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Education and Public Health

(194 8) Department.

Ms. SERIES.

p. 17 cb

G.O. NO.	3040 Edn.,
Dated	2-12-1948.

closed ✓

Supdt

O. P. R. S.
p 124 - comm
A. a. g.

[Despatch Abstract.]

Government Press-Annual Report on the working of-Date of submission-
Fixation-Ordered.

Back Papers.

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

Further Papers.

G.O.	No.	Department.	Date.	G O.	No.	Department.	Date.
M	2460	Eon	14. 9. 51				

ASST. SECRETARY TO GOVERNMENT
4 - SEP 1948
EDUCATION AND PUBLIC HEALTH DEPT.

[illegible]

Sir,

Sub: Annual Report on the working of the Government Press
for the year 1947-48 - submission of.

65909

I have to state that the various preliminary figures required for the compilation of the report on the working of the Government Press and its branches for the year 1947-48 are not yet ready in spite of best endeavours made in this direction. The delay is due to an all round increase of work in the several sections of the Press and also due to dearth of experienced hands. I have given special instructions to expedite the figures by working extra hours on holidays which the staff have been doing and hope to have the figures ready by the middle of October 1948 next. I therefore request that Government may be pleased to grant an extension of time up to 15-10-48 for the submission of the report for 1947-48 to Government.

Superintendent.

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COPY of Government Memorandum No.301 Public (General-B), dated the 16th July 1948. 3

ADMINISTRATION REPORTS - Publication of - Instructions issued. 3

It is observed that the Administration Reports of the various departments are being published a year or more after the period to which the reports relate and so the purpose of publishing them is nullified by such belated publications. Heads of Departments are requested to see that the Administration Reports are submitted in future sufficiently early so as to enable their publication within four months after the period to which they relate. For any delay beyond this period, the Heads of Departments concerned will be held personally responsible.

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True copy.

~~XXXXXXXXXXXX~~

Education and Public Health Department.

U.O. Note 47663 G1/48-1 P.H. dated the 30th August 1948.

Public (General) have issued a general Memorandum to all Heads of departments to the effect that Administration reports should be submitted to Government sufficiently early to enable their publication within four months after the period to which they relate. Hence, no further action seems to be necessary on the U.O. Note.

In the Public Health Department, Government have fixed certain dates for submission of Administration Reports, in certain cases after taking into consideration the time required to gather details etc. We should see whether their dates can be altered to ~~peer~~ plan with the instructions on Page 3 ante. Each section should take extracts for necessary action.

P.t.o.,

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-2-
Copies of the U.O. Note and Memorandum may be given to all
Sections of this department.

To All Sections in Education and Public Health Department,
Madras.
C.O. Cooray,
Joint Secretary to Government.

Forwarded : By order

C.P. Anagannade
Superintendent.

SS.Sm.

X
9/14/48
E. & P. H. (Fl) Dept.

Memorandum No. 65909 F/48/Edn., dated 13.9.48

Sub: Annual Report on the working of the Government
Press for the year 1947-48 - Extension of time
for submission to Government.

Ref: From the Superintendent, Government Press,
No.58/Pdl., dated 2-9-48.

Extension of time upto 15-10-1948 is granted
to the S.G.P. for sending to Government the annual
report on the working of the Govt. Press for 1947-48.

2. The Govt. consider that administration reports
of the various departments should be published within
four months after the period to which they relate, as
the purpose of publishing them is nullified by belated
publications. The S.G.P. is, therefore, requested to
state whether it will be possible to send the annual
report on the working of the Govt. Press in future
sufficiently early so that it may be published within
4 months, i.e., before the 31st July and if so, to
specify the date by which it will be sent. If it
is not possible to do so, the S.G.P. should give
full reasons for it.

To

The S.G.P. Madras

AV

OSM
11/9/48

by
10/9/48

84.P.81

10/7/1948

10/7/1948

10/7/1948

From
A. Lepper Esq.,
Superintendent,
Government Press, Madras.

To
The Secretary to Government,
Education and Public Health Dept.,
Fort St. George, Madras.



No.58 Pdl.

Dated 20th October 1948.

Sub: Annual Report on the working of the Government Press and its Branches for the year 1948-49 and future years - Fixing the time for submission of the Report - Orders requested.

77907

With reference to Government Education and Public Health Memo.No.65909 F1/48-1 Edn., dated 13-9-1948 enquiring whether it would be possible to submit to Government before 31st July the annual report on the working of the Government Press to avoid belated publication, I have to state that it will be possible to furnish same provided Government approve of my suggestions and sanction the additional staff required to cope up with the increase in work explained in my letter No.5/SBC dated 20th October 1948.

