

Close
11/20/5
Seeph

Bdny Dept-1968.

Ms Seaver

Go no 213.9 Bdu

d 30.8.48

C.P. 32.

In reply, please quote
number, date and
short title.



57007

ENCLOSURES

SPARE COPIES

E D U C A T I O N D E P A R T M E N T .

Received _____ Registered _____

From (Name) SRI D.S. REDDI M.A., (OXON).,
(Designation) DIRECTOR OF PUBLIC INSTRUCTION,
Post Box _____, (STATION) M A D R A S .
Telegraphic Address _____

The SECRETARY TO GOVERNMENT,
Education and Public Health Department.

C. No. 552-F1/48, dated 29th July 1948.

Sir,

SUB: ESTABLISHMENT - Office of the Director of
Public Instruction, Madras - Fair copying
and Despatch sections - Sanction of addi-
tional staff - REQUESTING.

I have the honour to state that the present strength
of the Fair Copying section of my office consists of 11
Typists, (7 permanent and 4 temporary) and one Lower Divi-
sion Clerk. Of the 11 Typists the Senior Typist is the
Examiner and compares the fair copies with the assistance
of the Reader (a Lower Division Clerk). In actual
practice therefore only 10 typists are doing the fair-
copying work.

2. From the year 1942 onwards the amount of work in the
Fair copying section has increased leaps and bounds due
to the following reasons:-

(i) Creation of a separate section called the
War Section in 1943 to attend to work regarding sanction
of Educational concessions etc., to children and depen-
dants of soldiers, recruitment campaign, sanction of
maintenance allowance to soldiers discharged from Defence
Services and subsequently continuing their Education.
The work in this section has increased after the termina-
tion of the war and consequently there has been an increa-
se in work in the Fair Copying also.

(ii) Opening of more colleges and schools-the in-
crease in the number of these institutions is cent per-
cent when compared with the position in 1942-

(iii) Introduction of Revised Courses of Education.

(iv) Introduction of new schemes of Education
Basic, and Adult and starting of new schools for training
teachers etc. for imparting Education.

(v) Opening of more sections in my office and appoint-
ment of more officers for special work.

These have contributed to the large increase in fair
copying work.

page.....2

3. Further during the year 1942, there were 5 officers (including the Director) and 8 sections in my office. But now, there are 11 officers and 16 sections. The present Ministerial strength of office Establishment when compared with the strength in 1942 shows cent percent increase as follows:-

	Strength in 1942.	Strength in 1948.
Superintendents.	8	16
Upper Division Clerks.	20	33
Lower Division Clerks.	20	40
Typists.	7	11.

Since 1943, Government have been sanctioning the employing of 4 posts of additional temporary typists in my office, in view of their absolute necessity. The latest orders for their continuance are:-

- (1) G.O.No.MS.652 Edn., dated 24---3---1948.
- (2) G.O.No.MS.2706 Edn. dated 18---12---1947.
- (3) G.O.No.MS. 11 Edn. dated 3---1---1948.
- (4) G.O.No.MS. 286 Edn. dated 13---2---1948.

Even with the addition of 4 temporary typists it is found very difficult to cope up with the increased work in Fair Copying section. Special work in this section such as taking of copies of special report, typing of special report on Education etc. takes a long time and for these special work assignment of two or three typists solely for the purpose has to be made to expedite the work which results in the accumulation of the normal work only to be cleared by them later. The following statement will indicate, how the work in Fair Copying section has increased during the recent years:-

Month.	Number of files received for typing with enclosures and sent to despatch during the years.			
	1945.	1946.	1947.	1948.
January.	6212	7353	7535	9238
February.	6394	7841	7926	9476
March.	3676	7387	8024	9687
April.	5633	7098	7422	8892
May.	5754	6460	7129	9472
June.	5856	6312	7226	9630
July.	5959	6431	7486	9890
August.	6067	6311	7996	
September.	6132	6487	8287	
October.	6284	6696	8678	
November.	6347	6847	8869	
December.	6472	6929	8954	

The above figures do not take into account office notes, drafts for approval etc. typed in the Fair copying section. No separate record is maintained as to the number of pages typed during each month but their number is considerable. Now each typist is typing an average of 38 drafts a day, which it may be seen is the maximum which a typist can do. Owing to the large increase in the number of urgent correspondence, the typists in the afternoon will be wholly engaged in faircopying urgent and immediate drafts leaving the other ordinary drafts to be faircopied on the next day. The comparing of fair copies also has increased

increased to such an extent that it has become impossible for a single set of examiner and reader to get through the work. Therefore when necessary i.e. when the comparing work demands it, two more typists are instructed to attend to the comparing work notwithstanding the normal typing work assigned to them which necessitates their leaving some of their files unfinished. I, therefore, consider that in the interest of the efficiency of work two sets of examiners and readers are absolutely necessary.

