

Education & Public Health (1948) Department.

Ms. SERIES.

G.O. NO. 2641 Education.

Dated 22nd October 1948.

[Despatch Abstract.]

NATION CADET CORPS - SENIOR DIVISION - INFANTRY
BATTALIONS AND ENGINEERING PLATOON - EMPLOYMENT
OF TYPISTS AND CLERK - 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.

IMMEDIATE:

No. 1/148/N.C.C.

HQ., 1st Madras Bn. N.C.C.,
Fort St. George, Madras.
Dated 11 OCT '48

To: The Secretary,
Edn & Public Health Dept.,
Fort St. George, Madras.

Subject: TYPIST:

Sir, 75209
With reference to this HQ., letter No. 1/143/NCC d/- 7-10-48 stating that Typist is necessary, I, herewith, state the reasons and I request the sanction for it may kindly be accorded at an early date.

'A', 'Q' and 'G' work is as such heavy for two clerks and they find very difficult to type at the same time.

The clerks can concentrate on their work when typist is appointed.

3. Typist in addition will be held responsible for filing and registration of 'in' and 'out' correspondence.

4. will work on Reneo Stencil and Cyclostyle.

5. Secret and Confidential letters will be dealt with, when I do not consider the clerks may NOT handle them.

6. Certain letters can be typed as they are dictated, when a typist is at hand.

If appointed, may it be known, the terms and conditions of service and the rates of pay with allowances.

Yours faithfully,

A. Joshi

MAJ:

COMD: 1ST MADRAS BN NCC
(A. JOSHI)

Copy to:

The V.C., University of Madras,
The Director, National Cadets Corps, New Delhi.

2 Typist - $67.5 + 24 + 10 = 203$
12
424 (745)
11.5 + 24 + 7 = 98.5
313.5 x 2
627

4

30/10/1948

Extract from the letter No. 0003/48/3-Egny NCC dated the 4th October 1948 from the Officer Commanding, 3rd Madras Engineering Platoon, N.C.C., to the Secretary to the Government of Madras, Education and Public Health Department.

5

x x x

ENROLMENT OF CLERK: Pending final posting of a clerk by Madras Public Service Commission, sanction is hereby requested for the employment of a temporary clerk, preferably an ex-service man through the employment exchange. It will be very much appreciated if the Madras Public Service Commission is asked to post a clerk who knows typewriting.

x x x

(True copy)

from the date of employment. Typists who are not fully qualified under the general rules for subordinate services but who have passed the lower grade in typewriting will be eligible for a pay of Rs 45 p.m. - Typists who are not qualified under the general rules for subordinate services but whose S.S.C. certificates show that they took the examination on completion of their school course up to and including Form VI and who have passed the Higher Grade Test in typewriting will be eligible for the scale of pay of Rs 45-3-60 plus a special pay of Rs 10 p.m. if they possess higher grade qualification. The Officer Commanding 1st and 2nd Madras Battalions rec may make temporary appointments to the posts through the employment exchange.

3. Sanction is accorded to the employment of a lower division clerk on Rs 45-3-60-2-90 in the office

p 27 14/11/48
28/11/48
6/2/49 (B)

of the 3rd Madras Engineering Platoon. If the clerk appointed to the post possesses the higher grade qualification in typewriting, he ~~will~~ be allowed to draw a special pay of Rs 10 p.m. - The Officer Commanding 3rd Madras Engineering Platoon is permitted to employ ^{on a temporary basis} an ex-serviceman - preferably one with a knowledge of typewriting through the employment exchange.

3. The expenditure should be debited to "37 Education - Miscellaneous - A - General (i) Excluding Postwar Reconstruction - National Cadet Corps" in the Estimates of Expenditure for 1948-9.

The Accountant-General is requested to admit the expenditure in Audit pending provision of funds.

To
The Officers Commanding
1st & 2nd Madras Battalions rec
3rd Madras Engineering
Platoon
A.G. through Fin
DDG. Rep. University of Madras.

14/11/48
20/10/48

Handwritten text on the left page, mostly illegible due to bleed-through and poor legibility. Some visible words include "The Secretary", "Education & Public Health Dept.", "Government of Madras", "Madras", "Sub: TYPIST", "Ref: G.O. No. 2641 Edn. of 22.10.48", "Sir", "Vide above cited G.O.", "The necessity of the typist is already stressed vide this", "Recommended that this appointment may be made permanent.", "Yours faithfully", "Major, The Assam Regiment, Comd., 1st. Madras Bn. N.C.C. (Anand Joshi)."

