

Education and Public Health

(194⁸) Department.

Ms. SERIES.

G.O. NO. 39 Edn.,

Dated 6-1-1947-1948

[Despatch Abstract.]

Stationery Office-Recommendations of the Cabinet Salaries Committee-
Proposals of the Superintendent of Stationery-Orders passed.

Back Papers.

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

Further Papers.

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

CONFIDENTIAL

From

M. Karamatullah Esq., I.C.S., To The Secretary to Government,
Collector of Madras & Superintendent of Stationery, Madras. Education & Public Health Department,
PORT ST. GEORGE.



No.

Sir,

SUB: PUBLIC SERVICES - Salaries - Revision - Education & Public Health Department, Memorandum No. 69014-2, G.1. P.H., dated 21-11-1946:

I have perused the summary of the recommendation made by the Cabinet, Salaries Committee, forwarded with the Memorandum, quoted above.

Besides, the posts mentioned in the draft enclosed, there are six counters (Four - Upper Grade of Rs.19/- 30/- and Two - Lower Grade of Rs.12-17) and eleven temporary Warehousemen in the grade of Rs.19-30. As these posts cannot fit in the post of peons, their designation have to be continued and suitable scales of pay fixed for the incumbents of these posts in conformity with the Warehousemen of Government Press, Madras.

In the clerical establishment there is one Store-keeper. He is also to be continued to be designated as such on Rs.170/- to 220/-.

As it is proposed to change the designation of Manager as the Superintendent, the designations of Superintendent of Stationery (Collector) and Assistant Superintendent of Stationery will have to be suitably changed as Controller and Assistant Controller of Stamps and Stationery, Madras, to avoid confusion.

I have no other remarks to offer.

M. Karamatullah
23/11/46
SUPERINTENDENT OF
STATIONERY.

Superintendent of Stationery,
Madras at Guindy,
Madras.15.

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

No.A2.2004/47.

dated 7th March 1947.

Sir,

PUBLIC SERVICES - Revision of pay scales - Recommendation of
the Cabinet Salaries Committee 1946.

Reference:- (1) G.O.Ms.No.223 P.H. dated 28-1-47.
(2) " 484 Pub(Service) Deptt. d/12-2-47.
(3) " 78 Fin. Deptt. dated 6-2-1947.

I submit below certain proposals in connection with the revision of
scales of pay of the subordinates in the Stationery Office, Madras.

I. Recommendation.4:-Classification of Offices:

The Stationery Office is now classed under 'B' Class. The
Superintendent of Stationery is the advisor to Government on all matters
connected with stationery and he is also the controlling authority under
56 Stationery and Printing -a- Stationery Office and (b) Purchase of
Stationery Stores. This is a Presidency Office, administering the needs
of all offices in the presidency including the heads of departments, Co-
operative institutions, Local bodies etc. It conducts correspondence with
them in respect of the supply of stationery, typewriters, duplicators and
clothing for menial staff. Although the stationery office has no sub-
ordinate offices under its control it is not in any way of less importance
and magnitude than some of the offices grouped under 'A' Class. It is
therefore requested that this office may also be classed under 'A' Class.

II.(a) Recommendation 23:

In this recommendation, it is stated that in future only the fol-
lowing posts should exist:

- | | |
|---------------------|--------------------------|
| 1. Superintendent | 5. Upper Division Clerks |
| 2. Office Assistant | 6. Lower Division Clerks |
| 3. Accountant. | 7. Stenographer |
| 4. Cash Keeper | 8. Typist |

and that all posts going by different designations such as Manager,
Assistant Manager, Office Manager, Steward, Cashier should be abolished
and that the existing incumbents of such posts should be fitted into
one of the above classes. The scales of pay ordered to be adopted are as
follows:-

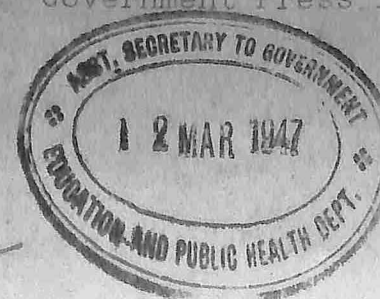
(1) Superintendent	Grade I	Rs.190 - 360
	II	250 - 300
	III	190 - 240
	IV	170 - 220
	V	140 - 190
(2) Office Assistants	(a)	Rs.190 - 240
	(b)	140 - 190
(3) Accountants and Cashkeeper		Rs.140 - 190

II.(b) The existing posts in this office, their present scales of pay
and the pay suggested for the post, the revised classification of the post
are dealt with below:-

(i)	Name of post	Category	Existing scale of pay.
	Manager	Selection category	Rs.100--10/2--150

