Sectt. II

# Edn (1946) Departm

Ms SERIES.

G.O. No. 576/Edn

035

Dated 14. 3. 1946

Order on pp. 35-3

[Despatch Abstract.]

Government Press - Appointment of Special Officer etc., - sanctioned temporarily.

## Back Papers.

| | | Department. | Date. | G.O. | No. | Department. | Date. |
|---|---|---|---|---|---|---|---|
| | 286 | Edn. | 22.8.45 | Go | 122 | Edn. | 31.1.46 |
| | 45759 | F/45 Edn. | 7.11.45 | Go | 26 | Edn. | 8.1.46 |
| | 716 | Edn. | 4.5.45 | Go | 1600 | Edn. | 24.11.43 |
| Go | 1029 | Edn. | 10.7.44 | Go | 1500 | Edn. | 4.11.43 |
| Go | 922 | Edn. | 15.6.44 | Go | 1271 | Edn. | 20.[illegible].43 |
| Go | 868 | Edn. | 5.6.44 | Go | 2514 | Edn. | 24.[illegible].43 |
| | | | | Go | 524 | Edn. | 7.[illegible].43 |
| | | | | Go | 1632 | Edn. | 1.11.42 |
| | | | | Go | 1461 | Edn. | 1.10.42 |
| | | | | Go | 2301 | Edn. | 3.12.46 |

## Further Papers.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
|---|---|---|---|---|---|---|---|
| Ms. | 847. | Edn. | 22-4-'46. | | | | |
| Go. | 1869 | Edn | 28.9.46 | | | | |
| Ms | 147 | PHD | 10.1.59 | | | | |

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DEPARTMENT.

*Received* ................19 . *Registered* ................19 .

JUN 1945

PUBLIC HEALTH

(2)

*Subject.* 25652

Temporary Establishment for additional printing and other services done by the Press - revision of temporary establishment -

ENCLOSURES.

No. ................

................

Spare copies ................

No.29/Mis.

*Station* M a d r a s., *Dated the* 24th May 1945

From (Name) A. G. Anderson Esq.,

(Designation) Superintendent, Government Press,

To The DEPUTY Secretary to the Government of Madras,

EDUCATION & PUBLIC HEALTH Department.

Sir,

A

I have the honour to state that ever since I took charge of my post I have been watching the working condition of the Press. There has been tremendous all round increase of work both permanent and temporary in the Press owing to the general expansion of the industry. The pressure is particularly felt in the administrative section of it as it has to deal with the ever increasing aspects involved in the technical audit of the Press account which lasts over three months ever year by a party of three auditors from the Accountant-General office and with the administration of labour laws like Factories Act, Wages Act, Trades Union Acts, etc. The control of service records involving application of several leave and general service rules peculiar to the labour organization i a task in itself. Besides the permanent increase in pressu of work, there is just now heavy rush of printing work conn ted with Civil Defence and Civil Supplies both direct and indirect. All jobs in this connexion have to be given exclu sive priority over others and require immediate attention and clearance from the Press to have the desired effect fo which the various jobs are intended. I give details of increases under several sections with my proposal to augmen the strength of establishment to cope with the pressure.

2. The Government Press as a unit of service departme

under

under the Provincial Government has to deal with all other Provincial departments and also as agent for Government of India in rendering services in respect of printing, supply of standardized and non-standardized forms, Rubber stamps, Government of India and Provincial publications, etc., besides the help requisitioned by and rendered for the local quasi Government bodies in getting their printed work done at the private presses. Naturally in times of emergency like the present, the growth of offices to cope with new services has become quite abnormal and innumerable. It is only to be expected that with the multiplication of new offices ~~of new offices~~, the services expected from the Press should also proportionately increase. While any proposition for fresh establishment for new services would be considered as consequential, it would not be so apparently patent when the existing unit is utilized for catering the needs of such new offices. It would not be possible to make up a case for additional establishment with each addition but nonetheless the cumulative effect of such additions could not be ignored when it has reached an untenable point.

3. This office is now being inundated with various indents for supplies and services from these new channels marked by urgency in many cases, and the normal working condition is much upset. To guard against any untoward breach in the efficiency of Public service it is essential to take up the question of providing additional adequate establishment to meet the situation.

4. To substantiate my statement on the increase of work I give details of new additions served by this Press and the extent of services rendered.

(I)

| Nature of work. | No.of units served. |
|---|---|
| War Publicity, National War Front excluding War Reviews .. .. | 442 × |
| Recruitment .. .. .. | 4 × |
| Publications excluding Military unit .. | 54 |
| Defence of India Rules .. .. | 31 |
| Grow More Food .. .. .. | 1 |
| Controls .. .. .. | 167 ✓ |
| Rationing .. .. .. | 116 ✓ |
| Grain Purchases .. .. .. | 50 ✓ |
| Civil Supplies .. .. .. | 1 |

(II)

Description of work done and the number of offices for whom it is done.

| Description of work. | To whom sent. | No.of offices. |
|---|---|---|
| War leaflets and pamphlets. | District Organizers, Deputy Organizers, Provincial Organizers, Factories, Rationing offices, Educational institutions, etc. | 442 × |
| CONTROLS: | | |
| Food Grains | Collectors, Commercial Tax Officers, etc. | 51 |
| Paper .. | Collectors, etc. | 27 |
| Cloth | Commercial Tax Officers, Collectors, Assistant Commercial Tax Officers, Textile Control offices, etc. .. | 80 |
| Yarn | Commercial Tax Officers, etc. | 30 |

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| Description of work. | To whom sent. | No. of offices. |
|---|---|---|
| CONTROLS: (Cont.) | | |
| Drugs | Collectors, Commercial Tax Officers, etc. | 52 |
| Tyre | Secretaries, Road Traffic, Area Rationing Officers, etc. | 41 |
| Motor Transport. | Provincial Motor Transports, Controller (of Supplies.) | 2 |
| Wheat | Collectors, Taluk Officers, etc. | 63 |
| CIVIL SUPPLIES FORMS: | | |
| Permits to transport. | Grain Purchase offices, Provincial Marketing Officer, etc. | 10 |
| Resume of important orders. | Collectors, Commercial Tax Officers, etc. | 52 |
| Special forms, Paddy and Rice, etc. | Collectors, Tahsildars, etc. | 50 |
| Food Rationing | Controllers, Rationing Officers etc. | 96 |
| -do- Malabar | Taluk Rationing Officers, Grain Purchase Officers etc. | 19 |
| DEFENCE OF INDIA RULES: | | |
| Lease deeds<br>Agreements forms. | Collectors etc. .. | 67 |
| Other kinds of Miscellaneous forms. | Collectors and other officers | 54 |
| Small Savings Scheme Receipt Book Campaign. | Collectors etc. .. | 26 |

5. Apart from these exclusively new services, the supply of the regular standardized forms usually confined to the units of offices as detailed in Appendix M to the Printing Manual had to be extended to the several new offices and the average with reference to the past few years is given below:

| Particulars. | No.of units of offices. | No.of kinds. | Total number of copies. |
|---|---|---|---|
| STANDARDIZED FORMS: | | | |
| 1. Supplied to Ration offices | 103 | 96 | 448,500 |
| 2. War offices .. | 82 | 50 | 982,710 |
| 3. Licensing and other offices .. | 250 | 45 | 531,468 |
| 4. Extra Civil Supply indents. | - | - | 132,867 |
| | 435 | 191 | 2,095,545 |

6. The distribution of Petrol coupons comprising of 36 kinds from "A" to "N" with annexure printed by the Government of India Press are also taken by this office and the number of offices dealt with extends nearly to 250. They require careful stocking and handling to obviate any misuse of them.

7. There has been another latest addition to the distribution work of standardized forms in the order issued by Government in Education and Public Health Memorandum No.763 F/44 dated 20-2-1945 sanctioning supplies of such forms to Orissa Government. This involves consolidation of indents from nearly 50 indenting offices with the number of unit supplies going up to nearly 1,000.

file pending

8. Further this office has by a tacit understanding with the Government of India Press has undertaken to do all possible help in getting the printing work done for Central, Naval and Military offices to expedite the routine administration of these departments so as not to impede the progress of war work.

9. The consequential increase of work charges for extra work done for these new offices leaving the items exclusively chargeable to Provincial Government is Rs 2,24,958/- during 1943-44 and Rs 1,43,606/- for the half year ending 30th September 1944. The figure for 1944-45 is likely to far exceed the one for 1943-44. The total number of pages of additional printing (converted to the standard page and type foolscap folio and 12 point) involved is 49,265 during 1943-44 and 38,873 for the half-year 1944-45. These heavy increases of work in the several direction could therefore hardly be disputed and are positive facts.

10. It is true that with reference to a specific addition of work regarding the distribution of War Review in English and in other Indian languages the question of separate establishment was taken up to Government in the year 1942 which was sanctioned by them. From time to time as there were numerous additions in the original distribution lists of leaflets and other pamphlets the War Despatch section had to be expanded but not adequately to meet the need. The present strength of the section is given below:

pp23-24CF Ⓞ

| Details of Establishment. | Strength. | Scale.<br>Rs | Order sanctioning the establishment. | |
|---|---|---|---|---|
| Despatch Manager | 1 | 100/- fixed | G.O. No.499 Edn., ~~dated 31-3-44~~. | pp5-6CF Ⓔ |
| Despatch clerks | 3 | 35-55 | G.O. No.26 Edn., dated 8-1-44. | pmcf Ⓝ |
| Despatchers | 4 | 28-45 | G.O. No.499 Edn., 31-3-44. | pp5-6CF Ⓔ |
| " | 3 | " | G.O.No.1644 Edn., dated 3-11-44. | pp3-4CF Ⓘ |
| " | 1 | " | G.O.No.26 Edn., dated 8-1-44. | pp1-2mb Ⓝ |
| " | 4 | 15-28 | G.O.No.499 Edn., dated 31-3-44. | pp5-6CF Ⓔ |
| Attenders | 2 | 19-30 plus Presidency allowance. | G.O.No.489 Edn., dated 31-3-44. | " |
| " | 1 | " | G.O.No.1644 Edn., dated 3-11-44. | pp3-4CF Ⓘ |
| " | 1 | " | G.O. No.26 Edn., dated 8-1-44. | pp1-2mb Ⓝ |
| Peons | 2 | 12 | G.O.No.499 Edn., dated 31-3-44. | pp5-6CF Ⓔ |
| " | 1 | 12 | G.O.No.1644 Edn., dated 3-11-44. | pp3-4CF Ⓘ |

11. These establishments have to maintain distribution statements, (involving much clerical labour and correspondence) check address labels and despatch the packets. Even to this limited extent this establishment was found to be inadequate and my last request for additional hands was not accepted by Government in their order G.O. No.922 Edn., dated 15-6-44.

p3CF Ⓝ

12. The number of copies printed and dealt with under regular periodicals alone are given below and this does not include special supplements to War Review - Weekly.

| Language. | | No.of copies. |
|---|---|---|
| English | .. | 6,626 |
| Tamil | .. | 11,641 |
| Telugu | .. | 10,578 |
| Malayalam | .. | 3,021 |
| Urdu | .. | 1,876 |
| Kanarese | .. | 1,082 |

Madras Calling.

| | | |
|---|---|---|
| English | .. | 5,276 |
| Tamil | .. | 6,652 |
| Telugu | .. | 5,046 |
| Malayalam | .. | 6,567 |

13. Gazette distribution: The work in respect of this journal has since been increased by cent per cent on account of increase in the number of subscribers as detailed below. With the publication of the different control etc. orders by Government the demand for spare copies for every week has become most incessant.

| | 1942-43. | 1943-44. | 1945 uptodate. |
|---|---|---|---|
| No.of subscribers .. | 856 | 1,034 | 1,641. |

14. The Publication Store is another public utility department attached to the Press where the various ordinances, rules of public importance, Gazette extraordinaries of Government of India, various control orders have to be stocked for sale as there is a continuous demand from every part of the Presidency which has created a pressure far beyond the capacity of the section.

15. Correspondence Section: The faircopying section of the Press is also badly hit on account of the general increase of work in the Press. There are 3 typewriters at Mint Buildings which are fully engaged and more than 100 foolscap pages on an average per day are being typed. As only two typists have been sanctioned the services of qualified men from other section have to be constantly used on the third machine much to the detriment of the legitimate work of the clerk concerned. Leaving aside the pressure during exceptional periods, the work in this section has considerably increased with permanent effect owing to the introduction of many new forms under the Madras General Sales Tax Act and the creation of many offices under the Commercial Taxes Department all over the Presidency. The tapals received now from different offices is more than 2,000 per day and all these have to be replied to and action taken which must pass through this section. It is therefore important that this should be strengthened adequately.

16. Standardized Forms:- Another tremendous responsibility thrown on the Press is effecting economy in the use of paper. This Press is dealing with thousands of standardized forms under several groups and it has to study each form to fix revised size and cost of paper. To this end it has to carry on correspondence with several unit officers to accept the revision. The immensity of the task has led to the formation of a separate section in the Press

as "Standardized Forms Section" inconveniencing other departments by withdrawal of workmen. With every work received in the Press, the suitability and the size and kind of paper to be used have to be studied and decided which would have the effect of minimum consumption with maximum advantage.

17. The Store Section: which is responsible for the custody and issue of plant and store articles is having an ordeal and the existing staff is found to be quite insufficient to meet with the situation. The articles which were being purchased before war on yearly contract have now to be obtained on individual indents after calling for competitive tenders. As for the controlled articles it has to apply for licences etc. from the respective controlling officers. Further in war local purchases have considerably been increased in the absence of Home supplies. The general increase in work necessitates additional supplies of materials the procurement of which is heckled on all sides by controls etc.

18. The position of Computing section and how it is affected by the extra productive outturn in the Press and its allocation of costs and recovery from cost recoverable offices were already fully explained to Government in my proposal for additional staff of computors to Government which has been asked to be re-submitted in G.O. No. Ms.1029 Edn., dated 10-7-1944.

p5CF8 (L)

19. If efficiency in service is to be kept up a revision of establishment both permanent and temporary is vital. The Government Press as an industrial concern has an establishment just sufficient to pull on with the normal work required of it under ordinary circumstances with a limitation in the number of offices under the Provincial Government, it had to deal with and it cannot be said that it should be sufficient under all circumstances however abnormal it may be. If I propose any general revision of establishment to cope with heavy extra pressure created by war in this Press I do it with a full sense of duty and in the interests of public service. While I am cognizant of past refusals by Government of even patchy proposals and small recognitions for additional establishments if I come out with my present proposals it is to submit to Government that I would be failing in the assumption and discharge of my responsibilities if I fail to do so.

20. With these preliminary remarks, I submit the following proposals for changes in the existing scales of pay additional temporary establishment and I do it with extreme reservation lest it should be construed as extravagant. To my mind it is an absolute minimum necessity which I may have to request Government later to increase:-

X (i) Non-Gazetted Administrative Assistant.- Owing to paucity of experts in Printing I have to get on with the available officers. It is therefore imperative that much of the routine work that could be delegated without impairing sound management should be transferred to a non-technical officer of responsibility so that he could devote his time to the non-technical side of the working of Government Press. The need for a Special Officer has been felt from time to time even in normal times with reference to the day to day administration of the Press but it has become a paramount necessity at least till such time there is the present pressure of work created by war. I would fix a special pay of Rs 75/- a month in addition to the substantive pay drawn by the officer appointed to this post. The services of the officer appointed to this post will be utilized to the best advantage to relieve pressure on the administrative side allocating matters quasi technical and purely administrative. In this connection I may also invite the attention of Government that with reference to the report on Plant stock-taking as on 1st March 1940 Government have been pleased to approve several of the recommendations contained therein in G.O.No.959, Education and Public Health Department dated 27-6-44. The main items of improvements are: (1) to separate the

stock

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p5CF ,,

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stock of furniture etc. from regular Press equipments for annual stock-taking, (2) to fix minimum values of articles for purposes of stopping provision for depreciation, (3) to introduce departmental plant accounts, (4) the periodical verification of important item of stock articles etc. Of course the one item of safeguarding the leakage of metal has already been dealt with by Government with a provision of Gurkha watchers, remodelling of gate etc. There are lot of other tiny articles of value and their stock could be controlled only by an efficient internal check as suggested in the report and also approved by Government. In my opinion the services of an officer on special duty till such time as the whole accounting is kept in a working condition is necessary. The revision of Office Manual is also pending. It was partly done by the Special Officer appointed for reporting on the stock-accounts and its completion with reference to existing working condition is imperative and it has to be done at any cost in the interest of efficient service. The Printing Manual is corrected upto 1938 and since then it could not be brought upto-date with subsequent corrections. These items could also be taken up and finished without delay. The creation of this post may be sanctioned temporarily for a year.

(5)
Go 1285 Edn
31 8 44

(ii) The revision of scale for the post of Head Clerk: The post of the Head Clerk in the Press is unique in itself. He is in charge of a clerical section of 40 in strength besides an equal number of computors. He has to assume responsibilities over several sections, like computing, Stores, Publication Store etc. He must be fully conversant with the upto-date service rules and conditions of the Press service and the various leave rules ~~and~~ pertaining to the Press service. He must also possess a sound theoretical knowledge on the technical side of the Press work as he has to check, scrutinize the work done in the computing section where casting of outturn, estimating check of printing bills are done. This post was first sanctioned in 1908 in the scale of pay of Rs 125-5-150 and this was slightly revised in the general revision in 1922 to Rs 125-5-175. Unfortunately in the revision of 1933 the pay of the post has been fixed at even below the 1908 scale Rs 100-150. As between 1908 to this date the work of the Head Clerk's post has been increased beyond recognition and it is essential that it should now be suitably revised. I recommend the restoration at least the 1922 scale i.e. Rs 125-10/2-175.

