

Education and Public Health

(194⁷) Department.

SERIES.

G.O. NO. 898 Edn.,

898

Dated 1-5-1947.

Closed

Supdt

[Despatch Abstract.]

Stationery Office-Additional staff-Sanctioned.

Back Papers.

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

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Ms.	1251	PW	3-5-42				

From: C.W.Tremenheere, Esq., M.B.E., Superintendent of Stationery, Madras at Guindy, Saidapet P.O. To: The Secretary to Government, Education and Public Health Department, Madras.

No.A2.1602/46 dated 18th July 1946.

Sir,

ESTABLISHMENT - Fair copying section - Increase in work - additional establishment - sanction - requested.

Government U.O.Note No.23014-C2/46-1 Edn. dated 29-4-46 and Memo.No.23014-C2/46-2 Edn. dated 23-5-46.

Government in their U.O. Note and Memo.cited above have pointed out delays in typing and issue of faircopies after the approval of the drafts by the officers. Every endeavour is being taken to get through the work as expeditiously as possible. Still the work is too heavy for the existing staff to cope with. The Government declined to sanction the employment of an additional typist in their G.O.Ms.1774 Edn dated 11-12-42 to cope with the increase in work which has considerably increased since then.

2. Ever since war broke out several new offices have been created year after year. Even after the cessation of hostilities innumerable new offices are being created on account of Post War Reconstruction. All these offices get their supplies of stationery, duplicators, typewriters and clothing for menial staff from this office. Consequently, the correspondence work in this office has considerably increased. There are only two typists in this office and they are not able to cope with the increase in work in spite of the fact that they work during late hours in the evening. One more typist borne in the Stamp and Stationery establishment who was attending to the fair copying work of the Stamp Office has long before been taken by the Collector's Office. Formerly, the despatching and comparing of fair-copies were also attended to by them. For sometime past, the services of one clerk from the Accounts Section (at the sufferance of the work of that section) is being utilised for despatching work. In spite of this assistance the work in the section has become unwieldy. Many new departments and officers, who obtain their supplies from this office on payment of cost have also been created. The statement of costs have to be typed and sent to the officers concerned in triplicate for recovery of the costs. Statistics for the past three years are furnished below:-

Year.

Number of Sale Indents.

1942--43

321

1943--44

348

1944--45

561

This work has also been on the increase since then.

P.T.O

-2-

3. One of the two permanent typists retired last year and the other is working as an Upper Division Clerk. In their places two new typists appointed under the emergency provision are working. The typist who had retired was doing very good work having passed the old advanced grade in typewriting. It cannot be ignored that the efficiency and the capacity for work of the new persons are far inferior and cannot be expected to be equal to old persons. Further the typing work has enormously increased. In these circumstances the work naturally falls into arrears as observed by the Government. To check delays the faircopy register has to be properly maintained. There is no fair copy Superintendent in the section. The appointment of one fair copy Superintendent is essential for the efficient working of the section and also for comparing the fair copies before signature. I, therefore, request that the Government will be pleased to sanction the following additional establishment for the fair-copying section:

1. One Typist (Lower Division)
2. One Fair copy Superintendent (Lower Division)
3. One Despatching Clerk. (Lower Division).

SAS/18.7.

SUPERINTENDENT OF STATIONERY.

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

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

No.A.2.1982/46 Dated 25-7-'46.



ESTABLISHMENT - Increase in work - Additional staff - Sanction - Requested.

