

220.14 (1947) Department.

Ordered

Ms SERIES.

Saw
Supt

G.O. NO. 2582 Edu

①

Dated 2-12-47

9

[Despatch Abstract.]

Govt Press - Sri. of. Kuttanaya Pillai - Office
Manager - Temporary appointment as
personal asst to S. of P. Ordered

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
CW R	184	ESD	20-11-47				

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
G.O.	2 1953	FDN	6808				

From

A. Lepper Esq.,

A. Lepper Esq.,
Superintendent, Government Press,

Ma d r a s.

To

The Secretary to Govt.,

(Education & Public

(Health Dept.,

Fort St. George.

~~-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-~~

No. 5/Mis.

Dated: 10th November 1947.

Sir,

Sir,

In continuation of my letter No. 5/Mis dated 27-10-47 forwarding to Government through the Accountant-General, Madras the leave application from Sri N. Raghunatha Ayyar, Personal Assistant to the Superintendent, Government Press, Madras for 29 days from 25th November to 23rd December 1947 I have the honour to recommend to Government that Sri G. Muthaiya Pillai, Office Manager, Government Press may be appointed to officiate in his place during the period of the leave.

RNM.

Superintendent.

2

ETAT (F)

This letter (h1) relates to
Probationary arrangements in the
vacancy which will be caused by
the permanent PA is granted
leave. The question of granting
this leave applied for by the
PA has not yet been settled -
This may lie over till 25.11.47
ms
18.11.47

ms
18.11.47

DO. 89469-F/47-1- Edu. D. 20-11-47

ETAT (F)

3

Sp. Advice
20/11/47

Dear Sir,

(3)

Personal Ass't.
to the Supt. Govt. P.W.D.
Reference your letter No 5. M.S.
Dated 10th Nov.

I presume that Sri
S. Muthaia Pillai whom you have
proposed for appointment in the
leave vacancy of Mr. Raghunatha
Ayyar, has ^{now} been proposed for
this appointment for the first
time, and that he possesses the
qualification prescribed under
Rule 3 of the Special Rules relating

4/2
 relating to Class XIX of the Madras General Service - Will you please confirm whether these appointments are correct? Manual -
 Muthaiya & Pillai's personal file may be sent to Govt. for perusal & return
 B.K. No. 113

20.11.47
 20/11/47
 Yours sincerely
 A. Lepper Esq.,
 L.S.P.
 By Spt. Messrs.
 21/11/47

D.O. No. 5/Mis.

Government Press,
 Madras, 21st November 1947.

Dear Mr. Subramaniam,

Ref:- Your D.O. No. 89469-1/47-Education dated 20th November 1947.

93678

Sri G. Muthaiya Pillai has to serve about another 18 months more to fulfil the conditions of length of service as Accountant, Head Clerk and Office Manager prescribed under Rule 3 of the Special Rules relating to Class XIX of the Madras General Service. He is the seniormost Non-Gazetted Officer in the Ministerial establishment and the one who is most conversant with the routine work of the Press and I would request you to appoint him under rule 9A(i) of the General Rules.

His personal file is sent herewith.

Yours sincerely,
allem

To

M.V. Subramaniam Esq., I.C.S.,
 Secretary to Government,
 Education & Public Health Department,
 Fort St. George.

Draft

DO. 89469-F1/47-2.

⑤
S.P. H. (2)
Edu. d. 2.12.47

Dear Mr. Lepper,

Yours DO No 5-24-
Dated Re 21st Nov 1947

I return herewith Mr
Muthaia Pillai's personal file
sent with your letter referred to
above -

To
A Lepper
Esq
1.12.47

21/12/47

Y. S.

(With a personal file of Mr Muthaia Pillai)

Two days
Draft

29469
47.

Govt. Pres - Mr. G. Muthaiah Pillai,
Office Manager - ^{temporarily} Appointment as
Personal Assistant to the P. S. P.
- ordered.