(iii) The revision of the scale of Accountant:- This is another post of high importance in the Government Press. This will stand comparison with the post of accountant in the office of any heads of departments. It is onerous in many ways. In addition to the usual accounting in other offices the Accountant in this office has to attend to the system of costing accounts, a most elaborate one and most peculiar to the Press accounting. The budget classifications are special to the Press to suit the costing accounts. The pay of this post was continued to be Rs 85/- a month ever since 1904 up to the time of general revision in 1922 though there were changes with reference to other posts in the intervening period. The Press is budgetting for nearly an expenditure and receipts of Rs 11 to 12 lakhs and 3 to 4 lakhs respectively. The Accountant has to watch the progress of expenditure under the various heads and reconcile them with the actuals etc. At the time of 1922 revision the pay was fixed at Rs 85-4-125/-. In 1933 revision the position of the Accountant in the Government Press has become still worse owing to the fact that his initial pay was less by Rs 8-8-0 than in 1904. In equity the holder of such a responsible post should have certainly a better recognition in the interest of sound financial administration of the Press accounts. I would therefore unhesitatingly recommend the scale of Rs 125-5/2-150 as in the case of Head Accountants in some of the Provincial offices.

(iv) Computors: The following additional staff of computors were already proposed by my predecessor in his letter resting with No.11-Mis., dated 26-5-44 and Government have been pleased to order resubmission of the case in the light of further experience in G.O. No.Ms.1029 Edn., dated 10-7-44. The necessity for the additional staff has already been fully explained to Government and need no

reiteration

reiteration now. I may however observe that the higher scales of pay proposed are essential if the additional establishment is to effectively serve the purpose for which it is intended. The section is now called upon to work out estimates of several urgent printing works of many officers and to decide the agency for printing. The work in this section falls under different categories as detailed in paragraph 3 of my letter No.11-Mis. dated 22-4-43 and of the duties enumerated the most technical and important is estimating and cost finding. Only those with experience in practical printing and printing qualification will be able to assume responsibilities satisfactorily in these duties. Good estimators will be an asset to any Printing Press as they would be able to safeguard against waste in printing and effect economy in many directions. The present strength of computors requires to be bifurcated on these lines with better status. It has to study the numerous instructions on classification of charges for work done for Civil Defence Departments, Central Governments etc. and maintain ledger accounts and watch recoveries. It is desirable to utilize in this section the knowledge of experience and senior people are forced to resume added responsibilities without reasonable remuneration. I propose the following conversions and additions to this section:-

p1CF 890 803 Edn [illegible] 14.6.43 [illegible] file

(1) Conversion of the pay of the existing post of Head Computor from 80-7½/2-110 into Head Computor and Estimator on Rs 100-10/2-150.

(2) Conversion of the two posts of Head Computors on the scale of Rs 55-3/2-70 into Estimators on Rs 80-7½/2-110.

Additions - Temporary.

(1) Senior Computor on Rs 75/- fixed.
(2) Two Head Computors on the existing scale of pay Rs 55-3/2-70.

These temporary posts should be declared as selection category involving assumption of responsibilities under F.R.30.

(v) Accounts, Stores, Publication Store, Despatch (Standardized forms) and Gazette sections.- With reference to the various items of increases in the several sections of the Press already explained in paragraphs 13 to 17 above. I propose the following temporary staff. The daily receipt of currents as a result of heavy multiplication of new offices and their disposal etc. have thrown an unbearable strain on the existing staff and it should not be continued in justice any longer. The temporary staff if sanctioned will be distributed to several sections to relieve immediate pressure when and where necessary.

| Details of establishment. | | Strength. | Scale of pay. Rs |
|---|---|---|---|
| Clerk, Upper Division | .. | 1 | 55-70 Plus Presidency Allowance. |
| Clerks, lower division | .. | 3 | 30-55 -do- |
| Typist .. | .. | 1 | 30-55 -do- |
| Sub Storekeeper | .. | 1 | 55-70 -do- |
| Peons .. | .. | 3 | 12-17 plus Presidency Allowance. |

(vi) War Despatch Section:- In this case also my predecessor has put up proposals in his letter No.20/40-PPC dated 30-5-1944 for an additional establishment detailed below as the minimum required to meet with the increased pressure of work and Government were not prepared to accept it unless found necessary in the light of further experience. The statistics already furnished with reference to units of offices served with printing materials relating to war; rations, propaganda etc. amply justify the proposal and I am fully convinced of its necessity:-

p1CF 990 922 Edn 15.6.44 (11)

| | | | | |
|---|---|---|---|---|
| Despatch Clerk | .. | Rs 35-4/2-55 | .. | 1 |
| Despatcher | .. | 28-45 | .. | 1 |
| " | .. | 15-28 | .. | 1 |

The post of Despatch Clerk should be declared to come under F.R.30.

(vii) Operatives:- Compositors - As already explained in paragraph 9 the additional work involved runs to nearly 49,000 Foolscap 12 point pages within the last half-year and it is still on the increase. The depletion of strength in other sections to open a new Standardized Forms section to examine the existing standardized forms etc. referred to in para 16 above is already being felt very keenly and the work of the sections has to be cleared by overtime. Just now there is also the order for the printing of Electoral Rolls for the Indian Legislative Assembly within a most limited time. As it is the service of at least 50 temporary compositors are found to be essential. Of course in these cases under the existing system their work will be supported by outturn and will not involve any financial commitment and this by itself justifies the additional establishment. The sanction for these posts may immediately be accorded or otherwise the setting work will be greatly handicapped which may have the effect of upsetting completion of urgent jobs ordered by Government in time.

Compositors - temporary 50 .. Rs 20/- fixed.

p22CF ⓪

(viii) Binders: There is consequential increase in this section as well. With the transfer of distribution work of war journals, Government were pleased to sanction originally along with other establishment 15 binders in G.O. No.1461 Edn., dated 14-10-42 but this was not utilized as by the substitution of cheaper class of binding work it was found possible to direct the available labour for the additional jobs. Now it is found impossible to get on with the pressure and I am already forced to refuse taking up binding of old volumes etc. With reference to work on hand I estimate my requirements as below:

Binders - temporary 30 .. Rs 20/- fixed.

(ix) Stereo and Electrotypers and Typecasters: The manufacture of stereo plates for long run jobs like standardized forms newly reduced in sizes and style in view of economy in paper has increased beyond recognition and it is found impossible to cope with the existing staff. Again it is found imperative to renew in large quantities the old and worn out types and leads and also cast additional stock of types for Electoral Rolls works and the casting machines have to work in full swing whichcould not be done without additional staff. I propose the following additional temporary staff for the purpose.

1 Stereo and Electrotyper .. Rs 28-45
2 Stereo and Electrotypers .. Rs 15-28

21. In the case of compositors, Binders and Stereo and Electrotypers the actual recruitment will be dependent on the amount of work on hand. The entire strength may not be engaged if it is not justified by necessity, but I must be in a position to engage temporary staff as and when necessary.

22. The heavy rise in the supply of several standardized and non-standardized, ration etc. forms to various new offices has immensely multiplied the number of parcels sent out by rail both by goods and parcel trains and the Despatcher who is attending to their booking has very heavy work. This aspect has already been fully explained to Government in my letter No.SBC/8 dated 10-10-44 and Government were pleased to sanction only a small temporary allowance of Rs 7/- for six months which has since been extended conditioned to certain consideration in G.O. No.716 Edn., dated 4.5.45. This small recognition is out of proportion to the immensity of his task. He is attending to the booking both at Central and Egmore stations and the number of parcels he has to book at times goes up to 200 a day and they do not admit of delays in view of the prevailing urgency especially in the case of supplies to Civil Defence offices. In my opinion the appointment of another Despatcher will lead to divided responsibilities and overlapping of working hours and will not be congenial to the smooth discharge of the work. The appointment of an additional Despatcher would comparatively be costlier than increasing the emoluments of the existing man for the extra hours of duties involved in the present arrangement. He has to work beyond the normal working hours of the Press and if the payment of overtime in his case is recognized as it is done in the case of other technical employees of the Press he would be getting at least Rs 18/- a month on the computation 3 hours extra work on week days and 6 hours on Saturdays. There is therefore a clear case for increasing his present allowance, and I would suggest Rs 15/- would be a fair recognition ofhis work.

p1 CF 5 (K) 1573/24

pp3-4 CF (J)

23. By the general increase in setting work the productive capacity of Linotype composition section has to be kept at the maximum level. The heavy rush of work in this department especially when most of the machines could not be overhauled for want of spare parts as they could not be imported from England owing to war conditions adds heavy strain to the existing staff of mechanics. One of the most urgent daily requirements are matrices which if in quantity is not available the work of the machines will be retarded to a very great extent. The old matrices have to be constantly reconditioned before they are again put on the machine for service. The presence of experienced mechanics in each shift for this purpose is found to be very essential to keep the machines running. Again as these machines are running almost on old parts breakdowns of any machine at any moment is only to be expected and it is essential to secure the continuous services for both the shifts efficient mechanics. This would help to keep the production at least to the present level. Three out of 7 experienced mechanics attached to this section have left service. I may also state that mechanics in this section are specialized and could not easily be obtained from outside. It is essential that the services of the existing men should be recognized by any of a slightly increased scales of pay and few outsiders appointed to be trained under them. I therefore propose the following additional posts for this section:

| | | | |
|---|---|---|---|
| Linotype Mecahnic Maistries | 1 | .. | Rs 55-5/2-70 |
| -do- | 2 | .. | Rs 28-55 |

24. The general expansion of departments like War and Standardized Forms to meet the needs of the day have to an inordinate degree enhanced the work of supervision by the officers and for the matter of that all these additions have to be allotted to Mr.G.F. Amalanathan, officiating Deputy Superintendent II as the man best fitted to the task. He has been discharging his onerous duties in and out of office hours to the entire satisfaction of this office and other offices entrusting work to the Press. I agree with my predecessors that he should adequately be remunerated for the assumption of additional responsibilities and I would recommend strongly a temporary special pay of Rs 50/- a month till such time as the pressure created by war work ceases.

25. I come to the last point, the increase of pay of the Despatch

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pp CF 5 (E)

Manager. It was pressed by the permanent Superintendent Mr. Lepper and again by Mr. Menon while acting as Superintendent. If I, after watching his work since I assumed charge of the post, put up his case again it can only mean that I am fully convinced of the justification of the case in spite of it being turned down by Government. I feel that the present man for allhis hard and sincere work during and outside office hours driving men placed under him with a force all his own to satisfy the individual officers of their several urgent demands to meet the situation is being penalized for his hard work with a consistent refusal to recognize his case for a small additional remuneration of Rs 25/- a month. In my opinion even this seems inadequate. I am the third officer to press for this concession and I sincerely request that Government would be pleased to accept it, since the case for the additional remuneration existed even from the start of the section I would request a retrospective consideration of the order in his case.

26. I summarise my proposals as follows:-

I. **Non-Gazetted Administrative Assistant.** .. A special pay of Rs 75/- a month in addition to the substantive pay of the person appointed to this post.

II. Conversions of the existing scales of pay.

| Details of post. | | Existing scale. | Proposed scale. |
|---|---|---|---|
| Head Clerk | .. | 100-150 | 125-10/2-175. |
| Accountant | .. | 70-100 | 125-5/2-150. |
| Head Computor | .. | 80-7½/2-110 | 100-10/2-150 |
| Head Computors | .. | 55-3/2-70 | 80-7½/2-110 |
| Despatcher | .. | 30-50 | Rs 15/- allowance. |

III. Additional temporary posts for sections other than War Despatching.

| | | | | |
|---|---|---|---|---|
| 1. Clerk, Upper Division | 1 | .. | 55-70 | Plus Presidency Allowance. |
| 2. Clerks, Lower Division | 3 | .. | 30-55 | -do- |
| 3. Typist .. | 1 | .. | 30-55 | -do- |
| 4. Junior Store-keeper | 1 | .. | 55-70 | -do- |
| 5. Senior Computors | 1 | .. | 75/- fixed. | |
| 6. Head Computors | 2 | .. | 55-3/2-70. | |

IV. War Despatch Section additional posts and increase of pay of the Despatch Manager.

1. Despatch Manager from Rs 100/- to Rs 125/- a month or more.

| | | |
|---|---|---|
| 2. Despatch clerk 1 | .. | 35-4/2-55 |
| 3. Despatcher 1 | .. | 28-45 |
| 4. Despatcher 1 | .. | 15-28 |

V. Operatives:

| | | |
|---|---|---|
| Compositors - temporary | 60 | on Rs 20/- a month. |
| Binders " | 30 | on Rs 20/- a month (fixed) |
| Stereo & Electro-typers | 2 | on Rs 28-45 |
| Typecasters .. | 4 | on Rs 15-28 |
| Linotype Mechanic Maistries | 1 | .. 55-5/2-70 |
| -do- | 2 | .. 28-55. |

VI. A special pay of Rs 50/- a month to the officer who is in charge of war department newly created to meet the present needs.

27. The probable financial implication of the proposals is given below. The total Establishment charges of the Press is about 8.3/lakhs a year and the additions proposed will after all be an insignificant percentage to it considering the increase of the work involved and increase in expenditure.

| No. | Posts. | Existing Scale. | Existing Average. Rs.As.Ps. | Proposed Scale. | Proposed Average. Rs.As.P. | Extra cost per mensem Rs.As.P. | Remarks |
|---|---|---|---|---|---|---|---|
| I. | PERMANENT. Conversion of Existing scale of pay. | | | | | | |
| | Head Clerk .. | 100-10/2-150. | 132 8 0 | 125-10/2-175. | 157 8 0 | 25 0 0 | |
| | Accountant .. | 70-5/2-85-7½/2 100.+ M.H.A. | 89 8 0<br>15 0 0 | 125-10/2-150. | 141 4 0 | 36 12 0 | |
| | Head Computor | 80-7½/2-110. | 98 11 0 | 100-10/2-150. | 130 0 0 | 31 5 0 | |
| 2 | Head Computors | 55-3/2-70. | 64 0 0 | 80-7½/2-110. | 98 11 0 | 69 6 0 | |
| | Despatcher .. | 30-2-50 | 42 4 0 | 30-2-50<br>+15 Allowance. | 42 4 0<br>15 0 0 | 15 0 0 | |
| | | | | | | 177 7 0 or | |
| | | | 177 X 12 .. | Rs 2124/- yearly. | | | |
| II. | TEMPORARY. | | | | | | |
| | Non-Gazetted Assistant | .. | .. | .. | 75 0 0<br>Special pay. | 75 0 0 | |
| | Officer in-charge, War Department | | .. | .. | 50 0 0<br>Special pay | 50 0 0 | |
| | Additional temporary posts other than War Despatch. | | | | | | |
| 1 | Clerk, upper division | .. | | 55-70+Presidency Allowance. | 64 12 0 | 64 12 0 | |
| 3 | Clerks, lower " | .. | | 30-55 " | 42 1 0 | 126 3 0 | |
| 1 | Typist -do- | .. | | 30-55 " | 42 1 0 | 42 1 0 | |
| 1 | Junior Storekeeper | .. | | 55-70 " | 64 12 0 | 64 12 0 | |
| 2 | Head Computors | .. | | 55-3/2-70 | 64 0 0 | 128 0 0 | |
| | War Despatch Section: | | | | | | |
| 1 | Despatch Manager | 100 (fixed) | | 125 (fixed) | 25 0 0 | 25 0 0 | |
| 1 | " Clerk | .. | | 35-4/2-55 | 47 0 0 | 47 0 0 | |
| 1 | Despatcher | .. | | 28-45 | 38 3 0 | 38 3 0 | |
| 1 | " | .. | | 15-28 | 21 15 0 | 21 15 0 | |
| | Operatives (Temporary). | | | | | | |
| 1 | Linotype Mechanic Maistry~~ees~~. | .. | | 55-5/2-70 | 64 11 0 | 64 11 0 | |
| 2 | -do- | .. | | 28-55 | 42 6 0 | 84 12 0 | |
| | | | | 832 X 12 | .. 9,984/- | 832 5 0 | |

1. Permanent recurring increase .. Rs 2,100/-
2. Temporary for the duration of pressure of work. .. 10,000/-

28. I have not included the cost of establishment of compositors, Binders etc. in the above statement as it does not involve any additional cost to Government since it would be compensated by labour equivalent. They will be engaged only as and when necessary with reference to the actual volume of work on hand.

29. In amplifying my proposal for a non-Gazetted Assistant I should like to categorically state that it is in no way intended to give relief to the existing officers either in volume or responsibility. The additional pressure of work created by war and other considerations not connected with the normal administration of the Press as detailed below will give undisputable reasons for the creation of this post.

(1) Increase of production: For the first half-year 1944-45 number of additional pages printed was 38873 foolscap folio and it is still on the increase - vide paragraph 9 above.

(2) Tremendous increase in the distribution of forms both standardized and non-standardized forms -vide paras 4 and 5.

(3) Economy drive in the use of paper: A separate section has been formed for the revision of standardized forms running to several thousands.

(4) To exercise effective watch of recoveries from cost recoverable offices which has now mounted up to nearly 2.5/ lakhs.

(5) To regularise plant accounts after causing the opening of the several subsidiary ledgers involving preliminary stock-taking of office furniture and to give effect to other recommandations approved by Government in G.O. No.959, Education and Public Health dated 1-3-1940, the report on stock-taking and other kindred duties never formed part of the normal duties of the usual strength of the officers.

(6) Revision of office and Printing Manual for which a period of special duty was invariably claimed by my predecessors.

(7) In case of Ministerial work - Gazette, Store, Publication Store and Correspondence section require additional supervision.