Consequent on war, several new departments and offices have been created. Even after the cessation of hostilities, many more new departments and offices are being formed on account of post-war reconstruction. All these offices in the Presidency get their supply of Stationery, duplicators, typewriters etc., from this office so that additional work is thrown on this office for every new office created. In spite of the increase in work in all sections of this office for some years past, the work has been got through without any additional staff, except for a small establishment sanctioned in G.O.No.805, Education dated 25-5-'45 and continued in G.O.No.Ms.1037 Education, dated 25-5-'46 for the supply of paper to Local Bodies, whereas every other office that had work connected with war, was given adequate additional staff to get through its business expeditiously. Coupled with the inadequacy of the staff and the urgency with which the initial supplies had to be made to the new offices created for war, the rules for the procurement, supply and distribution of the articles of stationery could not be adhered to strictly in many cases. This is an expenditure department and economy all round is most essential. In order to secure maximum efficiency and systematic work in this office, additional staff is absolutely necessary. Every section is overworked, and in spite of every effort taken by the members of the establishment by working extra hours, it is found impossible to cope with the increased work. Apart from this, some of the senior clerks have gone on deputation service to other departments. In most of the seats, persons with short services only are now working. The capacity and efficiency for work of the old clerks was definitely far superior to the new clerks. There are arrears in every section for of the day with the present staff. Therefore additional staff is absolutely necessary as detailed below:-

1. INDENT SECTION.

The section consists of four clerks. The two Assistant Indent clerks make a first check of the indents of all departments. The scrutiny or second check is done by the Indent clerk who deals with correspondence relating to all indents, revision of units and revision of scales of supply etc., for the supply of stationery. The fourth clerk, Indent despatching clerk, despatches indents and issue slips to officers for acknowledgement. He maintains the balance register and despatches railway receipts of the stationery articles booked. During the war, the A.R.P., District War Committees, District Organisers etc., were supplied with stationery from this office including Rationing, Petrol Rationing National Savings Circle Officers and High Ways Departments. After the cessation of Hostilities, nearly 200 annual indents relating to the above departments continue to be supplied with stationery. Supply of Stationery for election work was an impediment to the compliance of regular indents. Besides, a general increase in the number of indents, supplementary indents, balance slips and correspondence relating thereto have become numerous as the indents have to be complied with in dribblets on account of the difficulty in obtaining several articles of stationery. Experience has shown that it is impossible to carry on with the existing number of clerks. One additional Lower division clerk in the grade of Rs.30-55 is absolutely necessary.

As the records of this section are kept separately, an attender in the grade of Rs.19-30 is also necessary for the proper maintenance of the records and their issue.

2. ACCOUNTS SECTION.

This section consists of one Head Accountant and five clerks. The Head Accountant has to check all bills relating to the purchase of all stationery articles.

P.T.O

repairs to machines and instruments, prepare and check periodical returns, Fore-casts, Budget estimates and to attend to the correspondence relating to them; checking of check registers of the four clerks in the Correspondence section and checking of Contract Bonds executed by the Contractors.

The first clerk (Contingent clerk) maintains the Contingent registers, prepares contingent bills, attends to all matters relating to establishment of both Stamp and Stationery offices in respect of appointments, leave, promotions, transfers, pension etc., and maintains the service registers and leave accounts of the members of the establishment; and reconciles stationery Charges with the figures of the Accountant-General.

The second clerk (Cash transaction clerk) prepares the bills of costs and maintains the D.C.B. register in respect of stationery supplied on payment, attends to all receipts amounts on sale of waste paper and articles of stationery, clothing etc., and reconciles stationery receipts etc., with the figures of the Accountant General.

The third and fourth clerks (posting clerks) post daily issues in the registers of specified departments and arrive at the daily total issues; posting and totalling of annual valuation registers is done by them.

The fifth clerk (Ledger clerk) maintains the Day Books and reconciles the figures with Day Books and Stock Books of the Stores. He maintains also the Europe Receipt Bills pertaining to the purchase of all stationery articles including Jail supplies, repairs to Typewriters, duplicators etc., have become too numerous, the passing of which engages almost the full time of the Head Accountant so that he is unable to attend promptly to this other duties. One additional Upper Division clerk in the grade of Rs.55-70 is absolutely necessary to attend to the following items of work.

Preparation of all periodical returns, such as Administration Report, Budget estimates, Forecasts of stores, replies to audit notes and stock-taking report etc.

