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EPH (1946) Department

16 SERIES.

G.O. No.

141
Eon

Dated

21.1.1946

(8)

[Despatch Abstract.]

College - Engineering - Guindy - Electrical Engineering
Department - Steno-typist - Employment - Sanctioned.

Back Papers.

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

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Go	1828	Edn	21-12-46				
Go	1982	"	10-8-48				

C.F. 32 (a).

EDUCATION Department
 From (Name) Dr. S.R.U. Savor, M.A.,
 D.Sc., I.E.S.,
 Designation Director of Public
 Instruction,
 Station Madras.
 Received.....Registered.....
 To
 The Secretary to Government,
 Education and Public Health
 Department, Madras.

Enclosures :

Rc. No. 1091-A/45. dated 8th November 1945.

Sir,

Sub:- College of Engineering, Guindy - Employment of a
 Steno-typist and purchase of a Typewriter for
 the Electrical Engineering Department of the
 College - Sanction - Requested.



52719

The Professor of Electrical Engineering in the College
 of Engineering, Guindy reports that the Clerical staff attached
 to his Department consists of just one man (i.e.) the store-
 keeper and that the latter is having full work in maintaining
 the accounts of stores etc. The Professor states that in
 the absence of a clerk, who knows typing, the work in the
 Department is much handicapped in that he, the Professor, has
 to write letters himself in longhand. He further points out
 that with the opening of the new course in Electrical commu-
 nicating Engineering, the clerical work has much increased
 and much time is wasted in the preparation of statements and
 in correspondence for lack of a Steno-typist attached to

P.T.O.

To,
The Principal,
College of Engineering,
Guindy.

Sir,
Ever since I joined this College last February, I have felt increasing the need of a stenographer and a good modern typewriting machine. This need has become all the greater since the course in Electrical Communication Engineering was started last July. I have to write out long hand every letter, note and report and this eats up a considerable part of my time and energies which should properly be devoted to the work of the students and to the investigation work in which I am engaged.

2. In the interests of both these and of economy, I request that I may please be provided with a full time stenographer and a good typewriter which will be suitable not only for the normal office work but for technical matter as well.

3. RESEARCH WORK: At the request of the Chief Signals Officers of the Southern Army, a study of certain characteristics of the ionosphere has been undertaken at the College. The results of this study will be of interest to radio communication authorities not only in India but abroad as well.

To work up the data week by week and month by month for presentation to the various authorities and to make copies of the results involve a considerable amount of the office work.

Also as new equipment comes in and more staff is appointed, such research activities will increase and with it the clerical and copying work.

4. Apart from this, as in the case of every professional man, I am in touch, by correspondence, with a number of fellow engineers in India and abroad and with national professional bodies like the Institutes of Electrical Engineers and the Institute of Radio Engineers in England Canada, and the U.S.A. on technical matters of mutual interest including engineering education. Such interchange of ideas and experience is very essential to keep abreast of developments.

5. PRESENT SITUATION: The clerical staff of this Department consists of just one man, the storekeeper and he has his hands full with the maintenance of the stores and the issue and receipt of materials to staff, students and workmen. He knows no shorthand nor has he any training in typing. But, to help us, he types short letters and reports on an old typewriter. This machine, I understand, is over 30 years old and many of its letters are defective and out of alignment. It breaks down so frequently that practically every month it is taken to pieces for repairs. It is a hopeless machine.

On account of this difficulty I have had to request you to spare your stenographer to help me with my work; and you have been good enough to accede to my request and I am very grateful to you for your kindness. But, considering how busy your office always is, I can hardly expect to have this help whenever I require. Hence my request for a typewriter and a full time stenographer.

6. NORMAL WORK. Even normally, I have to deal with a fair amount of official correspondence relating to the daily work of the Department and its students. There is also the correspondence with commercial and manufacturing firms who supply the large variety of goods and apparatus required by the Department. These by themselves would justify my request for a stenographer and a typewriter.

7. Besides, these, however, there are special reports that come up now and then. An example of this is the scheme I was asked to draw up for training war returned soldiers in radio servicing. This was a rather long report of over 25 pages of typescript and took a great deal of time and effort, as I had to write it out in full, revise it and rewrite twice for being handed over for typing. This work could have been completed in about half the time if I had the help of a full time stenographer; and the report itself could have reached the Radio Engineer of the Provincial Broadcasting Department at least two weeks earlier and we could have escaped his several reminders.