Phone No. 86334

No. 17/134
H.Q., 1st. Madras Bn. N.C.C.,
Fort St. George, Madras.
24 Mar '49.

To: -
The Secretary,
Education & Public Health Dept.,
Government of Madras,
Madras.

Sub: TYPIST
Ref: G.O. No. 2641 Edn. of 22.10.48

25 MAR 1949

Sir,

Vide above cited G.O., provision for the appointment of the typist is made for a period of one year.

The necessity of the typist is already stressed vide this H.Q. letter No. 1/148/NCC of 11.10.48.

Recommended that this appointment may be made permanent.

Yours faithfully,

Major,
The Assam Regiment,
Comd., 1st. Madras Bn. N.C.C.
(Anand Joshi).

aj/bl

12



G. no. 23352- B1/49.

ve
11/4

22

8
29/3/49

E + PH CBI Dept

National Cadet Corps - Senior Division - 12
Office of the 1st Madras Infantry Battalion -
Post of the typist - Permanent retention.

From the Officer Commanding the 1st Madras
Infantry Battalion, no. 17/34 D 24.3.1949

Memo. no. 23352- B1/49-1 D 29/3/49.

The Officer Commanding the 1st
Madras Infantry Battalion of the National
Cadet Corps, Sub-Std. George, is informed
that normally no post newly created
that before a post is made permanent, ~~unless~~
it had been ~~in existence for at least~~ a
period of at least five years. and that, therefore,
the permanent retention of the post of the
typist in the office of the 1st Madras Bn. cannot therefore
be sanctioned.

P.T.O.

14/4 made permanent at present 2/9
The Officer Commanding is requested
to apply to the Government at the appropriate
time for the further continuance of the post.

28/3/49
S. 28/3/49

To
The G.C., I & P
Madras Infantry
Bn., N.C.C., Fort
St. George.

28/3/49

C.M. 75209 B1/W.

Education and Public Health Deptt
B 1 section.

Establishment - National Cadet Corps- Senior Division- Clerical
staff

From the Officer Commanding 1st Madras Bn N.C.C. No 148/N.C.C.
dated 11-10-48
do 2nd Madras Bn N.C.C. No 96/48 dated
9-10-48
do 3rd Madras Engineering Platoon No
0003/48/3 Engr/N.C.C.
dated 4-10-48

(Put up in another file)
M
2/2 -
According to the scale of the N.C.C. two clerks are to be
employed in the office of an Infantry battalion of four companies.
Under the U.O.T.C. two clerks - one head clerk and one lower
division clerk were employed in the offices of the 1st and 2nd
battalions at Madras and Tiruchirappalli and these clerks have been retained for the office
of the Infantry battalion of the N.C.C. The Commandants of the
1st and 2nd Infantry battalions have reported that the work in the office is
heavy and it is necessary to employ a typist in addition to the
two clerks authorised. It is reported that it will not be
possible for the lower division clerk employed in each of the
offices to do the typing work also in addition to their duties.
In the circumstances stated, sanction may be accorded for the
employment of a typist on Rs 45-3-60-2-90 plus a special pay of
Rs 10 p.m. if they possess higher grade qualification. If the
typists are not fully qualified ~~their~~ under the general rules
for the subordinate services, they may be allowed a fixed pay of
Rs 45 or a scale of pay of Rs 45-3-60 ^{+ Rs 10} as the case may be. The
posts may be sanctioned temporarily for a period of one year from
the date of employment.

2. According to the scale of the N.C.C., one clerk is
admissible for the office of the 3rd Madras Engineering Platoon.
The officer commanding the unit has requested that sanction may
be accorded for the employment of a clerk preferably one with
a knowledge of typewriting. A lower division clerk on Rs
45-3-60-2-90 may be sanctioned temporarily for period of one year
The scale of a typist + lower div. clerk is the same.
If the clerk appointed to the post possesses the higher
grade qualification in typewriting, he may be allowed to draw a

a special pay of Rs 10 p.m. The commandant may be permitted to employ an ex-service man through the employment exchange to avoid delay in recruitment.