The two ~~main~~ posting clerks are unable to keep their work up-to-date due to the increase in the number of indents, supplemental indents and balance slips. One additional Lower Division Clerk is necessary.

3. Correspondence Section (B-1 and B-2).

General correspondence relating to the supply of all typewriters and duplicators, Repairs to all typewriters and duplicators, the settlement of tenders, replenishment of stock of all typewriters and duplicator accessories including Carbon and Stencil papers etc., are attended to by the two clerks. Scrutiny and check of applications from Non-Government, Bodies for the purchase of typewriters is an additional work done now. On account of the creation of new offices and the supply of typewriters to them, the work has enormously increased in both the seats. On account of scarcity of typewriters, the old typewriters have had to be got repaired until the machines become too old and irreparable. On account of this, the number of machines coming up for repairs has considerably increased. One additional Lower division clerk is quite necessary so that the work relating to repairs may be kept up to date. One attender in the grade of Rs.19-30 is also necessary for the proper maintenance and issue of the F.Files relating to this section.

(B-3 and B-6).

The B-3 Clerks attends to the general correspondence of the office such as Buildings, complaints of short receipts etc., procurement and replenishment of stock of all kinds of paper, straw boards, card-boards and articles manufactured at the Government Press except Carbon and stencil papers. The ~~work~~ work of this clerk has considerably increased on account of the fact that supplies of paper are made by the Controller. Procurement has also to be made on account of the Local Bodies, Co-operative Institutions etc. Supplies of paper are made by the various Mills and are spread throughout the year. The invoices received with each batch have to be checked then and there. The papers relating to complaints of

short receipts etc., have to be taken away from this clerk and given to another as he is unable to attend to this item of work.

The B-6 Clerk is in charge of the general records of the office. He maintains the receipts and issues of stationery articles and forms required by Stamp, Stationery and Collector's Offices, the receipt of returned articles and arrangement for their exchange where necessary; Books and Periodicals; the stocking and supply of Cheque and Pass Books for issue to Treasury Officers and also to other officers. The work of this clerk has also increased considerably. The work relating to the receipts and disposal of articles returned by officers, Books and Periodicals and supply of Cheque and Pass Books must be taken away from him. For attending to this item of work and for the portion of work to be taken away from B-3 clerk an additional Upper division clerk is necessary. One additional attender in the grade of Rs.19-30 is also necessary to attend to the work relating to the supply of stationery to the Combined Central Agency and for arrangement of the returned articles.

The B-5 clerk checks all indents for liveries and warm clothing; attends to correspondence relating to the making up of clothing by the Contractors and arranging for supply to officers; attends to settlement of tenders and replenishment of stock of all articles of cloths etc., required for liveries and warm clothing. The ~~work~~ work of this clerk has also increased considerably as will be seen from the figures furnished below:-

Year	Number of Indents received.
1944	267
1945	332

In G.O.No.223 Finance dated 12-3-46 procurement and the supply of mosquito nets to all Non Gazetted servants and subordinates in Malarial tracts have been ordered to be done by this department. An additional Lower division clerk is necessary to cope with the increased work.

4. STORES - Packing section.

The work in the Packing section has also considerably increased. Four Warehouseman are engaged in packing work. In order to clear off arrears the Warehouseman assisting the Stock-clerks have been posted as packers. Even then the packing work could not be maintained up-to-date. Two additional Warehouseman in the grade of Rs.19-30 to work as packers are absolutely necessary.

Thus, the barest minimum additional establishment that is required most urgently by this office in order to cope with the heavy work and to secure systematic and efficient work would be as follows:-

	Upper division clerks. Rs.55-70	Lower Dvn. clerks 30-55	Atten der 19-30	Warehouseman 19-30
1. Indent section.	1	1	1	1
2. Accounts section.	1	1	1	1
3. Correspondence section.	1	2	2	1
4. Stores Section.	1	2	1	2
5. Fair copying section.	1	2	1	1
TOTAL:	5	8	6	6

I request that early orders sanctioning the additional staff be passed by Government so as to give relief to the overworked staff of this office to some extent.

