

For file

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT

(Education)

P-194

G.O. No. 1704, 29th July 1947

Typewriters—Government offices—Careful handling and maintenance—Further instructions issued.

Blat
mt

20

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 1704, 29th July 1947

Typewriters—Government offices—Careful handling and maintenance—Further instructions issued.

Order—No. 1704, Education, dated 29th July 1947.

According to rule 79 of the Stationery Manual, Volume I, the responsibility for the proper care and upkeep of typewriters in Government offices is thrown upon the typist or stenographer using the machine. This system has not worked well in practice. The Government, therefore, direct that the head typist or senior typist of each office or department of the Secretariat should see that the typists carry out the following instructions in rule 79 daily:—

(1) Cleaning the machine before commencing work and carrying out the instructions issued by the makers for cleaning and oiling the machine; and

(2) locking the cover of the machine before leaving office.

The head or senior typist should attend office early and leave it after all the typists leave office so that he

may check whether the typists are observing the instructions. He should bring to the notice of the Head Ministerial Officer then and there failure on the part of any typist to observe the instructions. He shall also submit a weekly report to the Head Ministerial Officer certifying that the instructions are being carried out by the typists.

2. The existing provisions of rules 78 and 79 of the Stationery Manual are considered sufficient in the case of offices with only one typist or in the case of stenographers or personal clerks attached to officers.

3. Government direct that, as far as practicable, each machine should be kept in charge of one and the same person, as in that case it is generally maintained in a good condition.

4. Necessary amendments to the Stationery Manual will be issued by the Superintendent of Stationery.

(By order of His Excellency the Governor)

M. V. SUBRAMANIAN,
Secretary to Government.

To the Superintendent of Stationery.
„ all Heads of Departments.
„ all Collectors

To all Departments of the Secretariat.
„ the Chief Secretariat (with extract of notes).

2 June 1946
14/6/46

(3) Chief Sec
dated 14-6-46

Lr. No. 15013/46 - 1
To

Messrs Remington Rand Inc.,
Bosette Buildings,
177-78, Mount Road, Madras.

Gentlemen,

Typewriters - Remington No. LX 67830
Repair -

~~The~~ The above machine
requires overhauling and slight repair.
Please depute your mechanic to attend
to the repair very urgently.

C/S
w/o/ub.

AR
14-6-46

5.5 mm
19.6.46
No. 1501B/46-2 dated 19.6.46 [R.D. 1.7.46]

Mrs Remington Rand Inc.,
Cosette Building, 177-78, Mount Road, Madras. OT
(with a typewriter).
Clemen.

Typewriters - Remington No. LX 67830 - Repair -

Ref: Chief Sectt. & P. No. 1501B/46-1 d. 14-6-46.

In the continuation of my letter
dated 14.6.46, I am directed to say that the mechanic repairs
states that the typewriter requires workshop attention
by persons employed for repairing the above typewriter which
is of the opinion that the machine should be
sent to the company as it needs thorough cleaning and overhauling.
The machine is therefore
sent herewith for repairs and very early
return.

AR
19.6.46

C/S
19/6/46
19.6.46

TELEPHONE NO. 2051
POST BOX 370.

1435

REMINGTON RAND INC.,
(Incorporated in U. S. A. with Limited Liability)
MOUNT ROAD,
MADRAS.

TELEGRAPHIC ADDRESS
"REMINGTONS"

Date 29/6/46

Received from The Chief Secretary - Tamil Nadu
George - Madras
For 12A - Typewriter No. LX 67830 with accompaniments
H. V. S. S. S.