8. NEW COURSE IN ELECTRICAL COMMUNICATION ENGINEERING: Organising the work of a new course of study like Electrical Communication Engineering involves an appreciable amount of detailed work and this also cuts in time that I would like to give to the work of the students in the Lab.

this Department. In endorsing the remarks of the Professor of Electrical Engineering, the Principal of the College reports that the office work of this department would well justify the provision of a full time steno-typist for it, having regard to the fact that every member of the staff of this department is engaged in Research work. He states that the employment of a Steno-typist will go a long way in helping the members of the staff in their research activities. The Principal therefore requests the employment of a whole time steno-typist for this Department. I support the Principals' request

2) The Principal also requests that provision may be made for a Typewriter for the Electrical Engineering Department. He reports that a second hand Typewriter was supplied to this Department 14 years ago in 1931. The machine is now out of order. The types are old, defective and out of alignment. The Principal points out that in its present condition, any repairs done to it will not be worth the labour and expense.

3) In the circumstances stated above, I request that the Government may be pleased (i) to sanction the post of a Steno-typist in the scale of pay of Rs. 30 - 55 for the Electrical Engineering Department of the College of Engineering, Guindy for a period of one year from the date of employment. and (ii) to sanction the purchase of a new typewriter for the above Department.

4) I request the favour of early orders.

5) I submit for the perusal of Government a copy of the letter of the Professor to the Principal in this question.

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

Perkum
for Director of Public Instruction. 19.11.45

KP. 13-11. 30/14/4

9. PURCHASE OF EQUIPMENT: The apparatus and equipment required for the course are very varied; even now, at the beginning of the course, and merely to make a start, the number of the individual items runs to well over two thousand, and the articles range from small component parts costing a few annas to units of built apparatus valued at hundreds and thousands of rupees.

10. For lack of a stenographer, I had to make lists of these items with their specifications. This work has occupied me fully for about 6 weeks and the lists cover over 100 pages of foolscap size paper.

11. The purchase of the required apparatus and equipment, involves correspondence with many dozens of firms in India, Great Britain and the U.S.A. on questions relating to their quality, performance and prices, to ensure that the college acquires the best available equipment and as economically as possible. This correspondence should have been started early in August, but it has not been possible to do so far lack of a shorthand and a typewriter.

12. I request that in the light of the above, I may please be given the assistance of a whole time stenographer and a modern typewriter, suited for both office and technical work. With this valued help, I shall be better able to attend to the training of the students in Electrical Communication Engineering and to my technical work.

submitted to the Director of Public Instruction. I have been lending the use of my stenographer now and then to the Professor of Electrical Engineering. As work in my office is also fairly heavy very often it is not possible to spare the stenographer. Orders have to be placed for the equipment required for the communication Engineering course and these involve a large volume of work in detailed specifications and correspondence. As the research work also involves a lot of typing and tabulation, the need felt by the Professor of Electrical Engineering for a stenographer is great. I request that the services of a stenographer to Professor of Electrical Engineering may be sanctioned at least for a period of one year in the first instance.

Of the two typewriters in the Office one as pointed out by Professor of Electrical Engineering is out of order. I request that sanction may be accorded for purchase of one more new typewriter.

True copy -

M. S. Srinivasan
17.11.45
For Director of Public Instruction

Telephonic message

From the As. Secy. to Govt.
To the Dy. Secy.

Refer Director's letter No. 10914/45 of 8.11.45 re. the employment of a stenotypist in the Electrical Engineering department of the College of Engineering, Guindy.

Please say why the employment of a stenotypist is considered necessary for the Electrical Engineering department alone, while the other departments are managing without a stenotypist.

mm
30.11.45
30/11/45
31.12/45

Pc

C.F. 32.

Department
From (Name) Dr. S.R.U. Savor, M.A.,
D.Sc., I.E.S.
Designation Director of Public
Instruction,
Station Madras.

ASST. SECRETARY TO GOVERNMENT
4/5
Received 2-10-45
To The Secretary to Government
Education & Public Health Department,
Madras.

Enclosures: No. R.C. 10914/45 dated 15-12-1945.