SUPERINTENDENT.

Extra cost involved in the proposal

<u>Description of Staff</u>	<u>Number</u>	<u>Scale of pay per</u>	<u>Average Rs</u>	<u>Extra cost per annum Rs</u>	
Upper Division clerk	2	55-5 1/2-70	65 3/4	157 8	(Rs 65 3/4 x 2 x 12)
Lower Division clerk	6	30-3 1/2-45-2 1/2-55	42 1/2	303 0	(Rs 42 1/2 x 6 x 12)
Typist	1	- do -	42 1/2	50 5	(Rs 42 1/2 x 12)
Attenders	3	19-2 1/2-25-1 1/2-30	24 8/9	89 6	(Rs 24 8/9 x 3 x 12)
Warehousemen	2	- do -	- do -	59 7	(Rs 24 8/9 x 2 x 12)

6606

or Rs 6600 in round figures

40/8/8

24.10.46

Ed. D. D. D. - C2

H/1-2 of C/No 40158 from the Sog S, letter No. A2. 4602/46 d. 19.7.46
H/3-5 of " 42440 - do - " 2. 1982/46 d. 29.7.46

Subject

Stationery Office - Addl. Staff

Memo No. 40158 dated 1.8.46

In ref. to her letters read above, the Sog S is requested to furnish information in respect of the existing staff of the Stationery Office in the following tabular statement:-

<u>Name of section</u>	<u>Existing staff and designation</u>	<u>Scales of pay</u>	<u>Proposed addl. staff</u>	<u>Scales of pay</u>
(1)	(2)	(3)	(4)	(5)
<u>Additions to staff made for increase of work with dates.</u>		<u>Statistics of increase of work.</u>		
		<u>Before war</u>	<u>After war</u>	<u>1943-44</u>
(6)	(7)	(8)	(9)	(10)
			(6)	(7) (8)

The Sog S
11.9.46
12.10.46
3/8/46
7.8.46

Approved by
in notes file

From: M. Karamatullah, Esq., I.C.S.,
The Superintendent of Stationery,
Madras at Guindy,
Saidapet P.O.

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

No. A2-1982/46 Dated: 19/10/46.

Sir, 4 OCT 1946

66084

Stationery Office - Additional staff - Statistics - Furnished.
Government Memorandum No. 40158-C2/46.1 Education dated 8-8-46.

I furnish the information called for in the Government Memorandum cited above in the prescribed tabular form. The statement by itself cannot testify to the heavy increase as the figures of the prewar years have not been compared. I request that due consideration may be given to my reports A2-1802/46 dated 19-7-46 and A2-1982/46 dated 29-7-46 and the additional staff asked for may kindly be sanctioned early.

PK.19/10.

21/10/46

for Superintendent of Stationery.