4. As the season for Part II schemes etc. to be submitted to Government is fast approaching the work in the fair-copying section is bound to increase especially this year in view of the fact that number of Part II schemes are likely to increase with the increase in the number of institutions. The disbursements of grants in aid will be much larger now consequent on the opening of new colleges and schools and also due to the fact that grants have to be disbursed to local board - secondary schools from this year onwards. Consequently the faircopying section will be faced with the task of copying so many ~~sanction~~ papers. Therefore, it is quite obvious that unless this section is strengthened it may not be possible to carry through the work efficiently.

5. As a natural sequel to the increase of work in the copying section the work in the Despatch section has also increased. The present strength of this section consists of 1 Lower Division Clerk, 1 attender and 1 peon. This strength is remaining the same since 1942 notwithstanding the increasing despatching work. During recent years, the work in despatch work section increased to such an extent that it requires immediate strengthening. Every day, the covers despatched range from 500 to 1000 and when Special Circulars have to be despatched to the Executive authorities of Municipal Councils and Local Bodies and sometimes to the correspondents of schools direct, the work of the section becomes unwieldy. Recently the Hon'ble Minister for Education in a note forwarded in Government Memorandum No.47156-B1/47 Education dated 2nd July 1948 complained that circulars etc., intended for schools are not being received by the Headmasters of Secondary Schools promptly as they are now sent through proper channel, and desired that important circulars etc. may be sent from my office direct to the schools. This means that covers to be despatched on such special occasion/arose, routine clerks from other sections were detailed for the work and were instructed to work overtime and on holidays. To ensure efficiency in the despatch of communications from my office, it is absolutely necessary that this section should also be immediately strengthened.

6. In the circumstances, I request that Government may be pleased to accord sanction for the employment of the following staff in the Faircopying and despatch sections of my office, with effect from 1st September 1948:---

- 3 Temporary Typists.
- 2 Temporary Lower Division Clerks (One Examiner and One Reader).
- 1 Temporary attender and 1 for Despatch work.
- 1 Temporary peon.

I also request that sanction may also be accorded for the supply of 3 typewriters. One Brief size and two foolscap type-writers for use by the typists.

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

Cost in 1948-1949:-

3 Typists on Rs.45-3-60-2-90 from 1-9-1948 (6 months) 45 x 6 x 3

= 4 =

Special pay at Rs.10/- per mensem for 3 typists for 6 months. ..	Rs. 180
2 Temporary Lower Division Clerks on Rs.45-3-60-2-90 from 1-9-1948(6 months 45x6x2)	540
1 Attender on Rs.24-1-32-1/2(A)35 from 1-9-48 (6 months 24 x 6)	144
1 Peon on Rs.16-1/2-(A)25-P.M.from 1-9-48 (6 months 16 x 6). --	96

1,770
or
Rs.1,800
in round
figures.

ULTIMATE COST:-

Average pay for 3 typists and 2 Lower Division Clerks in the Scale of (45-3-60-2-90) (67 1/2 x 5 x 12) ..	4050	D.A. - HRA 14.40 - 420
Special pay for 3 typists at Rs.10/- per mensem (10 x 3 x 12) ..	360	
Average pay for 1 attender in the scale of 24-1-32-1/2(A) 35 = 32 1/2 x 12 ..	390	228 - 60
Average pay for 1 peon in the scale of 16 1/2(A) 25 = 20 7/10 x 12 ..	248	228 - 60
	5,048	1,896 - 540
	or Rs.5,000	
	+ 2,436	
	in round figures.	= 7,430 roundly.

Yours faithfully,

P. M.

for DIRECTOR OF PUBLIC INSTRUCTION.

RAM.30/7/1948.

67
3
201
12
2412
390
2800

HRA 67.5
DA 24
HRA 98.5 x 2
197.0
10
207 x 12
2484
678
3162

Edn and P.H Dept

Establishment - Office of the D.P.S. - Fair copying and Despatch section - Addl. Staff - Sanctioned -

Letter from the D.P.S. No. 552 FI/48
of 29.7.48

Order (Edn) 2139 of 30.8.48
Ms.

The Govt sanction the employment for a period of six months from 1.9.48 of the following addl staff in the faircopying and despatch sections of the office of the D.P.S.:-

One lower division clerk

Two typists

One attender.

They are not convinced of ^{the need} ~~any~~ for any further staff at present.

2 The D.P.S. is informed that complete statistics of the typing work in the ^{fair} copying and despatch section should be forwarded to Govt if he wants this addl staff to be continued beyond the period of six months.

