the following may, for the present, be adopted in its own office as well as in those of offices subordinate to it:—

A.—To those who have passed the Intermediate test in type-writing—Rs. 25, rising to Rs. 30 by annual increments of Re. 1.

B.—To those who have passed the Elementary test in type-writing and are capable of typing thirty words per minute—Rs. 20, rising to Rs. 25 by annual increments of Re. 1.

Note 1.—Clerks in class B should be entitled to be promoted to class A and draw Rs. 25 immediately on their passing the Intermediate Examination.

Note 2.—The scale given in paragraph 2 above should not apply to clerks doing other work besides type-writing, *e.g.*, shorthand writers.

3. The speed required for the Elementary test is twenty words per minute which, in the Board's opinion, is too low for an efficient typist, and it accordingly proposes that a minimum speed of thirty words per minute should be required from candidates seeking employment as type-writing clerks in Government offices.

4. The Settlement and Separate Revenue Commissioners concur in the proposals made above, but the Separate Revenue Commissioner would, in view of the difficulty of obtaining qualified men, prefer to fix the pay of class B at Rs. 20, rising to Rupees 27–8–0 by annual increments of Rs. 2–8–0 instead of Re. 1, and the pay of class A at Rs. 30 or 35.

(True Extract.)

(Signed) LIONEL DAVIDSON,
Secretary.

To the Secretary to Government, Revenue Department.

Order—No. 432, Educational, dated 7th ~~August~~ Sept^br 1900.

In G.O., No. 318, Educational, dated 3rd June 1899, heads of departments were requested to report the number and nature of the appointments in the various Government offices for which type-writing might be prescribed as a qualification. From the

reports received in reply it appears that there are altogether ~~136~~ appointments as shown in the statement appended to this order, which, it is considered, might be reserved for type-writing clerks. The Government is accordingly pleased to direct that these ~~136~~ appointments shall be brought within the scope of clause 13, article 4 of the Public Service notification, or, in other words, that candidates for these posts shall in future be required to have passed the Government technical examination in type-writing, candidates for the appointments in Collectors' offices being required to have qualified under article 2 of the Public Service notification also. The Government considers it unnecessary to prescribe any further qualifications for the post of type-writing clerks in government offices. In order, however, to make it clear which of the appointments on an establishment is reserved for a type-writing clerk, the heads of departments to which the above ~~136~~ appointments belong should, by submitting the usual proposition statement, obtain the sanction of the departments of the Secretariat concerned to alter the existing designation of the appointment into that of "type-writing clerk": none but those who pass the Government technical examinations in type-writing will then be eligible for these appointments, the pay of which will depend on the grade of the examination passed. Subordinates who now do type-writing work, though not qualified, will continue to draw their present salaries until they qualify.

2. The Government has also had under consideration the question whether a knowledge of type-writing or of shorthand might generally be required of applicants for Government clerkships, ~~etc., generally~~. In regard to this the Government has come to the conclusion that it is not expedient to lay down any such rule at present.

3. The following will be substituted for clause (13) of article 4 of the Public Service notification:—

"Candidates for the post of type-writing clerk are only required to have passed the Government technical examination in type-writing. Those who have passed the elementary examination will be granted a pay of Rs. 20-1-25 and those who have passed the intermediate examination Rs. 25-1-35.

NOTE.—This concession does not apply to the two appointments of copyist and type-writing clerk in Collectors' offices, candidates for which should have qualified according to article 2."

4. The Director of Public Instruction will revise the syllabus laid down for the elementary examination in accordance with the suggestion in paragraph 3 of the Resolution of the Board of Revenue (Land Revenue), Mis. No. 753, dated 20th March 1900.

(True Extract.)

~~Ag. Secretary to Government.~~

4.8.1900

Edl. no. D no. 146 dt 7.8.00

To Finl. & P.W.D for countermittals

To The departts of the Secretariat
All Heads of departts

[Appendix.

Exd. W. D'Mose.