S.No.	Name of Section.	Existing staff and designation.	Scales of pay	Additions to staff made for increase of work with dates	Proposed additional staff.	Statistics of work.		
						1943-44	1944-45	1945-46
1	2	3	4	5	6	7	8	9
1	Account Section	Head Accountant ✓ A1	Rs.70--100		One U.D.Clerk on Rs.55-70.	933	1127	1138
		Contingent clerk ✓ A2	" 55--70			121	222	177
		Cash Transaction Clerk. A3.	" 55--70			802	914	811
		Assistant To C.T.C. ✓ A7	" 30--55	Three clerks & one Warehouseman sanctioned in G.O.No. Ms.749-Edn. d/ 15-5-44 for distribution of paper to local bodies etc. The Three clerks are working as A7, D4 and Despatching Clerk of the Fair Copy Section.				
		Posting clerk I ✓ A4	" 30--55		One L.D. Clerk. 30-55.	1072	1236	1136
		Posting clerk II ✓ A5	" 30--55			281	251	452
		Ledger Clerk. ✓ A6.	" 30--55			2232	1600	2000
								Annual Indents
								Sale Indents
								Balance slip.
2.	Correspondence Section.	Typewriter Clerk I. ✓ B1.	" 55-70		One L.D.Clerk 30--55.	400	518	607
		" ✓ B2	" 30--55		One attender 19-30.	640	807	980
		General Correspondence Clerk. ✓ B3.	" 55--70			109	117	165
		Miscellaneous Clerk ✓ B4.	" 30--55			350	300	250
		Clothing Clerk ✓ B5.	" 55--70		One L.D.Clerk on 30-55.	260	267	332
		Record Clerk. ✓ B6.	" 55--70		One U.D.Clerk 55-70.	617	712	764
					One attender 19-30.			
3.	Indent Section	Indent Clerk ✓ D1	" 55--70			105	112	211
		Assist. Indent Clerk. I. ✓ D2.	" 30--55			1072	1236	1136
		DO II ✓ D3	" 30--55			281	251	452
		do III ✓ D4	" 30--55	One L.D.Clerk 30-55		2232	1600	2000
		Indent Despatch Clerk. ✓ D5	" 30--55	One attender 19-30.		507	636	518
						11,507	11,270	12,611

1	2	3	4	5	6	7	8
4. Stores Section.	Storekeeper.	Rs.70-100	Sanctioned in G.O. No.1928Edn & P.H. d/19-12-44 so long as the stores remain at Guindy.		23	15	39
	Assistant Storekeeper.	" 55--70					
	Stock Clerk. A Section.	" 40--65			1072	1236	1136
	do B "	" 40--65			281	251	452
	do E "	" 40--65			2232	1600	2000
	Godown Clerk	" 40--65					
	Warehousemen(10)	" 19--30		Two Warehousemen	608	3102	3627
	do (1)	" 19--30	(Sanctioned in G.O.No. Ms.749 Edn. d/15-5-44 for distribution of paper to local bodies etc.)	in Rs.19-30	11507	11270	12611
					15115	14372	16238
5. Fair Copy Section.	Despatching Clerk*	" 30--55		One Typist (L.D.)	113191	14087	14824
	Typist I	30--55		One Faircopy			
	do II	30--55		Superintendent(L.D.)			
	do III (Working in the Collector's Office)			One Despatching Clerk (L.D.)			

* There is no separate despatching clerk sanctioned. One L.D. Clerk sanctioned in G.O. No.Ms.749 Edn. dated 15-5-44 in connection with the supply of paper to the local bodies, Co-operative Societies etc. posted for work of despatch.

for Superintendent of Stationery.

(2)

Copy of Government U.O. Note No. 2151/BG-4 Fin. dated 16th January 1947.

Sub: Part II Schemes for 1947-8 - Recommendations of the Standing Finance Committee.

The Education & Public Health Department is informed that the Standing Finance Committee at its meeting held on the 14th January 1947 considered all the Part II Schemes for the 1947-8 put forward by them and that the Committee's recommendations are as shown against the schemes in the list annexed to this note.

2. No commitments should be entered into in respect of the schemes until provision for them has been included in the Annual Estimate of Expenditure for 1947-48 and voted by the Legislature.

D.W. Dodwell,
Secretary to Government.

PART II SCHEMES FOR 1947-48.

Education and Public Health Department.

(The schemes are arranged in the order of urgency indicated by the department concerned).

S.No.	Description of the Scheme.	Ultimate cost.		Cost in 1947-48.	
		Recur- ring. Rs.	Non-Re- curring. Rs.	Recur- ring. Rs.	Non-Re- curring. Rs.
	(Debitable to the Revenue Account)				
	37. <u>EDUCATION.</u>				
65.	Grants for public libraries.	..	75,000	..	75,000
66.	Scheme for the establishment of Central Libraries.	39,500	79,500	35,100	79,500
	50. <u>CIVIL WORKS - GRANT-IN-AID.</u>				
102.	Additional staff for the Stationery Office.	4,000	..	3,000	..