3 Sanction is accorded to the supply of two addl typewriters to the Director's office. The typewriters should be placed in charge of qualified persons and should be returned to the Dept of Dy. if such persons cease to be available or if for other reasons the machines are not required.

13 of

This is the home channel

To the D.P.S.
A. G. (H. S. in)
A. G. (H. S. in)
25/8

25/8/48

by M. H.

C. no 57007A/48 From the D.P.J No 552 F/48 d 29.7.68.

Ed PH - Office of the D.P.J. Fair Copying and Despatch Sections

Sanctioning of additional staff

Please see the D.P.J's letter on pp1-4 CF. He has submitted a proposal for strengthening the fair copying and despatch sections of his office by the employment of the following additional staff:—

K on p3 CF

R

M on p3 CF

- (1) 3 temporary typists
 - (2) 2 temporary L.D. clerks — (one examiner and one reader)
 - (3) 1 temporary attender
 - (4) 1 temporary peon
- } for despatch work.

He also requests that three typewriters (one brief size and two foot step typewriters) may be sanctioned for his office.

The statement forwarded by the D.P.J at 1 on p2 CF and also the reasons stated in paras 4 and 5 on p3 CF, justify his request. This Dept may also support his proposal for the employment of the additional staff referred to above and also for the sanctioning of typewriters. The question of sanctioning typewriters may be considered after the additional staff is sanctioned. The file may be sent to Finance for remarks.

9.8.68

11/8/68 3/11/68 Jm: Finance (Ed PH)

Ed PH no 57007A-1
11.8.68



Please see the rule of E.P.H above. The proposal in the file relates to the strengthening of the Fair Copying and Despatch Sections, in the office of the Director of Public Instruction, by the employment of the following additional staff.

- 3 temporary typists
 - 2 L.D. clerks
 - 1 Attender & Peon.
- The extra cost works out to Rs 7,400 p.a.

Wp 1-2 C-F

A' 11/20/12

* maintain
* for 30. repeated
B' imp 2 c. f.

M. ¹⁹⁴² ¹⁹⁴⁹
from 7 to 11

para 5 emp 3 c f-

'K' with 3 c.f.

~~на 5 млрд~~

B
1. milk put up

+ file re sanction
of station section

ASST. SECRETARY TO US
23 AUG 1948

244 no 57007A-2
23.8.68

E-PH.
Fin. v.o. 77521/cm³ - 1
13.8.48

The file may be circulated to H.M.(Edn.) and
for orders.

The file may be circulated to H.M.(Edn.) and H.M.(Fin) for orders.

$\frac{CB}{208.48/187}$
 $\frac{207.8148}{237.8148}$

Finance (E III)

(For Finance note on p. 1-2 above)

Please see the further note of E.P.H. This Deptt has already pointed out that the strength of the typists in the D.P.O's office, has been increased by nearly 50% over the number in 1942. Though the number of files for each typist is stated to be 30 per day, it represents only the average, and the statistics regarding the number of pages actually typed, have not been furnished. As it has been stated that the typists will have to type officers' drafts etc also, this Deptt may agree to the employment of one more additional typist. Excluding this, one more typist, who was doing comparing work till now, will be available ^{hereafter} solely for typing, by the employment of one additional examiner ^(L.D. Clerk) already agreed to by this Deptt. Altogether, the additional staff now agreed to by this Deptt will be one L.D. clerk, one typist, and one attender as against 3 typists, 2 L.D. clerks, 1 attender & one person asked by the D.P.O.

Mr. (Fin) may see before issue of orders as the cost exceeds Rs 3000.

21/8/48 The mistake in the calculations of this Deptt. is regretted. In the a/c. perhaps one L.D. clerk

two typists and an attender may be sanctioned for 6 months. This should be sufficient.

24/8

E-P.H.

Fin. v. o. 7659/511-1
24.8.48

57007 A/49

Edm and P.H. Dept

Please see the suggestion of the Dy Secy, Finance, on the previous page. If the suggestion is accepted the Director will be practically getting what he has asked for except one L.D. clerk and one person. One typist now doing comparing work can be released for typing work. For orders whether the suggestion may be accepted. Subject to approval a draft order is subd. The file may be circulated to H. M. (Edm) and H. M. (Fin).

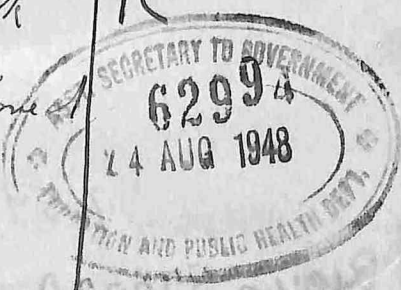


25/8/48

TSA

28.8.48

20.8



$\frac{1}{2} \times 10 = 5$

~~2/3~~ 2

24