Sir,

58232 p 4 ante
Sub: College of Engineering, Guindy - Employment of a Steno-typist in the Electrical Engineering Department.
Ref: Your Telephonic Message dated 4-12-1945.

I enclose a copy of the Principal's letter R.C.No.387 D/44 dated 10-12-45 containing detailed remarks as to why the employment of a steno-typist is considered necessary for the Electrical Engineering Department alone while the other Departments are managing without a Steno-typist.

TRB.19/12 *sof*
19/12 for DIRECTOR OF PUBLIC INSTRUCTION.

COPY of R.C.No.387 D/44, dated 10-12-45 from the Principal, College of Engineering, Guindy.

"The office work that Mr. Sreenivasan has to handle is far greater in volume than that handled by the head of any other department of the College; there really is no comparison. A good typewriter and a whole time steno-typist are an essential and urgent need in his case. I cannot say the same in the other cases. And it is because I have satisfied myself about this that I have supported Mr. Sreenivasan's request of 24th September with my endorsement R.C.No.387 D/44, dated of 24th September, with my endorsement R.C.No.387-D/44, of 22nd October. These two letters contain full details of the nature and volume of his office work.

2. The reasons why the other departments are managing without a steno-typist are as under:-

(a) The other departments are long established departments which have settled down to a definite organisation and a well understood rhythm of daily activities.

(b) Each has its quota of well qualified teaching staff and trained workshop and laboratory personnel. These have years of experience and each person knows what exactly is expected of him.

(c) The older departments have, in the course of years, steadily built up their laboratories and workshops and now possess a very substantial part of the essential equipment and facilities needed for their normal activities. Until the time comes for a programme of overall renovation and expansion to meet the present day demands of training and research, their problem is, for the present at least, one of adding here and there to their equipment to keep it reasonably up-to-date.

(d) Each of the older departments has its own building housing its laboratories and workshops and they are well stocked with most of the essential conveniences in the way of furniture store-room, raw materials and stores.

P.T.O.

(c) While it is true that every branch of engineering is continually developing as a result of research and inventions in materials, processes and technique, the subjects dealt with by the other departments have, comparatively speaking, reached a certain measure of stability except in certain branches of heavy current electrical engineering in which progress due to research goes apace.

3. On the other hand, the Department of Electrical Communication Engineering is an entirely new Department, hardly six months old. Everything about it and its activities is in a state of flux to be organised suitably into efficient working conditions. But this has to be done with the utmost despatch, as we have already the first batch of students; otherwise their training will inevitably suffer for lack of staff and equipment and facilities essential for their work.

4. Secondly, it was only on Sunday (9th instant) that the appointment of the Professor of Electrical Communication Engineering was announced in the daily press. The other members of the teaching, laboratory and workshop staff have still to be appointed, and when they join, they will have to train themselves (or be trained) for their respective duties before they can settle down to efficient work. This will take time and till then, Mr. Sreenivasan will necessarily have to look after all the lecture, laboratory and other work of the students.

5. Thirdly, except for what was already in the college of has been acquired since last July, the whole of the equipment in apparatus, instruments, machinery, materials, tools and appliances etc., has yet to be purchased. The number of separate categories of the items to be acquired during the present and the next sessions runs up to a few thousands, big and small. Specifications have to be made for each of them and quotations obtained before the indents can be drawn up. All this involves a large volume of correspondence with dozens of firms both in India and Overseas. If he is not provided with a full time steno-typist, the Professor himself will have to do all this office work and this can only be at the expense of his proper vital duties in the training of the students and in the scientific and technical work of his profession.

6. The training of the Electrical Communication Engineering students must be conducted in consultation with and, if possible, with the co-operation of the authorities of the All-India Radio, and Posts and Telegraphs Department, and Electricity Department etc., in order to secure the best results and so that our students will be at least as good as any trained elsewhere in the country or even overseas. With this in view, I have, for example, now under consideration a proposal to ask for practical training facilities during the summer vacation for our students in Electrical Communication in several electricity and radio and allied organisations. In the absence of a steno-typist, the Professor will have to deal with the correspondence himself and this will take him away from his essential technical duties.