Recommendations of the Standing

Finance Committee.

The Committee recommended that provision might be made for these schemes in the Budget for 1947-48.

The Committee recommended that provision might be made for these schemes in the Budget for 1947-48.

MS	<u>Subject</u> Stationery office - <u>Additional Staff</u> - Sanctioned -
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Sanction is accorded to the employment of the following staff in the Stationary office temporarily for a period of one year from the date of appointment, on the scales of pay mentioned below for coping with general increase of work.

2. They will be entitled to the house rent allowance sanctioned in G.O. No. 78 Fin dt. 6-2-47 and to the usual Dearness Allowance.

usual Dearness Allowance.

3. The expenditure should be met from the sanctioned budget allotment under "56. a. Stationery and Printing - Stationery office - ~~Pay of Establishment~~ and D. other Charges - Voted.

To

The S. of S. ✓

The A. Gr. Kuro' Fin ✓

Copy to Fin. ✓

S/c. *[Signature]*

[Signature] 2/5

PRB
23/9/47

28-4-47

69 of

53

Letters on pp 1-5 of The proposals of the Sgs for addl staff are modest and ^{same} less the minimum required for the efficient ^{working} management of the Stationery stores. In the interests of administrative efficiency of the State Office, the proposals of the Sgs may be accepted in their depts. As the proposals are on account of the normal increase of work, they need not be treated as Part IV. The extra cost involved in the proposals is Rs 600/- for annum - side of of ~~the~~ ~~cost involved in the proposals is Rs 600/- for annum - side of of~~ ~~cost involved in the proposals is Rs 600/- for annum - side of of~~

2. The case may be sent to Fi for remarks before circulation.

30/10/46.
W
20.10.46

31.10.46

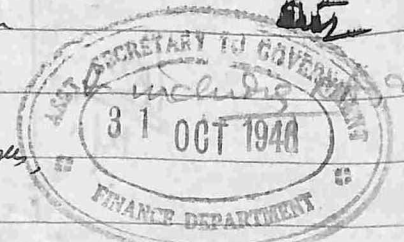
Finance (20)

20. Corps with the increased volume of work in the Stationery office, it is proposed to sanction an additional staff of 2 W.D. clerks (55-70), 6 L.D. clerks, 1 typist, 3 attenders and 2 warehousemen (19-30). The proposal involves an extra cost of Rs 10,135/- p.a. recurring.

2. Of the additional staff proposed, 2 W.D. clerks, 4 L.D. clerks, 3 attenders and 1 warehouseman are intended for the 'Accounts', 'Correspondence', 'Indent' and 'Stores' sections. These sections were last strengthened in 1944, and it is observed from the statistics on pp 11-12 of that the total increase in volume of work in 1945-46 over 1943-4 & 1944-5 is not appreciable. Having regard to the small increase, the additional staff proposed seems to be unduly large. It is no doubt urged that experienced personnel have left on deputation etc. to other offices and that the new men who have taken their places are not quite efficient & capable.

This is so in all Govt offices, mainly due to war conditions, and cannot be taken as a valid ground for increasing the staff. The appropriate

59230



Collated from 8th off
11-12/4
id

13/4

12/4

27

Exercise intensive Superior

for

Being staff - 10 W.D. clerks including 4 L.D. clerks 17 L.D. clerks 11 Typists

Course is for the controlling officers to ~~sign~~ ^{over} the staff and extract work. As ~~for~~ ^{for} matters ~~8m~~ in increase in 1945-6 represents 12.1% over the figures of 1944-5 and 7.4% over those of 1943-4. Having regard to this and the existing staff in the office, it seems sufficient to allow an additional staff of 1 W.D. Clerk (55-70), 3 L.D. clerks and 1 attender, and ^{or} the Supt. of Stationery to do whilst it in the best manner possible.

