

E. & P. H. (1947) Department.

Mis. SERIES.

G.O. NO. Ms.446 Edn.,

Dated the 10 .3. 47.

[Despatch Abstract.]

Establishment - office of the Director of Public Instruction Madras -

Employment of an additional typist - Sanctioned.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
	2017	Edn	21-10-46				
Man	45792/4-2	Edn	11-11-46				
C.O.	1117	Edn	12-6-46				

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
C.O.	286	Edn					
	13-2-48						
go to	519	Edn	14/3/53				

C.No.8328 F.1/46.

Office of the Director of Public Instruction, Madras, dated 5-10-46.

From

Dr. S.R.U.Savoor, M.A., D.Sc., I.E.S.
Director of Public Instruction, Madras.

To

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

Sir,

Sub: Establishment - Office of the Director of Public Instruction, Madras - Creation of an additional post of Typist - sanction - requesting.

I have the honour to request that sanction of Government may be obtained for the creation with effect from 1-11-46 of an additional post of Typist in my office for the reasons stated hereunder:-

2/ 10 posts of Typists (7 permanent and 3 Temporary) have been sanctioned for the office. 2 New Sections were formed during 1946. Owing to the increase of work all round - proposals have been submitted to Government for the appointment of an additional clerk each to C and D Sections of the Office and orders are awaited. Further an additional clerk was sanctioned to War section to cope with the increased work in that Section. Apart from this, schemes of Postwar Reconstruction relating to this Department both immediate and long term are being worked out. Further owing to the formation of the Ministry and the Legislatures the work of the whole office has increased considerably. All the above have increased the work of the Issue Section and the work is bound to increase further. It is found almost impossible to cope up with the increased work with the present strength of 10 typists. It is therefore absolutely necessary that for the prompt and quick despatch of work, the strength of the copying section should be increased by the creation of an additional post of typist from 1-11-1946. The increase in strength will afford some relief to the Typists who are already overworked.

The following statement will indicate the increase of work in the section. These figures do not take into account Office notes, Drafts for approval etc.

MONTH.	NUMBER OF FILES RECEIVED FOR TYPING WITH ENCLOSURES ETC. SENT TO DESPATCH.	1945.	1946.
January	..	6212	7353
February	..	6394	7841
March	..	6376	7387
April	..	5633	7098
May	..	5754	6460
June	..	5856	6313
July	..	5959	6431
August	..	6067	6311
September	..	6132	
October	..	6284	
November	..	6347	
December	..	6472	

2. I also request that sanction may be obtained for the supply of a Typewriter - Brief Size machine. At present there is only one brief size machine in my office and considerable difficulty is experienced when big statement from several sections are received for typing.

P.T.O.

The extra cost on account of the proposal will be as shown hereunder:-

COST IN 1946-47:

Recurring:

1 Typist on Rs. 37-3/2-70 from 1-11-46 for 4 months - 37 x 4	Rs. 148
Dearness Allowance at Rs. 16 p.m. for 4 months	64

212 or Rs. 200 in round figures.

Non-Recurring:

Cost of a Typewriter - Brief size to be supplied by the Superintendent of Stationery	Rs. 500
--	---------

ULTIMATE COST:

Average pay for 1 Typist 37-3/2-70 56.4/5 x 12	682
Dearness Allowance at Rs. 16 p.m. - 16 x 12	192

874 or Rs. 900/- in round figures.

I have the honour to be,

Sir,

Your most obedient servant,

for Director of Public Instruction.

TRB.8/10

EDUCATION DEPARTMENT.

C.NO.9736-F.1/46



Office of the
Director of Public Instruction,
Madras, Dated 28-10-1946.

FROM

DR.S.R.U.SAVOOR, M.A., D.Sc., I.E.S.,
Director of Public Instruction, Madras.

TO

The Secretary to Government,
Education and Public Health Department.

SIR,

SUB: Establishment - Office of the Director
of Public Instruction, Madras - Special
pay to the Senior Typist - Requesting

I have the honour to submit for the sanction of Government a proposal to attach, with effect from 1st October 1946, a special pay of Rs.20/- per mensem to the post of Senior Typist in charge of the Issue Section of my office in the circumstances explained below:

The Issue Section of my office has a staff of 10 typists, 2 clerks, 1 attender and 2 peons. Till 1942 the supervision of the work of this section was being done by the Senior Superintendent in addition to his duties as Senior Superintendent and Superintendent of one of the sections. This arrangement was not found to be quite satisfactory as the Senior Superintendent could not exercise effective control, in view of the increasing nature of the work of the section. I, therefore, placed the Senior Typist who was well conversant with the work of the section in charge of the section in addition to his own duties without any extra remuneration. He is responsible for the distribution of files to the typists for fair-copying maintenance of relevant registers, despatch etc. This arrangement is found very satisfactory and I find that the work of the Issue Section is carried on expeditiously and efficiently. The work of the section has been increasing and consequently the section is also being strengthened - vide in this connection my letter to Government RC.No.8328-F.1/46 dated 5-10-46. It is therefore seen how necessary it is to have some one in the section to effectively supervise the whole work of the section.