2. In this connection, I am to invite a reference to statement No.I - Analysis of Press costs embodied in the annual report of the Press. The payments included therein are inclusive of March Final figures duly agreed to as booked by the Accountant General, Madras. This reconciliation cannot be made in the subsequent years report in case it is required to be sent to Government by 31st July, since the March Final figures are usually available only by the end of June of each year. Therefore, I propose to take into account for inclusion in the Cost Statements the payments as far as available up to March without waiting for March final figures from the Accountant-General, Madras; thus expenditure, if any, omitted to be included in the statement No.I - Analysis of Press Costs will be carried forwarded and accounted for in the next year following and a foot-note explaining such variations will be made in the said statement No.I. I presume that this will not affect much the productive costs arrived at, as almost all expenses of the year up to March may be included without appreciable omission. I request that Government may be pleased to approve of this suggestion and pass early orders.

RGM.

10/7/1948

Superintendent.

21 OCT 1948

I have to state that in my letter No. 58 Pdl., dated 20-10-1948 and in reply to Education and Public Health Memorandum No. 65909 Fl/48 dated 13-9-1948, I agreed to submit the Annual Report of the Government Press and its branches by the 31st July of each succeeding year to avoid belated publication, for which additional staff as indicated herein will be necessary.

One Senior Accounts Clerk, Grade I doing duties
as Commercial Accountant on Rs 80-125

He is managing the work as a whole. The present incumbent of this post is due to retire on 14-12-1948.

One Plant Accounts Clerk on Rs 80-110. He is due to retire on 6-9-1949.

Two clerks for maintaining Store Accounts on Lower Division Scale.

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arrear claims of salaries due to revision of scales of pay resulting in the preparation of a number of Establishment Supplemental Bills. Further as the Annual Report for the year 1947-48 was submitted to Government only by the 15th October 1948, the work for the year 1948-49 is in arrears by 7 months. Hence there is practically an interval of 9 months if it is intended to furnish the Annual Report for 1948-49 by 31st July 1949. Again, if the State Press at Pudukkottah is also administered by me, all the accounts thereof will also be required to be brought on the same lines of this Press thus throwing additional work in this section.

4. In order to overcome these difficulties in future years and to put the machinery of maintaining the Commercial Accounts in the proper working order, I am proposing to retain in service till 31-7-1949 one Sri T.A. Ramanujachari, the present incumbent holding the post of Commercial Accountant who is due to retire on 14-12-1948, as I consider that his retention in service for a period of about 7½ months beyond superannuation is quite essential in the interest of public service and also in the absence of any suitable trained substitute to assume his post with responsibility forthwith for the speedy preparation of the annual report for 1948-49. He will also be directed to train additional hands so as to make them efficient for work connected with the Commercial Accounts for the future years as well.

5. For reasons fully explained above and to avoid any breakdown in the matter of the maintenance of books connected with the Commercial Accounts, I require one additional hand designated as Commercial Accountant preferably on a modest scale of Rs 120-5-170 who will cope with the additional work thrown on the section for clearing the arrears and also undergo training under the present Commercial Accountant Sri T.A. Ramanujachari till 31-7-1949 as a temporary measure. Incidentally, I am also to refer that a personal scale recommended by me in my No. 4/S.B.C., dated 4-10-1948 to Sri T.A. Ramanujachari will receive due consideration by Government with reference to the anomaly referred to in paras 3 and 4 of G.O.No. 78 Finance, dated 6-2-1947 and for which orders of Government are awaited. After the completion of training till 31-7-1949 as mentioned herein and clearance of arrears of work, I expect that the new incumbent will be able to do the work required of him independently for the Annual Report.

The maintenance of Plant Accounts is also an equally responsible job requiring skill as several ledgers are maintained for each item of Plant and Machinery which form part of a major portion of the assets of the Government Press. To replace the Plant Accounts Clerk after his retirement I also propose to have an additional clerk on Rs 90-3-105-5-135 so as to give a little benefit for the new

new hand posted to work along with the permanent clerk and also to undergo training and this post may also be sanctioned as a temporary measure till 31-7-1949 and thereafter one post of Upper Division Clerk on Rs 80-110 will be abolished and the post on Rs 190--135 created may be retained under orders of Government.

6. If the temporary Commercial Accountant to be selected will be a person possessing Higher Grade qualification in Book-keeping with a theoretical knowledge of higher standard and acquaintance of the working of the Press, any man of ordinary intelligence will be fit to carry on the work, provided he is interested and well inclined to learn the intricacies of the work. At present only Lower Grade qualification in Book-keeping has been prescribed for the Senior Accounts Clerk I Grade who is doing the duties of Commercial Accountant (vide Annexure I to the Madras Ministerial Service Rules - Selection categories and Grades - Senior Accounts Clerk, I Grade under Government Press - page 205 of the Madras Services Manual - Volume III and also Annexure IV - page 221 - Senior Accounts Clerk I Grade - Book-keeping (Lower Grade). This will require modification in rules prescribing Book-keeping (Higher Grade) as also change of designation as "Commercial Accountant" instead of "Senior Accounts Clerk Grade I". And this post of Commercial Accountant should also be declared a selection category one entitled to officiating allowance under Fundamental Rule 30. Selection of a suitable person by me is necessary so that senior persons of service without qualifications and incapable of handling the job may not prefer a claim over this post and therefore it should be included among Selection Category posts.