3. Fair Copying Section - 1. Despatcher and 10 ~~other~~ ^{other} staff. It is not clear what the statistics given against the section indicate. It is presumed that they represent the number of papers despatched. There is no material increase under this head. The Supt. has no doubt stated that no separate despatcher has been sanctioned and that one of the clerks sanctioned in G.O. No. 98 Education is being ~~for~~ ^{for} utilized for the work. Generally staff is sanctioned for the office as a whole and it is up to the heads of offices concerned to allocate them among the various duties including despatch. There seems to be no force in the argument of the Supt. for ~~a~~ a despatcher. In any case, if the suggestion in para 2 above is accepted, it is open to the Supt. to allot one L.D. clerk for this work by way of internal redistribution.

Fair Copying Supt. The Fair Copy section in the office is a very small one consisting of only 2 typists for our present. These two typists could easily distribute the fair copying work between themselves by mutual adjustment and the case for a ~~an~~ fair copy Supt. seems hardly justified. This item may be cut off.

1. Additional typist. Statistics of the daily average number of pages typed have not been furnished to examine the necessity for an additional typist. It may be requested to obtain information for the last two years.

If the above suggestion is accepted the extra cost will work out to Rs 4231/- per annum as this exceeds the limit of Rs 2,500/- per annum proposed.

Apr 65
PA 19
PA 1.5
PA 4
PA 12.63
PA 19.5
PA 12.5
PA 46.5
352.55 per W
31/4

should be treated as a Part II scheme for 1947-8.
 W.P.H. may be requested to prepare the necessary
 note on the scheme.

9.11.46

12/11/46

EMH

Fin. O. 59230 Env
 12-11-46



The Staff recommended by this Dept and that

accepted by Fin for the Stationery Office are as follows:

Designation of Staff	Staff recommended by E.P.H.	Staff accepted by Fin.	Difference
(1)	(2)	(3)	(4)
1) Upper Division clerks	2	1	1
2) Lower Division clerks	6	3	3
3) Typist	1	-	1
4) Attenders	3	1	2
5) Warehousemen	2	-	2

The recommendations of Fin are based on the percentage of increase in the figures re: statistics of work furnished in cols (6) to (8) of the staff on pp 11-12 of the Sgs. The Sgs in their letter on p 9 of has stated that the staff itself cannot testify to the heavy increase as the figures of the pre-war years have not been compared. The strengthening of staff of the Staty Office in 1944 was for a specific purpose, viz, the distribution of paper to local bodies etc and the location of the stores at Guindy. Attention is particularly invited to para 1 of the letter to Sgs on p 3 of and particularly to para 1 marked X on pp 3 & 5 of. For additional staff to the Faircopying Section the Sgs has made out a case on pp 1-2 of. Delays in typing and despatch of faircopies had to be noticed by Govt and brought to the notice of the Sgs vide (E). It does not appear necessary to obtain statistics of the daily average number of pages typed for the last two years as suggested by Fin for sanctioning an addl typist since the staff at N on p 1 of should suffice for the purpose. The work in the office will consist in typing stats of costs and therefore the nature of work of matter typed cannot be applied to this office. The Staty office is a peculiar one having to deal with incidents

11/11/46

Col (4) of the Staff on pp 11-12 of

p 3a to B

for stationery, clothing and typewriters and the criterion of number of ^{normally} currents dealt with applied to other offices cannot be applied to this office. Delays in supply of stationery, replying to audit notes, etc, are common in the stationery office. Strict compliance with certain important rules of the stationery Manual is not found possible due to the paucity of the staff. Hence in the interests of the administrative efficiency of the Staty Office and consequent economy to Govt, the staff recommended by this Dept appears to be essential. For orders whether the case for the entire addl staff shown in col (2) of the staff on p 12 of may be pressed in or, if not, the case may be ad to H.O. (Ed.) & H. (P.R.)

