

E & P. H (1948) Department.

No SERIES.

G.O. NO.

3070

Edu

Dated

4. 12. 48

closed.

JB

[Despatch Abstract.]

Stationery Office - Recommendation of
the Retrenchment and Reorganisation
Committee - Consideration of proposals
Papers - Recorded.

Back Papers.

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

Further Papers.

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

GOVERNMENT OF MADRAS.
Finance Department.

Memorandum No.46969 Exp.A/48-1, dated 9th July'48.

Subject: Reorganization of Secretariat procedure -
Delegation of powers to write off losses -
Enhancement of powers of Heads of Departments
and others.

In connection with the reorganization of Secretariat procedure with a view to avoiding delays and improving efficiency the Retrenchment and Reorganization Committee have recommended that the existing monetary limits empowering Heads of Departments (except the Board of Revenue and the Chief Conservator of Forests, who already exercise this power upto Rs.5000) to write off losses may be raised to Rs.2000, and that similar delegation may be made in respect of other officers.

It has been suggested that Officers other than Heads of Departments may be given powers up to Rs.1,000..

2. Heads of Departments are requested to report

(a) the number of cases in which they had to approach the Government for sanction to write off of losses
P.T.O.

-2-
exceeding their powers under item 1 in Part A of Appendix 23 Madras Financial Code Volume II during the last three years.

(b) the number of cases in which subordinate officers specified under the above item had to approach them or the Government for similar sanction during the same period.

They are also requested to report whether, in their opinion, the delegation of enhanced powers as indicated in paragraph 1 above is necessary to achieve the object in view, namely avoidance of delays and improvement in efficiency.

T.E. Veeraghavachari,
Additional Deputy Secretary to Government

To all Heads of Departments concerned.
Copy to Departments of the Secretariat.
Copy to Finance (Retrenchment & Reorganization) Department.

Forwarded/By Order

SAK/10-7/

Superintendent.

3
Copy of Government Memorandum No. 54101-01/48-1,
Public Health, dated 14th August 1948.

Subj: - Retrenchment - Recommendations of the Retrenchment and Reorganisation Committee.

The Retrenchment and Reorganisation Committee have made the following suggestions with a view to effecting reduction of work in the Secretariat and retrenchment in establishment in offices in general:-

(1) delegation of larger powers to heads of departments and subordinate officers;

(2) avoidance of formal communications between departments and the sending of formal communications to the subordinate officers even when the purpose of such communications can be served by obtaining information in the office itself or otherwise;

(3) use of telephone and personal consultations;

(4) location in the same building or near each officer of the Secretariat and office of heads of departments;

(5) a cut of 12½% in the establishment of all offices and other institutions.

2. The Surgeon-General, the Director of Public Instruction, the Director of Public Health and other heads of offices are requested to examine these suggestions and offer their remarks, as early as possible.

M.V. Subramanian,
Secretary to Government.

To

The Surgeon-General with the Govt. of Madras.
" Director of Public Instruction.
" Director of Public Health.
" Commissioner for Government Examinations.
" Superintendent, Government Museum.
" Superintendent, Government Press.
" Superintendent of Stationery.
" Director of Town Planning.
" Senior Translator to Government.
" Curator, Madras Record Office.
" Librarian, Connemara Public Library.
" Special Officer for the Reorganisation of the Department of Indian Medicine, Chempak.

/True copy/

From: V.V. Subramaniam, Esq., OBE., ICS., To: Secretary to Government,
Superintendent of Stationery, Education & Public Health
Madras at Guindy, Department, Madras.
Madras 15.

No. L.Dis. 9027.48.

Dated 8-9-1948.

Sir,

RETRENCHMENT - recommendations of the retrenchment and
Re-organisation Committee.
Government Education & Public Health Memorandum No.54101 G1/48-1
Public Health dated 14-8-1948.

I have to offer the following remarks in regard to the various
suggestions of the Retrenchment and Reorganisation Committee enumerated
in the Memorandum quoted above:

Suggestion 1. In connection with the reorganisation of Secretariat
Procedure, the Finance Department, in their Memorandum No.46969 Exp.A/48-1
dated 9-7-1948 called for remarks in regard to the enhancement of the
powers of Heads of Departments and other officers to write off losses
and this office has recommended that the Superintendent of Stationery may
be empowered to write off losses upto Rs.2,000/- whereas the present
monetary limit is Rs.300/- only.

Suggestion 2 and 3. These suggestions are being observed even now.

Suggestion 4. The Stationery Office is located at Guindy as the
Stationery godown at the First Line Beach is occupied by the Civil
Supplies Department. The office can be shifted to its original place
after the Civil Supplies department vacates the stationery godown.

Suggestion 5. It has already been represented to Government that the
work in this office has increased very much owing to the expansion of
other departments and creation of new departments, all of which receive
stationery from this office. Additional staff has been applied for.

p.t.o.

2:2:

Government have called for statistics in their Memo No. 94570-48-4 E 2 of C.2 dated 22-7-48 showing the increase in work during the past years and they are under despatch. Hence any retrenchment in the establishment is not feasible.

KV.10

D. Subbarayasastri
for Superintendent of Stationery.

C. No. 69129 C/48 Sub. - Retrenchment - Recommendations
of the Retrenchment and Re-
organisation Committee.

Ref: 1. Memo 54001 G/48-1 Ldn d 14.8.48
2. From the S of S. L. Dis. 9027/48
d 8.9.48

In Memo 54001 G/48-1 Ldn d 14.8.48 the S of S and other Heads of Dept were requested to examine the suggestions made by the Retrenchment and Reorganisation Committee at flag (L). The report of the S of S in the matter is on p.1 sf.

The suggestions of the Retrenchment and Reorganisation Committee so far as the S of S is concerned is below. examined below:-

Suggestion 1:- In view of the report called for by Fin. Dept in Memo 46969 Expts. A/48-1 d 9.7.48 the S of S has already recommended to Govt that his monetary limits be enhanced to Rs 2,000 instead of the existing monetary limit of Rs 1,000 p.m. As the S of S is concerned with this, they may be requested to take necessary action in the matter.

Suggestions 2 and 3:- No action seems necessary as they are benign followed by the S of S.

Suggestion 4:- Please see report of S of S on this suggestion. Proposals for shifting the Stationery from Nallur Nagar, Go

in file building
C No 74012 c²/108

x (L)
in file bearing
C No. 94 2012/60

in view of the
minutes for a decision
cut of 12% or the
exp. is being cut

E. P. H. u. o. 69/29 c²/48-1
6.11.48

ASS. SECRETARY TO GOVERNMENT
8 - NOV 1948
96934
FINANCE DEPARTMENT

2. Suggestion 1. The question of delegating larger powers to heads of departments and other ^{subordinate officers}, in respect of ~~large~~ write-off of losses, is separately under consideration in this Department.

No remarks are called for

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10.11.48

ΣΑΡΑ 22

ind
9.11.48 Please see the notes of this Dy
on p 1 - 2 ante and the note of Fin on
p 2 - 3 above. In the circumstances
stated by Fin, no further action
seems necessary. This may be
lodged. 'Records'

DM
28/11/2015 by
21.11.15

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3/12/48

in respect of other suggestions
to be made to the committee
in the future.

WA
91148

Please see the notes of the
meeting on 11.11.48 and the notes of the
meeting on 12.11.48. In the circumstances
it is suggested that no further action
be taken at present. The matter
will be brought up again at the next
meeting.

For 00-183239-1
(183239)

24.11.48

Stationary Office -
Recommendations of the
Committee on the
Administration of the
Department of the
Interior.