Governmen
Public

Press Co

For the first two sentences
dated 1st November 1927 regardin
substitute the following:-

"A signal will be given by
Madras, at 11 A.M. on the 11th
place of the noon day gun for t
at the same time from the Maida
Police Lines, in Vepery and in

Fort St.George)
4th November 1927)

To
The Superintendent, Governmen
All Collectors (in continuati
4916-6 Public dated 1-11-
The Ven'ble the Archdeacon of
The Most Reverend the Roman C
Archbishop of Madras.
The Reverend the Presidency S
Church of Scotland, Madra
of letter No.4916-7 Publi
The Manager, Madras Electric
(in continuation of lette
The Hon'ble the Chief Justice
The Collector of Madras.
The Commissioner of Police.
The Commissioner of the Corpo
in continuation of Demi-o

F o r w

S.R. 4-11-27.

APPENDIX.

Name of office.	Number of appointments.
Secretariat—	
Public, &c., Departments	
Revenue Department	5
Local and Municipal Department	5
Educational and Legislative Departments	5
Public Works Department	1
Examiner of Public Works Accounts	2
Chief Engineer for Irrigation	2
Circle offices (6)	2
Divisional offices (25)	6
High Court of Judicature—	25
Appellate Side.. { Judicial Branch / Administration Branch	6
Original Side	1
Board of Revenue—	2
Settlement Branch	
Separate Revenue Branch	2
Land Revenue Branch	3
Collectors (22)	4
Director of Public Instruction	44
Surgeon-General	1
Accountant-General	4
Inspector-General of Police	2
Do. of Prisons	1
Do. of Registration	1
Commissioner of Police	1
Small Cause Courts	1
Superintendent of Stationery	2
Sanitary Commissioner	2
Do. Engineer	1
Do. Board	1
Presidency Port Officer	2
	2
Total	136

152

128

List showing the Distribution of the Proceedings of Government, No. 432, dated 7th Sept 1900.

		Ordinary.	Circular.
	Judicial Department	6	6
	Public Department	6	6
	Political Department	6	6
	Ecclesiastical Department	6	6
	Financial Department	6	6
	Revenue Department	7	7
	Public Works Department	10	10
	Do. Railway	31	60
	Marine Department	6	6
	Local and Municipal Department	6	6
	Pension Department	1	1
		— 91	— 120
Judicial.	Honourable the Chief Justice (with C.L.)	6	31
	Inspector-General of Police	6	6
	Do. of Prisons, Ootacamund	2	22
	Do. of Registration	6	25
	Chief Presidency Magistrate	1	6
	Commissioner of Police	2	2
	Chief Judge, Court of Small Causes, Madras	2	2
	Advocate-General *	1	1
	Government Solicitor	1	1
	Administrator-General	1	1
	Sheriff of Madras	1	1
	Government Pleader	1	1
	Crown Prosecutor †	1	1
	Registrar of Joint Stock Companies †	1	1
		— 32	— 101
Public.	Surgeon-General	3	6
	Protector of Emigrants	2	1
	Superintendent, Government Press	3	1
	Tamil Translator to Government	1	1
	Telugu do. do.	1	1
	Malayalam do. do.	1	1
	Canarese do. do.	1	1
	Hindustani do. do.	1	1
	British Consular Agent, Pondicherry	1	1
	Superintendent, Archæological Survey, Bangalore	1	1
	Government Epigraphist, Ootacamund	1	1
	Registrar-General of Births, Deaths and Marriages	6	6
	President, Board of Examiners	2	1
	Private Secretary to H.E. the Governor	1	1
	Military Secretary do. do.	1	1
	Chemical Examiner	1	1
		— 27	— 26
Political.	Resident in Travancore and Cochin	4	4
	Paymaster, Carnatic Stipends	2	1
	Political Agent, Pudukota	4	1
	Do. Sandur	1	1
	Do. Banganapalli	2	2
	Government Agent at Tanjore	2	1
	Special Agent, South Arcot	1	1
		— 16	— 11
Ecclesiastical.	The Right Reverend the Bishop of Madras	2	2
	Venerable Archdeacon of Madras	2	1
	Senior Chaplain of the Church of Scotland	3	1
	Roman Catholic Archbishop	1	1
		— 8	— 5

* Addressed to the Government Solicitor.