The Secretariat Central Issue Branch, corresponding to the Issue Section of this office is in charge of a Superintendent, besides Examiners and Readers. In other offices of the Heads of Departments, also, the work is being done by Senior Upper Division Clerks.

I therefore consider that it is only fair that the Senior Typist should get some additional remuneration for the heavy additional responsibility he shoulders and I therefore recommend the grant of a special pay of Rs.20/- per mensem to him from 1-10-1946. The extra cost of Rs.100/- on account of the proposal in the current year will be met out of the Education Budget for 1946-47.

for Director of Public Instruction.

4

46
15/11/1946

J. M.

Executive - P. H. Doyle

From

The Assoc Sec

To The Dir D.P.I.

Establishment - Office of the Dir D.P.I. - Hill 2yr -
Letter from the D.P.I.C. No 8328 7.1/46 85.X.4.
P.I.C.

Please furnish information in regard to
the number of files received for typing during the months
of September and October and also statistics of the
number of pages typed during the months January to
October 1946.

15/11/46

P. C. 670

13/11/46

14/11/46

6

1946-11-22

M.C.

From the book of the
C. I. O. P. O. of the
C. I. O. P. O. of the

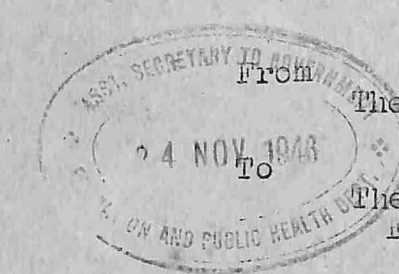
- 1946-11-22 - C. I. O. P. O. of the
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1946-11-22 - C. I. O. P. O. of the
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1946-11-22
C. I. O. P. O. of the

TELEPHONE MESSAGE (BY POST)

Office of the
Director of Public Instruction
Madras, Dated 22-11-1946.



From The Deputy Director of Public Instruction,
MADRAS.

To The Assistant Secretary to Government,
Education and Public Health Department.

Sub: Establishment - Office of the Director of Public Instruction,
Madras - Additional Typist - Sanction of

Ref: Your T.M. dated 15-11-1946.

7/757

Go 2/14/54
18-12-45

O/p24cf

6361 files in September and 6472 files in October were
received for typing.

2. Information regards to the number of pages typed
during each of the months from January to October 1946 is
not available as no separate record is maintained for the
same. Kind attention in this connection is invited to this
office letter ROC.No.550-F/45 dated 14-11-1945.

[Signature]

for Director of Public Instruction.

RVR 23/11/-
sd
23/11

8

33
~~10/3~~
 C. No. 60166 A/47

EDPH(A)
 6
 EPH - Office of the DPI, Madras - employment of an addl. typist - Sanctioned.

From the DPI, No. 8328 F.1/46 d. 5-10-46
 " " No. 9736 F.1/46 d. 28-10-46
 C. No. 446 E. No. 10.3.47

The Govt. sanction the employment of an addl. typist ~~in the~~ in the office of the DPI, Madras, for a period of one year from the date of app't. They, however, decline to accept the ^{senior's} proposal of the DPI that a special pay of Rs 20 p.m. should be sanctioned for the Senior Typist in charge of the Issue Section in his office.

To
 The DPI, Madras
 Supd. Stationary
 Madras

2. The Supd. of Stationary is requested to supply a Brief size typewriter for use in the DPI's Office as early as possible.

A. C. Lingappa
 " Terianga
 (Sd/-)
 Sd/-

3. The DPI is informed that the typewriter should be placed in charge of a qualified person and should be returned to the Supd. Stationary if at any time such a person ceases to be available or if for any other reason, the machine is not required.
 25/2/47
 27/2/47
 as per precedent extract at (j)

6. No: 60166. Letters from the D.P.S. No. 8328 F/46 &
5.10.46, No. 9736 - F/46 & 28.10.46 and T.M & 22.11.46

Office of the D.P.S. - Employment of an
addl. typist

The D.P.S. has submitted the following proposals:-

- (1) employment of an addl typist in his office
- (2) Supply of a Brief size typewriter to his office
- (3) grant of a special pay of Rs 20 p.m to the senior typist in charge of the issue section in his office

(1) above

The D.P.S. has made out a strong case for
this proposal. It seems the proposal may be accepted
and the post sanctioned for one year now.

