

EPA (1946) Department.

18 SERIES.

G.O. No.

39

200

Dated

7.1.1946

7

[Despatch Abstract.]

Stationery - Flat file cases - II sort - Scales of supply
to officers of the Co-operative Department - Revised.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Go	84	Edn	18-1-43				
4	635	Fin	22-8-29				
4	354	"	24-4-25				
4	521	"	12-7-24				

Further Papers.

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

From
W.R.S. Sathianathan, Esq., I.O.S.,
Registrar of Co-operative Societies,
Madras.



The Secretary to Government,
Development Department,
Fort St. George, Madras.

Re. 10843/45-1., dated 29-10-1945.

Sir,

Sub:--STATIONERY--Flat files--Supply to cooperative
Department--Scales--Revision of.

Ref:--1) G.O.Ms.No.521 Finance dated 12-7-1924.

2) G.O.Ms.No.635 Finance dated 22-8-1929.

and 3) G.O.84 Education dated 18-1-1943.

(J) H3

The Government in their order No.635 Finance dated 22-8-1929 sanctioned an addition of 150 ordinary and 50 urgent flat files to my office to the existing number of 1010 ordinary and 190 urgent cases sanctioned in G.O.354 Finance dated 24-4-1925. The scales were further enhanced by another 240 ordinary and 160 urgent cases in G.O.84 Education dated 18-1-1943. But the scale of supply of 40 ordinary and 20 urgent flat files sanctioned to each Deputy Registrar and 20 Ordinary and 5 urgent files sanctioned to each Assistant Registrar or Sub-Registrar in G.O.Ms. 521 Finance dated 12-7-1924 remain unaltered till this day.

Since the time the scales detailed above were fixed, the activities of the Department have increased in an enormous measure. The war, in particular, has given a fillip to the consumers side of the movement which necessitated an increase in the number of co-operative sub-Registrars. With an increased staff and development in every possible direction, the requirements of my office have naturally increased during the recent past and since January 1943, when the last additional sanction was accorded, my office has been strengthened with an addition of Joint Registrar, 1 Special Deputy Registrar, 3 Co-operative sub-Registrars, 3 Senior Inspectors, 8 Junior Inspectors, 1 Routine Clerk, and 2 typists.

P.T.O.

✓

2 B/D.S.

2:-

The existing number of flat files in my office is found to be quite insufficient. While it is a general rule that one file should go into each pad, it is not uncommon for the sections to accommodate most of the files in ordinary card boards covered with a mere tape. This is an unsatisfactory arrangement born out of dearth of a sufficient number of flat files and to avoid scope for delays in despatch of office work. I, therefore request that Government will be pleased to accord a revised sanction for the supply of an addition of 400 ordinary and 300 urgent flat files for my office.

I consider the scale of supply to Deputy Registrars and Assistant Registrars fixed in G.O. 521 Ms. Finance dated 12-7-1924 as being equally seriously short of the real demand. Government are aware of the increase of work in the district offices. The scale sanctioned in 1924 has to be modified as shown below.

A/	Deputy Registrars.	Ordinary.	Urgent.
	Assistant Registrars or	75	25
	Co-operative Sub-Registrars.	40	10

The numbers suggested are quite modest and I request that Government may be pleased to fix the scales to Deputy Registrars and Assistant Registrars on these lines.

50742
7 - NOV 1945

5-6.8

Def. Dep.

Er. H. W. O. with Supp.

PRN. 29-10.

For REGISTRAR.

20/10

Deputy Secy
67404/11.11

Referred to the Superintendent of Stationery for remarks

To the Superintendent of Stationery
21.11.45

D-1-4860-45

3

Education and Public Health Department

Ed. No. 50742 B/45-1 Dated 2/11/45

12 NOV 1945
4860
EDRAS

Referred to the Superintendent of Stationery for

The Superintendent of Stationery.

Remarks.

(By order)

Charenu Olsan
Deputy Secretary to Govt

21/11/45

From The Supdt. of Stationery
(Madras) at Guindy,
28 NOV Saidapet P.O.

To The Registrar of Co-operative
Societies,
Madras.

No. D-1-4860/45 dated 19-11-45.

Sir,

Stationery - Flat file cases - supply to Co-operative Department.
Scale - revision of - your letter Rc.10843/45-E dated 29-10-45 to
Government Development Department.