† Only such orders as concern him.

153

		Ordinary.	Circular.
Financial.	Accountant-General	4	4
	Commissioner of Paper Currency	1	1
	Superintendent of Stationery	3	1
	Postmaster-General	3	3
		— 11	— 9
Educational.	Director of Public Instruction	5	36
	Commissioner for Government Examinations	4	1
	Superintendent, Government Central Museum	1	1
		— 10	— 38
Revenue.	Board of Revenue (Land Revenue)	15	15
	Do. (Revenue Settlement)	20	20
	Do. (Separate Revenue)	15	15
	Superintendent, Revenue Survey	7	7
	Inam Commissioner	2	2
	Director of Government Cinchona Plantation, Ootacamund.	1	1
		— 60	— 60
Local and Municipal.	Sanitary Commissioner	3	8
	Sanitary Engineer	3	3
	Sanitary Board	1	1
		— 7	— 12
The District Magistrate of	Anantapur	8	16
	North Arcot (Chittoor)	8	26
	South Arcot (Cuddalore)	8	24
	Bellary	8	16
	South Canara (Mangalore)	8	16
	Chingleput (Saidapet)	8	18
	Coimbatore	8	23
	Cuddapah	8	23
	Ganjám (Chatrapur)	8	23
	Gódávari (Cocanada)	8	31
	Kistna (Masulipatam)	8	26
	Kurnool	8	19
	Madura	8	26
	Malabar (Calicut)	12	31
	The Nilgiris (Ootacamund)	8	8
	Nellore	8	23
	Salem	8	26
	Tanjore	9	26
	Tinnevelly	8	23
	Trichinopoly	8	16
	Vizagapatam	8	31
		— 173	— 471
District and Sessions Judge of	North Arcot (Chittoor)	6	6
	South Arcot (Cuddalore)	6	6
	Bellary	8	8
	South Canara (Mangalore)	10	10
	Chingleput	6	6
	Coimbatore	9	9
	Cuddapah	6	6
	Ganjám (Berhampur)	6	6
	Gódávari (Rajahmundry)	10	10
	Kistna (Masulipatam)	6	6
	Kurnool	6	6
	Madura	11	11
	North Malabar (Tellicherry)	9	9
	South Malabar (Calicut)	6	6
	Nellore	6	6
	The Nilgiris (Ootacamund)	6	6
	Salem	6	6
	Tanjore (Tanjore)	6	6
	Tinnevelly (Palamcottah)	8	8
	Trichinopoly	6	6
	Vizagapatam	7	7
		— 150	— 150

[G. / 5]
1,000—30-11-99.

154

Public C.No. 2829 }
Jud - 3666. }

NOTE FOR THE CHIEF SECRETARY

G.O.No.432, Educational, d/ 7th of September 1900, regarding the qualifications of type-writing clerks in Govt. offices, has been communicated to Public and Judicial. It has also been communicated to all heads of departments. It is only necessary therefore that it should be recorded.

2. There is however one point in connection with the G.O. to which attention is invited. The draft order in manuscript was submitted to and passed by the Honourable Mr. Arundel in June last. It had been sent for counter-initials to the Local and Municipal, Revenue and Financial departments, but not to Judicial or Public. The latter two departments were concerned inasmuch as the order dealt with the establishments of the Surgeon General and the I.G. of Police. Subsequently in August a printed copy of the draft order came to Public and Judicial from Financial, it having been marked in Educational only for Financial and Public Works. A note was then submitted in Public and Judicial- flag A

