

E & P H (1947) Department.

Ms SERIES.

G.O. NO. 1110 Edn

Dated 31. 5. 1947

Passed
of
Supdt.

(b)

[Despatch Abstract.]

Madras Record Office - Recommendations of the
Cabinet Salaries Committee - Proposals of the curator
- Orders passed.

Back Papers.

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

Further Papers.

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

From Rao Bahadur Dr. B. S. Baliga, Ph.D. (Lond.), Curator, Madras Record Office, CHITTOOR.

To The Secretary to Government, Education & Public Health Department, Fort St. George, MADRAS.



166-A/47-1 dated 23rd February 1947.

Sub: Public Services - Revision of pay scales - Recommendations of the Cabinet Salaries Committee - Orders passed. (H) 5 p 12

Ref: G.O. Ms. No. 223, Public Health, dated 23.1.1947.

16421

I have the honour to submit my proposals for giving effect, so far as this office is concerned, to the recommendations of the Cabinet Salaries Committee forwarded to me by the Government with their order referred to above.

2. RECOMMENDATION 4.---The Madras Record Office has always been treated as an 'A' Class office. And in Schedule II to G.O. No. 78, Finance, dated 6.2.1947 the 'A' Class scales of Rs. 80-3-95-5-125 and Rs. 45-3-60-2-90 have been laid down against Rs. 55-5/2-70-7 1/2-100 and Rs. 37-3/2-70 which are the existing scales of pay of the upper and the lower division clerks respectively of this office. No remarks are therefore called for on this recommendation of the Committee so far as this office is concerned.

3. RECOMMENDATION 5.---The existing chances of promotion of lower division clerks and upper division clerks must be regarded as fair, since there are 14 posts of upper division clerks above against 4 posts of lower division clerks below and 7 posts of Assistants, Special Assistant, Research Assistant, Senior Assistant and Assistant Curator above as against 14 posts of upper division clerks below. It, therefore, seems to be unnecessary to reorganize the office. I, however, take this opportunity to suggest a redistribution of the work to a slight extent. In the Reprint Section of the office there are now 3 Assistants and 4 upper division clerks. Experience has shown that it is not necessary to have 3 Assistants in this Section, that it is enough if two are employed in this Section, the third one being employed on responsible work in the Referencing Section. I beg to suggest that the Assistants may hereafter be employed as follows: One of the 3 Assistants may be placed in charge of the Reprint Section. He can supervise and co-ordinate the work of the clerks in that Section. Another Assistant may be ordered to calendar the Revenue records, a work which is now attended to by a clerk of the Reprint Section. Calendaring being an important and responsible item of work ought properly to be entrusted to a person of the status of an Assistant. The third Assistant may be placed in charge of the Referencing Section. At present there are 7 Referencers (upper division clerks) in this section, each in charge of a Record Block, and one additional Referencer, generally called Chief Referencer, (also an upper division clerk), to attend to important requisitions in all the blocks and to assist all the Referencers. This Chief Referencer ought to have a status higher than that of the other Referencers seeing that his work is superior to that of the other Referencers. The duties and responsibilities of this post are such that it should be held by an Assistant and that is why I have suggested that one of the Assistants

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be placed in charge of the Referencing Section. If this change effected the upper division clerk who now works as Chief Referencer be transferred to the Reprint Section in the place of the Assistant and the strength of that section will thus be maintained at its set strength. I beg to recommend that the redistribution of work in the manner suggested above may kindly be approved by the Government. This redistribution will be advantageous both to the Reprint and the Referencing Sections.

4. RECOMMENDATION 17.---This recommendation is not applicable to this office.

5. RECOMMENDATION 18.---There are no day-extra or piece-work establishments in this office. Nor are there in the contingent establishment any posts "in which some skill, training or experience is acquired in the course of service". There are only 4 sweepers, 1 gardener and 2 scavengers. The question of putting any of them on incremental scales or of making them permanent does not seem to arise. They should, according to the recommendation, be classified by the Government and their rates of pay should be fixed by the Government.

