

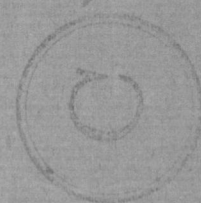
Educational (1900) Department.

ORDINARY MS.

G.O., No. 395

DATED 11-7-1. ✓

INDEXED.



-6-

[Despatch Abstract.]

Typewriting clerk

Recording Progs. Recv. departh. sanction-
ing the reservation of only one appointment
in the Nilgiri Collectorate for a —

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
7c	489752						

Educational (190 /) Department.

CURRENT No. 934

FROM

THE REVENUE DEPARTMENT.

Order
min

Recorded

8/1
18/7/11

No. 1618 his.

Dated 3rd July 1901.

Enclosures

7/13
6-7-01

Received 6th July 1901.

Registered 6/7 1901

SUBJECT.

Sanctioning the reservation of only one appointment in the Nilgiris for a type-writing clerk.

BACK PAPERS.

10432: 7-9-00 copy

FURTHER PAPERS.



PROCEEDINGS OF THE MADRAS GOVERNMENT.

Copy attached. Read Proceedings of the Board of Revenue (L.R.)
No. 110, dated 30th May 1901.

Order thereon No. 1618 Rev. dated 3rd July 1901.

The proposal in paragraph 7 of the Proceedings read above
to reserve only one appointment in the Nilgiris for a type-
writing clerk is sanctioned.

(True Extract)

Atmakenzie.
for Secretary to Government.

To the Board of Revenue (L.R.)

„ Educational Deptt.

Copy to the Financial Department.

REVENUE DEPARTMENT.

1901.

Board of Revenue

(Land Revenue),

MADRAS.

Printed June th.

Proceedings, No. 119, 30th May 1901.

MAY.

Requesting the Collectors of all districts, except Madras and the Nilgiris, to revise the existing scale of establishments in their offices by abolishing two posts on Rs. 35 and Rs. 25 in the English Correspondence section in order to provide for type-writing clerks to be appointed on progressive salaries and to forward the necessary proposition statements for the sanction of Government.

PROCEEDINGS OF THE BOARD OF REVENUE
(LAND REVENUE).

Mr. A. W. B. HIGGENS.

READ—again Proceedings of the Board of Revenue (Land Revenue), No. 198, dated 4th October 1900.

ABSTRACT.—Communicating to all Collectors Government Order, No. 432, Educational, dated 7th September 1900, passing orders on the question of the qualifications of type-writing clerks in Government offices, and requesting those officers to report which of the appointments on their establishments they would propose to reserve for typists.

READ—file of Collectors' replies to the above Board's Proceedings.

Read also Government order No. 3276 Revenue dated 18th December 1900.

RESOLUTION—No. 119, dated 30th May 1901.

In its order No. 432, Educational, dated 7th September 1900, Government directed that two appointments in every Collector's office should be reserved for "type-writing clerks" and that a proposition statement should be submitted in view to the necessary alterations being made in the existing designation of the appointments to be so reserved. The Government Order was communicated to all Collectors and they were requested to report which of the appointments on their establishments they would propose to reserve for type-writing clerks (*vide* paragraph 2 of Board's Proceedings, No. 198, dated 4th October 1900).

2. The papers read above contain the Collectors' replies to the Board's reference and the appointments which they propose to reserve for typists in their offices are shown in the annexed statement.

3. The Board observes that the pay of type-writing clerks is to be regulated according to the examinations passed by them as shown in the margin and that a typist is entitled under Government Order, No. 608, Financial, dated 27th June 1900, to draw a salary of Rs. 25—1—35 immediately on his passing the Intermediate test. It is therefore necessary to reserve for type-writing clerks appointments carrying a salary of Rs. 25—1—35 each. The existing scale of establishments in Collectors' offices does not include any appointments carrying progressive salaries and the Government apparently contemplates that such appointments should be created by abolishing

Pay.
RS.