For REMINGTON RAND INC.,

4

V-101948	15-4-29	H.K. Rao Naidu, Esq., Cocanada.
V-101954	18-6-29	K. Venkata Chelapati Rao, Retired Sub-Registrar, Arundelpet, Guntur.
V-101955	20-2-29	C.A. Rajagopala Iyengar, Madras.
V-103935	20-2-29	Kasturi Krishnantham Garu, Retired Sheristadar, Sub Court, Godugupeta, Masulipatam.
V-103936	9-2-29	A. Subbayya, Treasury Depu Collector, Chatrapur. Ganjam Dt.
V-103942	12-8-29	T. Chathunni Menon, B.A., Clerk, Post Office,

TELEPHONE No. 2051
POST BOX 370

TELEGRAPHIC ADDRESS
'REMINGTONS'

Remington Rand Inc. (S)

(Incorporated in U. S. A. with Limited Liability)

Mount Road, Madras.

16th July, 1946.

The Assistant Secretary to Government,
Chief Secretariat,
Government of Madras,
Madras.

Dear Sir,

REPAIRS TO REMINGTON STD.NO.12A/LX-67830. p. 2 ante

With reference to your letter No.1501/B/46-2 dated the 19th ultimo, we have carefully examined the above quoted typewriter and our charge for thoroughly overhauling this typewriter will be Rs.15/- only. The machine does not require any parts. Kindly let us know whether this estimate meets with your approval.

TAR/KSV.



Yours faithfully,
REMINGTON RAND INC.,

[Signature]

⑥

Memo No. 2230/46-B-3 dated 22nd 46.

7. 50. 6.
x 4. 50. 6.

Appd with
23.7. ult

copy to Remington Rand
Inc.,
Mount Ross, N. J.

CS
19/7/46.

AR ✓
20.7.46

CSA.
19746.

From
The Superintendent of Stationery,
Madras at Guindy,
Saidapet P.O.

To
The Remington Rand Inc.,
Mount Road,
Madras.

2679
15.8
No.B.2.2099-46 dated 13-8-46.

Dear Sirs,

Sub: Typewriter - Remington - No.67830 - Chief Secretariat, Madras
repairs to - Ref: Your letter dated 11-7-46 to the Assistant
Secretary to Government.

The machine was thoroughly overhauled and repaired at an huge cost of
Rs.147-1-0 only in January 1946 which is only 7 months now. As the over-
hauling charges within a year are not advissable please arrange to overhaul
the machine now free of cost and return it to the Secretariat at an early
date.

for Superintendent.

Copy to The Assistant Secretary to Government,
Chief Secretariat, Madras with reference to the
Govt. Memo.No.2230/46-B.3 dated 22.7.46. p.7 ante.

SAS/13.8.

10

14/12

8

11

Chief Sectt.

Letter/Ref. No. 15018/46-3 dated 11-12-46
To

The Remington Rand Inc.,
Mount Road, Madras.

14/12/46

Sir,

Typewriters - Remington No. 67830 -
Return of -

12.9.46

Ref:- Correspondence ~~and~~ ending with
letter No. B.2. 2099-46 dated 13-8-46
from the Supt. of Stationery addressed
to your company -

14/12/46

Please expedite the return
of the above typewriter after duly
repaired

To look to
the Supt. of
Stationery,
Trinidad.

C/S 182
10/10/46. 21/2/46

11/2/46

C.No. 772 02/47.

1704
p26-BK119

TYPEWRITERS - Govt. Offices - Careful handling and maintenance - Further instructions issued.

G.O.
Ps.

1704

EDN., DATED 29-7-1947.

E. & P.H. DEPT. (C2).

16/8/47
63

According to Rule 79 of the Stationery Manual, Vol. I, the responsibility for the proper care and upkeep of typewriters in Govt. Offices is thrown upon the ~~typist~~ or ~~stenographer~~ using the machine. This system has not worked well. The Govt. therefore direct that the ~~head~~ ^{in practice} typist or Senior typist of each Office or Dept. of the Sectt. should see that the typists carry out the following instructions in Rule 79 daily:--

(1) cleaning the machine before commencing work and carrying out the instructions issued by the makers for cleaning and oiling the machine; and

(2) locking the cover of the machine before leaving office.

The ~~head~~ or Senior typist should attend office early and leave it after all the typists leave office so that they may check whether the typists are observing the instructions. He should bring to the notice of the Head Ministerial Officer then and there failure on the part of any typist to observe the instructions. He shall also submit a weekly report to the Head Ministerial Officer certifying that the instructions are being carried out by the typists.