6. RECOMMENDATION 19.---There are at present in this office the following temporary posts:

- Take note of permanent*
- (a) Two upper division clerks for weeding old records.
 - (b) One Special Assistant and one typist for the publication of selections from old records.
 - (c) One Research Assistant for assisting me in doing important searches.
 - (d) One telephone operator.
 - (e) Two peons to carry records daily from Chittoor to Madras.

Thoroughly
I shall deal with these one by one and show which of these ought to be made permanent.

(a) Weeding clerks. The posts of the two clerks were first sanctioned in 1937 in G.O.No.2239, Education, dated 1.10.1937 to examine the old records with the object of finding out which of them could be safely destroyed. The posts have since then been continued without a break. The present sanction expires on 10.10.1949. Although they would have been in existence for 12 years by that time, the work for which they were created would take about 10 more years to be completed. Nor is this all. As soon as this work is over the clerks will have to be put on weeding other series of records, as there are several series of records in this office which require to be weeded. I beg to recommend therefore that these 2 posts may now be placed on a permanent footing.

(b) Special Assistant and typist. These posts were created in the following circumstances. In 1941 I submitted to the Government proposals for introducing a new scheme of record publications viz., the publication of selections from the records of the period 1801 to 1857 relating to subjects of a broad and general nature. While the records prior to 1800 are being printed in extenso or calendared the bulk of the records after 1800 makes it impossible to deal with them except in the shape of selections. This was explained by me to the Government in my letter No.757.A/41 dated 1st September 1941 and the Government

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were pleased in G.O.No.589, Education, dated 10th April 1942 to sanction a temporary establishment of a Special Assistant and a typist to prepare the selections. The establishment has since then been continued temporarily. The present sanction expires on 31.3.1948. Selections have so far been made only on one subject viz., early judicial administration, and even these have not been completed. Nor has any portion of the selected matter been sent to the Press. The scarcity of paper has made it impossible to send this matter to the press. As soon as the paper position improves the matter that has been prepared will be published. The quantity of work connected with the publication of selections is so vast that it may last for a large number of years. In fact it must be regarded as a part of the programme of record publications in which the Madras Record Office has been continuously engaged for more than 35 years and which is the legitimate and normal function of a well-organized Central Record Office. These two posts ought, therefore, in my opinion, be made permanent.

(c) Research Assistant.---This post was created as recently as June 1946. It was created with the object of increasing the usefulness of the office to the various departments of the Secretariat. Experience shows that the method by which the Departments call for records and put up notes is not very satisfactory, at any rate, so far as subjects or policies of importance are concerned. All the papers are not generally known to the Departments and hence are not called for or studied. Consequently a large mass of extremely useful information available among the records does not very often come up before the Government for consideration. The Record Office, on the other hand, is placed in a particularly favourable position to do this work well, to trace all the available information upon any given subject and to place it before the Government in the form of exhaustive notes. It had in fact made a number of special searches and prepared detailed notes and these notes had been found to be useful by the Departments. I therefore submitted to the Government that more searches of this type could usefully be undertaken and more notes written by this office if I were given the assistance of a Research Assistant (Please see my letter No.986.A/46-1 dated 15.4.1946). My suggestion was approved by the Government and a Search Assistant (now designated as Research Assistant in G.O.No.78, Finance, dated 6.2.1947) was sanctioned for 6 months in G.O.No.1130, Education, dated 7.6.1946. On the expiry of this period I applied to the Government for the permanent retention of the post or, failing that, for permission to employ the Assistant for 2 or 3 years. The Government were thereupon pleased to sanction the continuance of the post for another 2 years (please see G.O.No.26, Education, dated 7.1.1947). I am now receiving a large number of requisitions for important searches. The Search Assistant traces and collects all the records upon the point or subjects upon which information is required by the Departments and assists me in writing notes upon them. Without such assistance it will be impossible to deal with the numerous searches entrusted to the Madras Record Office satisfactorily. It is therefore absolutely necessary to continue this post on a permanent basis.

(d) Telephone operator.---This post was sanctioned solely in connection with the installation of a telephone switchboard in the Record Office buildings at Egmore to give telephone connections to the various offices which have been located there temporarily. As soon as these offices find other accommodation in the city and vacate the

Office buildings the switchboard will be removed and the post of telephone operator will be abolished. This post need not be made permanent.