2/12/47

From the S. P. - Letter No. 5-Mis
Dated 10.11.1947 & 21.11.47

Order 2582 P.1. Edn Dated 2-12-47
Ms.

The following notification
will be published in the Govt. G.
Gazette :-

Notification
Under rule 9(a)(i) of the General
Rules

10

Rules for Provincial and Subordinate Services Sri G. Muthaiya Pillai, Office Manager, Govt. Press, Madras, is appointed to act ^{temporarily} as Personal Assistant to the Superintendent, Govt. Press, with effect from the date of taking charge. Vice Sri N. Raghunatha Ayyar granted leave -

WMS

1.12.47

Despatch
to S.S.P.
by S.S. Manne
2/12

Sd/-
A. G. S. S.
2/12

To
The S.S.P.
A.S.
S.S.P.
(for public
information
in the Govt.
Copy to
Secy, P.S.C.
Madras

Government Press - appointment of P.A. to S.S.P. ① E + P.H. (21)

Page 30 of

[D.O. No. 89469-71-47-1 Dt 20.11.47]

P.S.P.

From the S.S.P. - No. 5. M.L. - Dt 21.11.47

Page 1 of 5

The S.S.P. recommends the appointment of Sri G. Muthaiya Pillai, Office Manager, Govt. Press, to act as Personal Assistant to the Superintendent, in the vacancy caused by the absence of the permanent P.A. on leave.

P.S.P. - 10/12/47
Madras
Manual No. 113

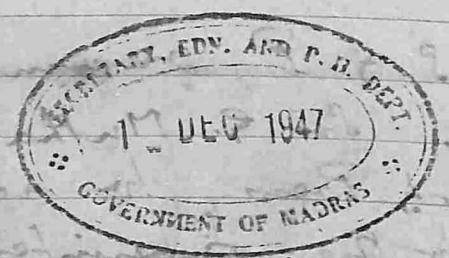
Rule 3 of the special rules relating to this post which is borne on the Madras General Service, that a person, in order that he may be eligible for the appointment, should have been in a service of not less than ten years either as Office Manager, Deputy Clerk or First Grade Accountant in the Govt. Press - From the Supt.'s letter on p. 5 of it is seen that he will become fully qualified with reference to this rule only after 18 months - He is stated to be the senior most non-gazetted officer in the ministerial establishment of the Press - The officiating appointment, if approved will be for less than a month - The permanent P.A.'s leave is for 29 days.

P.S.P.

This for orders whether the S.S.P.'s recommendation may be accepted & whether Mr. Muthaiya Pillai may be appointed under the emergency provisions - Rule 9 (a) of General Rules - H.M. Secy. H.P. Madras

May be done by

See the case for order
 Mr Pillai's personal file is at (5) -
 28.11.47
 NM 28/11/47 S
 W 28/11/47 IM (C...)
 1/12/47



TSA 29.11.47
 O.P.R. 2 1/12/47

The drafts below are for approval -

1.12.47
 NM 2/12/47

③ A. No 5/mis 13
T. & A. 7.

CERTIFICATE OF TRANSFER OF CHARGE.

(G.Os. No. 609, Finance, dated 4th September 1933, No. 772, Finance, dated 19th December 1935 and No. 130, Finance, dated 4th March 1936.)

Headquarters * Madras. Date 2nd December 1947 ~~Former~~ Afternoon

Post personal Assistant to the Superintendent, Government Press, Madras

Order under which transfer of charge is made G.O.No.Ms.2582 Edn., dated 2-12-1947.

Relieved Officer.

For use in Audit Office.

Entered in A/R _____

Entered in L/Acct. _____

Entered in H/S _____

Leave salary issued. Certificate _____

Auditor, A.A.G. EHFH
F.

1. Name and initials (BLOCK LETTERS) A. LEPPER ESQ.

2. (i) If proceeding on leave
 (a) duration of leave _____
 (b) address during leave _____
 (c) place at which leave salary is to be drawn _____

or

(ii) If on transfer
 (a) Post _____ and
 (b) Station _____ to which transferred.