30. As regards improved scales of pay of certain posts, they have been recognized in an office note by late Mr.A.G. Green so long back as 1932 and it is a long pending reformation in the right direction.

SD

Superintendent.

E & PH Deptt(F)

C. no 25652 F/45: From the S.G.P, No 29/Mis d 24.5.45

Govt Press – Revision of temporary establishment

Memo No. 25652 F-1 Edn d 12-7-1945

36/12.7

In his letter read above the S.G.P has submitted certain proposals for the revision of the temporary establishment etc due to the increase of work in the Govt Press, Madras. The Govt observe that more detailed particulars are required in respect of certain proposals. They are set out below:–

Creation of temporary post of Non Gazetted Assistant.

E2

p-2 of spl nts

The attention of the S.G.P is invited to G.O. 1600 Edn d 24.11.43 in which the term of the Special officer was extended for 6 months primarily for the revision of the Press Manual. The S.G.P is requested to state ~~what work did the Special Officer do during this last extension.~~ why this ~~Press~~ work ~~Manual~~ was not completed during that period

Revision of the scale of Accountant

p 6 of spl nts

The S.G.P ~~requested~~ has recommended the scale of Rs 125-5/2-150 to his Accountant as in the case of Head Accountant in some of the Provincial offices. The S.G.P

E4 PR/
6

is requested to state in what offices, the proposed scale is paid.
~~agree~~ —

Para 20 (V) of his letter. Addl. staff in Accounts, Stores section etc. p 9 of sett nts

The S.G.P. is requested to justify his proposal in greater detail with statistics of the increase of work for the last three years. p 10 ibid

Addl. Binders

The S.G.P. is requested to state whether he requires 30 binders in addition to those sanctioned in G.O. 1461 Edn. dt 14.10.42. p 16 ibid 'O'

Addl. Stereo and Electrotypers.

The S.G.P. is requested to justify his proposal for addl. staff with statistics showing the increase of work for the last 3 years. p 18 ibid

Increased allowance to the booking clerk

In G.O. 716 Edn. dt 4.5.45. (J) the Govt. declined to increase the allowance of ~~the~~ the booking clerk and told the S.G.P. to submit proposals for an extra hand to assist the booking clerk. The Govt. see no reason

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(10) 17 ~~3~~

to reconsider this order. ~~He~~ The SGP may submit proposals for the employment of an additional hand, if he considers it necessary. p 20 of sett nts

Addl. Linotype Maistries

The S.G.P. is requested to furnish information re the existing staff of Linotype Maistries and to justify his present proposal with figures and statistics re increased work for the last 3 years. p 22 ibid

Despd K.H. 13-7-45 ✓

To
The S.G.P. 11 7 45

11/7/45

(11)

C.F. 98.

Education & PH DEPARTMENT.

Edn. Branch.

**REMINDER.**

To The Superintendent
Govt. Press.
Madras

I ~~have the honour to invite~~ am directed to invite attention to Govt. Memo No. 25652 F-1 Edn, dated 12.7.45 and to ~~request that the reply to it~~ may be expedited request that this reminder may be returned at once with information as to—

~~(1) the stage at which the matter now is,~~

(2) the date by which a reply may be expected.

~~and~~

~~(3) the circumstances which have caused the delay.~~

Office Secretariat

27/8/45
Signature.

Station Fort St. George

Deputy Secretary to Govt.
Designation.

Dated 27-8-45

*SUBJECT.*

Govt. Press - Revision of temporary establishment.

[P.T.O

27.8.45
27/8

**REPLY.**

To The Deputy Secy
Edn. & P.H. Dept
Fort St. George, Madras

A detailed reply will be sent after Mr. A.G. Anderson returns from leave.

Govt. Press,

Madras, 2-10-'45.

Superintendent.

44148. S/2/10.

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(12) 21

23 OCT 1945

Copy of petition addressed to the Superintendent, Government Press, Madras from M. Kannabiran Pillai, Despatch Manager, Govt. Press, Madras, for the enhancement of pay.

For a consideration of Rs.15/- I am performing the duties referred to in the attached sheet. I beg to submit that during March 43, Mr. Lepper recommended my case to Government for a rise in my salary to Rs.125/- when I was doing the duties referred to at A and B - vide Statement considering the increase of work then alone. I understand that after this several recommendations were made but not fruitful. The volume of work and resulting correspondence in connection with the execution of the duties which are almost urgent can well be felt by the Superintendent and therefore it is needless for me to re-write them. Even though the hostilities ended there is no decrease in work and the pressure is still the same and even much more on account of the re-issue of the old cards by pasting slips. Some of the offices created in connection with the War, I most respectfully submit that I am, where I was in October 1942, when the section was started.

have been made Permanent Publicity Savings etc. and yet, I most respectfully

I appeal to the present Superintendent for his favourable consideration of my case and plead~~s~~ to Government on my behalf for all the services rendered in the past and for an adequate payment for the duties now done at a great sacrifice.

Assuring you always of my services.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

47785

No mis/S.B.C

Government Press.

A copy of a petition and its enclosure received from Sri M. Kannabiran Pillai, Despatch Manager for an enhancement of pay on account of additional work which he has to do is forwarded to Government with my support. He is in charge of the section that deals with the preparation of printing orders and distribution of forms and periodicals connected with the War, particularly with the various Control Orders. He has to work very hard and supervise the work of a large section of clerks, and despatchers. He is not only a hard worker, he is also very intelligent and has much organizing capacity and has been very useful in the particular section of which he is in charge, especially in ensuring prompt despatch of hundreds of thousands of cards and forms connected with Rice and Firewood Rationing. I consider that he deserves a special pay of Rs.25/- and I request Government to sanction this.

Madras, 22-10-1945.

S/22/10.

Superintendent.

To

The Secretary to Government,
Education and Public Health Department,
Fort St. George, Madras.

A

Gaz. distn.
Press Comqs.
E.T. papers.
Law Reports
Rubber stamps.

G.C., P.C.,
PPC., LRC.,
and RSC.

Sr. Clerk.
65--85/85.

B

Madras War Review
English
Tamil
Telugu
Kanarese
Malayalam
Urdu.
War Publicity
Pamphlets &
specially
urgent
leaflets.

D.M. On Rs.100/-
fixed pay.

On Rs.100 I was ordered to do both A & B by Mr. Lepper, the then Supt. i.e. Rs.15 extra against Rs.85 plus 100. My substabtive pay for (A) being Rs.85/-

C

National War Front
District Organisers
Savings Scheme.
Canvaseers Scheme
Publicity - Savings,
Leaflets
Receipt books

Controls--
Food Grains
Drugs
Paper
Tyre
Wheat
Meat
Cloth

D of I Rules --
Land Agreement
C.P.F.
R.A.F.
Hoarding etc.
Land Aquisition

Rationing -- ( Rice)
Cards Permt. & Temp.
Permits do.
Pilgrim
Touring

Rationing - K.Oil
Cards Permt ~~& Temp.~~
~~Permits~~ ~~do.~~

Rationing - F.Wood
Cards Permt & Temp.
Permits do.

Rationing - Forms for all (about 143 units to be catered for)

Rationing - Malabar (Dist. wide).

---

D

Fortnightly.

Madras Calling -
English
Tamil
Telugu
Malayalam

Prices-Wholesale
Zonal Scheme

E

Monthly

Victory Journal
I.W.C.C. Journal
G. M. Food Journal
Tamil
Telugu
Victory Gazette

F

Periodicals.

G.M.Food pamphlets
(all languages)
Civil Supplies
Price Lists
Resume of Important orders
Rationing notices
Savings propaganada

P.T.O.

| Forms Control.<br>65-85¼85. | Rs.70-100 plus<br>M.H.A. | Rs.65-85/85<br>Rs. |
|---|---|---|
| **Before me.** | **After me** | **During my period** |
| Forms Control | Forms Control | Forms Control |
| Mofussil<br>Stock book<br>Checking | Sales | Sales |
| | Despatch | Despatch & Superivision |
| | Jail Press | Jail Press |
| | Mofussil stock book checking | Mofussil stock book checking |
| | | Inspection of outside offices |
| | | Gaza. distn. |
| | | PPC & LRS. |
| | | RSC.. |
| | | Pc. |

E & PH Dept (F).

The C.G.P. has already recommended that the Despatch Manager should be given a special pay Rs 25/~~pm~~ per mensem and the Govt have also negatived more than once this proposal. Attention is in this connection invited to the extract of the C.G.P.'s letter on p 23 and the orders of DS on p 24 of the sectional notes of the ~~[illegible]~~ file. For orders whether the C.G.P.'s request ~~may be negatived once also~~. [will be reconsidered in view of the recommendation of Mr. Menon.

Cgb
27.10.45

Not necessary.

JP
29.10.45

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C.F. 30.

**DEPARTMENT.**

(14)

Received 14 NOV 1945 19 . Registered 19 .

519524

Subject.

Government Press - Revision of temporary Establishment.

| |
|---|
| ENCLOSURES. |
| No. |
| Spare copies |

No.29/Mis.

Station Madras, Dated the 13th November 1945.

From (Name) A.G. Anderson Esq.,

(Designation) Superintendent, Government Press,

To The/DEPUTY Secretary to the Government of Madras,

EDUCATION AND PUBLIC HEALTH Department.

Sir,

p15 ante

Ref: Education and Public Health Department Memorandum No.25652 F1 Edn., dated 12-7-1945.

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With reference to the above, I have the honour to submit below details called for seriatim.

E2

1. Non-Gazetted Assistant.- The progress made and details of work done by the Special Officer during the term extended in G.O. No.1600 Edn., dated 24-11-1943 were fully explained to Government both in my letter No.50 dated 10-5-44 asking for an extension of the post and in my letter No.50/Mi dated 23-5-44 in reply to a further reference on the subject from Government in Education and Public Health Department Memorandum No.22787 F Edn., dated 18-5-1944. I have nothing more now to add to them. I may also invite the attention of Government to the D.O. letter to the Deputy Secretary from Mr. A. Lepper, permanent Superintendent dated 10-5-1944.

p54 & T
Go 868 Edn
5-6-44

p 6 nf - T

2. The other items of work like the check of stock of unserviceable articles and its reconciliation with ledger balances, opening of new ledgers, etc. auxiliary to the closing of the plant stock are not of a minor nature but are

substantial

26

substantial requiring the immediate and constant attention of the officer deputed to attend to these duties. The solid progress made towards the completion of the task had to be kept pending consequent on the cessation of the post.

3. In this connection I may however state that my present proposal for a non-Gazetted Assistant is quite a new one and it is intended to amplify the existing strength of officers necessitated by the tremendous increase of work in the Press in all directions as summarised in para 29 of my letter No.29/Mis. dated 24-5-45. The position has fully been explained in para 20 (1) of this letter. I have taken this opportunity to take up in addition the unfinished work of revision of Office Manual which perforce has to be finished in the interest of efficient management of the Press administration. The creation of the post is necessary to clear outstanding items on plant stock-taking and to cope with the increase of administrative work in the Press.

p 13 ante

4. Accountant.- The proposed scale of pay is based on that now obtained in the Veterinary Department as may be noted from the entry against Veterinary Department at page 284 of the Detailed Annual Estimate of Expenditure 1945-46 under 41. a. Veterinary A2. Pay of establishments. I have suggested as a special case as the post of the Accountant in the Government Press is peculiar as he had to bear dual responsibilities both in respect of the administrative accounts and the costing accounts peculiar to the Press with a staff nearly 12 in strength consisting of 2 posts in upper division I grade (same scale of pay as the Accountant) I would strongly urge for the sanction of the scale as proposed by me. Incidentally I may also mention that in the following offices the prevailing scale of pay of the Accountant is Rs 100-10/2-150

*Accountant, Office of the Commissioner for Government Examinations. ✓
Accountant, I Grade, Medical Department. ✓
Accountant, I Grade, Electricity Department. ✓

5. Additional staff in Accounts. The various items of increase of work in the different sections of the Press with details have already been furnished to Government in detail in paragraphs 13 to 17 of my letter under reference.

pp 5-6 ante

6. Stereo and Electrotypers.- The manufacture of stereos in square inches is given in the Press Administration Report - Statement No. III Pro-forma Account D. Type Foundry. The production in respect of four years ending with 1944-45 is given below.

| | | |
|---|---|---|
| 1941-42 | .. | 22,777 sq. inches |
| 1942-43 | .. | 26,931 " |
| 1943-44 | .. | 47,129 " |
| 1944-45 | .. | 33,799 " |

J5

7. Additional Binders.- The sanction of 15 binders in G.O. No.1461 Edn., dated 14-10-42 was never given effect to and this was already reported to Government in my letter No.2/40/PPC dated 16-3-1943 and it has already ~~been~~ lapsed. The present proposal is a fresh one for 30 binders to be employed when necessary.

pp 1-3 CP

F not put up

8. Increased allowance to Booking clerk.- I have already dealt with the question of an extra hand suggested in G.O. No.716 Edn., dated 4-5-45 in paragraph 22 of my proposal itself. To repeat it, in my opinion the appointment of another despatcher will lead to divided responsibilities and overlapping of working hours and will not be congenial to the smooth discharge of the work and the appointment of an additional despatcher would comparatively be costlier than increasing the emoluments of the existing man for the extra hours of duties involved in the present arrangement.

J

9. Additional Linotype Maistries.- The strength of the mechanics who are now working in the section is given below.(*) It would not be possible to compute the work of mechanics on any unit basis for purposes of comparison. The main criterion should be equipment, their

present

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15 27

present state and the attendance it would require from mechanics to keep them in working condition without avoidable waste of productive hours. The following facts are self evident.

(1) During the last six years the replacements of old and obsolete machinery was rendered impossible owing to war.

(2) The renewals of worn out parts with fresh ones were rendered almost impossible.

(3) The stock of matrices required for yearly normal additions to their renewals to keep the running of machines could not be had either locally or imported from Home.

~~10~~. Under these exceptionally difficult circumstances, the machines had to be kept running to cope with demand for increase in printingwork. The existing old spares have to be rectified, old matrices mended constantly as they even after mending do not run smoothly for a sufficiently long time. Some of the machines which are very old and in ordinary circumstances could have been replaced require constant watching as they run on parts vastly worn out. This has to be handled carefully and with skill to avoid accidents to operators. The High Court has already complained that without additional daily outturn of printed cases the work of Hon'ble High Court Judges would greatly be retarded. The increase in shift alone would require additional mechanics. I strongly feel that there should be a Head mecahnic to extract work from others and be responsible for keeping the machines in working condition. My proposal for a Maistry and 2 mechanics for this section is therefore necessary and I request Government for its sanction.

(*)

| | | |
|---|---|---|
| 1 Mechanic | .. | Rs 30-2-60 |
| 1 " | .. | 28-55 |
| 3 Mechanics | .. | 15-28. |

Superintendent.

28

Cost p.a.

| | | |
|---|---|---|
| 1 Special Officer on Rs 230 | 3240 ✓ | page 22(b) of Secy [illegible] |
| 1 Head Accountant | 220 ✓ | " 6(b) |
| 2 L.D. clerks, 1 L.D. clerk-typist }<br>1 Sub Store-keeper + 1 peon } | 2,794<br>720<br>3514 ⊗ ~~3598~~ ✓ | " 16(c) |
| 20 binders at Rs fixed }<br>pay of Rs 20/- each p.m. } | 8640 ✓ | " 16 " |
| 1 stereo-electro typist }<br>I grade<br>II grade } | 1105 ✓ | 18 " |
| Increased allowance to }<br>1 Book keeper<br>Rs 7/- to Rs 10/- p.m. } | ~~36~~ 20 | |
| 1 Mechanic I grade<br>II grade | 1210 ✓ | 22(b) ✓ |
| | 17245 | |

17245
17209

42:1
18:0
6:5:1
66:6
12
799:2

36
20
720
12
8640

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29

Education & Public Health Department

(16)

MEMORANDUM.

Subject: GOVERNMENT PRESS - Employment of additional staff.

In May 1945, the Superintendent, Government Press submitted proposals for the re-organization and revision of the temporary as well as the permanent establishment of the Government Press and also for the employment of additional temporary staff and revision of scales of pay of certain posts. The Superintendent justified his proposals on the ground that the work in the Press had increased very much specially on account of the creation of several new departments due to the introduction of rationing and several controls etc. It was also urged that there was increase of work in regard to the supply of standardized and non-standardized forms and gazette distribution and accounts work.

149-10 nt

2. The Superintendent's proposals were examined and such of them as were ready for sanction without a further reference to him were sanctioned as the staff concerned was urgently required. The staff sanctioned for a period of one year is noted below:-

G.O. 1286 Edn 22.8.45 (43)

1 Senior Computor on Rs.75/- per mensem;
2 Computors on Rs.55-70/- per mensem;
1 Despatcher on Rs.35-55/- per mensem;
1 " on Rs.28-45/- per mensem;
1 " on Rs.15-28/- per mensem;
50 Compositors on Rs.20/- per mensem - to be engaged only as and when necessary with reference to the actual volume of work on hand, such work being supported by out-turn.

The estimated cost of the above staff is Rs.20,370/- per annum.

3. The remaining proposals have been scrutinised in consultation with the Superintendent and it is considered necessary to sanction the following additional staff, the post of Spl. Officer being for 6 months and the rest for a period of 1 year as in the case of staff sanctioned in para 2 above.

p 10 nt

P.T.O.

| staff:- | Extra cost per annum. |
|---|---|
| 1 Special Officer on Rs.230/- (for six months) .. | Rs.3,240/- |
| 1 Head Accountant (revision of pay) | 220/- |
| 2 Lower Division Clerks,<br>1 Typist<br>1 Sub-store-keeper; and<br>1 peon | 3,514/- |
| 20 Binders at a fixed pay of Rs.20/- each per mensem .. | 8,640/- |
| 1 Stereo Electro Typer I Grade<br>-do- II Grade | 1,105/- |
| 1 Mechanic I Grade<br>-do- II Grade .. | 1,210/- |
| | Rs. 17,929/- |

4. The total recurring cost involved in both sets of proposals is Rs.20,370 plus Rs.17,929) = Rs.38,299/- per annum. With reference to para 8(b) of the Memorandum of the Financial arrangements during section 93 situation, the sanction of the Governor-General may be obtained at a very early date as the staff is required urgently.