7. As I intend selecting and appointing a suitable and qualified person for the temporary post of Commercial Accountant and Plant Accounts Clerk stated in para 5 and 6 above before I go on leave I request that Government may be pleased to consider the above proposals and accord early sanction to avoid delay in the submission of the Annual Report for the year 1948-49 during my absence. The expenditure involved by the above sanction will be met from the savings from the appropriation under "56 Stationery and Printing - A. General Overhead Charges - Establishments".

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Superintendent.

Sub: Administration report-Presidency-Supply of Materials-Fixation
of dates.

4087 Please see Public (General) U.O. Note on page 1 ante. ~~was in it?~~
Copies of Memorandum No. 301, Public (General-B), dated 16th July 1948
were given to all sections in this department for taking action in
regard to the Administration reports with which they are concerned
with this Department U.O. No. 47663 G1/48-1 P.H. dated 30th August 1948. P 1507

Copies of the U.O. Note on page 1 ante may also be given to all sections and they may be requested to send to this section for consolidation the revised dates in respect of the reports with which they are concerned for sending a consolidated reply to Public Department.

To All Sections in Education and Public Health Department.

Forwarded/By order.

C. P. Carey
Superintendent.

TJ/

Enclosure to U.O.No.78225 G1/48-1 P.H. dated 5-11-1948.

U.O.Note No.2592/48-1 dated 19-10-1948.

Sub: Administration Report-Presidency-Materials-Fixation of dates.

84917

The Departments of the Secretariat are informed that, in view of the orders issued in Memo.No.301 Public (General.B) dated 16th July 1948 asking all Departments of Secretariat and Heads of Departments to publish their respective Administration Reports within four months ~~xxxxxx~~ after the period to which they relate, G.O.No.1630 Public (General) dated 24-7-1946 will have to be amended with reference to the dates of submission of the reports by Heads of Departments.

Departments of the Secretariat are therefore requested to suggest in consultation with Heads of Departments revised dates in respect of the reports with which they are concerned.

/True copy/

To all Section in Education & Public Health Dept.

C. P. Arunima Chetty
Superintendent.

The S.G.P.
Copy to Pub. (Genl.B)

SUB:- Annual Report on the working of the Government Press for the year 1947-48 - Submission by the Superintendent, Government Press - Extension of time.

REF:- From the S.G.P.No.58/Pd1., dated 2-9-1948.

According to the orders in G.O.No.Ms.20 Fin., dated 8-1-1929, the annual report on the working of the Government Press is due with the Government by the 15th September. The S.G.P. requests that an extension of time upto 15-10-1948 may be granted for the submission of the report for 1947-48. Last year also, the S.G.P. submitted his report on 15th October 1947. It may be mentioned that Pub.(General) have issued a general Memorandum to all Heads of Departments to the effect that the Administration Reports should be submitted to Government sufficiently early to enable their publication within four months after the period to which they relate. If this is applied to the report of the Government Press, it must be published before 31st July. It is for orders whether the S.G.P. may be granted an extension of time upto 15-10-48 for the submission of the report for 1947-48 and that he may be asked whether in future it will be possible to send the report in time for publication before 31st July, every year; and if so, to specify the date by which it will be sent. Subject to orders, the draft memo. below is for approval.

AV

11/9/48 S. S. B. S.

[Memo No 65909 7, 148-1. E. & P. H. dated 13-9-48]

Cus 77907 from the S.G.P. No 58 Pd1 dated 20-10-48

S.S.B.S. dated 20-10-48

The S.G.P. subd. his annual report for 1947-48 by 15-10-48 and it has been circulated

pl ef

(y)

CF

(h)

pp 3-4 ef

X

p. 5. cf

p. 7. cf

pp 9-11 cf

to him.

As regards the proposal to submit the annual report by ^{31st July} ~~30th June~~. in future the S.S.P. says that he will be able to do so.

(1) the addl. Stalt asked for by him is sanctioned and

(2) he is permitted to take into account for inclusion in the Cost Statements the payment as far as available up to 31st March without waiting for March final figures from the A.G. which are available only by the end of June every year.