(2) above

This proposal also may be accepted.

(3) above

The statement at A on p.34 is not correct.

The system referred to by the D.P.S. was abolished
some years ago. ^{at present} the typing ^{and empaning} ^{work of depts} is done in the depts ^{themselves}. The
typists and ~~examiners~~ ^{the examiners} are working under
the supervision of the current section. Supdt
who has also ^{work other} ~~other work~~ than current section
work. The senior most of the typists checks the work
of the other typists and he is given no special
pay for that. The proposal for the grant of
special pay may therefore be negatived. For

The file may be sent to the Finance Dept
for remarks.

2234

Ex II



Edn no 60166 A/46-1
11-1-47

9/1/47

10/1/47 S

11/1/47

Please see the note of E.P.H. on page 1 above.

The proposals at A on p. 1 above call for the following remarks:

(1) Employment of an additional typist:- The average out-turn expected from a typist ranges from 20 to 25 files per day. There are, at present, ten typists in the office of the D.P.I. Although the pressure of work in the months January to April, 1946 seems to be heavy, it does not seem that there is heavy work in the latter months of that year viz., May to October 1946 when compared with the work in December, 1945. ~~in which month~~ ~~there was only in December 1945~~ that a post of additional typist was sanctioned to the office of the D.P.I. The number of files typed per day by each typist during the said period viz., May to October 1946, is ~~only~~ just 27. It is not clear why the typing work has fallen from May 1946 and whether it will still tend to fall. It seems, therefore, preferable to watch the work for few months more, say till the end of February 1947. This department may ^{therefore} ~~the proposal may be deferred now and that~~ advise that the D.P.I. may be asked to renew the proposal after the end of February, 1947, if necessary, by providing statistics till the end of that month.

(2) Grant of special pay to the Senior Typist: This department may agree with E.P.H. that the Senior typist need not be given any special pay.

(3) Supply of brief size typewriter. The D.P.I. has pointed out that there is now a brief size machine in his office. He has however not furnished statistics to show increase ^{of work} appertaining to statements. In the absence of these particulars it is not possible to gauge the need for another brief size typewriter especially in view of the fact that the office was able to manage all along only with one such machine. In the circumstances it is for consideration whether this Department may advise that this proposal also be deferred.

Page 1 of -
Pm 12

Recd. 12/1/47

12/27-28/47

12/27-28/47

C A

C Non Nabuc

Thro' Dept. Secy

12/27-28/47

Page 2 on P.I.C.F.

A brief size typewriter may be sanctioned if and when an additional typist is sanctioned.

NRV 20.1.47

4260
4 8 JAN 1947

E D P H

Fin. No. 2234/47

Edn and P.H. Dept

The proposals in this file are as at A on page 1 ante. This Dept suggests that proposal (3) may be negatived and Finance agree. For the reasons stated in their note on the previous page Finance suggest that proposals (1) and (2) may be deferred. It is held that statistics ~~cannot~~ be the sole criterion in deciding these matters. The D.P.I. says that an addl typist is absolutely necessary for the prompt and quick despatch of work in his office and the recommendation of a Head of the Dept must be given due weight. It is an admitted fact that the work in the Director's office has increased very much recently. Further, it is very difficult to get good typists in these days and a certain work ~~which~~ which would have been done by a certain number of persons in former days has now to be distributed among a large number of persons if delay is to be avoided. In these circumstances this Dept may press proposals (1) and (2) for orders.

(This is the experience in Edn & P.H. and it must be as in all other offices also)

12/27/47

27/1/47 S

1+2 may be passed

TSA

30-1-47

12/27/47

1868
7 - MAR 1947

Edn v. 60866-8
27-2-47

12036
6-3-47

Thro AB.

12/27/47

A draft order is submitted Finance may see

24 FEB 1947
GOVERNMENT OF MADRAS

12/27/47 Finance E3

(Previous note of Fin on p. 2 above) Further note of E & P. H. and the the orders in circulation above may be perused. The draft order ^{accepted subject to the pencil addition} below may be ~~passed~~ and the case returned to E & P. H. NRV 23.1.47

Edu and P.H Dept

A

The pencil addition suggested by Finance
on the previous page may be accepted. The draft
order may issue

MM
7/3/47

18687

*
Please write
it before
sending
for S.P.
MM

Good at page 5+1

At

Added 18687
18687

(Previous order of 1000 - 2000)

Further order of 1000 - 2000

Circulation order may be for 1000

The draft order may be for 1000