7. More than any other branch of engineering dealt with at this college, Electrical Communication is almost rapidly advancing subject; a vast volume of research is continually going on all over the world in the different branches of the subject. If the college is to build itself up as a leading centre in India and in the World in the training of young electrical communication engineers and in research in the subject, it is imperative that the members of the teaching staff should keep themselves abreast of the subject and be active research workers themselves, and this should be particularly true of the Head of the Department, who should therefore be freed as far as possible from routine office and clerical work.

P.T.O.

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8. It is in the light of all these considerations, that I am satisfied that a suitable modern typewriter and a competent steno-typist are a vital need to Mr. Sreenivasan, to a much greater degree than to the head of any other department of the College. And I respectfully repeat my request that these may please be provided as early as possible in the best interests of the College and the students of the subject."

---OXO---

for DIRECTOR OF PUBLIC INSTRUCTION.

sol
20/12

8

Edn and P.H. Dept

Colleg. Engineering - Guindy

Employment - Sanctioned

Ref letter from the D.P.S. Re no: 1091-A/45 D.S. 11-45- and 19.12.45

Order (Edn) 141 dated 21.1.46

The Govt sanction the employment in the Electrical Eng: dept of the College of Eng: Guindy, of a sten. typist on Rs 30-3/2-45-2/2-55 for a period of one year from the date of appointment. The sten. typist will be eligible for special pay, in accordance with the conditions prescribed against item 67 of class II of appendix I in Vol II of the Madras Manual of Service.

Pay and Allowances

Sanction is accorded

2. The Supt of City is authorized to supply a typewriter to the Electrical Eng: dept of the College of Eng: Guindy. The machine should be returned to the SPS when no longer required.

The D.P.S.

A.G. (Asst. Secy)

Supt of City

18C

70/21/9/21/1

12

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Edn and P.H. Dept

Colleg. Engineering - Guindy

Employment - Sanctioned

Ref letter from the D.P.S. Re no: 1091-A/45 D.S. 11-45- and 19.12.45

cf

Order (Edn) 141 dated 21.1.46

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For a free don't

Meaning no.

900 Edn

29.6.43

for 2-20

The second hand machine of the Dept which is reported to be unfit for use should be returned to the SPS.

Pay and Allowances

Sanction is accorded

2. The Supt of City is authorized to supply a typewriter to the Electrical Eng: dept of the College of Eng: Guindy. The machine should be returned to the SPS when no longer required.

18C

21.6.45 June 21/45

[Faint, mostly illegible handwritten notes on lined paper, possibly bleed-through from the reverse side.]

College. Engineering - Guindy. Electrical Engineering Department
Employment of a stenotypist and purchase of a typewriter.

1.2 of 1945 From the D.P.S. No. 1091-A/45 & 8/1/45.
At present there are one typist and a stenotypist
on the staff establishment of the College of Engineering, Guindy.
As the stenotypist is fully engaged in the college office his services
could not be spared whenever the Electrical Engineer requires.
Hence the request for the employment of a separate stenotypist
for the Electrical Engineering department. But it is not clear
why a stenotypist is required for this department only, while
the other departments are managing without that post. The D.P.S.
may be consulted about this. A draft letter is submitted for
approval of the H.C.F.

Thru B. it: purchase
of typewriter
30/11/45
31/12/45
[Issued as T.O. to the D.P.S. on 5.12.45]
b. No: 58232. From the D.P.S. No. 1091 A/45 & 19.12.45
The Principal's letter on pages 5-7 of shows
d.p. 1/8

that there is a definite need for the appointment of a separate stenotypist for the Electrical Eng. dept. The purchase of a new typewriter also is necessary. The proposals may be supported in this dept and the file may be sent to the Finance dept for remarks.



1541

10/1/46

3/1/46 S

3/1/46 J. M.

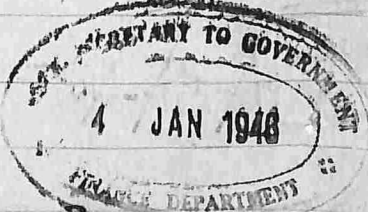
3/1/46

Finance Dept.

40.52719C/454

3.1.46

In the circumstances stated in P.S. 7 CF, the proposal of E.P.H. at Rs 1021 may be accepted in this Dept. The extra cost works out to Rs 1021 recurring about Rs 300 non-recurring.



5.1.46

12/1/46 A draft order is subd.

8/1/46 E.P.H.

7/1/46