~~The remarks of the Finance Department may be invited as~~

3. no rules have been framed governing the conditions of service of the civilian staff employed in the office of the units of the Senior Division of the N.C. The posts will have to be included in a separate ^{class} category in the General Subordinate Service. Pending the framing of rules, & the fixation of scales of pay of the staff, the officers commanding the units may be permitted to make temporary appointments to the posts to be newly sanctioned.

4. The remarks of Public (Sec) & Finance may be invited.

15.10.48

15.10.48

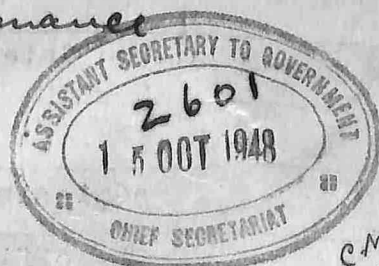
Public (Services) Dept

The proposals in paras. 1, 2 & 3 above may be accepted in this department. The posts of clerks, Typists and peons may be treated as temporary additions to the respective categories in the Madras Ministerial Service and the Madras Inferior Service. The posts of Lascars, Motor Drivers and cleaners may be constituted as a separate class in the Madras General Subordinate Service.

The file may be passed on to Finance

15.10.48

16.10.48



Thro' Public (Sec) D.



CW. 3490
15.10.48

P. & P. 1700. no.
15209 P. 15/10/48
15/10/48

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a class
Lascars
Motor Drivers
cleaners
Typists
Peons

15.10.48

Please see the note of E.H.H. on pp 1-2 above. The proposal relates to the employment of two typists, one in each of the offices of the 1st and 2nd ^{Infantry} Battalions at Madras and Trichinopoly, and one L.D. clerk knowing type writing, for the office of the 3rd Madras Engineering Platoon. The extra cost involved is Rs 3762 p.a.

2. The additional ^{typists} ~~clerks~~ proposed for the offices of the 1st and 2nd Battalion, are in ^{addition to the staff} ~~addition to the staff~~ sanctioned ^{already} ~~scale of~~ viz 2 clerks for each office. However in the circumstances explained on pp 1-2 c.f. this dept may agree to the proposal. The employment of the L.D. clerk in the office of the 3rd Madras Engineering Platoon, is in accordance with the scale of the N.C. and this may also be agreed to in this dept.

3. E.H.H. may be requested to circulate the case to I.M. (Fin) before issue of orders, as the extra cost exceeds Rs 3000 p.a.

8m
16.10.48
16.10.48

The scale of ^{clerical} ~~ministerial~~ staff approved for the N.C. is already far in excess of that employed in similar co-ops in the U.K. Finance Dept. advise that requests for further clerical staff in excess of the approved scale be firmly resisted. Clerks with some knowledge of typing may be employed and no additional typists are required. The request for these two typists should be negatived.



1182/111-1
17.10.48

17/10

E-PH

Please see the remarks of the ~~additional~~ Deputy Secretary Finance on p 3. ante. He has agreed to the employment of a lower division in the office of 3rd Madras Engineering Platoon as it is in accordance with the authorised scale. In regard to the employment of a typist in addn to the staff of two clerks in each of the 1st and 2nd Infantry Battalions, the Finance Deputy Secretary suggests that the request should be negatived. The officers commanding the units have pointed out that a typist is necessary in addn to the two clerks. At the initial stage of organisation, the correspondence is bound to be heavy and it is for consideration whether this department may press for the employment of a separate typist for each of these units temporarily for a period of one year. The proposal may be sent at the end of the year. The file may be circulated to M (Gen) & M (Fin)

MSK
18-10-48

18-10-48

18A

19-10-48

M.Y. 9

20



A draft order is submitted below for approval. Finance may see before issue.

MSK
18-10-48

20/10/48

S / [Signature]

Finance (E III)

78173
22 OCT 1948

(Pse finance note on p 3 above)

The further note of E.P.H. and the orders in circulation above, may and the draft order below may be perused and the case returned to E.P.H.

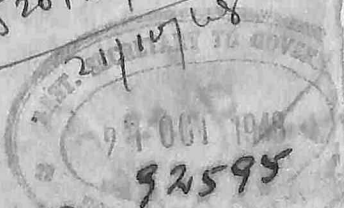
MSK
21-10-48

[Signature]

Phone

E-PH
FIN-V.O. 9259
22-10-48

E-PH 20.10.48
75209 B1/48-2 Edn
21/10/48



Fin