Yes - in draft, although printed. A.P. 5.7.1

3. As regards Public it was pointed out that the Educational G.O. required modification inasmuch as its effect, if the G.O. was read literally, would be to reduce the pay of the Examiner on Rs.60 in the Surgeon General's office to the scale

scale prescribed for type-writing clerks. From the notes following flag A it will be seen that misapprehension existed in the Educational Dept. as to the meaning of the point raised in Public in this connection. The sequence of paragraph 1 of the Educational G.O. is this. Certain appointments, among which is that of an Examiner in the Surgeon General's office, are brought within the scope of clause 13, article 4 of the Public Service Notification. Candidates for these posts will in future be required to have passed the technical examination in type-writing. The Surgeon General, as the head of the department to which this Examinership belongs, is directed to submit a proposition statement to the Public Dept. altering the existing designation of the Examiner's appointment into that of type-writing clerk. None but those who have passed the Govt. technical examination in type-writing will then be eligible for this appointment, the pay of which will depend on the grade of the examination passed. It thus appears that, whether intentionally or not, the Educational G.O. involves the reduction in the existing pay of the Examiner and this is admitted in the passage marked X in the Educational Dept. office note immediately after flag A. As has already been pointed out, the Surgeon General's letter on page 39 of the original of G.O. No.432, Educational, d/ 7th of Septr. 1900, merely suggested that type-writing

It is desirable, therefore, to explain more clearly the point of the Public note

* But an effect which can be prevented by a stroke of the pen by the Public dept. No reduction has taken place & none could take place without the consent of the Public dept. expressed Endorsed on the prop.n Statement.

N.P.
5.7.1

† Mr Hannigh was the Secy. in the Educl. dept. when D Gantz — he had obtained the order of the H.M. — he considered that the dispute concerned the wording of the order for which he alone was responsible. Surely Mr Knapp does not contend that, if a Secretary in one dept. accepts a draft & considers that it is badly worded, the Secretary responsible for the draft is bound to withhold the order & wait until the other Secy. has, in another dept. of the Secretariat, stated his objections & endeavoured to procure a ruling from the same H.M. on the point of wording? Surely work would become impossible under such conditions. The order in the Educl. dept. neither cancelled nor overruled any other orders.

The statement at Ruthenly misrepresents my meaning: it is intended to be between depts. It is intended & does always invariably precede submission to the H.M.s. Here the case was lifted out of the general rule by the fact that Gantz had appeared to the wording of the draft.

N.P. 5/7

should be prescribed as a necessary qualification for the post of Examiner. He can hardly have contemplated the reduction in the pay of one of his clerks which is the effect of the G.O.

4. The Educational Dept. considered the objection raised in Public as untenable, and on the ground that the draft represented what the H.M. had passed, issued the G.O. It is submitted that in accordance with all precedents, Educational when it declined to accept the suggestions of Public should either have circulated the file for the orders of the Honourable Member, or should have informed Public that no modification of the G.O. was considered necessary, and so given this department an opportunity of itself obtaining the orders of the Hon'ble Member. The view taken in paragraph 2 of the note at flag C that the proper time for one department of the Secretariat to raise objections to an order in another department is after the order has issued would entirely defeat the one of the objects with which the rules for counterinitialling are laid down, namely, that Govt. in all its departments should as far as possible act as a single entity, and that orders in one department cancelling or over-ruling orders in another department should as far as possible be avoided.

5. In Judicial the point was raised regarding the clerk in the office of

157/4

of the I.G. of Police who now does type-writing, and it was pointed out that the effect of the Educational order, read literally, would be* to prevent that clerk as long as he does type-writing from getting promotion in the regular line. This view is combatted at the passage marked Y in the Educational Dept. note at flag C, but it is submitted that the last sentence of paragraph 1 of the Educational G.O., whether intentionally or not, clearly has the effect attributed to it in Public. The cle[illegible] in the I.G's office is a "subordinate who now does type-writing work though not qualified" and he will under the Educational order continue to draw his present salary until he qualifies. If the Inspector General is able at once to find a type-writing clerk qualified under the new rules he will doubtless place the clerk who now does type-writing in some other appointment in his office and no difficulty will arise. But until a qualified candidate is forthcoming, the present clerk will doubtless continue to do type-writing and under the strict letter of the last sentence of paragraph 1 of the Educational G.O., he† will as long as he does type-writing be ineligible for any rise in salary.