The existing scale of pay for this post being very low, Govern-
ment were addressed in this office letter No.A2.1260/46 dated 27-7-46 for
revising the scale to Rs.175--15/2--220 which is the existing scale for
the Manager, Government Press fixed in 1933 according to the conditions
then prevailing. As the revised scale of pay fixed for the Manager,
Government Press in G.O.No.78 Fin., dated 6-2-47 is Rs.190--10--240 the

same scale of pay



same scale of pay may be sanctioned for the Manager of the Stationery Office also. The revised scale of pay viz., Rs.140--5--190 shown against Manager, Office of the Superintendent of Stamps and Stationery at page 25 of G.O.No.78 Fin., dated 6-2-47 is quite inadequate and seems to have been adopted without consulting the Education and Public Health Department with whom the question of revision of scales of pay of heads of sections in the Stationery Office, is still pending (Vide Education and Public Health Department Memo.No.43062-C2/46-3 Edn., dated 12-2-1947). The Manager may in future be designated as Superintendent. The Superintendent of Stationery (Collector) will in consequence have to be designated as Controller of Stationery, Madras and the Assistant Superintendent as the Assistant Controller of Stationery, Madras.

II(b) Name of post Category Existing scale of pay.

(ii) Storekeeper. Selection category with a security of Rs.3,000/- Rs.70--5/2--85-7 1/2--100.

For many years prior to March 1921, the pay of this post was a fixed sum of Rs.100/-. It was later on placed on a time scale of pay viz., 85--4--125. In April 1933 it was brought down to the existing scale of pay (70-100). This being very low and incommensurate with the responsibilities attached to the post and the arduous duty involved, Government were addressed in this office letter No.A2.1260/46 dated 27-7-46 for fixing the scale at Rs.140--5/2--145--7 1/2--190 on a par with the scale of pay fixed for the Storekeeper of the P.W.W. Stores. In G.O.No.78 Fin., dated 6-2-47 no specific scale has been fixed for the post of the Storekeeper, Stationery Office. It is therefore suggested that the revised scale of pay viz., Rs.170--10--220 may be sanctioned for the post. In this connection please refer to my letter dated 23rd November 1946 to Government in reply to G.O.No. Confidential. 20.69014-2 G.I. P.H. Dated 21st November 1946.

II(b) Name of Post Category Existing Scale of pay.

(iii) Head Accountant Selection Category. Rs.70--5/2--85-7 1/2--100

The existing scale of pay for this post is identical with that of the post of Storekeeper. The Head Accountant is in charge of the Accounts Section consisting of two upper division clerks and five Lower Division clerks. Besides supervising the work of these clerks he assists the Manager in all office correspondence and accounts works. The Budget, forecast, Administration report and indents for Europe stores etc., are prepared by him. All correspondence and other matters relating to establishment, leave, pay, pension, promotion, transfer etc., are scrutinised by him before passed on to the Manager. Both the posts of Storekeeper and Head Accountant are of equal importance and are in the selection category. The same special test qualifications are prescribed for both these posts as those required for the post of the Manager. Usually when vacancies either temporary or permanent occur in the post of Manager, it is filled up by selecting either the Storekeeper or the Head Accountant according to merit and seniority. Apart from the fact that the scales of pay for the post of Storekeeper and Head Accountant has been identical, it is also desirable to make these posts interchangeable so that these posts may be held by turns once in three years by the incumbents of either posts. I therefore recommend that the revised scale for this post also may be fixed as Rs.170--10--220. The Head Accountant may in future be designated as Junior Superintendent. The designation, Storekeeper may be retained, as such a classification is peculiar to this office and indicates the nature of the work and has been in existence for a very long time.

II.(b)(iv)(1) There are at present 11 Upper Division posts in this office, 10 permanent and one temporary. To cope with the increase in work in this office Government have been addressed in my letter A2.1982/46 dated 25-7-46 to sanction two more upper division posts. If this is sanctioned there will be in all 13 upper division posts.

II.(b)(iv)(2) There are in the lower division 18 posts of clerks and 3 of typists. Government were addressed to sanction 6 more posts of clerks and one of typist. If this is sanctioned there will be in all 24 posts of clerks and 4 of typists. Typists who possess the necessary qualifications prescribed for clerks, may, if found fit, be allowed to be drafted to the clerical categories.