28/12/45

28/12/45

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Government of Madras.
Education and Public Health Department.

...

## Memorandum.

### GOVERNMENT PRESS - EMPLOYMENT OF ADDITIONAL STAFF.

...

In May 1945, the Superintendent, Government Press, submitted proposals for the re-organization and revision of the temporary as well as the permanent establishment of the Government Press and also for the employment of additional temporary staff and revision of scales of pay of certain posts. The Superintendent justified his proposals on the ground that the work in the Press had increased very much specially on account of the creation of several new departments due to the introduction of rationing and several controls etc. It was also urged that there was increase of work in regard to the supply of standardized and non-standardized forms and gazette distribution and accounts work.

2. As extra staff was urgently required, it was decided that such of the Superintendent's proposals as were ready for sanction without further delay should be sanctioned. The following staff was therefore ordered to be entertained for a period of one year at an estimated cost of Rs.20590/- per annum.

| | Cost per annum. |
|---|---|
| 1 Senior Computor on Rs.75/- per mensem | Rs. 1,116 |
| 2 Computors on Rs.55-70 per mensem | 1,985 |
| 1 Despatcher on Rs.35-55 per mensem<br>1 " Rs. 28-45 "<br>1 " Rs. 15-28 " | 1,885 |
| 50 Compositors on Rs.20/- per mensem - to be engaged only as and when necessary with reference to the actual volume of work on hand, such work being supported by out-turn. | 15,600 |

3. The remaining proposals have been scrutinised and it has been decided that the proposals relating to the entertainment of the following staff should be sanctioned for the same period as the staff referred to in paragraph 2 above, except in the case

p.t.o.

of the Special Officer, who will be entertained only for a period of six months:

| Staff. | Cost per annum.<br>Rs. |
|---|---|
| 1 Special Officer on Rs.230/- (for six months) | 3,240 |
| 1 Head Accountant (revision of pay) | 220 |
| 2 Lower Division Clerks<br>1 Typist<br>1 Sub-storekeeper; and<br>1 peon | ~~3,514~~<br>3595 |
| 20 Binders at a fixed pay of Rs.20/- each per mensem. | 8,640 |
| 1 Stereo Electro Typer I Grade<br>" II " | 1,105 |
| 1 Mechanic I Grade<br>" II " | 1,210 |
| | ~~17,929~~<br>18010 |

18015

4. The total recurring cost involved in both sets of proposals is(Rs.20590 plus Rs. ~~17,929~~*) = Rs.38,600/- per annum. With reference to paragraph 8(b) of the Memorandum of the Financial arrangements during Section 93 situation, the sanction of the Governor-General may be obtained at a very early date as the staff is required urgently.

38600

* 18010

Fort St. George, Dated -1-1946

18/2/feb.

Secretary to Government.

---

11974

F1 23-13

18

28 FEB 1946

EDUCATION AND PUBLIC HEALTH DEPARTMENT

## MEMORANDUM.

The Governor-General has approved the proposal for the employment of additional staff for the Government Press, Madras at a total recurring cost of Rs.38,600/- per annum.

*****
***
*

Asst.Private Secretary to H.E. the Governor.

Governor's Secretariat.

U.O.No.145/46-2 dated the 26th February,1946.

'Moin' The above Memorandum may be communicated to E & P.H.Department u.o.

EPH. u.o.

19

35

36

Edn
F.

Govt. Press – Appointment of Special Officer etc. Sanctioning temporarily.

Cm. 25652 F/45 From the S.G.P. no. 29/mis dt 26.5.45

G.O. 1286 Edn dt 22.8.45

Order Ms. 576 Edn dated 14-3-46

Ms.

In continuation of G.O. 1286 Edn 22.8.45, the Govt. sanction the following staff ~~for~~ in the Govt. Press for the period specified against each:–

1 Special Officer on Rs 230 per – six months

Pr 29-30 cf

Gazette Distribution

1 L.D. clerk on Rs 30-55 – one year

1 peon on Rs 12-17 – one year

Correspondence Section & Standardized Forms

1 Typist on Rs 30-55 – one year

1 L.D. clerk on Rs 30-55 – one year

Stores Section

1 ~~+~~ Sub. Storekeeper Rs 30-55 – one year

Binding section

Paras 13 & 16(a) of sectional notes

20 Binders on a fixed pay of Rs 20 each } – one year

Electric & Mechanical Section

1 Stereo & Electric typer I Gr. Rs 28-4/2-45 – one year

1 Stereo & Electric typer II Gr. Rs 15-2/2-28

Linotype

1 Mechanic on Rs 28-55 } one year

1 Mechanic on Rs 15-28 }

2 Sanction is accorded to the revision of the pay of the Accountant

36

M
X

Govt. Press from Rs 70-100 to Rs 85-5/2-90-7 1/2-120 from the date of the order.

3 The S.G.P. is informed that the Special Officer Stocks Verification will [illegible] several outstanding items of work specified in para 20(i) of his letter read above including opening of new ledgers as a result of the stock taking report. The S.G.P. is requested to submit a monthly progress report on the work done by the Special Officer.

4 The Govt. are unable to comply with the other requests of the S.G.P. contained in his letter read above.

5 The S.G.P. is requested to review at the end of 30th Sept. 1946 the position [illegible] as regards the necessity of the staff sanctioned in G.O. 1286 Ew dt 22-8-45 and in para 1 of this G.O. and submit a detailed report to Govt. ~~with~~ supported by statistics.

X a/p 21(b) of sectt. notes

C Read with reply to order of D.S.

JD
5.3.46

5.3.46

Do handed over to K. Mannar

The S.G.P.

A.G. (Mad.)

Fin

Copy to Fin (E II) with extracts

despd 16-3-46

Copy of pp 5-6(b) of the sectional notes

2 spare copies.

---

(20) 1 ~~31~~

E.Pn

pp 1-13 cf

Corr. 25652 From the S.G.P. No 25/Ms dt [illegible]

## Govt. Press – Temporary estt. for addl. work

The S.G.P. has submitted proposals for additional temporary staff & revision of pay for the temporary & permanent staff costing about Rs 10,000 per annum.

p 12 cf

His reasons for submitting these proposals are set out in paras 1 to 20 & 29 of his letter. Usually such proposals have to be treated as a Part II scheme for the next year. There seems to be no harm in examining each proposal separately & accepting such proposals as is most necessary. Several proposals for addl. staff, revision of pay have been ~~[illegible]~~ ~~[illegible]~~ submitted.

Yes
[illegible] 28/6/45

2 It may be noticed that in his proposals, he has not only taken into consideration, the new conditions created by the war but also increase in work in ~~[illegible]~~ permanent sections in the Press, e.g. forms section, correspondence, stores etc. Gazette etc. When actually the S.G.P. wants addl. staff for coping with increased work on account of the war publications

4

I may pl. see w. r. t. P 8, 12, 14 of the S/Notes.

19/7/45

Fin (E I)

Finance.

E&P.H. No: 25652 F/45 — 2 Edn
20.7.45.

Finance (E. ~~II~~) I

ASST. SECRETARY TO GOVERNMENT 20 JUL 1945 FINANCE DEPARTMENT

The case started with the proposals of the S.G.P for the employment of additional staff and the revision of scales of pay of certain posts in his office to cope with the abnormal increase of work. After examin~~at~~ing the proposals in the sectional~~xxxx~~ notes below, E.P.H have called for further information in respect of certain items. In the meantime they have remitted the case to this Department for remarks on the proposal on pages 7-8, 11-12 and 13-14 of the sectional notes. The remarks of this Dept. have been added on to those pages. If the suggestions~~xx~~ made therein are accepted, it will be sufficient to sanction an additional staff of 2 head computors on Rs 55-70, 3 Despatch clerks – 1 on Rs 35-55 ~~and~~ another on Rs 28-45 + the writer on Rs 15-28 and 20 operators on Rs 20 p.m. involving an extra cost of Rs 19,470/- p/a. As this exceeds Rs 5,000 p.a. the ~~xxxxxx~~ proposal will have to be treated as a 'New Service'. E.P.H may be requested to obtain orders in full circulation; they will also have to obtain in due course the authorisation of H.E. the Governor to the necessary ~~xxx~~ supplementary estimate of expenditure on account of the proposal. The additional staff may be sanctioned temporarily for a period of one year in the first instance except in respect of repatalers. The question of obtaining the prior sanction of the Governor General will have to be considered if the entire cost of the scheme (to be sanctioned ultimately on receipt of further report called for ~~xx~~ from the S.G.P.) is ~~Bound~~ found to ~~xx~~ exceed the limit of Rs 25,000 p.a.

1964.8
1885.2
15600.0
19470.0

33362

A

B

Z

26 JUL 1945

21.7.45.

22.7.45

25.7.45

Trado Fin (C.R.)

Fin No.
33362 E&I-I
25/7/45

---

(22)

Please see further notes of this dept. on pp 9, 12, 12(a) & 14 of sectional notes.
Finance & Pub. (War) may see.

E&P.H.
7

UNDER SECRETARY 30 JUL 1945 853 PUBLIC DEPARTMENT

27.7.45

28/7/45

Pub (War)
re P 12(a) only.
Finance re P 9 only.

Pub (War)

Finance.

U.O. 25652-7.7/45
28.7.45

Pub War dept

The file has been sent to this dept. with reference to pp. 11-12(a) of sectional notes. The remarks of this dept. have been added on to the sectional notes. After orders are passed thereon the file may be passed on to Finance.

35277

2/8/45

2/8/45

Pub(war) W.O.
853/45-1
2.8.45

Finance

(Previous Fin. note on p. 4 above)

Finance E I.

The further remarks of this Dept. have been added on to the sectional notes on pp 8(b) and 12 &c. After orders are passed thereon, the file may be returned to E & P.H Dept

ASST. SECRETARY TO GOVERNMENT 2 AUG 1945 FINANCE DEPARTMENT

Fin No. 35391 E I-1
4/8/45.

3.8.45.

3.8.45

4.8.45

.. Edn., & P.H. (F).

6 AUG 1945

The file relates to certain proposals submitted by the S.G.P., for addl. temporary staff and revisi of pay of the temporary and permanent staff. The proposals have been examined in sectional notes in consultation with Fin. In regard to certain proposals, the S.G has been separately asked to furnish more details. The pr posals accepted by this deptt., and the Fin. Dept., so far are as follows:-

P 14 HA
P 15-17 C/-

(1) E~~x~~mployment of one Senior computer on Rs. 75/ p.m and 2 addl. computers on Rs. 55-70 p.m. for one yea

P 8-8(b) of sectional notes

(2.) One despatcher on Rs. 35-55 p.m., one despatcher on Rs.28-45p.m. and one despatcher on Rs. 15-28 p.m. - for one year.

(3.) 50 compositers at Rs. 20 each per mensem. – one year.

pp 12(b) & (c)

p 14 cf

p 4

2 Finance say ~~whether~~ that the proposals involve an extra cost of 20,370 per annum ~~which exceeds Rs. 5000/-~~. and that They ~~proposals~~ will have to be treated 'as a new service' and orders in full circulation will have to be obtained. It is also observed that the authorization of H.E. the Governor will have to be obtained in due course to the necessary supplementary estimate of expenditure on account of the proposals.

3 The file may now be circulated for orders to A2, A1, A4 A3 and H.E.

T.D.
9.8.45

11-13 cf

The SGP has sent up a number of proposals for reorganising the Press Staff. Of these, some are still under investigation, some are proposed to be turned down and those detailed above are proposed to be accepted with the concurrence of Finance. Since investigation of the remaining proposals will take time, and the Press is short-handed and heavily worked, ~~we propose to take early action~~ orders may be passed now on the above proposals, which are ready for disposal.

10/8

W/ These may be accepted.

9/8/45

W/ 11/8/45 / A2 / A1 / A4 / A3 / HE.

These proposals, necessitated by increase of work may be sanctioned. 10/8/45

11/8/45

10.8.45 SMR 11.8.45

AH. 15/8/45

MADRAS GOVERNOR'S SECRETARIAT 18 AUG 1945 F 2735

A

Fin. Dept. note at 2 p.4 may be kept in mind. 15/8/45

SECRETARY, EDN. AND P.H. DEPT. 18 AUG 1945 GOVERNMENT OF MADRAS

A draft order is submitted. A also has been noted.

J.D. 22.8.45

22/8/45

[Issued as G.O. no 1286 Edn. d 22.8.45]

E.3

---

23

C. no 44148 F/45 From the S.G.P No. Onis/8 d 2.10.45

The ag S.G.P (Mr. K.P.R. Menon) states that a detailed reply to this ~~G~~ Dept's memo no 25652 F-1 Edn. d 12.7.45 on pp 15-17 c.f. will be sent to the Govt. after Mr. Anderson returns from leave.

2 It is submitted that Mr Anderson has been granted leave for 2 months from 13.9.45. For orders whether this may lie over till ~~15.9.45~~ 15.11.45

3.10.45

Yes.

J.D. 4.10.45

4/10/45

p 25 cf C. no 51952 From the S.G.P No 20/Mi d 13.11.45

pp 7-8 cf (L.F)

x The P.A. tells that

The reply to the reference in the L.F. re the non-gazetted Assistant is still due from the S.G.P. May lie over for 3 days.

J.D. 21.11.45

21/11/45

x /

The S.G.P. has since replied to the reference adverted to above - p.p.9-10 c.f. in the L.F. Please see further notes in sectional notes on p.p. 2(a) & (b), 6 and 6(a), 10, 10 (a) and 10(b), 16, 18, 20, and 21.

2 The file may be sent to Finance.

Query on P 18/S/Notes to be answered first.

J.D. 24.11.45

22/11/45

ASST. SECRETARY TO GOVERNMENT 27 NOV 1945 FINANCE DEPARTMENT

~~Answered~~ Done.

26.11.45

J.D. 26.11.45

May be sent to Finance for remarks on the S/Notes below.

26/11/45

Eptl no 25652 F1 26.11.45

(with

Finance (C.E.)

7

Issuance (E.D)

Previous Issuance notes on page 5 above and the notes following may be perused.

The case has been remitted to this dept for remarks on the points raised in the Sectional notes referred to at X overleaf. The remarks of this dept have been added on to these pages in the sectional notes on which orders are solicited.

The extra cost on account of the present proposals works out to 17,235/- p. a. Including this cost to the cost of the staff already sanctioned in G.O. No. 1286 Edn d/ 22.8.45, the total extra cost of the scheme exceeds Rs 25,000/- p. a requiring the prior sanction of the governor general.

WS

Rs 17235/-
page 28 CF

E3

20587
17235
37822

Asst.
29.11.45

WS
4.12.45

E&PH

29.11.45

E.S.u.

7

Through C.S.R
30/11/45

Issued
S4708 E.D
4.12.45

14 DEC 1945

✓ Please see further notes on pp 2(c), 6(b), 10(c), 16(a), 18(a), 20(b), & 22(b) of sectional notes.

Also see the notes from p 6 ante.

The proposals still remaining for decision have been noted on at p 2(a) to 2(c), 6 to 6(b), 10(a) to 10(c), 16 to 16(a), 18 to 18(a), ~~and~~ 20 to 20(b) & 22 to 22 b, of the S/Notes below. Fin. Dept's view on all the points, except that on p 2(a) to 2(c) of the S/Notes is proposed to be accepted. Preliminary orders may now be taken in circ. on these S/Notes and specially on the points dealt with on S/Notes 2(c), on which this dept. proposes to press its case.

11/12

6 - DEC 1945

11/12

5526 48

I agree with D.S. Proposal at S/Note 2(c) may be approved.
11/12/45

A2

A1

WS 13/12/45

14 DEC 1945

GOVERNMENT OF MADRAS

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In May 1945, the S.G.P. submitted proposals for the re-organization and revision of the temporary as well as the permanent establishment of the Government Press and also for the employment of additional temporary staff and revision of scales of pay of certain posts. The S.G.P. justified his proposals on the ground that the work in the Press had increased very much specially on account of the creation of several new departments, ~~due to~~ the introduction of rationing and several controls, etc. It was also urged that there was increase of work in regard to the supply of standardized and non-standardized forms and gazette distribution and accounts.

2. The S.G.P.'s proposals have been examined in the sectional notes below in consultation with Finance Department. Such proposals as were ready for sanction without a further reference to the S.G.P., were sanctioned by Government as the staff concerned was urgently required. (Vide pages 8-8(b), 12(b) and (c) and page 14 of the sectional notes below, the notes on page 6 ante and G.O. 1286 Edn., dated 22-8-1945).

3. The remaining proposals have now been scrutinised in consultation with the S.G.P. and the Finance Department and it has been agreed, in circulation, that the following may be approved:

| | EXTRA COST PER ANNUM. |
|---|---|
| 1. Special Officer on Rs. 230/- (for binders) | Rs. 3,240 ✓ |
| 1 Head Accountant (revision of pay) | 220 ✓ |
| 2 Lower Division Clerks, ~~1 Lower Division Clerk~~-Typist, 1 Sub-Store-Keeper and 1 Peon | 3,514 478 |
| 20 Binders at a fixed pay of Rs. 20/- each per mensem | 8,640 |
| 1 Stereo-Electro-Typer I Grade<br>-do- II Grade | 1,105 ✓ |
| 1 Mechanic I Grade<br>-do- II Grade | 1,210 |
| | Rs. 17,929 + 78 |

Please see pages 2 (b) to 2 (c), 6 to 6 (b), 10 (a) to 10 (c), 16 to 16 (a), 18 to 18 (a) and 22 to 22 (b) of the sectional notes below and the orders in circulation on page 8 ante.