At page 260 of Stationery Manual Volume II, Part II the following
articles are found regarding scale of supply of the above article to your
Department:-

Name of Office or Officer.	Ordinary	Uurgent.
1. Registrar of Co-operative Societies.	1400 as amended last by G.O.Ms.No.84 Education dated 18-1-1943.	400
2. Sub Deputy Registrar of Co-operative Societies, each.	20	5
3. Extra Assistant Registrar of Co- operative Societies, Vizagapatam.	20	5
4. Deputy Registrar of Co-operative Societies, each.	40	10

P.T.O.

-2-

Please let me know whether the designations against items 2 and 3 are identical and whether they may not be clubbed and revised as "Assistant Registrars and Co-operative Sub-Registrars, each".

SGK.20.11.
Copy to the Secretary to Government,
Education & P.H. Department, Madras, for information.

for Superintendent.

Co-Operative

The Sg S may be reminded next

on 14-12-45

refused

STATIONERY OFFICE (MADRAS) AT GUINDY, SAIDAPET P.O.

ENDORSEMENT NO.D-1-4860-45, DATED 21-12-45.

Returned.

SECRETARY TO GOVERNMENT
28 DEC 1945

59042

2. According to Rule 137, Stationery Manual, Volume I, flat file cases should be used only for papers under disposal and not for the maintenance of records or despatch of papers by post.

3. Sanction may be accorded for the revision as shown below, of the existing scale of supply and the officers to be supplied.

Name of Officer or Officer	Ordinary.	Urgent.
1) Registrar of Co-operative Societies.	1,600	550
2) Assistant Registrars and Co-operative Sub Registrars, each.	40	10
3) Deputy Registrars of Co-operative Society, each.	75	25

4. Sanction may also be accorded to the additional supply of 425 flat file cases II sort, as detailed below:-

	Ordinary.	Urgent.
1) Registrar of Co-operative Societies.	200	150
2) Asst. Registrars & Sub Registrars each.	20	5
3) Deputy Registrars, each.	35	15.
	255	170

Necessary amendment to Stationery Manual, Volume II Part II, will be issued in due course.

SGK.22.12.
To The Secretary to Government,
Education & Public Health Department, Madras.

for Superintendent.

SIR,

A bill for Rs.

from the

is herewith sent duly countersigned

by

Please pay the amount to the Company and advise. The advance is repayable in 24 monthly instalments. The advance bears interest at per cent per annum which should also be recovered as the last instalment. Please also instruct the officer to remit into the nearest treasury to the credit of "XLV. Stationery and Printing—Stationery Receipts—Provincial" the sum of Rs. due to Government as departmental charges and send the treasury receipt to me at an early date.

Copy to (1)
(2)

for Superintendent.

all
7/1/46

Recd 40521 Fd d. 12-7-24
" 354 " 24-4-25
" 635 " 22-8-29
" 84 Edn d. 18-1-43

Co. H. Dept 9
R

H-24 CMO 50742

From the Regr of Co-operative Societies, letter No. 10043/45-E
d. 27.10.45

f7 of 59042

From the S of S, No. D. 4050-45 d. 2.12.45.

Subject.

Stationery - Flat file cases II - Sub - Scales of
Supply to Officers of the Co-operative Dept - Revised
No - 39 Eln dated 7.1.46

Sanction is accorded to the revision of the existing
of Supply of flat file cases II - Sub to the Officers of the
Co-operative Dept as shown below:

Name of Officer	Number of Flat file cases	
	Ordinary -	Emergency
Registrar of Co-operative Societies	1600	500
Asst Registrars and Cooperative	200	400
Sub Registrars - each	40	10

f7 of

24/10
(1) (2) (3)
Deputy Registrars of Co-operative Societies — 75 25

2. Sanction is also accorded to the additional supply of 425 flat file cases II sort as shown below:

Name of Officers	Number of flat file cases	
	Ordinary	Exigent
(1) (2) (3)		
Registrar of Co-operative Societies	200	150
Asst Registrar and Sub Regr - each	20	5
Deputy Registrars - each	35	15

3. Necessary amendments to the Stationery Manual will be issued by the Sgs.

4. The attention of the Regr. of Co-operative Societies is invited to Rule 137 of the Stationery Manual Vol. I and to inform that the instructions therein should be strictly followed.

26/1/46
26/1/46
26/1/46

Dev. mag. sec.