(e) Two peons. These two peons are engaged in carrying goods daily from Chittoor to Madras and back. They will be discharged as soon as the Record Office is shifted back to Madras.

7. RECOMMENDATION 23.--According to this recommendation every post in the office should be brought under one or other of the designations specified in the recommendation. There are now the following posts in the office in the Madras Ministerial Service.

- Madras Ministerial Service*
- 1 Senior Assistant *190-10-240* *Suplt Grade 3*
 - 1 Research Assistant *140-5-190* *Suplt Grade 5*
 - 1 Special Assistant *140-5-190* *Suplt Grade 5*
 - 3 Assistants. *140-5-190*
 - 14 Upper Division Clerks. *80-3-95-5-125*
 - 4 Lower Division Clerks. *45-3-10-2-90*
 - 3 Typists.
 - 1 Telephone operator.

The Senior Assistant being the head ministerial officer may hereafter be designated as Superintendent. The Research Assistant and the Special Assistant cannot well be designated as Superintendents as their duties cannot be described as supervisory duties; their duties are mostly of a technical nature. There does not seem to be any harm in retaining their present designations. The Assistants may be designated as Office Assistants. No change is required in the case of the remaining posts.

8. While I was writing this letter I received G.O.No.78, Finance, dated 8.2.1947 in which the scales of pay of the various posts in the office have already been fixed by the Government. Therefore, although it was my intention to suggest a different scale of pay for the Senior Assistant, the Research Assistant and the Special Assistant, I do not consider it necessary to do so now.

9. RECOMMENDATION 23.--This recommendation is not applicable to this office.

M. Madhava
CURATOR.
18/2-1947.

25/2/47

Education and P.H. (C.2.) Deptt.

Madras Record Office - Recommendations of the Cabinet Salaries Committee- Proposals of the Curator - Orders passed.

Ref: C.No.16421 C2-47- From the Curator, M.R.O. No.166-A/47-1 dated 23-2-47.
Read also:- G.O.No. 223 P.H. dated 23-1-47.

Order/No. *1110* Dn. dated *31.5.1947*

The Government have examined the proposals of the Curator, M.R.O., in respect of the recommendations of the Cabinet Salaries Committee and proceed to pass the following orders:-

- (i) Classification of Office:- The Govt. agree to the retention of the Madras Record Office as an 'A' class office;
- (ii) Reorganisation with a view to provide a better balance for upward promotion:-

The Govt. ^{*agree with*} accept the ~~recommendation~~ ^{*staff in the*} of the Curator, that no reorganisation of the M.R.O. is necessary as the existing chances of promotion are fair. The Curator is informed that the approval of Govt. is not necessary for internal redistribution of work in the M.R.O.

- (iii) Incremental scales of pay etc., and permanent retention of temporary posts:

The proposals of the Curator will be deferred till the decisions of the Retrenchment and Reorganisation Committee are received. *should be awaited*

P.T.O.

Classification of posts:

The Government approve the recommendations of the Curator in column (2) of the statement below in respect of the designations of the following posts:-

<u>Present designation of posts</u> (1)	<u>Proposed designation</u> (2)
Senior Assistant	Superintendent (Grade 3)
Research Assistant	Research Assistant.
Special Assistant	Special Assistant
Assistants	Office Assistants.

To the Curator, M.R.O.

To the A.G. (thru 'Fin')

s-c. Copy to Fin

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Education and P.H. (C.2.) Department.

Madras Record Office--Recommendations of the Cabinet Salaries Committee - Proposals for giving effect to the.

C.No.16421 From the Curator, M.R.O. letter No.166 A/47-1 dated 23-2-47.

The Curator, M.R.O., has sent in proposals to give effect to the recommendations of the cabinet Salaries Committee and they are examined below:-

RECOMMENDATION 4 - CLASSIFICATION OF OFFICES:

The scales of pay for the Ministerial posts in the office of an 'A' class office prior to recent revision of salaries. According to the recommendation of the Cabinet Salaries Committee, Offices of all major Heads of Departments should be in 'A' class while all other offices should be in 'B' class. The term 'major' has not been defined. The change over to 'B' class will affect only the U.D. clerks in the M.R.O. and that too only in the maximum of the scale of pay in the maximum of 'A' class U.D. scale being Rs 125 as against Rs 110/- of 'B' class U.D. scale. For orders whether the M.R.O. will continue to be classified as an 'A' class office. Finance may advise.