E3

A

4. The total recurring cost involved in both sets of proposals is (Rs.20,370 plus Rs.17,929) = Rs.38,299 per annum. As this exceeds Rs.25,000, the prior sanction of the Governor-General with reference to para 8 (b) of the Memorandum of the Financial arrangements during section 93 situation will be necessary and this will be obtained after orders are passed in full circulation. ~~Finance may see before circulation.~~ The staff may, ~~be sanctioned~~ for the present, exist for the same period as the staff sanctioned in (E3) with the exception of item 1, which may be for 6 months. Finance may see before circulation.

already sanctioned (E3)

25/12/45

58470
Finance

22 DEC 1945

E&PH No. 25652 F-5
20.12.45

Finance (E.I)

Previous Finance notes on p. 8 above, the orders in circulation thereon and the note on pp. 9-10 above may be ~~accepted~~ perused and the case returned to E.P.H.

WS
21.12.45

HR
21.12.45

21 DEC 1945
FINANCE DEPARTMENT

Fin. U.O.
60089 E.I
21.12.45

E&PH

(orders in circulation at p 8 ante)

A draft memorandum is submitted. The proposal is described in the Memorandum and it may be approved. May be circulated to A2, A1, A4, A3, H.E. as this is a new service and requires Governor General's sanction.

RW 24/12

29/12

145

J.D.
28/12/45

28/12/46

S/ A
28/12/45

A2. A1. A4. A3. H.E.

May be approved
11/1/46

5/1/46 8.1.46 8.1.46

AH
11/1/46.

1? JAN 1946

9 JAN 1946
GOVERNOR'S SECRETARIAT

15 JAN 1946
GOVERNMENT OF MADRAS

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E&PH Dept.

(25)

No. 3

Finance may see the revised memorandum before the file is sent to P.S.G.

17.1.46
17.1.46
17/1/46

E&PH No. 25652 F-6
18.1.46

Finance (E.I)

[Previous Finance notes and the orders in circulation on page 10 above].

The draft memorandum below may be perused (Slight alterations in figures have been indicated in pencil).

ANV
21.1.46

HR
21.1.46.

Since the work of printing Electoral rolls will soon be over, E&PH may examine the question whether some of the staff cannot be retrenched.

WS
22.1.46

E&PH

18 JAN 1946
FINANCE DEPARTMENT

3202 E.I

Fin. U.O. 3202 E.I/46-1
22.1.46

23 JAN 1946

E&PH
7

For orders whether the Memorandum may now issue & the question raised by D.S. Finance may be examined in the meanwhile.

3954
M

JD
24.1.46.

Yes.
24/1/46

25/1

Two typed copies of the Memorandum on pp 31-32 CF are placed below for the Secretary's signature. After they are signed, the file may be sent to P.S.G.

26 JAN 1946
547
GOVERNOR'S SECRETARIAT

24.1.46
JD
24.1.46

E&PH No. 25652 F-7
25.1.46

25/1/46

25/1/46

28 JAN 1946

Governor's Secretariat.

The Secretary to the Governor-General (Public) was addressed on 28th January 1946.

PSG

G.S. U.O.
145/46-2
28.1.46

5040
28 JAN 1946
GOVERNMENT OF MADRAS

28/1/46

E&PH u.o.

12

E&PH

Please see this depts note at M on p 11 ante. Pub. (Elections) may ~~see~~ first see & offer their remarks as to when exactly the ~~work~~ work of the printing Electoral rolls will be over.

30/1 Feb

JD
29.1.46

Pub (Elections)

E&PH no 25652 F-8
30.1.46
(with a f).

ASSISTANT SECRETARY TO GOVT.
31 JAN 1946
728
CHIEF SECRETARIAT

Public (Elections) Dept.

With reference to the E.& P.H. Dept's note above, it is submitted that there are two kinds of revision of the electoral rolls of the Provincial Legislature, namely, special revision ordered in 1945 and the general revision. Final lists of amendments to the electoral rolls under the special revision will have to be published or ~~on~~ before 5-2-1946. It has been decided that the consolidated rolls under the general revision should be published on or before 2-7-1946.

2. The S.G.P. has been asked to state how much of the printing work of the electoral rolls he will be in a position to undertake for the general revision for both the Madras Legislative Council and Assembly. His reply is awaited.

With this information, the file may be returned to E.& P.H.

B
1.2.46.

1/2/46

E&PH

JD
2.2.46

Pub(El)
728/46-1
2/2/46

6562

E&PH

Please see the notes of Public (Elections) above. The question of reduction of staff may, on account of the completion of printing of Election rolls may be put to the S G P when issuing orders in the present case after receipt of the G.G's sanction.

JD
5.2.46

6/2/46

---

F

26

13

Please see the memorandum at pp 31-32 cf. & the Gov. Genl's sanction on p 33 cf. A draft order is submitted for approval. Finance may see before circulation. Action as regards K on p 11 ante (which will be taken separately)

5.3.46.

E&PH no 25652 F-9
5.3.46

JD
4.3.46

ASST. SECRETARY TO GOVERNMENT
6 MAR 1946
FINANCE DEPARTMENT

12940 E I

Finance (E I)

[Last seen in Finance on p 11 above].

The Governor General has approved the proposal for the employment of addl staff for the Govt Press — Please see page 33 cf —

The draft order below may be accepted.

W.r.t the portion marked K on page 11 above please see the notes of Pub (Elections) dept on page 12 above. E&PH propose to take action separately and issue ~~an~~ orders sanctioning the staff in the meanwhile. This may be agreed to. [E&P.H. may be requested to send relevant extract of notes to Finance (E.II) for amending the pay schedule in view of the enhanced pay to be sanctioned to the Accountant.]

Acct
8/3/46.

8.3.46
A

[Fl. see 'H' on top of p. 2 of draft]

9.3.46

E.P.H. no

DS
E&P.H.

Fin no 12940 E I-1
11.3.46

12.3.46

E&PH
7.

The draft may now issue after circulation to A4.

A above has been noted.

12/3

11 MAR 1946

14034

JD
12.3.46

12.3.46

13 MAR 1946

13.3.46 A4

SECRETARY, L.. AND P.H. DEPT.
13 MAR 1946
GOVERNMENT OF MADRAS

[Issued as G.O. no 576 P.H. 14.3.46]

Govt Press —
Adl Temp Staff
Sectl notes

Extract of S.G.P's letter in the CF.

(i) Non-Gazetted Administrative Assistant: xxxxxxxx Owing to paucity of experts in Printing I have to get on with the availabl officers. It is therefore imperative that much of the routine work that could be delegated without impairing sound management shou be transferred to a non-technical officers of responsibility so that he could devote his time to the non-technical side of the working of Government Press. The need for a Special Officer has been felt from time to time even in normal times with reference to the day to day administration of the Press but it has become a paramount necessity at least till such time there is the present pressure of work created by war. I would fix a special pay of Rs.75/- a month in addition to the substantive pay drawn by the officer appointed to this post will be utilized to the best advantage to relieve pressure on the administrative side allocating matters quasi technical and purely administrative. In this connection I may also invite the attention of Government that with reference to the report on Plant stock-taking as on 1st March 1940 Government have been pleased to approve several of the recommendations contained therein in G.O.No.959 Edn. & P.H. Dept dated 23-6-1944 The main items of improvements are: (1) to separate the stock of furniture etc. from regular Press equipments for annual stock-taking (2) to fix minimum values of articles for purposes of stopping provision for depreciation, (3) to introduce departmental plant accounts(4) the periodical verification of ~~improvement~~ important item of stock articles etc. Of course the one item of safeguarding the leakage of metal has already been dealt with by Government with a provision of Gurkha watchers, remodelling of gate etc. There are lot of other tiny articles of value and their stock could be controlled only by an efficient internal check as suggested in the report and also approved by Government.. In my opinion the services of an officer on special duty till such time as the whole accounting is kept in a working condition is necessary. The revision of Office Manual is also pending. It was partly done by the Special Officer appointed for reporting on the stock accounts and its completion with reference to existing working condition is imperative and it has to be done at any cost in the interests of efficient services. The Printing Manual is corrected upto 1938 and since then it could not be brought upto-date with subsequent corrections. These items could also be taken up and finished without delay. The creation of this post may be sanctioned temporarily for a year.

The services of the officer appointed to this post

174 cf

(A)

(S)

1783 EA
31.44

29. In amplifying my proposal for a non-Gazetted Assistant I should like to categorically state that it is in no way intended to give relief to the existing officers either in volume or responsibility. The additional pressure of work created by war and other considerations not connected with the normal administration of the Press as detailed below will give undisputable reasons for the creation of this post.

(1) Increase of production: For the first half-year 1944-5 number of additional pages printed was 38873 foolscap folio and it is still on the increase - vide paragraph 9 above.

(2) Tremendous increase in the distribution of forms both standardized and non-standardized forms - vide paras 4 and 5.

(3) Economy drive in the use of paper: A separate section has been formed for the revision of standardized forms running to several thousands.

(4) To exercise effective watch of recoveries from cost recoverable offices which has now mounted up to nearly 2.5 lakhs.

(5) To regularise plant accounts after causing the opening of the several subsidiary ledgers involving preliminary stock-taking of office furniture and to give effect to other recommnedations approved by Govt. in G.O.No.959 Edn. & P.H. dated 1-3-40, the report on stock-taking and other kindred duties never formed part of the normal duties of the usual strength of the officers.

(6) Revision of office and Printing Manual for which a period of special duty was invariably claimed by my predecessors.

(7) In case of Ministerial work - Gazette, Store, Publication Store and Correspondence section require additional supervision.

p4cf

pp2+3 cf

2

Office note

The post of Special Officer created in 1942 for stock taking etc including the revision of certain chapters of the Press Manual continued till 25th May 1944. ~~[illegible]~~ The post was last extended in G.O. 1600 Edn dated 24.11.43 principally for the revision of Govt. Press Office Manual. Still the S.G.P. says that ~~still~~ the revision of Office Manual is ~~still~~ pending. It is not known what the Spl. Officer did during the period of last extension. Please see in this connection [illegible] pp 1-4 ref of G.O. 1600 Edn dated 24.11.43. The reasons given by the S.G.P. for the ~~[illegible]~~ creation of a temporary post of Spl. Officer do not seem to be convincing. For orders whether the proposal may be turned down. (E2) pp 3-4 of (E2)

SGP may be asked about this.
26/6/45

Put up the file in which the P.A. to the SGP was appointed ~~[illegible]~~ which the Establishment list of the Press

D/ 26.6.45

26/6/45

G.O. 2301 Edn dated 3.12.40 in which the post of the P.A. to the S.G.P. was created is put up at (Y) pp 1-2 (Y)

Draughtsman III Grade, 2 (50—90); Tracer 1 (28—45); Divisional Accountant

---

2(c)

(19)

The establishment list of the Govt. Press employees is also put up. (29)

OG 2.7.45. JD 3.7.45

In (Y)/1, the post of Office Manager was made a temporary one, the permanent post being converted into one of P.A. The Est. ~~list~~ list shows a post of Office Manager. Has this post been since made permanent? (R2)

3/7/45

Submitted yes. This post ~~has been~~ was made permanent from 1.1.1944 in G.O. Ms 1500 Edn dated 4.11.43. p5 of (W)

OG 6.7.45. JD 6.7.45

I cannot quite see the necessity for this non-gazetted asst, when the SGP has a P.A. as well as an Office Manager. The SGP has some extra work because the Press is at present short-handed as regards Asst Supts & he gets spl pay for this extra work. This will not ~~[illegible]~~ do last for ever.

I therefore do not think this proposal need be supported.

7/7/45

pp 25-26 of plants

p9 of (L+)

(A)

The S.G.P. presses for the creation of the post of a Non-Gazetted Asst. to clear outstanding items on plants stock taking and to cope with the increase in all branches of administrative work of the Press as explained in paras ~~[illegible]~~ 20(1) of his letter dated 24-5-1945. In this connection, it may also be pointed out that ~~in~~ the plant ledgers brought up to date incorporating the additions made after 31-3-1940 have to be opened. With reference to the orders in G.O.No.959 dated 22-6-1944, the

(30) 2(6

pp 9-10 c/

the S.G.P. says that the regular staff of the Government Press was ~~as the~~ already too-much over worked to be utilised for ~~Hori~~ work which should be treated as special and ~~improvement~~ important as well as a substantial part of the plant stock-taking work.

As it seems necessary that the ~~staff~~ several outstanding items of work including ~~binding~~ opening of new ledgers as a result of the stock taking report, the completion of the revision of the Office Manual and the revision of Printing Manual should be finished as early as possible, it is for consideration whether the non-gazetted Asst. may be sanctioned for a period of 3 months for looking into the important ~~binding~~ items of works. The post may be in the nature of a special officer as contemplated in our D.O.No.22787.F-4 dated 15-6-1944. The Special Officer may be paid a fixed pay of Rs.230/- per mensem as before. For orders.

p 26 c/

p6 n.f (T)
2 Ro 868 PH
X 564
A
23/11/45

J.D. 24.11.45

X

This seems to me to be quite essential. The items of special work to be done will be clearly defined and a monthly progress-report will be obtained from the S.G.P. on the work done. Sanction may, in the first instance, be for 6 months.

Finance may kindly agree to this as arrears have to be cleared off and a fresh start made. (Also please s.f. below.)

23/11/45

~~Finance~~ (E.P.)

The items of work referred to above seem to be being attended to for the past 3 years!
WS

In the circumstances explained above, this dept may perhaps agree to the proposal at A above. The extra cost on account of this proposal works out to Rs 1,620/- for six months.

P 230
A 40
270 p.m.
6
1620 for 6 mths

AMr.
29.11.45

[illegible]
29.11.45

One cannot help feeling that the post of S.O which was created in 1942 is being sought to be extended on some pretext or other by the S.G.P. I would suggest that the request may be negatived.

WS 4.12.45

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Education Dept.

The file deals with the proposal of the Municipal Council, Coonoor, to grant hill allowance to teachers in Municipal elementary Schools. The extra cost of the proposal is Rs 2600/- a year. The Council has provided this amount in the current year's budget. With this provision the recurring charges exceed the recurring receipts by Rs 760/-. This year, this addl. expenditure is ~~proposed~~ ~~being~~ to be met from the opening balance. In future years the Council proposes to increase the contribution from the general funds to the extent necessary. L.A., however, is not for increasing the contribution but suggests that the Council should levy an education tax for this purpose. The Council is not now levying ~~the~~ education tax at all. It may be informed that the hill allowance can be sanctioned only if the Council is prepared to levy the education tax at a rate which will yield an income of Rs 2600/- a year.

The draft below is for approval.

S.D.

8.9.41

9.9.

2(c)

E.S.U.

Please see the D.S.'s note on p 2(b) ante & the notes of Dy. ~~Fin.~~ Secy. Fin. there. It is respectfully submitted that unless relief is given to the Press in the shape of creation of a temporary post of Special Officer, the work is likely to fall in arrears. The opening of new ledgers as a result of stock taking report will also be held in abeyance. Please see in this connection Fin. Dn. note on p 1 cf (l.f) & the S.G.P.'s replies on pp 3, 9 & 10 cf (l.f). For orders whether the appointment of a temporary post of Spl. Officer may be pressed in circulation.

J.P.
10/xii

May be pressed. Within reason, the S.G.P. must be given the staff he wants. This staff is required for clearing off arrears and I do not think that in the circumstances set out above it ~~should~~ can be reasonably refused. This dept. may ∴ press for acceptance of the proposal at X on p 2(b), ante.

11/12/41

I agree that S.G.P. has made out a case. Proposal is reasonable

---

Extract of S.G.P.'s letter. (31) 3/

(ii) The revision of scale for the post of Head Clerk: The post of the Head Clerk in the Press is unique in itself. He is in charge of a clerical section of 40 in strength besides an equal number of computors. He has to assume responsibilities over several sections, like computing, Stores, Publication Store, etc. He must be fully conversant with the upto-date service rules and conditions of the Press service and the various leave rules pertaining to the Press service. He must also possess a sound theoretical knowledge on the technical side of the Press work as he has to check. scrutinize the work done in the computing section where casting of outturn, estimating check of printing bills are done. This post was first sanctioned in 1908 in the scale of pay of Rs.125-5/150 and this was slightly revised in the general revision in 1922 to Rs.125-5/175. Unfortunately in the revision of 1933 ~~xxx~~ the pay of the post has been fixed at even below the 1908 scale Rs.100-150. As between 1908 to this date the work of the Head Clerk's post has been increased beyond recognision and it is essential that it should now be suitably revised. I recommend the restoration at least the 1922 scale i.e. Rs.125-10/2-175.

if necessary.

S.U.
20/8

C.G.
19/8

19/8

| ENCLOSURES. |
|---|
| No. |
| |
| Spare copies |

R.C. No. 1391 G/41

Station Madras, Dated the 15th August 1941

From (Name) R.M.Statham Esq., M.A., C.I.E.,

(Designation) Director of Public Instruction

To The Secretary to the Government of Madras,

EDUCATION & PUBLIC HEALTH Department.

Sir,

Ref: Government Memorandum No. 23173 - B/41-1 Edn dated 28-6-1941.

p/1 ante

The matter is under correspondence between the Divisional Inspector of schools, Guntur and the District Educational Officer, Kistna. A reply will be submitted to Government on receipt of the final report of the Divisional Inspector of schools.