As regards item (2), there may be no objection to permit the S.S.P. to do so as he proposes to carry forward and include in the next year's statement any expenses omitted to be included in the previous year's report and to explain the variations in a footnote.

Finance manager for remarks.

As regards addl. Stalt, the following remarks are called for: The Senior

Accounts clerk (Grade I) doing duties as Commercial Accountant on Rs 80-125 and the Plant Accounts Clerk on 80-110 are due to retire in Dec: 1948 and Sep: 1949 respectively.

The S.S.P. proposes that these two existing incumbents may be continued in service up to 31.7.49 and ^{the two incumbents} ~~the two incumbents~~ posts may be sanctioned on Rs 120-5-170 and Rs 90-135 respectively

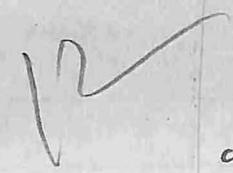
and ~~the two incumbents~~ up to 31.7.49 to give training to substitutes, taking the places of existing men, and to attend to ^{increased} additional work, the posts hereafter being continued on the higher scale if pay was proposed for temporary posts. The S.S.P.

para 9-11 of

para 2 in p 7 of

pp 9-11 of

para 5 on pp 10-11 of



should have anticipated the retirements of these two people and taken steps to train two persons to take their places. As the Plant Accounts Clerk is to retire in Sep: 1949, only he may

He may be allowed to do so as he is already doing so in the Accounts Section. He may be allowed to do so as he is already doing so in the Accounts Section.

be promoted as the Commercial Accountant on Rs 80-125 in Dec: 1948 and one of the two clerks in the Accounts Section who is qualified and suitable ~~and~~ appointed as the Plant Accounts Clerk, to replace the clerk being taken by another clerk. If the clerks in the Accounts Section are not suitable and qualified the S.S.P. may appoint a suitable person by transfer from another office. The

p. 205 of BK 1114

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11.11.48

File in circulation

prob. Senior Accounts clerk is ~~not~~ ^{not} even now a selection can be made and the S.S.P. may appoint the most suitable persons to ~~omit~~ ^{omit} seniors being considered only when merit and ^{ability} ~~and~~ ^{are} ~~are~~ ^{present} ~~present~~ more or less equal. The ^{present} ~~present~~ proposal

that the S.S.P. should appear to have been only to help the existing incumbents only. The proposal that the S.S.P. to give a personal scale to the Commercial Accountant, is referred to by him in this letter on pp 9-11 is separately under consideration. In the circumstances it is for notes whether the S.S.P. may be asked to submit the annual report in future by 31st July in the modification proposed by him to the 1st of the Report and the the the

K

proposals of the S.S.P. for additional staff
employment of additional staff in
the Accounts section mentioned
above may be negative.

Finance may see for remarks

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22/10/48

29/10/48

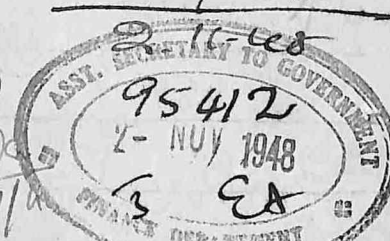
W. J. J. J.



E. S. P. H. U. O. R. O.

65909A/482

Fin (Exp. A)



This will not be
possible. The
A.G.'s financial
year may not become
available even at the
end of June. No need to
consult the A.G. for
9/11/48

The notes on pages 1-4 above may be perused.
The proposal of E.S.P.H. at K on pages 3-4 above
may be agreed to in this dept. They may also consult
the A.G. if necessary, whether the figures to be incorporated
in Statement I can be furnished earlier than at present
enable the prompt submission of the report to Govt by the end of July
each year.

9.11.48

The case is taken to the submission

Fin UO. 95412 SA 1

9.11.48



pp 9-11-48

of the annual report of the Govt Press by
31st July, in future instead by 15th Sept.
as at present. The S.G.P. agrees to submit
it by 31st July if he is given the additional staff
asked for by him and if he is permitted
to take into account for inclusion in the Govt
Statements, the payments as far as available
upto 31st March without waiting for March
final figures from the A.G. It is not
proposed to give the additional staff asked for by
the S.G.P. as they are not really necessary.
We will not do 2-3 work. It is however proposed
to permit the S.G.P. to submit the Govt
Statements as requested by him. Finance
agrees to the proposals of this department.
The annual report of the Govt Press may be

ordered to be sent in future by 31st July
with the modification to Statement I of
the Report as mentioned above.

Maybe circulated to H.A. (C.A.)

for notes

av
15/11/48

16/11/48

1-11/11/48



16A
20.11.48

A draft order is submitted below
for a proposal.

27.11.48

1/12/48

av
29.11.48

...to be ...
...
...
...

12/1
8/11 22

~~11/11~~

A draft order is ...

14