A may press for the entire additional staff
 18.11.46

16/11/46 18.11.46

H.O. (Ed.) T.S.A. 20.10.46

The staff as agreed to by Fin. alone to be brought forward as Part II scheme.

13/12/46



The minute of H.O.M. may be circulated to

H.M. (Ed.)

14/12/46

14/12/46

H.M. (Ed.)

H.M. (Ed.)

T.S.A. 14.12.46

68632



A draft Part II note is submitted may be sent to Fin for acceptance.

27/12/46
 E. and P.H.
 17/12/46

17/12/46

17/12/46

53

Br

Cv

Fin Eg

(Pre: Fin note in p. 2 value)
The draft Post & Scheme note may

be accepted, as amended in pencil.

18/12/46

18/12/46



18/12/46

Send copies of note to Finance

6-2-47

18/12/46

Fin. o. o.
68632 Ru-7
18/12/46

30 Copies of the Part II Scheme w. o. note was sent to Finance

with Eand P. H. w. o. - 40158 C2/46-4 dated 19/12/46.

19/12/46

Eand P. H. (C2)

A draft order sanctioning additional staff in
Stationary Office is submitted for approval. It may issue
after acceptance by Fin.

13/4/47

28/1/47

28-1-47 Finance

Finance E3

(Previous fin note above)

Eand P. H. w. o.
40158 C2/46-5 Eand
28/4/47

The draft order may be accepted. (Necessary
provision has been made in the Budget Estimate
for 1947-8 vide item 155 on p. 151 of Budget Memorandum).

29/4/47

29/4

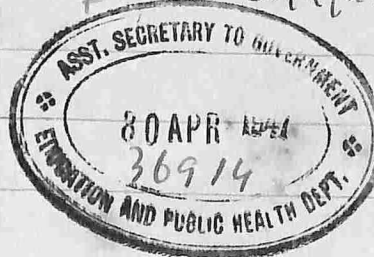
E-PH.

Eand P. H. 24/6

May issue.

30/4/47

S



11/5

14

2

Education & Public Health Department.

Part II Scheme for 1947-48.

Subject: Additional staff for the Stationary Office.

Head of account.	Items of expenditure.	SUMMARY.	Ultimate cost.	Cost in 1947-48.
			Recurring. Rs.	Recurring. Rs. (11 months).
56.a. Stationery and Printing - Stationery Office - P. Pay of Establishments - Voted.	One Upper Division Clerk on Rs. 55-5/2-70 (Av. 65 1/2)		789	605
	Three Lower Division Clerks on Rs. 30-3/2-45-2/2-55 (Av. 42-1/12)		1,515	990
	One Attender on Rs. 18-30 (Av. Rs. 25)		300	209
D. Other Charges - Voted.	Presidency allowance.	342		313 or 300
	Dearness allowance.	1,056		902 or 900
	Total cost ..		4,002 or 4,000	3,000

During the recent War several new departments and offices were created. Even after the cessation of hostilities many more new departments and offices are being formed on account of Post War Reconstruction. The Stationary office supplies stationery, duplicators, typewriters and clothing to all Government Offices. Though the work in this office has enormously increased due to the war and its after effects no additions to the staff have been made to cope with the increased work excepting for a small staff sanctioned for a specific purpose in 1944 viz. the distribution of paper to local bodies, etc. and the location of the stores at Guindy. In the interests of the efficient administration of the stationary office and as the existing staff is unable to cope with the increased work the Superintendent of Stationery has come up to Government with proposals for an additional staff of two Upper Division Clerks, six Lower Division clerks, one typist, three attenders and two warehousemen. It is however considered that an additional staff of one Upper Division Clerk, three Lower Division clerks and one attender will suffice for the present.

The ultimate extra cost involved in the proposal is Rs.4,000/- and the cost in 1947-48 is Rs.3,000/- as shown in the summary at the top. Necessary provision may be made in the Budget Estimate for 1947-48 on account of the proposal.

M.V. Subramanian,
17.12.1946.