S. Satchidanand Rao

For Director of Public Instruction

P.R.K. 16/8/41

L.D.C.
18.8

P.T.O.

4

Office note

No sufficient case has been made out for the revision of scale proposed by the S.G.P. Such revisions can be given to similar posts in other offices

1. I presume the SGP's office is a 'B' class one.

2. What is the scale of pay attached to the Head Clerk (Years) in a 'B' class office?

JD 22/6/45

26/6/45

1: Submitted that the S.G.P's office is a "B" class one.

The scale of pay attached to the Head Clerk in the D.P.H's office which is also a "B" class one is Rs 100-7½/2-115-10/2-125

There is no justification for accepting this proposal.

5/7/45

Code Accn 47/6 Extract L12

CB 2.7.45 Letter p 32

JD 3.7.45

V

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Extract of S.G.P's letter

32

5/5

C.F. 36.

(iii) The revision of the scale of Accountant: This is another post of high importance in the Government Press. This will stand comparison with the post of accountant in the office of any heads of departments. It is onerous in many ways. In addition to the usual accounting in other offices the Accountant in this office has to attend to the system of costing accounts, a most eleborate one and most peculiar to the Press accounting. The budget classifacations are special to the Press to suit the costing accounts. The pay of this post was continued to be Rs.85/- a month ever since 1904 up to the time of general revision in 1922 though there were changes with reference to other posts in the intervening period. The press is budgetting for nearly an expenditure and receipts of Rs.11 to 12 lakhs and 3 to 4 lakhs respectively. The Accountant Accountant has to watch the progress of expenditure under the various heads and recouncile them with the actuals etc. At the time of 1922 revision the pay was fixed at Rs.85-4/125/-. In 1933 revision the position of the Accountant in the Government Press has become still worse owing the facg that his initial pay was less by Rs.8/8/0 than in 1904. In equity the holder of such a responsible post should have certainly a better recognition in the interest of sound financial administration of the Press accounts. I would therefore un hesitatingly recommend the scale of Rs.125-5/2-150 as in the case of Head Accountant in the some of the ~~Provincial~~ Provincial offices.

11/5/42

11/5

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ENCLOSURES.

No.

Spare copies

R.C. No. 2076-G/40.

Station Anantapur, Dated the 4th May 1942

From (Name) R.M. STATHAM ESQ., M.A., C.I.E.,

(Designation) DIRECTOR OF PUBLIC INSTRUCTION.

To The Secretary to the Government of Madras,

EDUCATION AND PUBLIC HEALTH Department.

Sir,

Reference:-Government Memorandum No.28196/B/41-4 Edn., dated 15th April 1942.

---

I have the honour to state that the revised plan and estimate along with the resolution of the Salem District Board have not yet been received from the President, District Board, Salem.

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

S. Satchidanand Rao

For Director of Public Instruction.

ks. 5.5.

5/5

PTO

6

Accounts

I find
Even ~~hd~~ head accountants scale in Medical deptt is only Rs 100-150 The scale of head of accountant in the I G of Prisons' office is Rs 100-125. There seems to be no case for the proposed revision of scale for the Accountant Govt Press in the manner suggested by the S. G. P.

P.11 of (00)

~~Finance.~~

JD 22.6.45

What are the Provl. offices in which, H Acct. gets the scale 125-150 (as the S.G.P says)? Compare with the scales of pay of other Madras Offices.

26/6/per

There are no Provincial Offices in which the Head Accountant gets the scale of pay of Rs 125-150. ~~For orders whether the S.G.P. may~~ be asked ~~[illegible] about this~~ The S.G.P. is perhaps ~~in~~ wrong.

2.7.45

Ask him to what Prov. Offices he refers.

JD 3.7.45

5/7/per

The S.G.P. refers to the pay of the Head Accountant inthe ~~Veternery~~ Veterinary Department who gets a pay in the scale of Rs.125-150. He says that he has suggested that scale as a special case as the post of the Accountant in the Government Press is peculiar as he had to bear dual responsibilities both in respect of the administration accounts and the costing accounts peculiar to the Press with a staff nearly 12 in strength consisting of ~~too~~ two posts in Upper Division, I grade (same scale of pay as the Accountant) the existing scale of the Accountant in the Government Press is Rs.70-100. For orders whether the scale of pay

p.2 b of

---

33

6(a)

A may be raised to the scale of Head Accountant in the I.G. of Prisons Office, namely Rs.100-125/- per mensem.

A may be accepted.

28/7/per

JD 24/8/45

Finance (E.I)

Pending decision on the general question of revision of salaries of all services, it does not seem necessary to accept the present proposal as such piecemeal revision of scales of pay will lead to ~~endless~~ similar requests from other departments. At any rate there does not seem any valid reason to go beyond the scale of

There are already many such
WS

b(e)

Rs 85-5/2-90-7½/2-120 recommended by the Salaries Committee for such posts. If this suggestion is accepted the extra cost on account of the proposal will work out to Rs 220/- p.a.

WS
4.12.45

AKV
29.11.45

ECPU

HR
29.11.45

Finance view may be accepted.

CC

107.8
89.5
18.3
12
219.6

Further N.B.
on pages 10b-10

JP
co[illegible]

---

## Extract of S.G.P.'s letter

19 C.F. 30.

p10 of (L)

p8f "

(iv) Computors: The following additional staff os computors were already propused by my predecessor in his letter resting with No.11 Mis, dated 26-5-44 and Government have been pleased to order resubmission of the case in the light of further experience in G.O.No. Ms.1029 Edn., dated 10-7-44. The necessity for the additional staff has already been fully explained to Government and need no reiteration now. I may however observe that the higher scales of pay proposed are essential if the additional establishment is to effectively serve the purpose for which it is intended. The section is now called upon to work out estimates of several urgent printing works of many officers and to decide the agency for printing. The work on ~~xxx~~ this section falls under different categories as detailed in paragraph 3 of my letter No.11.Mis.dated 22-4-43 and of the duties enumerated the most technical and important is estimating and cost finding. Only those with experience in practical printing and ~~pri~~ printing qualification will be able to assume responsibilities satisfactorily in these duties. Good estimators will be an asset to any printing press as they would be able to safeguard against waste in printing and effect economy in many directions. The present strength of computors requires to be bifurcated on these lines with better status. It has to study the numerous instructions on classification of charges for work done for Civil Defence Departments, Central Governments etc., and maintain ledger accounts and watch recoveries. It is desirable to utilize in this section the knowledge of experience and senior people are forced to resume added responsibilities without reasonable remuneration. I propose the following conversions and additions to this section:-

G.O.803 Edn. d 14.6.43
put up in another file

(1) Conversion of the pay of the existing post of Head Computor ~~xxx~~ from 80-7½/2-110 into Head Computor and Estimator on Rs.100-10/2-150.

(2) Conversion of the two posts of Head Computors on the scale of Rs.55-3/2-70 into Estimators on Rs.80-7½/2-110.

Additions - temporary.

(1) Senior Computor on Rs.75/-fixed.
(2) Two Head Computors on the existing scale of pay Rs.55-3/2-70.

These temporary posts should be declared as ~~xxx~~ selection category involving assumption of responsibilities under F.R.30.

B/P

---

Education and Public Health **Department.**

Fort Saint George, Madras.

Sir,

p11 ante

Ref:- Government Memo. No. 28196 B/41 - 3 Edn. dated ~~xxxx~~ 8--1--42.

The District Board Engineer, Salem who has been requested to prepare and submit a revised plan and estimate in accordance with the suggestions contained in letter R.O.C. 2076 G.40 dated 8-12-41 of the Director of Public Instruction Madras has not yet submitted the same. I have again reminded him specially, in the matter, and I shall submit the plan and the estimate with the District Board Resolution thereon, soon after the receipt of the District Board Engineer's reply.

President.

P.F.3/2.

8

## Office note

The S.G.P. submits the proposal ~~of a~~ for addl. temp. ~~comp~~ Computers specified at B on p. 7 ante on more than one occasion in the past. The full details as to the necessity of this extra staff are given on pp. 1-3 of

(L) of G.O. 1029 P.W. d/ 10.7.44. Attention is also invited to this dept's note on pp. 2-3 ref. of the G.O. For orders whether in the circumstances now stated, this addl. staff of one Computer on Rs 75/- & two computers on Rs 55-70 may be sanctioned temporarily for one year in the first instance.

A
May be sanctioned.
28/6/44

2 The conversion of the scales of pay of Head Computers need not perhaps be agreed to. For orders.

Y/s. B
28/6/44

28/6/44

Jani (Ag T)

JD
in Fin

In view of the increase of work in the Press the repeated requests of the S.G.P. for the necessary strengthening of the computers may be agreed to. It seems sufficient to sanction 2 Head Computers on Rs 55-70 for the present ~~instead~~ of 1 senior Computer & 2 Head Computers as proposed ~~[illegible]~~

13/7

S.G.P. 2 The proposal of E.S. that B above may be agreed to.
25.7.45

---

(35)

8(a)

9

E.Pu
7

Please see the Fin. depts note on p 8 ante. Fin are not inclined to sanction a ~~compos~~ temporary computer's post on Rs 75/. The necessity for the post was more than once pressed to the notice of Govt. For orders whether Finance may be requested to sanction this post also for one year in addition to the two posts on Rs 55-70. For orders

pp 2-3 & p 1-9 of G.O. at (L)

JD
27/7/44

Finance may kindly reconsider. The S.G.P. has ~~made~~ repeatedly asked for this. He is at present working without the assistance of any of his Senior Junior Deputies & one Asst Supdt against a sanctioned strength of four Asst Supdts (due to lack of qualified men). Strengthening of the staff in the lower rungs for supervision work will help.

K/

28/7/44

11? (Previous Fin. note on p. 8 above) Fin (??)

In the circs stated by EPH overleaf, this dept. may agree to the Senior Compositor (proposed on Rs 75 plus) in addition to the 2 head Compositors.

WB

EPH have not offered any remarks on the proposals of S.G.P. as in [illegible] on p. 7 above. It is presumed that they do not support the proposal.

MR
3.8.45

WB
6.8.45

EPH
7

As regards P on p. 7 ante, separate action may be taken. | in that

(see p. 12 (b) below)

A note later

CB
9/8/45

JP
9.8.45

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Extract of S. G. P's letter (36) 9

Enclosure.

(v) Accounts, Stores, Publication Stores, Despatch (Standardized Forms) and Gazette sections:- ~~Inxxtxix~~ With reference to the various ~~it~~ items of increases in the several sections of the Press already explained in paragraph 13 to 17 above. I propose the following temporary staff. The daily receipt of currents as a result of heavy multiplication of new offices and their disposal etc. have thrown an unbearable strain on the existing staff and it should not be continued in justice any longer. The temporary staff if sanctioned will be distributed to several section to relieve immediate pressure when and where necessary.

Hr 5-6
c/x

| Details of establishment. | | Strength | Scale of pay.<br>Rs. |
|---|---|---|---|
| Clerk, Upper Divison | .. | 1 | 55-70 plus Presidency Allowance. |
| Clerks, Lower division | .. | 3 | 30-55 -do- |
| Typists. | .. | 1 | 30-55 -do- |
| Sub Storekeeper | .. | 1 | 55-70 -do- |
| Peons | .. | 3 | 12-17 -do- |

requested to restore the pay of the teacher to Rs.22/-p.m. the pay she was drawing on 30th June 1934, from the date of completion of her certificate, viz., 10th February 1935 - vide in this connection Proceedings Dis. 4311/1938, dated 27th September 1938 and Dis.No. 3786/39, dated the 8th Aug. 1939 as she is a fully certificated teacher from 1st April 1932.

2. The petitioner is referred to the President, District Board, for orders on her petition.

Sd/- x x
For D.P.I.

To the petitioner (para 2 only) through the President,
District Board.

To the President, District Board, Trichinopoly (with
encls).

/True copy/

P. Muhammad Othman
21.3.41

For President.

asv....20/3/41.p

20/3

P.T.O.

10

Office note

The S.G.P. has not given definite details as to the increase of work. His reasoning seems to be very vague. For orders whether further details should be called for or this proposal may be negatived.

Details should be called for.

28/6/45

JD
22/6/45

The S.G.P. was asked to justify his proposals for additional temporary staff in Accounts Stores Section, etc. in greater detail with a statistics of the increase of work for the last 3 years. The S.G.P. says that the various items of increase of work in different sections with details have already been furnished in paras 13-17 of his letter on pages 5-6- c.f. The following temporary staff is asked for to cope with the increased work referred to above:- p16 cf p26 cf

B

- 1 Upper Division Clerk on Rs.55-70.
- 3 Lower Division Clerks on Rs.30-55. p8 cf
- 1 Typist on Rs.30-55.
- 1 Sub-Store Keeper on Rs.55-70, and p9 cf
- 3 peons on Rs.12-17.

GAZETTE DISTRIBUTION: The S.G.P. points out that the number of subscribers during 1942-43 was 856 and during ~~1944-45~~ 1945 uptodate it has increased to 1,641. There seems to be real increase of work in this direction. Mr. Menon, while acting as S.G.P. in October 1945, submitted proposal for strengthening the Gazette Distribution section by the addition of a Upper Division Clerk and a peon. This Department recommended the proposal, but Finance was inclined to sanction Lower Division Clerk and a peon. On Mr. Anderson's return, the proposal of Mr. Menon was cancelled as he stated that he had already dealt with in his proposals to Government for the general/re-organisation. The

p5 cf

p1 of 45759/F 45 O'

p2 NF - O'

p4 cf O'

---

(37) 10(a)

The proposal ~~is~~ in this file is the proposal referred to by Mr. Anderson. There seems to be a case for strengthening the Gazette distribution section.

25/7/45

p5 cf

CORRESPONDENCE SECTION: The S.G.P. states that on account of the general increase of the correspondence, the existing strength of typists, namely 2 is insufficient. Though there are 3 typewriters in the Press, only 2 typists have been sanctioned and the services of a qualified man from other sections have to be constantly used on the other machine, ~~which~~ much to the detriment of the legitimate work of the clerk concerned. He also states the work is considerably increased owing to the introduction of many new forms in the Madras General Sales Tax Act and the creation of ~~xxxxx~~ many offices under the Commercial Taxes Department all over the Presidency and the tappals received now from different offices is more than 2,000 per day and all these have to be replied to and action taken which must pass through the typing section. In the circumstances stated, it is for consideration whether an addl. typist may be sanctioned temporarily.

May be sanctioned
25/7/45

STANDARDISED FORMS: It is ~~also~~ urged that in this section also, the work has assumed tremendous proportions as in effecting the economy in the use of paper, it has to study each form to fix revised size and cost of paper.

1. L.D. clerk may be sanctioned for this
25/7/45

p6 cf

STORES SECTION: The Stores section which is responsible for the custody and issue of plant for store articles is having an ~~ordeal~~ ordeal and the existing staff is found to be quite insufficient to meet the situation. The articles which were being purchased on yearly contract have now to be obtained on individual indents after calling for ~~the~~ ~~competent~~ competitive tenders. As for the controlled articles, ~~it is~~ the SGP has to apply for licences etc. from the respective controlling authorities and the general increase in work necessitates additional supplies of materials, the procurement of which is ~~hackled on all sides~~ rendered difficult by controls etc. To cope with the increase of work, the S.G.P presumably suggests the appointment of a sub-store-keeper on a U.D. clerk's scale. For orders whether the S.G.P's ~~xxxxxxx~~ contention that the work has really increased may be accepted and relief given.

I think this is clear
25/7/45

P.T.O.

10 (b)

In the circumstances ~~at~~ it is for consideration whether the following staff may be sanctioned for a period of 6 months as against the scale of staff proposed by the S.G.P at B above:

1 Upper Division Clerk on Rs.55-70. ✓

1 Lower Division Clerk on Rs.30-55. ✓

1 Typist on Rs.30-55. ✓

1 sub-store keeper on Rs.30-55. ✓

1 peon on Rs.12-17. ✓

Y/s 28/11/45

JD 24.11.45

28/11/45

## Finance (E&T)

The following remarks seem called for on the proposals of E&P.4 above.

Gazette distribution:- It will be seen from the figures furnished on page 1 CF of (O2) that the number of ~~subscribers~~ subscribers during 1945-46 (upto 30.9.45) was 1767. When a proposal of a similar nature came to this dept for consideration this dept noted that in view of the mechanical and routine nature of the work it would be sufficient to sanction one post of L.d clerk as against U.d clerk proposed. As no new circumstances have arisen the view already expressed may be adhered to and this dept may agree to the post of one L.d clerk and one peon being sanctioned for a period of 6 months as against one U.d. clerk and one peon proposed.

WS

P.T.O.

---

(38)

10(c)

## Correspondence section and Standardized forms

For the reasons explained on page 10(a) above E&P.4 propose to sanction the posts of ~~a~~ typist to the Correspondence section and one L.d clerk to the section dealing with standardized forms. It is no doubt true that the work in the Correspondence section has increased and the need for an addl typist may be admitted. It is however ~~for consideration~~ doubtful whether there will be sufficient work for a wholetime L.d clerk in the other section. In this view it is for consideration whether it will not be sufficient to sanction the post of a L.d clerk knowing typewriting to attend to the work in both the sections, the services of qualified men from other sections being utilised for typing work as is being done now during times of pressure of work in the Correspondence section

paras 15 & 16 on pages 5.6 CF

E&P.4 proposal may be agreed to.

WS

para 15 on page CF

Stores Section:- In the circumstances stated by E&P.4 on page 10(a) above their proposal to appoint a Storekeeper on Rs 30.55 may be agreed to.

para 17 on page 6 CF

WS

If the above suggestions are accepted ~~the following~~ it will be sufficient to sanction the following staff involving a cost of Rs ~~1,397/-~~ for a period of 6 months.