6. The Educational G.O. having now issued the question of modifying it may now be dropped, unless it is raised by the heads of the departments referred to.

* This is the view of the Public Judl.? dept. But it is not the view of the Educl. dept. & it is not the view of the Acct. Genl. May not the Educl. dept & the Acct. Genl. be right? At any rate the fact that the Acct. Genl. does not consider that the order has the effect supposed proves that the point is not as 'clear' as Mr Knapp contends.

A.S.P.
5.7.1

† The Acct. Genl. does not share this view & so long as he does not share it, the clerk will not be ineligible.

A.S.P.
5.7.1

158/5

(3)

to. But it is submitted that the matter may be brought to the notice of the Educational Dept. in connection with the omission either to circulate the file with this department's remarks, or to inform this department ~~to~~ before the issue of the G.O. that Educational did not consider it necessary to modify the draft.

AS
[illegible]

~~I & he~~ Educl. u.o. pr favour of remarks. The position taken up in Mr. Pringle's note of 16.8.00. seems objectionable and contrary to the accepted theory of Secretariat procedure.

H 5/x 100.

To Educational Dept. (Mo) R. No. 131
9.10.00

AS 9/10

Gen. No. No. 26-D39.X.00.

159 6

Educational Department.

132

This u.o. reference in the Public and Judicial departments dealt with several questions: one related to the effect of Educational G.O. No. 432, dated 7th September 1900 on a certain appointment in the Surgeon General's office; another to the effect of the same order on an appointment in the office of the Inspector General of Police; another a matter of procedure. And underlying the other questions, there was the principal and general one of the wording,xx to which exception had been taken, of the Educational order above named.

xx It was not the wording, but the meaning conveyed by the G.O. that was commented upon
[illegible]

2. It will be convenient to deal with the last of these points first in order. The Educational department considered that the intention of the order was sufficiently clear to render any alteration unnecessary. It sometimes happens that two persons or two departments may hopelessly disagree as to the meaning or effect of a phrase: and when this is the case argument seems useless. In the Public note (para: 5) the views of one party in the discussion are stated very clearly. Without attempting to show that those views are incorrect, it may be remarked as fairly raising some presumption that they may be incorrect that other offices than the Chief Secretary's have not found the same difficulty in understanding the meaning of the proceedings under dispute. It will not be denied that the first of all offices in which it might have been expected that the order would be ahallenged, if it was open to the criticisms passed upon it in Mr. Knapp's note, was the Accountant General's office, and that out of the other offices

How can you separate the two? The words convey the "meaning".
A.S.P.
15.7.[illegible]

concerned

concerned (some 46 in number) a tolerably large number would have addressed Government stating their difficulties.

3. This however has not been the case. Not only did the Accountant General abstain from challenging the order in any respect, but in reply to enquiries whether he read it as meaning (which was the intention of this department) that until the heads of departments concerned had submitted proposition statements and had obtained sanction for the necessary alterations in their establishments, the orders were to remain inoperative, he (has stated that he did place such an interpretation on the proceedings. Again, it was intended that after the alterations in the establishments had been carried out , clerks who had been engaged in type-writing up to the date of the alterations should be regarded as eligible for promotion provided that they still possessed the required general educational qualifications; and here again the Accountant General has expressly stated that he so read the order of Government - in other words he will not challenge the promotion of clerks in the case described so long as the head of the office in which they are employed certifies to their possessing the general qualification in question.

stated

Z

The mere fact that the Accountant General finds no difficulty in the Educational proceedings, and reads them as meaning what this office intended them to mean, is ofcourse not necessarily a proof that they are not open to the charge of obscurity; but I submit that when the chief account authority is satisfied, the Public and Judicial departments may also be satisfied.