2. The existing provisions of Rules 78 and 79 of the Stationery Manual are considered sufficient in the case of officers with only one typist or in the case of stenographer or personal clerks attached to officers.

3. Govt. ~~direct~~ ^{direct} that, as far as ~~it is~~ ^{and the same} practicable each machine should be kept in charge of one person, as in the case ~~they are~~ ^{it is} generally maintained in a good condition.

4. Necessary amendments to the Stationery Manual be issued by the S. of S.

16.9.47
13.9.47

The S. of S.
All Hds. of Depts.
Collrs.

24/7/47

24/7/47

24/7/47

A.S. through O.P. II.

Remington Typewriter No. LX 67830 - Repair.

The above typewriter has been sent to this section by Pub. (Spl.) section in place of the Woodstock typewriter brought down by me from there with the consent of the Superintendent, O.P. II, in my absence. I really shed tears at the plight of the machine. It appears to have been not in constant use -- but I understand it has been -- and handled very negligently. No part of it is free from dust, and especially the key lever passages in the segment are so dirty that they do not help the swift movement of the carriage. The most intricate parts are also to be attended to with a mechanic's care. The cleaning of the segment, the dogs and of the tension wheel and spring cannot generally be done by the operator. Even to give a general cleaning outward cleaning proper tools are not available in the section or in any of the neighbouring sections. However, I have given it namesake cleaning with the help of a pin and my hand-kerchief.

The metal cover and base board supplied are those of a Woodstock machine which do not suit this machine.

I request that steps may be taken to overhaul the machine and in the meanwhile its proper baseboard and cover may be supplied.

I think, I should be inclined, incidentally, to suggest that in future a set of suitable tools (according to the make of the machine) including a piece of cloth to each typewriter may be supplied and machines periodically inspected to see whether they are kept in a sound condition.

A proper metal cover has since been suggested
A
6/6/46

6/6/46

Ch. Sectt. 1501B/46
6.6.46.

Chief sectt.

A draft letter to the Remington

Rand is submitted for approval.

CS
12/6/46.

ACV
14.6.46

CS issued as Dr. no. 1501B/46-1 dated 14-6-46)

The mechanic deputed by the Company came this morning and said that the machine needs workshop attention. A draft letter to the company is submitted for approval on p. 2 c. f.

CS
19/6/46.
19.6.46

ACV
19.6.46

CS issued as letter no. 1501B/46-2 dated 19-6-46

Government of Madras

PUBLIC (SERVICES) DEPARTMENT

G.O. No. 333, 10th February 1940

Public Services—Subordinate Services—Delegation of powers to heads of offices with regard to temporary establishments—Special rules—Issued.

Order—No. 333, Public (Services), dated 10th February 1940.

The following notification will be published in the Fort St. George Gazette:—

NOTIFICATION.

In exercise of the powers conferred by paragraph (b) of sub-section (2) of section 241 of the Government of India Act, 1935, His Excellency the Governor of Madras is hereby pleased to make the following special rules:—

RULES.

1. An appointing authority may at its discretion vary the following details connected with a temporary establishment which has been sanctioned by a competent authority for employment during a portion of every year:—

(a) the number of persons employed,

(b) the rate of pay of particular posts, and

(c) the period of employment.

This delegation shall be subject to the condition that—

(1) the cost of such establishment shall be restricted within the appropriation sanctioned by the competent authority for that purpose, and

(2) the pay of no post shall be raised beyond the maximum limit, if any, fixed by the competent authority in each case.

2. The power delegated in rule 1 may also be exercised in the case of a temporary establishment employed continuously for a year or more, subject, however, to the following additional conditions:—

(a) that no alteration in the scale or rate of pay of any of the temporary posts in such establishment, the pay or the maximum pay of which exceeds Rs. 50 a month, shall be made without the approval of the competent authority;

(b) that in the case of a temporary post on a time-scale of pay, the variation shall be in accordance with the time-scale sanctioned for a corresponding post borne on the permanent cadre of the service concerned; and

(c) that the aggregate cost of the temporary establishment shall not in any case exceed the limit sanctioned by the competent authority.