1 Lower Division clerk

~~1 L.d clerk typist~~

1 Sub store keeper

1 peon

42.1 } 23.
18.0 180.1
14.7
16.0
30.7 = 30.7
19.5
2.5
232.8 pm
6
1396.8

PA

Akpr 29.11.45

DR 29.11.45

Further note on page 16 infra

WS 4.12.45

E&P.4

Finance: this may be accepted.

JD 1.12.45

11/12/45

7.12.45

Extract of S. G. Pl's letter

(39) 11

(vi) War Despatch Section: In this case also my predecessor has put up proposals in his letter No.23/40-PPC dated 30-5-44 for an additional establishment detailed below as the minimum required to meet with the increased pressure of work and Government were not prepared to accept it unless found necessary in the light of further experience. The statistics already furnished with reference to ~~xxxxxxxxxxxxxxxx~~ of ... of offices served with printing materials relating to war; rations, propaganda etc. amply justify the proposal and I am fully convinced of its necessity:-

| | | | |
|---|---|---|---|
| Despatch Clerk | .. | Rs 35-4/2-55 | .. I |
| Despatcher | .. | 28-45 | .. I |
| " | | 15-28 | .. I |

X

Y The post of Despatch Clerk should be declared to come under F.R. 30.

Endorsement referred to above is returned herewith.

K. L. Dargan
Examiner of Local Fund Accounts.
8/5/18

To

The Secretary to Government,
Education & P.H. Department, Madras.

ARC/-

47
38.2
21.9
107.1
18
38
157.1
1885.2

Education dept.

Schools - Elementary - Tuticorin Mcty. Grant of maternity leave to women teachers

From the Commissioner, Tuticorin Mcty
No Rev. B. 4. 2. 1848/41 D. 13.6.41

From the Exr. L. F. Accts. No. 3643. D. 27.8.41.

Memo. 23493A. 2 D. 1. 9. 41

The Commissioner Tuticorin Mcty is informed that ~~[illegible]~~ under F.R. 101 (a) ~~[illegible]~~ maternity leave not exceeding two months may be granted to the ~~[illegible]~~ ~~[illegible]~~ female ~~be granted to teachers in cases similar to the one referred to in his letter~~ ~~above~~ teacher referred to in his

P.T.O.

To
The Commissioner Tuticorin Mcty
Copy to Exr.
The Exr. L. F. Accts.

D. 29.8.41

12

letter cited above. ~~Cases similar to this cases may be treated on the same lines~~

JSD
29.8.41

~~874~~
~~169~~

Office note

Please see the notes on pp. 1-2 n.f. of G.O. 922 Eon of 15-6-44. For orders whether in the circumstances now stated the addl. temporary staff will be sanctioned. It may be noted in this connection that the question of transferring war publicity & despatch work to a Renaissance Printers is under consideration. Pending the change, the addl. temporary staff may be sanctioned for 3 months.

For orders.

(M)

28/6/45

28/6/45

Fin (E.C.2)

J.D.
22/6/45

In view of the Govt decision not to effect the change referred to as proposed above this deptt may agree to the proposal of E&P.H above.

p 3 of main
N.F.
(J.J)
C.O. 1052 E
13.7.45

47.0 18
38.? 16
B 21.9 16
107.1 50
157.1 A
1885.?

21.7.45
22.7.45

EPH may consider whether in view of the curtailment of National War Front Activities it is necessary to sanction this staff.

WS
25.7.45

E&Fu

The remarks of Public (7c D)

---

(40)

12(a)

may perhaps be written to on this point in the first instance — i.e. whether there has been a substantial curtailment of the NWF activities, not compensated by the activities of the new (Field ~~[illegible]~~ Publicity ?) Service.

JP
27/7/45

28/7/45

Pub (war) deptt

Please see the extract from the S.G.P's letter on p. 11 above & the notes of E&P.H. and Finance on pp. 12 to 12 (a) above. It has been decided to continue for the present the printing of War Review etc in the Govt. Press & not to entrust it to the Renaissance Printers. It is also submitted that the work of printing & distribution of publicity materials e.g. Madras War Review & its counterparts

Separate file

12(b)

in the vernacular languages, 'the Victory' etc is not likely to be reduced due to the substitution of the Press Publicity organisation [illegible]. Hence there is no need for reorganisation

Sd [illegible] 2.8.45

A new 'Victory House Gazette' has also been started recently giving details of the "campaigns" for each week. As matters stand at present there is not likely to be any appreciable diminution in the printing work of the new Publicity Organization

2/8/45

L.F. D.H. (through Finance)
Fin (22)

Please see Fin Dy Secy suggestion at B on p.12 above and Public note above. In the circs stated by Public, the additional staff of despatchers proposed may be agreed to cf X on page 11 above or may be sanctioned temporarily for a period of one year or till the need therefor ceases, whichever is earlier

3.8.45

(41)

12(c)

WS
4.8.45

Endt 7 (The End)

No remarks. Action re 'Y' and 'Z' will be taken later.

JD
9.8.45

9/8/45

Extract of S.G. Pks letter (42)

C.F. 30.

(vii) Operatives:- Compositors - As already explained in paragraph 9 the additional work involved runs to nearly 49,000 Foolscap 12 point pages within the last half-year and it is still on the increase. The depletion of strength in other sections to open a new Standardized Forms section to examine the existing standardized forms etc. referred to in para 16 above is already being felt very keenly and the work of the sections has to be cleared by overtime. Just now there is also the order for the printing of Electoral Rolls for the Indian Legislative Assembly within a most limited time. As it is the service of at least 50 temporary compositors are found to be essential. Of course in these cases under the existing system their work will be supported by out turn and will not involve any financial commitment and this by itself justifies the additional establishment. The sanction for these posts may immediately be accorded or otherwise the setting work will be greatly handicapped which may have the effect of ~~xpx~~ upsetting completion of urgent jobs ordered by Government in time.

Compositors - temporary 50 .. Rs 20/- fixed.

28. I have not included the cost of establishment of compositors, Binders etc. in the above statement as it does not involve any additional cost to Government since it would be compensated by labour equivalent. They will be engaged only as and when necessary with reference to the actual volume of work on hand.

---

Station S A L E M, Dated the 14-3-1942.

Spare copies

From (Name) Sri. K.A.Nachiappa Goundar, M.L.A.,

(Designation) President, District Board, Salem.

To The Secretary to the Government of Madras,

Education and Public Health Department.

Fort Saint George, Madras.

Sir,

p 15 ante

Ref:- Government Memorandum No. 28196 - B/41 -4 dated 3-3-42.

p 15 ante

With reference to the above Government Memo cited above, I have to submit that the Estimate revised as per instructions of the Director of Public Instructions Madras and the suggestions of the Head Master has been received only just now from the District Board Engineer, Salem. The same is being included in the agenda for the meeting of the District Board to be held on 27--3--42. The revised estimate and plan with a copy of the District Board Resolution will be forwarded to the Director of Public Instructions soon after the meeting is held. The cost of the revised estimate comes to Rs 8900/-.

14.3.42

P.P.14/3. President.

p 10

Copy to the Director of Public Instructions Madras.

Appointment

In view of the additional work connected with the printing of Electoral rolls, the proposal to employ 50 addl compositors may perhaps be agreed to. The S.G.P. says that they will be appointed as and when necessity arises.

28/6/45

Fin (E.D)

The proposal of E.G.P.H. to sanction the employment of 50 compositors on a fixed pay of Rs 20/- each p.m. for the additional work of printing Electoral Rolls for the Indian Legislative Assembly may be agreed to. The cost works out to Rs 1800/- p.m. or 15600/- p.a. and is recoverable from the Govt of India

W.S.
25.7.45.

p 13 above

DA 16/36

50 x 36/- : 1800/-
15600/-

21.7.45

22.7.45

E.P.U.
7

No remarks

27.7.45

28/7/45

---

Extract of S.G.P's letter

43

15

(viii) **Binders**: There is consequential increase in this section as well. With the transfer of distribution work of war journals, Government were pleased to sanction originally along with other establishment 15 binders in G.O. No.1461 Edn., dated 14-10-42 but this was not utilized as by the substitution of cheaper class of binding work it was found possible to direct the available labour for the additional jobs. Now it is found impossible to get on with the pressure and I am already forced to refuse taking up binding of old volumes etc. With reference to work on hand I estimate my requirements as below:

Binders - temporary 30 .. Rs.20/- fixed.

p 230 F

---

3. Office note thereon stating that the revised scales of pay have been given effect to by the Kulittalai Taluk Board from 1/1/34.

4. Resolution No.1 dated 23-6-34 of the Finance Committee.

## Resolution No.186/34-35.

I. The Board approves the schedule of establishment of elementary schools.
II. The revised scales of pay fixed by Government will be adopted from 1st July 1934 subject to the following:-
    (i) Teachers holding T.T.C. will be allowed the pay they actually draw at present within the scales of the respective grades.
    (ii). P.T.C. holders will draw the minimum of their grades.
    (iii). Unqualified men teachers retained on the recommendation of the Educational authorities will draw Rs.15/-.
    (iv). The recommendations of the Finance Committee are approved.
    (v). The retention of Weaving Instructors in the Board schools at Koyamballi, Jayancondam Boys and Tattiyangarpet on Rs.19, Rs.30/-, and Rs.35/- respectively, is sanctioned.
    (vi). The payment of hill allowance to teachers in Murungapatti, Mangappatti Pudur, Oduvanpatti and Badirpet at Rs.2/- each is also sanctioned.
    (vii). The two teachers possessing Pandit Qualification only now working in Nangavaram and Manapparai schools will be placed in the scale fixed for Higher grade men teachers.

(Sd).T.M. Narayanasamy Pillai
President.

/True extract/

P. Muhammad Othman
22.3.41

For President.

asv....120/3/41.P

PTV

Office note

We may perhaps sanction ~~binders~~ 30 binders (temporary)

Does he want 30 binders in addition to the 15 sanctioned in (0)?

JD
26-6-45

28/6/45

presently
The S.G.P requires only 15 binders in addition to those sanctioned in G.O 1461 Edn d 14-10-42

p23 CF (0)

Ask the S.G.P.

2-7-45

JD
3-7-45

5/7/45

The S.G.P. says that the sanction of 15 binders in G.O. No. 1461 Education dated 14-10-1942 was never given effect to and the sanction has already lapsed and that the present proposal is a fresh one for 30 binders to be employed when necessary. The present proposal may be accepted

'O'

JD
24-11-45

23/11/45

Finance (E&D)

It will be seen from para 2 on page 23 CF of G.O. No. 1461 Education d. 14-10-42 that 15 binders were sanctioned in order that the work connected with the despatch of War Publicity matter may be done efficiently. ~~Now~~ With the ending of war the need for ~~such publicity should have~~ this staff should have ceased ~~[illegible]~~ ~~[illegible] War Publicity~~ ~~[illegible]~~ This dept may suggest that in the first instance ~~[illegible]~~ 20 binders may be sanctioned for a period of 6 months, the S.G. being asked ~~[illegible]~~ to submit his proposal for additional staff at the end of that period if considered necessary ~~[illegible]~~. E&D. H may be requested to consider this suggestion

(0)

ARV
29.11.45

20 × 20 = 400
20 × 16 = 320

WS
4.12.45

18 below

E.P.

Finance view may be concurred in.

JD
10-12-45

11/12/45

4.12.45

Extract of S.G.P's letter

(ix) Stereo and Electrotypers and Typecasters: The manufacture of stereo plates for long run jobs like standardized forms newly reduced in sizes and style in view of economy in paper has increased beyond recognition and it is found impossible to cope with the existing staff. Again it is found imperative to renew in large quantities the old and xxx worn out types and leads and also ~~cast~~ Cast additional stock of types for Electoral Rolls works and the casting machines have to work in full swing which xxx could not be done without additional staff. I propose the following additional temporary staff for the purpose.

| | | |
|---|---|---|
| 1 Stereo and Electrotyper | .. | Rs26-45 |
| 2 Stereo and Electrotypers | .. | Rs 15-28 |

B

21. In the case of compositors, Binders and Stereo and Electrotypers the actual recruitment will be dependent on the amount of work on hand. The entire strength may not be engaged if it is not justified by necessity, but I must be in a position to engage temporary staff as and when necessary.

---

The appellant was fully qualified even from 1/4/1932. The President, District Board is requested to restore the pay of the teacher to Rs. 22/- from the date of completion of her certificate viz., 13/9/34 - vide in this connection Dis.No.4311/38 dated 27/9/1938 and Dis. 3786/39 dated 8/8/1939.

2/. The petitioner is referred to the President, District Board for orders on her petition.

Sd/- x x

For Director of Public Instruction.

To the petitioner (para 2 only) through the President,
District Board.
the President District Board, Trichinopoly (with encls).

(True Copy)

P. Muhammad Othman
21.3.41

For President.

asv.20/3/41.p

28/3

(P.T.O)

18

Office note

For orders whether the proposal may be accepted in view of B above.

The SGP should be asked to justify his proposals with statistics to show the increase in work.

JD 20.6.45

28/6/45

The S.G.P. says that the production in ~~xxp~~ respect of 4 years ending with 1944-45 in respect of manufacture of sterio are as follows:-

| | | |
|---|---|---|
| 1941-42 | .. | 22,777 sq. inches. |
| 1942-43 | .. | 26, 931 " |
| 1943-44 | .. | 47,129 " |
| 1944-45 | .. | 33,799 " |

X

p26 of

For orders whether the addl staff asked for will be sanctioned.

What is the existing strength?

JD 24.11.45

28/11/45

The following is the existing strength:-

Stereo and Electro Typers

| | | | |
|---|---|---|---|
| I | Grade (on Rs 28-4/2-45) | no | 3 |
| II | Grade (on Rs 15-2/2-28) | no | 4 |
| | Total | | 7 |

Vide A on p21 of the R.S.81-8/18(?) the Govt Press at (YY)

26.11.45

JD 26.11.45

For the increase in work stated at 'X' above, I think 1 Stereo & Electrotyper on 28-45 & 1 Stereo & Electrotyper on 15-28 will do. This staff may be sanctioned.

(Av 38.2)

(Av 21.9)

26/11/45

Issue (C,R)

The proposal may be agreed to.

WS 4.12.45

60.1
32
92.1
12
110.5
p.a.

Further note on page 20 bb

ANW 29.11.45

DR 29.11.45

---

(46)

E&I 18(a)

No remarks

JD 10.12.45

4/12/45

11.12.45

Extract of S.G.P's letter

19

(47)

C.F. 30.

22. The heavy rise in the supply of several standardized and non-standardized, ration etc. forms to various new offices has immensely multiplied the number of parcels sent out by rail both by goods and parcel trains and the Depatcher who is attending to their booking has very heavy work. This aspect has already been fully explained to Government in my letter No.SBC/8 dated 10-10-44 and Government were pleased to sanction only a small temporary allowanc of Rs.7/- for six months which has since been extended conditioned to certain consideration in G.O.No.716 Edn., dated 4-5-45. This small recognition is out of proportion to the immensity of his task He is attending to the booking both at Central and Egmore stations and the number of parcels he has to book at times goes up to 200 a day and they do not admit of delays in view of the prevailing urgen especially in the case of supplies to Civil Defence offices. Im my opinion the appointment of another Despatcher will lead to divided responsibilities and overlapping of working hours and willnot be congenial to the smooth discharge of the work. The appointment of an ~~additixm~~ additional Despatcher would comparatively be costlier t increasing the emoluments of the existing man for the extra hours o duties involved in the present arrangement. He has to work beyond the normal working hours of the Press and if the payment of overtim in his case is recognized as it is done in the case of other techni employees of the Press he would be getting at least Rs 18/- a month the computation 3 hours extra work on week days and 6 hours on Saturdays. There is therefore a clear case for increasing his pres allowance, and I would suggest Rs 15/- would be a fair recognition of his work.

ple 4-5 (K)

pp 3-4 cf (J)

Spare copies

Station Madras, Dated the 16th June 1941.

From (Name) R.M. Statham Esq., M.A., C.I.E.,

(Designation) Director of Public Instruction.

To The Secretary to the Government of Madras,

Education and Public Health Department.

Fort St. George, Madras.

Sir,

I have the honour to request you to be so as to obtain the sanction of Government permitting K. Sitaraman, Deputy Inspector of Schools, Tiruvallur Range, to revise and to translate into Tamil, for the Teachers Publishing House, Madras, a book on 'General Principles of Education, Organisation and Discipline' and to accept a remuneration of Rs. 200/- offered therefor, subject to the condition that he does not retain the copyright in the books or any interest in the sale of copies.

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

18/6

For Director of Public Instruction.

KS.18.6.

18/6

C.P.

Office note

The question of increased allowance to the booking clerk was quite recently considered. Please see D.S's remarks on p 3 nf & the orders thereon in GO 716 ~~E~~ Edn d 4.5.45. The Ⓙ S.G.P. may be told that Govt. see no reason to reconsider this order. He may submit proposals for an extra hand.

Yes.

28/6/45

JP
28/6/45

The S.G.P. says that in his opinion the appointment of another despatcher will lead to divided responsibilities and overlapping of working hours and will not be ~~genious~~ congenial to the smooth ~~des~~ discharge of the work ~~ing~~ and the appointment of an additional despatcher would comparatively be costlier than increasing the emoluments of the existing man for the extra hours ~~and~~ of duty involved in the present arrangements.

p 26 cf

The S.G.P.'s proposal was to increase the allowance from Rs. 7 to 15 in view of the arduous work of the booking clerk as stated on page 19 ante. For orders whether in the circumstances stated the allowance of the booking clerk may be increased to atleast to Rs.10 per mensem as a via media.

p 19 ante

A

May be supported.