For clerks who have passed the Elementary examination in type-writing ... 20—1—25
For clerks who have passed the Intermediate test ... 25—1—35

some of the existing posts on fixed pay. The question, therefore, is which of the existing posts should be abolished in order to provide for type-writing clerks without extra expenditure to the State. The

	RS.	A.	P.
The minimum value of an appointment of Rs. 25—1—35 ...	25	0	0
Add $\frac{2}{5}$ of the difference between the minimum and the maximum of Rs. 35 or $\frac{2}{5}$ of Rs. 10 ...	6	4	0
Average cost of one appointment ...	31	4	0
Do. of two appointments on Rs. 25—1—35 ...	62	8	0

Accountant-General states that, under article 57 (2) of the Civil Account Code, the financial value of the two appointments on Rs. 25—1—35 should be fixed at Rs. 62—8—0 as shown in the margin. In view, however, of the fact that two candidates on the higher grade may not always be available for employment and that there are no two appointments carrying an aggregate pay of Rs. 62—8—0, the Board considers that the average cost of the appointments may be reduced to Rs. 60 *per mensem* and the necessary expenditure met by the abolition of two appointments on Rs. 35 and Rs. 25 *per mensem*. The Board accordingly resolves to request the Collectors of all districts, except Madras and the Nilgiris, to revise the existing scale of their establishments by substituting the posts of type-writing clerks for two appointments on Rs. 35 and Rs. 25 in the English Correspondence branch of their offices and to forward for sanction the necessary proposition statements prepared in accordance with the instructions issued by Government in its order No. 1236, Financial, dated 30th November 1900, and communicated with Government Order, No. 3276, Revenue, dated 18th December 1900, read above.

4. The Collectors of Chingleput and South Arcot point out that the introduction of the new scheme should be postponed until the posts, which it is proposed to abolish, become vacant and duly qualified typists are available. The scheme can, of course, be given effect to only on the occurrence of vacancies in the posts to be abolished, but the submission of the proposition statements called for by Government need not be deferred on this account. Until vacancies occur and passed men are available, the existing arrangements may continue.

5. The Collector of Tinnevely reports that the typist entertained in his office on Rs. 20 has passed the Intermediate examination in type-writing. As under paragraph 2 of Government Order, No. 608, Financial, dated 27th June 1900, the typist is entitled to draw Rs. 25 at once, the Collector proposes to provide for the increase of pay by abolishing a post on Rs. 30 in his office which is now vacant. The Collector will be informed that the post on Rs. 30 should be kept open until a permanent vacancy occurs in the post of Rs. 35 which should then be abolished as proposed in paragraph 3 *supra*.

6. In Madras, a type-writing machine has been supplied for the use of the office of the Deputy Collector, and the Collector suggests that an appointment on Rs. 20 in that office may be reserved for a typist. Government Order, No. 432, Educational, dated 7th September 1900, does not apply to Divisional offices and the clerk doing type-writing work in the Deputy Collector's office cannot be granted the new scale of pay. The Collector will, therefore, be requested to report whether two posts on Rs. 30 each may not be abolished in view to provide for two type-writing clerks, the offices of the Collector and the Deputy Collector being for this purpose treated as one.

7. The Collector of the Nilgiris requests sanction for the supply of a type-writing machine and proposes to reserve only one appointment in his office on Rs. 20 + 5 local allowance. The Board considers that one typist will be sufficient and accordingly requests the sanction of Government for reducing to one the number of typists in this district. The financial value of the appointment as calculated in paragraph 3 *supra* being Rs. 30, a post carrying that pay should be proposed for abolition in the proposition statement called for by Government. As regards the supply of the machine, the Collector does not state whether he has secured or can secure the services of a qualified typist as required in Government Order, No. 220, Financial, dated 13th

March 1901, communicated with Board's Proceedings, No. 92, dated 2nd May 1891. He will be requested to furnish information on this point while forwarding the proposition statement.

(True Copy and Extract.)