(By order of His Excellency the Governor)

D. N. STRATHAIR,
Chief Secretary.

To all Heads of Departments including Collectors and District Judges.
the Departments of the Secretariat (all sections).
the Accountant-General, Madras.
the Superintendent, Government Press, for publication in the Fort St. George Gazette and issue of correction slip to Volume II of the Madras Services Manual.

(From Remington Rand Inc. letter dated 16-7-46).

Please see the letter from the Remington Rand on p. 5 c. f. A copy of the letter may be sent to the Supt. of Stationery for necessary action. A draft memo is subd. for approval.

C/S
19/7/46.
C/S 19/7/46.

20.7.46

p. 7 c. f. (Issued as Memo No. 2230 B/46-3 dated 22-7-46)

p. 9 c. f. (From the Supt. of Stationery, letter No. B. 2.2099-46 dated 13-8-46).

Please see copy of the letter from the Supt. of Stationery addressed to the Remington Rand Inc. on p. 9 c. f. The receipt of the typewriter may be awaited.

Submitted for orders with reference to the suggestion at A on p. 1 ante made by the typist, Public (Dev. Bd. Dept. of Stationery, letter No. B. 2.2099-46 dated 13-8-46). It is mentioned that even new machines supplied by the Supt. of Stationery are not supplied with any sort of paper.

C. No 1501B/46

subtd. for approval.

C/S
18/12/46
21/1/47

[Signature]

Wro' C.C.B.

[Signature]
18/12/46

C.C.B. don't answer A.

C Issued as letter No. 1501B/46-3 dated 11-12-46. p. 11 & 12.

This may be sent to C.C.B. for answering A on p. 5 ante. Wro' C.C.B.

C/S
18/12/46
16/1/47

C/S

The requisite materials for the typewriters are not stocked in C.C.B. A piece of cloth required for cleaning the machine will have to be supplied by the C.C.B.

C/S
16/1/47

21-1-47

C/S

13

2

W. & L. A. S's order on p. 6 ante, please

see the remarks of C.C.B. hereon. They would not supply a piece of cloth and nothing more. The Supdt. of Stationery may be asked to supply the necessary materials for a typewriter so that the oiling, cleaning etc. may be done by the typists themselves. This would not be so many complaints for the repair of one typewriter as are now. Today E. J. P. H. Deptt. may see for remarks.

C/S
18/12/46
21/1/47

18/1/47

E. J. P. H.
C2

Chief Sect

W.P. No. 1501B/46-4

6.1.47
(90 197 Fm d. 4.4.34)

P. 40
of BIC

Rules 78
479.120

18/1/47



Go No 197 Fm d. 4.4.1934 required for the disposal of this case has been called for from the P. R. O. & receipt may be awaited till 21.1.47.

18/1/47

18/1/47

The case relates to the supply of the necessary material (a set of suitable tools according to the make of the machine) for a typewriter so that the oiling, cleaning, etc. may be done by the typists themselves, the intention being to minimise the numerous complaints that are now received for the repairs of typewriters. The supply of the following typewriter

para-32-pp58-59 accessories are provided for each typewriter at work via Govt Office:-

② 17-10-33

Go 60621 27-2-37

33 ③

- (1) Soft brush ————— 1 per annum
- (2) Hard brush ————— 1 biennially
- (3) Eraser for typewriters — 1 per annum (in lieu of pencil eraser)
- (4) Oil for typewriters — 1 bottle (1 oz) per machine per annum
- (5) Pocket mirror
- (6) Screw drivers, large
- (7) do — small
- (8) Padlock and key for typewriter
- (9) Pliers for typewriter
- (10) Spanner, large and small and renewal