The Sgs
Regr of Co-operative Societies
Do. B/46
26/1/46

26/1/46
26/1/46
26/1/46

Moles
A + B imp act and
pp 1-2 above

B imp act

pp 1-2 above

5 - JAN 1946

Dec to 643 B/46-1
4.1.46

TOAS

B/DSE 1 Dec

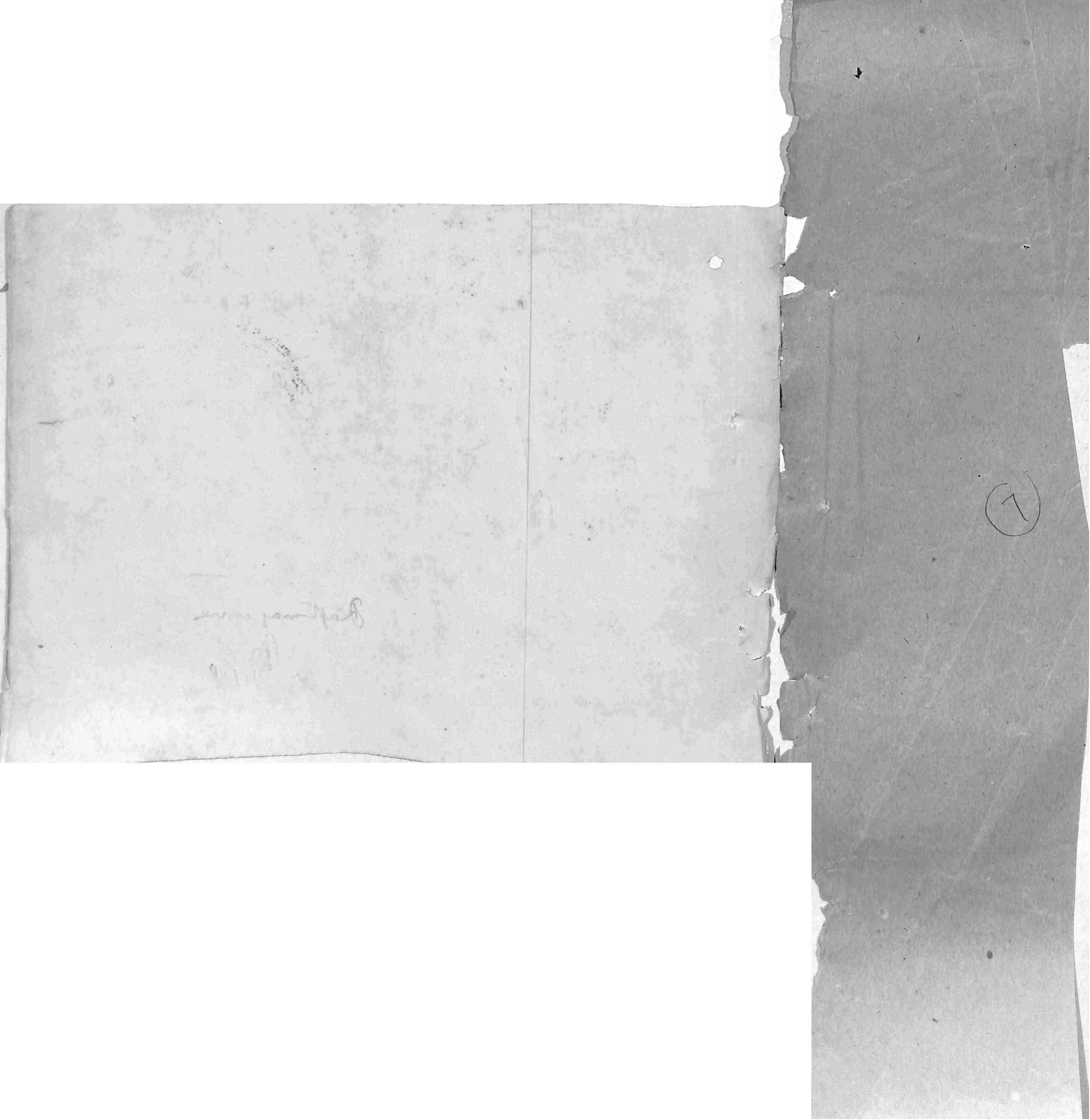
The draft order on pp 1-2 above may be perused. and the file passed on to E. P. H. The revised scale of distribution is in accordance with the suggestion of the R.C.S except in the case of his own office. The Regr would an addl supply of 400 ordinary and 300 urgent flat files for his office. But it is proposed to supply only an additional number of 200 ordinary and 150 flat files. The proposal may perhaps be accepted. The Regr will no doubt come up for addl supply if the present supply is inadequate. The file may be returned

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84
4.1.46

As
ker. to P.H.

Draft may mine

5/1/46



Baptist Church

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