4. Turning to the particular cases-this department, it appears, misunderstood the position in regard to the

clerk

This may be done, but the post will, as long as the Edcl Go remains in force be "reserved for a typewriting clerk"

AK

clerk in the Surgeon General's office. All, however, that is necessary to set the matter right is for the Public department to strike out the words "and typewriter" in the proposition statement and to transfer it as altered to the Financial department for sanction.

The case of the clerk in the office of the Inspector General of Police is completely covered by the remarks made above at Z. The Inspector General of Police has merely to sign, in ordinary course, the certificate printed in the pay bill as to educational qualifications, and, that done, the clerk will after the revision of the establishment receive without objection the pay of any higher appointment which may be conferred upon him.

The point raised by Mr. Knapp at X, viz., that in any case the promotion of the clerk in question may be barred by the fact that at the time no qualified successor can be found is surely far-fetched?. There seems to be no reason for anticipating that in the presidency town it will be impossible to find a qualified successor; and if it is found impossible, nothing is easier than for the Inspector General to obtain temporary exemption for the unqualified person appointed to take the place of the promoted clerk. Mr Stuart is competent to look after the interests of his own clerks.

My point was that promotion might come to him at any time, & that he could not take it until a typewriting clerk under the new scheme had been selected & appointed. This might mean only a few days, but there would even then be some hardship which was probably not intended.

AK

5. Lastly as to the point of procedure, I am sorry if any thing in my note of 16th August 1900 is open to objection. The Hon'ble Mr. Stokes perhaps was not aware of what had happened. According to the proper procedure, the Judicial and Public departments ought

to

to have seen and accepted the order as drafted before it was passed by the Hon'ble Member. Owing to a mistake (which occurred before I rejoined the Madras secretariat) the draft was not sent for acceptance at the right time and the Hon'ble Member passed it in June. On July 14, I tried to make up for the omission by sending the draft in a slight varied form. Mr. Hammick, who talked over the matter, shared my opinion that ~~the~~ any alteration of the passed draft on the lines suggested by the Public and Judicial departments or the withholding of it from issue was unnecessary; it was considered that the objection was really one ~~of~~ relating to the actual wording, which as Secretary he was competent to deal with, the more so as the draft had already received the approval of the Hon'ble Mr. Arundel. Had the objections been of another kind and affected the policy of Government, I would have suggested, & Mr. Hammick would ~~[illegible]~~ doubtless have accepted the suggestion, that the papers should be resubmitted to the Hon'ble Mr. Arundel.

I do not think that I am personally liable to the charge of not paying due attention to the requirements of other depts. in the matter of suggesting that they should be consulted, & carrying out when possible ~~[illegible]~~ their views. Had I paid less attention to this, on the present occasion, the Educl. order would have issued without prior objection, & this ~~[illegible]~~ discussion would not have taken place*!

At any rate the Judl. & Public depts. may be certain that if this office ~~[illegible]~~ can prevent ~~the~~ any repetition of the incorrect procedure under which their concurrence was in the present instance not obtained before the draft in its earlier form was placed before the H. M., it will prevent it.

And it is suggested to the Judl. & Public depts that the matter may now be dropped. As stated in a previous office-note, the answer to the u/o notes was withheld until it c^d be ascertained whether

*The objection would have been taken — as it has in fact been taken — after the issue of the G.O.

AK

Well: it is generally considered to be idle to criticise orders when they have actually issued! That ~~the~~ objection was taken in this case after the issue of the order is disproved by day [illegible]

*The files that were lying over in the Public, Judicial & depts are linked below

[illegible] 11.7.01

Desp 10/7/1

DEPARTMENT.