Appendix I - p 90 BK 120

Appendix V - p 105 BK 120

462

29

463

30

464

31

465

32

467

33

468 & 469

34

The supply of the accessories items (5) to (10) inclusive are

p 12-BK 119 regulated by rules 24 & 25 of the Stationery Manual Vol V

Since these accessories are not consumed by use and may ordinarily be expected to last for an indefinite period, no first supply or renewal of any of them shall be made without a full explanation of the necessity for the demand. Certain superior quality accessories supplied to typewriters prior to

17-10-1933 were discontinued from that date as a result

- * (1) Brushes wire
- (2) Brushes long handled
- (3) Eraser shield
- (4) Metal polish to remove dust

② Since of retrenchment in Govt too pnd. 17-10-33 based on

the recommendations of the Spk Officer appointed to effect retrenchment and the Spk. The Spk. considered that long red brush (brushes long handled) becomes practically useless after handling for a very few months and is found more of an impediment to the proper maintenance of the machine as the habit of the brush sticks to the parts rather than clean them and that Eraser Shields are seldom used. The Spk. concurred with the Spk. Officer and recommended in addition the discontinuance of the

p 315 - ②

8

5.3.47

Go 60621 d. 17.10.33 is also required for the disposal of this case and has been called for from P.O. Its receipt may be awaited till 11-2-47

11-2-47

5/1/47

Go 60621 d. 27.2.37 is also required for the disposal of this case and has been called for from P.O. Its receipt may be awaited till 18-3-47

18-3-47

3/3/47

P.T.O

wire brush. Thus it will be seen that the ten items of typewriter accessories mentioned on p 9 ante are more than sufficient, if properly utilised, to keep typewriters in perfect ^{working} condition.

2. The Spl. Officer appointed in G.O. No. 314 Fin d. 31.5.32 (on the suggestion of the Madras Retrenchment Committee) to report on possible economies in expenditure on stationery and printing suggested for the consideration of Govt. the advisability of trying the maintenance contract system for at least a year or two for the proper maintenance of Govt. typewriters. Under this maintenance contract system, the typewriter company with whom the contract is entered into will undertake, for the payment of a specified ~~and~~ charge in respect of each typewriter for a quarter or half year as the case may be, the maintenance of Govt. typewriters by their touring mechanics. This suggestion was dropped by Govt. at the Sops on an examination of the question came to the conclusion that it will ~~be~~ result only in addl cost and not a saving.

3. The following opinion of the Sops in connection with the retrenchment proposals in 1933 and the proposal of the Spl. Offr. for the trial of the maintenance contract system mentioned in para 2 above explains the cause for the deplorable condition in which typewriters are at present kept in Govt. offices:

"It is undoubtedly true that in many offices the typewriters are not properly looked after by the men using them, partly through carelessness and partly through lack of any mechanical sense. Any amount of rule-making will not persuade the users to tighten up screws in time or clean the dust on the types or oil sufficiently."

Rules 78 and 79 of the Stationery Manual Vol. I especially the latter rule provide for the proper maintenance and care of typewriters but they appear to be more honoured in the breach than in the observance. The Spl. Officer has remarked about the monthly inspection of the head ministerial officer provided Rule 78 as follows:

M

In offices where such an inspection had been regularly made, the inspection was of a general nature as the head ministerial officers of all the offices, as a rule, are not conversant with the working or the maintenance of these machines and as such their inspection cannot be expected to be of any real value to achieve the object set forth in the rules."

The only possible course for adoption now is to provide for the strict observance of Rule 79 by the typists ^{monthly} daily. The inspection of the head ministerial officer can do no good towards this. The head typist of each office or Dept. of the Sect. should be held responsible for the strict observance of Rule 79 by the typists daily. He should see to it daily that the following provisions of Rule 79 are observed by the typists:

(1) Cleaning the machine daily before commencing work and carrying out the instructions issued by the makers for cleaning and oiling the machine.

(2) Locking the cover of the machine daily before leaving office. For the above purposes he should come ^{a bit} early and leave office after the typists leave. He will of course have less of typist work to attend to these duties effectively. He shall bring to the notice of the head ministerial officer then and there failure on the part of any typist to observe the above provisions.