RECOMMENDATION 5- REORGANISATION WITH A VIEW TO THE RELATIVE PROPORTION OF SUPERINTENDENTS, U.D. CLERKS AND L.D. CLERKS ACCORDING WITH THE NATURE OF WORK DONE AND PROVIDING A BETTER BALANCE FOR UPWARD PROMOTION.

The Curator reports that the existing chances of promotion are fair and that no reorganisation of the office is necessary. This may be accepted. He suggests a redistribution of the work in the office and requires the approval of Government. Approval of Govt. is not necessary for internal distribution of work in an office and the Curator may be informed accordingly.

Recommendation 18- Incremental scales of pay, permanency, conversion into regular establishment, leave and gratuity in the case of contingent, day extra and piece work establishments:-

The position stated at portion marked 'A' on page 2 c.f. is not correct. The staff has to be made permanent and the scales of pay for the posts in question may

Only posts in which some skills, training or experience is required in the course of service should be put in

be those fixed for similar classes of servants. This may be done after the decisions of the Retrenchment and Re-organisation Committee are received.

RECOMMENDATION 19- PERMANENT RETENTION OF TEMPORARY POSTS:

The permanent retention of temporary posts mentioned in para 6(a) to (c) inclusive ~~may~~ has to be postponed till the decisions of the Retrenchment and Reorganisation Committee are received.

RECOMMENDATION 23- CLASSIFICATION AND PAY OF POSTS:-

The Curator proposes that the Senior Assistant may be designated as "Superintendent" and this may be accepted. As regards the posts of Research Asst. and Special Asst., he recommends that their present designations may be retained as their duties cannot be described as Supervisory duties to entitle them to the designation of "Superintendent". The Research Asst. is on the scale of pay of Grade 3 Superintendents and the Special Asst is on the scale of pay of Grade 5 Superintendents. 'Office Assistants' should fall into either of the scales for Superintendents Grade 3 or 5. Hence the two posts may be designated as 'Office Assistants' along with the posts of 'Assts.' in the office as the latter posts are on the scale of pay of Grade 5 Superintendents. Their present designations cannot be retained according to the recommendation of the Cabinet Salaries Committee, since all the posts in question come under the Madras Ministerial Service.

2. The case may be sent to Finance for remarks.

One case may be returned to Govt after perusal. The designations proposed in respect of the 'Senior Assistant', 'Research Assistant' & 'Special Assistant' may in the Circs stated in para 7 sub 4 ~~of~~ be accepted.

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in several scales and make permanent. Sweeps and scavengers do not form that category whereas janitors may.

3.5.47

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These are special posts may continue to be designated as such.

ASST. SECRETARY TO GOVERNMENT
19 MAY 1947
EDUCATION AND PUBLIC HEALTH DEPT.

ASST. SECRETARY TO GOVERNMENT
6-MAY 1947
FINANCE DEPARTMENT

Sal (b) C2

E & P H (C2)

Please see the Fin note of the Finance report on p.2 and it is presumed that Finance have accepted agreed to the position marked 'A' on p.1 and Re: the classification of the office. A draft order is submitted for approval.

Kindly

17.5.47

19/5/47

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E & P H (C2) No

16421C2/47-2Edn

20.5.47

21 MAY 1947
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FINANCE DEPARTMENT

22/5/47

22/5/47

43915
4 MAY 1947
EDUCATION AND PUBLIC HEALTH DEPT.

26/5

The M. R. O. has all along been in the 'A' class & the proposal to continue the present status may be agreed to.

The draft order may be prepared & the case removed to Govt.

22/5/47

22/5

E-PH C2

Fin have agreed to the continuance of M.R.O. as an A class officer. Please see the note of the Fin Dept above.

The draft order put up may now come.

26.5.47

26/5/47

27.5.47 S 3/5/47

Handwritten notes on lined paper, including the word "Please" and various illegible scribbles.