134

other offices than the Chief Secretariat found difficulty in interpreting the Educl. order or considered that any of the clerks in them would suffer from it, & I was not aware until about a fortnight ago that the disposal of several papers in ~~different~~ a lot of branches of the Chief Secretariat was being delayed until our reply was sent in: I am sorry to have caused inconvenience in this way, but I regarded the discussion as an abstract one. The original suggestion of the Public dept. was to postpone the issue of any orders in the Educl. dept. until heads of depts. had reported, & if this course had been followed, the matter would equally have remained pending. We only heard from the Bd. of Revenue a few days ago.

A.S.P.
8.7.1

[illegible]
9.7.01

*. Public & Judl. depts u/o

11

Stamp

~~12~~ 164

Public & Jud. DEPARTMENT.

135

Cs.

The Educ. Dept. having replied in full to the remarks of this Dept., no prolonged discussion of the subject is necessary. It was not intended to revive, after the Educ. G.O. had issued, the question as to its exact effect upon the offices of the S.G. & the I.G. of Police. Beyond observing that the two expedients now suggested by the Educ. Dept. — the alteration of the S.G.'s proposition statement so as practically to cancel a portion of the Educ. G.O., and the exemption of the I.G.'s clerk from the terms of the G.O. — in themselves show the ~~objections~~ arguments ~~raised~~ adduced not to have been without foundation, it is unnecessary to refer further to the specific objections raised in these Depts to the orders issued in Educational.

As regards the question of principle involved Educ. allows that the file should have come to Public & Jud. before circulation, & so far these Depts may be satisfied. But they can hardly accept the

view, which the Educl Dept appears to hold (vide passage marked & on p 3 of the notes) that because an a draft order has been approved by the H.M. in one Dept it is not open to another Secl Dept concerned to comment upon the order, or to obtain its modification, ~~either~~ and with that object to circulate the papers to its own H.M. Public & Judicial would each have been justified, when the draft of the Educl G.O (already passed by the Educl H.M.) was received, in circulating it to the Public or Judl H.M with such recommendations for its amendment as seemed suitable. It was in the belief that the Educl Dept, if it did not accept the amendments proposed, would either ~~[illegible]~~ circulate again ~~further~~ or would afford an opportunity for further discussion, that circulation in these Depts was not suggested. ~~[illegible]~~ In sending such ~~to [illegible]~~ Educational the remarks which might have been submitted to the Public or Judl H.M. ~~[illegible]~~,

afterwards sent to Educl strengthened by the H.M's approval, the C.S. adopted the course which seemed most likely to lead to an early & satisfactory settlement of the points at issue. To hold that, ~~[illegible]~~ when a Secl has objected to a draft sent to his Dept ~~[illegible]~~ for acceptance, the ~~[illegible]~~ Secl ~~[illegible]~~ whose draft it is may decide without further discussion to issue it in spite of the objections raised, would mean that the Dept receiving a draft for acceptance to which it objected would have, in self-defence, to circulate it at once to its H.M. This would involve delay, & in many cases in which the draft is intended for circulation to all H.M's confusion and a dislocation of the ordinary order of circulation.

This wd of course be [illegible] of the matter was [illegible] importance.

[illegible] 13/7/01.

[illegible]
12.7.01

Draft disposals are submitted below upon the files which have been lying over

[illegible]

It wd have saved much delay &

167/ ~~15~~

bother of instead of bottling up the papers Ed. had at once pointed out that the Ed. G.O. was not intended to have the meaning put on it in Jud. whether fairly or unfairly. I am not prepared to complain of the issue in the circumstances of the Ed. G.O. without further reference but the delay in saying what had or was being done was inexcusable in my opinion.

1317 M.

Ed. n.

Ed. no. 71 R dated 15th July 1906.

[No. ad interim reply w. have really been of the slightest service unless the Jud. & Public depts. had withdrawn from their position.]

Lodged.

A.S.P.

15.7.6

The various reminders shd have been attended to & explanation given of what was being done. but the matter has been very fully discussed & may now drop.

[illegible]

15.7.01

It had already been pointed out in vain. Even now the note preceding the Chief Secy's the correctness of the previous contentions is reasonable.

A.S.P.

15.7.

Public no. No. 208-D-9 1907

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