A weekly report may also be laid down for the head typist and he may be asked to certify therein that he is personally seeing to the strict observance of Rule 79 daily by the typists.

In the case of an office where there is only one typist, the existing provisions of Rules 78 & 79 will suffice. The monthly inspection of the head ministerial officer laid down in Rule 78 will suffice for the purpose.

In the case of machines in charge of stenographers or Personal Clerks attached to Officers, the supervision of the Head Typist may not be feasible. In such cases also, the provisions of Rules 78 & 79

X

B

C

N

AB

for the proper upkeep and maintenance of the machine will devolve on the Stenographer or Personal Clerk as the case may be.

The Spl. Officer has mentioned in his report that where machines are handled only by one typist they are generally maintained in good condition so much so they are unwilling to part with the machine even though they have been in use for more than 10 or 12 years. As far as it is practicable, machines should be kept in charge of one person.

If the above proposals are accepted Rules 78 + 79 of the Stationery Manual may be suitably amended.

4. Fin and Pub may see for remarks.

28/3/47

2/4/47

Fin:
Pub:

Fin (Head S)

Please see the notes from p. 9 above.

Finance may agree with the proposals of E.P.H. in the notes on pp. 10-12 above.

4.4.47

7.1.47

8/4/47

Adm Secy

Chief Secy.

Please see the proposals of the E.P.H. deptt. on pp. 9-12 ante above with which Finance agree. None of the typewriters in this deptt. seem to have the accessories mentioned on p. 9 ante and the typists do not seem to follow the instructions laid down in rule 79 of the Madras Stationery

Manual, Vol. I. Even one new typewriter supplied by the deptt. of stationery is not supplied with the accessories. There is a note on p. 11 ante, it is submitted that there is no head typist in the deptt. as all the same

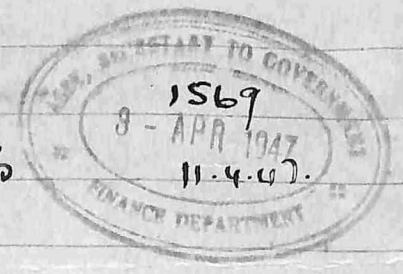
352 (2)

26-11-47

Eam P.H

W.O. - TT2 2/47-1 Edm
2-4-47.

2/4



20992 AD-1

8-4-47

16

This suggestion is open to the ob-
jection pointed
out at p. 11 ante.
23/4/47

23/4

In these cases, the Supts. of the section concerned should ^{exercise} check the proper upkeep and maintenance of the typewriters by the typists. As it is a long time since the typewriters have been supplied with the necessary accessories, it ~~is~~ and as it has passed several hands since then, it seems better to supply them all with the accessories mentioned on p. 9 ante.

With the above remarks, the file may be returned to E.P.H. Department.

CS
21/4/47

22.4.47

W. + T. A. S's marginal remarks, it is submitted that the only alternative is to depute one of the ^{senior most} typists to see ~~at~~ exercise check over the proper upkeep and maintenance of the typewriters by the typists. Without extra remuneration, the typist would demur to do the work. For order.

CS
24/4/47

Please see part in marked

A on p. 11 ante

procedure in para 3 on pp. 10-12 above for the proper upkeep and maintenance of typewriters. E.P.H. proposed to make the head typist of each office or deptt. of Secretariat responsible for the strict observance of Rule 79 by the typist daily. This deptt. agreed to the suggestions of E.P.H. on pp. 10-12 above. Chief Secretariat also agree with the E.P.H. for making the Senior typist exercise supervision over other typists for the strict observance of Rule 79 but suggest

so far as ~~the~~ ^{their} department is concerned
 as there are about 100 ~~typists~~ ^{typewriters} in the
 Chief Secretariat and as the ~~Chief~~ Senior
 typist is to attend to the work of supervision
 only before and after office hours. The
 following remarks seem called for in this deptt.