(Signed) A. R. CUMMING,
Acting Secretary.

To the Collectors of all districts.
" Accountant-General.
" Secretary to Government, Revenue Department, with copy
of Board's Proceedings, No. 198, dated 4th October 1900.

APPENDIX A.

Districts.	Appointments which the Collectors propose to reserve for type-writing clerks in their offices.				Total value of the appointments.
1	2				3
		PAY. RS.		PAY. RS.	RS.
Ganjām	5th English clerk	30	Vernacular accountant	20	50
Vizagapatam	4th "	35	7th English clerk	25	60
Gōdāvari	6th "	25	8th Vernacular clerk	20	45
Kistna	4th Vernacular clerk	30	8th "	20	50
Nellore	4th English "	35	7th "	25	60
Cuddapah	4th Vernacular "	30	7th English clerk	20	50
Anantapur	4th English clerk	35	6th "	25	60
Bellary	4th "	35	5th English accountant	25	60
Kurnool	4th "	35	5th "	25	60
Madras		..		..	..
Chingleput		..		..	..
North Arcot	6th Vernacular clerk	25	7th English clerk	20	45
South Arcot	8th "	20	7th "	20	40
Tanjore	5th English clerk	30	7th "	20	50
Trichinopoly	4th "	30	6th "	20	50
Madura	English clerk	35	English clerk	25	60
Tinnevely	Clerk	30	Clerk	25	55
Coimbatore	3rd English clerk	35	5th English clerk	25	60
Nilgiris		..	7th "	20	20
Salem	4th English clerk	35	6th "	25	60
South Canara	3rd Vernacular clerk	35	3rd "	35	70
Malabar		..		..	..

APPENDIX B.

Read—the following Government Order, Mis. No. 3276, Revenue, dated 18th December 1900 :—

Read—the following Government Order, No. 1236, Financial, dated 30th November 1900 :—

Read—again the following paper :—

Government Order, No. 950, Financial, dated 25th September 1900.

ABSTRACT.—Recording Government Order, No. 432, Educational, dated 7th September 1900, passing orders on the question of the qualifications of type-writing clerks in Government offices.

Read—also the following papers :—

Government Order, Mis. No. 1918 L., dated 18th October 1900.

Endorsement of the Financial Department, dated 25th October 1900, No. 2692.

" " Accountant-General, dated 8th November 1900, No. P.A. 596—8194.

Order—No. 1236, Financial, dated 30th November 1900.

Proposition statements in connection with the appointments of type-writing clerks, which are submitted to Government with reference to the first paragraph of Government Order, No. 432, Educational, dated the 7th September 1900, should show in the "Proposed scale" the lower scale of pay, Rs. 20—1—25, in the column of "pay" and Rs. 23—12—0 as the "average cost." The present pay of typists and the pay actually drawn by unqualified clerks performing the work of type-writing clerks should be shown at the foot of the proposition statement. A fresh proposition statement will not be needed when any clerk is promoted to the higher scale of pay, Rs. 25—1—35, on passing the Intermediate examination in type-writing; a note to that effect entered in the pay bill of the office concerned being sufficient for the purpose of audit.

2.

(True Extract.)

(Signed) G. STOKES,
Chief Secretary.

To all Heads of Departments under the Chief Secretary.
Copy to Departments of the Secretariat.

Order—Mis. No. 3276, Revenue, dated 18th December 1900.

Communicated to the Heads of Departments under the Revenue Secretariat.

(True Extract.)

(Signed) G. S. FORBES,
Secretary to Government.

To the Commissioners of Land Revenue.
" Commissioner of Revenue Settlement and Director of the
Department of Land Records and Agriculture.
" Commissioner of Salt, Abkari and Separate Revenue.
" Superintendent of Revenue Survey.
" Inam Commissioner.
" Director, Government Cinchona Plantations.

Exd. C. Parthasarathy.

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READ AGAIN G.O., No. _____, DATED _____
 190 .

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

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

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