3. Signature alper

4. Official designation if only holding charge in addition to other duty _____

[P.T.O.]

May be filed with
 go. 2582 Edn d. 2-12-47
 5.12.47

For use in Audit Office.

Entered in A/R

Entered in L/Acet.

Entered in H/S

Joining time

admissible.

Joining time

taken.

Pay slip issued.

Auditor.

A.A.G.

Relieving Officer.

5. Name and initials (BLOCK LETTERS) **SRI G. NUTHAIYA PILLAI**

6. (i) Whether returning from leave

(ii) If so, place at which orders of posting were received

(iii) If not, from what

(a) Post

(b) Station

transferred.

(c) Date of relief at old station

Forenoon.

Afternoon.

7. Signature

If only holding charge in addition to other duty

(a) Official designation of relieving officer

(b) Name of officer posted, if known

* If charge is made over or received at a station other than the headquarters, the name of such station should also be entered.

NOTES.—(1) When charge is transferred of any office held or usually held by a gazetted officer under the Madras Government certificates in this form should be filled up and despatched the same day (1) to the Chief Secretary to Government, Public Department, Fort St. George, Madras, (2) to the Accountant-General, Madras, (3) to the officer's immediate superior, (4) to the Board of Revenue, in the case of the gazetted officers of the Revenue Department and (5) to the Commissioner and Deputy Commissioner of Exise, in the case of the Assistant Commissioners and Inspectors of Exise. If transfer is made by telegram, each officer will send the certificates direct and independently of the other officer.

(2) Officers in charge of treasuries, e.g., Collectors and Treasury Deputy Collectors, will also send to the Accountant-General the certificate in Form S.Y. 60 prescribed in the Book of Account Forms.

Government Press,
Madras, 2-12-1947.

Superintendent.

CERTIFICATE OF TRANSFER OF CHARGE.

(G.Os. No. 609, Finance, dated 4th September 1933, No. 772, Finance, dated 19th December 1935 and No. 130, Finance, dated 4th March 1936.)

Headquarters * **Madras.**

Date **3rd January 1948**

Forenoon

Post **Personal Assistant to the Superintendent, Government Press, Madras.**

Order under which charge is made **G.O.Rt.No.184 Edn., dated 20-11-47 and G.O.No.Ms.2582, Edn., dated 2-12-47.**

Relieved Officer.

1. Name and initials (BLOCK LETTERS) **SRI G. NUTHAIYA PILLAI**

For use in Audit Office. (i) Whether returning on leave

Entered in A/R

Entered in L/Acet.

Entered in H/S

Leave salary issued.
Certificate

Auditor.

A.A.G.

(ii) duration of leave

(b) address during leave

(c) place at which leave salary is to be drawn

(ii) If on transfer

(a) Post

(b) Station

to which transferred.

3. Signature

4. Official designation if only holding charge
in addition to other duty

[P.T.O]

T. & A. 7.

Relieving Officer.

For use in Audit Office.

Entered in A/R

Entered in L/Acct.

Entered in H/S

Joining time }
admissible. }

Joining time }
taken. }

Pay slip issued.

Auditor. A.A.G.

5. Name and initials (BLOCK LETTERS) SRI N. RAGHUNATHA IYER.

6. (i) Whether returning from leave Yes.

(ii) If so, place at which orders of posting were received _____

(iii) If not, from what _____

(a) Post _____ and

(b) Station _____
transferred.

(c) Date of relief at old station _____ Forenoon.
Afternoon.

7. Signature _____

If only holding charge in addition to other duty

(a) Official designation of relieving officer _____

(b) Name of officer posted, if known _____

* If charge is made over or received at a station other than the headquarters, the name of such station should also be entered.

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Government Press,
Madras, 3-1-1948.

Superintendent.