JP
24.11.45

25/11/45

Finance (E&T)

Attention is in this connection invited to para 2 of Finance notes on page 2 N.F of GO No 716 ~~Education~~ dt 4.5.45. It has already ~~It is for orders~~ ~~whether in the circumstances now explained~~ ~~by E&P.H above their proposal at A above~~ ~~may be agreed to~~

Ⓙ

Thro C&R

AKW
20.11.45

DR
20.11.45

---

been held by this department that the rate of special pay should not normally exceed 1/5th of his substantive pay. No justification has been shown for increasing the rate of special pay from Rs 7/- to Rs 10/- as suggested by Con JP.H. In the absence of any reasonable grounds Fin may advise that no increase in the rate of spl pay ~~seem~~ is called for.

[illegible]

30/11/45

I agree. The 20% limit need not be exceeded unless there are very important reasons.

WS

20(b)

Ex Pu

Finance min may be accepted.

JB 20/3/41

11/4/41

2.4.41

---

49

Extract of S.G.P's letter

23. By the general increase in ~~ak~~ setting work the productive capacity of Linotype composition section has to be kept at the maximum level. The heavy rush of work in this department especially when most of the machines could not be overhauled for want of spare parts as they could not be imported from England owing to war conditions adds heavy strain to the existing staff of mechanics. One of the most urgent daily requirements are materices which if in quantity is not available the work of the machines will be retarded to a very great extent. The old matrices have to be constantly reconditioned before they are again put on the machine for service. The presence of experienced mechanics in each shift for this purpose is found to be very essential to keep the machines running. Again as these machines are running almost on old parts breakdowns of any machine at any moment is only to be expected and it is essential to secure the continuous services for both the shifts efficient mechanics. This would help to keep the production at least to the present level. Three out of 7 experienced mechanics attached to this section have left service. I may also state that mechanics in this section are specialized and could not easily be obtained from outside. It is essential that the services of the existing men should be recognized by any of a slightly increased scales of pay and few outsiders appointed to be trained under them. I therefore propose the following additional posts for this section:

| | | | |
|---|---|---|---|
| Linotype Mecahnic Maistries | 1 | .. | Rs 55-5/2-70 |
| -do- | 2 | | Rs 28-55 |

---

Annexure.

| Name of teacher. | Year of passing the T.S.L.C.Examination. | Date of completion of practical test. | Date of approval of the completion. | Date o appoin |
|---|---|---|---|---|
| 1. M. Logambal, acting mistress, Kavarapalayam. | 1932. | 10/2/1935. | 24/9/1935. | 10/6/ |
| 2. Lourdu Mary ag. Mistress Koovagam... | 1932. | 13/9/1934. | 9/10/34. | 1/4/3 |

asv.20/3/41.P

Office note

The existing no. of Linotype maistris is not known. It does not find a place in the Estt. list of Govt Press. Further particulars as regards the existing staff & maistris & their scales ~~are~~ seem necessary to justify the present proposal. For orders whether the proposal may be turned down.

Call for further details & ask the SGP to justify his proposal with figures and statistics re increased work.

[illegible] 28/6/[illegible]

J.D. 26/6/[illegible]

Please see the further remarks of the S.G.P. in support of his proposal of his request for additional posts in the Linotype Department in para 9 on pages 26-27 c.f. It seems that the S.G.P. has made out a case for the additional staff. For orders.

The SGP's proposal may be accepted.

[illegible] 25/7/[illegible]

J.D. [illegible]

Finance (E.P.)

With a view to cope with the increased work in the Linotype Composition Section and to recognise the services of the existing men in the section; the S.G.P has proposed the creation of the following addl posts — page 21 above

Linotype Mechanic maistri 1 Rs 55-5/2-70 — Ibid

Do Do 2 Rs. 28-55

For the reasons stated by the S.G.P. on pages 26-27 Cf E & H accept the proposal which may be agreed to in this dept also subject, however, to the following remarks.

W.S.

Linotype Mechanic Maistry on Rs 55-5/2-70. — page 21 above

The scale proposed is new and far in excess of requirements. According to the 1933 scale the pay of mechanics and asst mechanics I grade is only 28-4/2-40-3/2-55 and the corresponding pre 1933 scale is 30-2-60. The scale recommended by the Salaries Committee for the post is only 35-5/2-60-4/2-68. Pending decision on the question of revision of salaries of all services, it ~~does no~~ seems premature and does not seem necessary to sanction a post on a scale different from the standard scale attached to the post. The proposal may therefore be negatived. — verified from the pay statement; Ibid

The existing strength of mechanics in the section is as follows:-

(Av 42.4) 1 Mechanic on Rs 30-2-60 (pre 1933 scale) (I grade)
(Av 24.4) 1 " on Rs 28-55 (I grade)
3 Mechanics on Rs 15-28 (II grade)

page 27 CF

As there are already ~~one~~ two mechanics in I grade and 3 mechanics in II grade, the requirements of the situation will be amply met by sanctioning one more post in each of the 2

W.S.

grades.

If the above suggestion is accepted the extra cost on account of the proposal work out to Rs. 1210/- p.a.

| |
|---|
| 42.4 |
| 18 |
| 24.4 |
| 16. |
| 100.8 |
| 12 |
| 1209.6 |

AMR
29.11.45

4.12.45

DR
29.11.45

Extra

The proposal of Finance may be accepted.

11/12/45

10.12.45

M. 11.12.45

---

Extract of S.G.P.'s letter

23

25. I come to the last point, the increase ~~of~~ of pay of the Despatch Manager.

Manager. It was pressed by the permenent Superintendent Mr. Lepper and again by Mr. Menon while acting as Superintendent. If I, after watching his work since I assumed charge of the post, put up his case again it can only mean that I am fully convinced of the justification of the case in spite of it being turned down by Government. I feel that the present man for all his hard and sincere work during and outside office hours. driving men placed under him with a force all his own to satisfy the individua officers of their several urgent demands to meet the situation is being ~~their several~~ penalised for his hard work with a consistant refusal to recognize his case for a small additional remuneration of Rs.25/- a month. In my opinion even this seems inadeaute. I am the third officer to press for this concession and I sincerely requiest that Government would be pleased to accept it, since the case for the additional remuneration existed even from the start of the section I would request a retrospective consideration of the order in his case.

(M)

(I)

---

(5) That the petitioner has a large family to maintain and to educate 3 of his young children in various forms of High schools of Cannanore. If the petitioner retires from service on 17-11-1941 his monthly income is stopped, he has no pension to fall back upon, and he has to meet all his future expenses from the slender resources of the meagre Provident Fund which has now accrued to his credit, amounting to about a thousand and one hundred rupees.

(6) That in these circumstances the petitioner most humbly approaches the Government with a fervent prayer that, in view of his war services, Government may be graciously pleased to sanction an extension to his service for a period of 1 year 10 months and 23 days - the period of his employment in overseas service under the Military Department in connection with the late Great European War.

For which act of generosity, patronage and protection, the humble petitioner shall, as in duty bound ever pray.

Petitioner.

Enclosures (in originals).

1. Discharge certificate dtd. 22nd Sept. 1921, Karachi.
2. Communication No. 4890 from D.A.D.Rlys. dtd. 26th June 1920.
3. Certificate issued by Major Burn, R.E. (D.A.D.Rlys., Bushire.)
4. Certificate issued by Capt. Davis, (D.A.D.Rlys., Bushire.)

P10

## Office note

The work connected with War publicity & War despatch is to be taken away from the Press. The request of the S.G.P. for an enhanced pay to the War despatch Manager was ~~for~~ more than once ~~Considered~~ Considered & negatived. For orders whether the revision of the pay of the post of Despatch Manager will be raised now.

Not necessary.

JP
22/6/45

28/6/45

---

## Extract of S.G.P.'s letter

24. The general expansion of departments like War and Standardized Forms to meet the needs of the day have to an inordinate degree enhanced the work of supervision by the officers and for the matter of that all these additions have to be allotted to Mr.G.F.Amalanathan officiating Deputy Superintendent II as the man best fitted to the task. He has been discharging his onerous duties in and out of office hours to the entire satisfaction of this office and other offices entrusting work to the Press. I agree with my predecessors that he should adequately be remunerated for the assumption of additional responsibilities and I would recommend strongly a temporary special pay of Rs.50/- a month till such time as the pressure created by war work ceases.

### 1. Trichinopoly Taluk Board .

| | | |
|---|---|---|
| (a) Secondary Grade. | 25--1--50 | .... |
| (b) Higher Elementary. | | |
| Selection Grade . | 25--1--30 | |
| Ordinary Grade . | 20--1--25 | .... |
| (c) Lower Elementary | | |
| Selection Grade. | 20--1--25 | |
| Ordinary | 18--1--20 | .... |

Female teachers were given an allowance of Rs. 2/- per mensem over and above their respective scales of pay.

### 2. Musiri Taluk Board .

| | | |
|---|---|---|
| (a) Secondary Grade . | 30--1--40--1½--55 | 14. |
| (b) Higher Elementary | | |
| Males. | 20--1--21--3--24--27--3--30.. | |
| Females. | 24--3/3--33. | |
| (c) Lower Elementary | | |
| Selection grade. | 18--2/Q--22 | |
| Ordinary. | 16--2--20 | |
| Mistresses. | 22--2/2--25 | |

### 3. Kulitalai Taluk Board.

| | | |
|---|---|---|
| (a) Secondary grade. | 35--1--45 | 20 |
| (b) Higher Elementary | | |
| Selection grade. | 25--1--35 | 18 |
| Ordinary | 20--1--25 | |
| (c) Lower Elementary. | 18--1--20 | 16 |

Female teachers were given an allowance of Rs.2/-per mensem over and above their respective scale of pay.

### 4. Lalgudy Taluk Board.

| | | |
|---|---|---|
| (a) Secondary grade. | 30--1--35 | 12 |
| (b) Higher Elementary. | 20--1--25 | |
| (c) Lower Elementary. | 16--1--20 | |

Female teachers were given an allowance of Rs. 2/-per mensem over and above their respective scale of pay.

(P.T.O)

24

Office note

The war Review work & war despatch work may be seen to be taken away from the Press. Press work is not new to the Press. There seems to be no case at all for ~~higher~~ any special pay for increased work.

22/6/45

I agree

28/6/45

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Ext Deptt

(53)

Memo

Govt Press - Extra staff - Retrenchment.

The S.G.P is informed that the Govt have sanctioned in G.Os no. 1286 Edn d 22.8.45 and no. 576 Edn d 14.3.46 certain staff in connection with the printing of Electoral Rolls. As the work of printing Electoral Rolls would have been over now the S.G.P is requested to state whether some of the staff sanctioned in the G.Os cited above cannot be retrenched. He is requested to treat this reference as especially urgent.

22.3.46

To The S.G.P

25/3/46

pp35-969 (N)

Note:— The draft over leaf is with reference to the notes of Fin Deputy Secretary at K on 11 n.f. of G.O. no 576 Edn d 14.3.46.

CJ
22.3.46.

No need to ask him to. The S.P.P. explains he is unable to get sufficient men to do High Court work. The men who may become available will be employed in the High Court section where the need is very great. I think ~~Put up~~ the connected file (re High Court printing).

Finance may see.
23.3.46

16557 E.D

ASST. SECRETARY TO GOVERNMENT
25 MAR 1946
FINANCE DEPARTMENT

Finance (E.R.) E.H. no 25652 F.10
23.3.46.

May be perused and returned to 17690.
(with ...)

E.P.H.

28/3/46

AxV.
28/3/46

NS
28.3.46.

29 MAR 1946

EPH

Fin Lo 16557 E.I-1
29.3.46.

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(54)

E.(FH) Dept.

With reference to the note of DS at A on p 2 ante a draft memo is submitted for approval. After issue the papers may be filed with G.O. no 576 Edn d 14.3.46.

(N)

CJ
30.3.46.

30.3.46

2/4

**E+PH Dep**

pp 1-29 (C3)
pp 35-36 cf (N)

Memo No. 25652 F1/45-11 Edn. d 1.4.46

Govt. Press. Extra staff to be employed in the High Court Section. ~~after~~

The S.G.P is informed that the Govt. have sanctioned in G.Os no 1286 Edn. d 22.8.45 and no 576 Edn. d 14.3.46 certain staff in connection with the ~~print~~ printing of the Electoral Rolls. As the work of printing the Electoral Rolls would have ~~been~~ been over now it is expected that some of the men will have no work at all on this account.

The S.G.P is requested to employ those men who ~~then~~ thus become available in the High Court Section of the Govt. Press for the printing

P.T.O

Work of the High Court

C.G.
30.3.46

30.3.46

Memo No. 3515 [illegible]
Govt. Press - Extra staff to be employed in
the High Court Section Press.

R.V.C.

The S.S.P is informed that
the Govt. have sanctioned in G.O. [illegible]
dated 22.8.45 and No. 576 Edn dt 14
certain staff in connection with the printing
of the Electoral Roll. As the
work of printing the Electoral Rolls was
~~[illegible]~~ [illegible] [illegible] it is
expected that some of the men would
have no work at all on this account.
The S.S.P is requested to employ
those men ~~the~~ [illegible] [illegible]
[illegible] in the High Court Section
of the Govt. Press for the [illegible]

To The S.G.P.

[illegible]
6-4-46

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Spl (2814)

2
6/12
7/12

(56)

Exp. H(31)

Government Press - Appointment of Special Officer etc. - Sanctioned temporarily - Refer to No. 576 Edn dt 14-3-46 - Report called for.

S

-1-

Memo No. 70067-7 Edn dt 7.12.46

The attention of the S.S.P. is invited to para 5 of the G.O. read above ~~on the subject~~ ~~[illegible]~~ above and he is requested to submit to Govt a report regarding the necessity for the continuance of the staff sanctioned in G.O. 1286 Edn dt 22.8.45.

P

2.12.46

KAB
30/11/46

30/11

9/12

To
The S.S.P.

2

57/D 12/2

E&P.H.(71)

Government Press - Appointment of Special Officer etc - Sanctioned temporarily Ref: G.O. 576 Edn dated 14-3-46 - Report called for.

Ref: E&PH Memo. 74067-F1 Edn dated 2-12-46 & E. Rdt 28-1-47

Memo 74067-F1 Edn dated 1-2-47

The S.S.P. is requested to expedite his reply

10-2-47

13/2/47

To ✓

The S.S.P.

18/2

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57

C.F. 32.

In reply, please quote number, date and short title.*

..........DEPARTMENT.

*Received*.......... *Registered*..........

From (Name) A. Lepper Esq.,

(Designation) Superintendent, Government Press,

Post Box .........., (STATION) Madras.

*Telegraphic Address*..........

To

The Secretary to Government,
Education and Public Health Department,
Fort St. George, Madras.

ASST. SECRETARY TO GOVERNMENT
5 FEB 1947
EDUCATION AND PUBLIC HEALTH DEPT.

15470

*No.* 29/S.B.C., *dated* 24th February 1947.

Sir,

* Sub:- Appointment of Special Officer etc., - Report submitted.
Ref:- Education and Public Health Memo. No.74067-F1-Edn dated 2-12-1946.

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ENCLOSURES..........

SPARE COPIES..........

plant

With reference to the above, I have the honour to state the progress of work made by the Special Officer for the period ending 6th September 1946 was already reported to Government in my letter No.29 Mis., dated 6-9-46 read in G.O.No.Ms.1869 Edn., dated 28-9-46 sanctioning a further continuance of the post for another 6 months. Since then he has completed the revision of the Office Manual with all appendices and it is now under print. A proof copy of it with my explanations for addenda and corrigenda will be sent to Government for approval before being finally printed. The figures for departmental plant ledgers as it stood on 1st April 1940 with particulars of transactions for the subsequent five complete years ending 31st March 1945 have also been abstracted and handed to departments concerned for necessary action.

2 · As regards marking of measurements, giving fresh serial numbers to plant articles to facilitate future stock-taking and tracing out of missing articles and separating office furniture from Press articles, they will be taken up along with the next stock-taking which is now long overdue, proposals for which are being submitted separately.

3 · My review with reference to the temporary Establishment relating to Accounts, Despatch, Store etc., has already been sent to Government in my letter No.40-Mis, dated 24-1-1947 and that on the remaining establishment will be made at the time of my applying for their further retention. Full details of increase in work in these and in other sections of the Press both temporary and permanent and the absolute minimum establishment that would be required to cope with the work without abnormal arrears are furnished in that letter for information of Government.

A. Lepper

Superintendent.

L.S.

24/2

E&P.H.(71)

Please see the S.G.P's report above. The Supdt's proposals ~~for~~ regarding stock-taking and those relating to reorganization of the Accounts and Despatch sections are exa[illegible] separately. No action seems necessary

~~St~~ The papers [illegible] filed [illegible]

S.O. No [illegible] 14 [illegible]

4

present

Ex.A.H.(31)

G.O. No 1869 ~~[illegible]~~ of Sunday 28.9.46 is put up in a connected file and is not readily available. May lie over till 4.3.47

KAB
27.2.47

CVA
28.2.47

1/3/47

X

F. 376/46
Con. 1663

May continue to lie over till 28.3.47

KAB
1.3.47

14/3

15/3/47

Where is the G.O.? Are you tracing it? This kind of thing cannot go on indefinitely.

15/3/47

B Supdt
to speak

15/3/47

A draft ~~[illegible]~~ is submitted for approval. The G.O. is not forthcoming easily ~~and~~ as it is put up in a connected file and is lying ~~[illegible]~~ [illegible] in all the files that come back from [illegible]

KAB
22.3.47

(After orders are passed on p. 3 ante, these will be posted over)

SS
27/3

58