3. The supervision expected from the Senior
 typist is to see that the following provisions
 are observed by each typist

(a) cleaning the machine daily before
 commencing the work and carrying out the instructions
 issued for the makers for cleaning and oiling the
 machine

and (b) locking the cover of the machine
 daily before leaving office.

The Senior typist is also to certify weekly
 that he is looking to the strict observance of
 Rule 79 of the Stationery Manual by the typists.

The above supervision work is not a technical
 one nor does it involve any material addition
 to the work of the Senior typist. There does not
 therefore seem to be any case for giving extra
 remuneration ^(class II special pay for extra work) to the Senior typist of the Chief Sectt.
 for entrusting him with the supervision work.

Special pay cannot be allowed on the ground
 that the Senior typist will demand to attend to the
 supervisor's duties ^(entrusted to him) without extra remuneration.

If any extra remuneration is allowed to the
 Senior typist of the Chief Secretariat, it will
 be difficult to resist similar ~~and~~ claims
 from Senior typists of other deptts of Sectt or
 heads of deptts. It may ultimately lead to heavy
 extra expenditure on special pay. The Reorganisation
 Committee that ^{is} advised against the grant
 of such as follows:-

P on 14/4/47

Q on 14/4/47

X on 11/4/47

1st X on 13/4

Y on 14/4/47

C-2 (18)

This deptt may therefore strongly advise that the
 proposal of the Chief Secretariat be negatived.

4. The case may be returned to E.H.H.
 through Chief Secretariat.

For v.o.
 27373 E.H.H.
 14-5-47

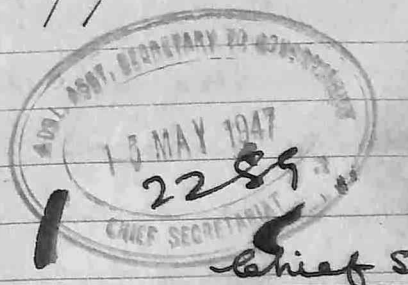
Rs.
 12-5-47
 135/47

May be given Rs 5/- p.m.
 special pay for this supervision.

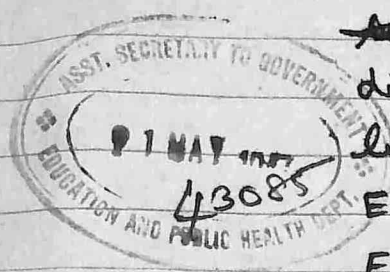
D.S.
 Chief Secy
 20/4

A

Chief Secy.
 E.H.H.
 16/5/47



CNO 2318
 17-5-47



Please see the notes of Finance Deptt. on
 pp. 15-17 above. ~~Subsequent to the senior~~
~~Agree~~ The appointment of a Senior typist to
 discharge the duties ~~and~~ expected of him may
 be taken up after orders are issued in the
 E.H.H. deptt. The case may be returned to the
 E.H.H. department. Previous note of this Deptt on 13-4-47
 may be perused.

CSS
 15/5/47

16/5/47

18/5/47

Chief Sectt. on 015010/46-10
 19-5-47

PRB
 21/5

DS/ Asst Secy.
 17/5/47
 19/5/47

E.H.H.

TO PRESS, MADRAS.

A	B	C
Please send proof in duplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.
Type may be released after usual interval at once.	Type may be released after usual interval at once.	Type may be released after usual interval.
<i>has</i> 25.7.47 Clerk.		
<i>cua</i> 26/7/47 Supt.		

SPECIAL INSTRUCTIONS.

Identified that the number of copies intended for is absolutely necessary and has been fixed with due regard to the prevailing shortage of paper

J. B. M. S.
Assistant Secretary to Govt.

cua has
26/7 25.7.47

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on..... 30-7-47.	<i>SSS</i>
First proof furnished on..... 1-8-47.	<i>SSS</i>
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on..... 23-8-47.	<i>MS</i>
Final copies supplied on..... 28-8-47.	<i>MS</i>