III. I have no remarks to offer on recommendation 17 as there is no work-charged establishment in this office.

IV. Recommendation 18: For the following posts which are paid from contingencies the revised scales shown below may be sanctioned:

Description of posts.	Present strength	Existing pay	Revised pay in accordance with G.O.No.78 Fin. dated 6-2-47.
1.Lascars (permanent)	18	13--18	Rs.18-1/2(A)-26
2.Non-Gurkha Watchmen(permt.)	3	20	25 fixed.
3.Gurkha watchmen(Temporary)	3	25	30 "
4.Cycle messengers for fire precaution in the Stores	2	12	16-1/2(A)-25
5.Waterman (Permanent)	1	15	16-1/2(A)-25
6.Lorry Driver "	1	30	40--1--50
7.Tinker(Smith) "	1	30	30--1--40
8.Carpenters "	4	R.O-14-0	per day do
9.Coolies "	12	0--8-0	" 16-1/2(A)-25
10.Coolies (Temporary)	40	0--8-0	" at Market rates.
11.Scavenger "	1	Rs.15	Market rates.
12.Sweeper(Part time)	1	Rs.10	

V. Recommendation 19: Ten posts of Warehousemen were first sanctioned temporarily in G.O.No.Ms.2132 Edn., dated 27-9-39 for a period of 2 years. But appointments for these posts were made only from 1st June 1940. Thereafter the office and stores had to be shifted from place to place until it settled at Guindy. One additional post of Warehousemen was sanctioned in G.O.No.Ms.749-Ed.15-5-44 for work connected with the distribution of paper to local bodies. Government have also been addressed for two more posts in this office A2.1982/46 dated 25-7-46 to cope with the increasing packing and warehousing work consequent on the creation of new offices which indented on this office. If this is sanctioned the total number of warehousemen will be 13. These warehousemen do two distinct kind of duties. About 6 to 8 of them do packing work and the rest do the work of store-attenders assisting the stock selection and godown clerks in the receipt, issue and arrangement of stationery article and paper etc. The educational qualification prescribed for the warehousemen is study up to S.S.L.C. Only two of the existing men possess the required educational qualification and two others have studied upto IV form. The qualification possessed by the remaining 7 is much lower and exemption from the prescribed qualification has been obtained for them. When vacancies arise, the workers' Association insist on the lascars of the stores being promoted as warehousemen. Even though they do not possess the necessary qualifications, they insist on exemption being sought for from Government every time. This habitual procedure may not be conducive to efficient work in the long run in this class of establishment. So the prescribed qualification i.e. a study up to S.S.L.C. may be insisted on for future entrants. Though these warehousemen are required for the normal working of the stores, the reasons why they have not yet been made permanent were reported to Government (Education and Public Health Department) in this office letter A1.2925/45 dated 19-5-45 in connection with the application for retention of these posts for a further period of two years and orders of Government were issued in G.O.No.856 Edn. dated 6-6-1945. Now as Government want that the temporary posts should not be retained indefinitely on a temporary basis, I propose that the following scale may be adopted for the Warehousemen viz., Rs.35-2-55(EB)-1-65 as in the case of the warehousemen of the Government Press and the entire establishment may be confirmed now with due regard to their efficiency, merit and qualifications.

VI. Recommendation No.33 calls for no remarks from this office.

SAS.7.

SUPERINTENDENT OF STATIONERY.

STATIONERY OFFICE - Recommendations of the Cabinet Salaries Committee - Proposals of the S. of S. - Orders passed.

From the Collr. of Madras and the S. of S., No. A2. 2004/47, dated 7-3-1947. and No. Nil d/23-11-46.

ORDER/MS. 39 EDN., DATED 6-11-47. 1-48

The Govt. have considered the proposals of the S. of S. for giving effect to the recommendations of the Cabinet Salaries Committee in respect of the estt. of the Sty. Office and pass the following orders:-

(1) RECOMMENDATION 4:

The Govt. do not approve the proposal of the S. of S. that his office should be classified as an 'A' class office.

(2) RECOMMENDATION 18:

The question of fixation of scales of pay for contingent staff is under the consideration of Govt. Pending further orders in the matter the existing arrangement should continue.

(3) RECOMMENDATION 19:

The perm^{ment}. retention of tempy. posts should be deferred till final orders are issued after the receipt of ^{the} recommendations of ^{the} Retrenchment and Reorganization Committee.

(4) RECOMMENDATION 23:

The Govt. direct that the designations of the post of Manager and Head Acctt. in the Sty. Office be changed to "Office Asst." & "Acctt." respectively. The designation of the post of 'Store Keeper' will remain unaltered. There is no need to change the designations of the post of S. of S. and ^{the} Asst. S. of S. as proposed by the S. of S.

C.No. 20302 & 72038.

For a precedent
Hence are S.O.
1863 dated 22-8-47
p. 11 of (b) (U)

p. 3 of S.O. 2

p. 5 of S.O. 2

p. 5 of S.O. 2

p. 2-4 of S.O. 2

S.O. 2
13.11.47

The S. of S.
A.G. (thru' Fin.)
S/C.

13.11.47
13.11.47

15/11/47

15/11/47

3. No note need be sent to the Cabinet Salaries Committee so far as the Stationery Office is concerned. There is a proposal before for the revision of the scales of pay of Manager, Head Accountant and Storekeeper to the Stationery Office which is to be taken up after a decision is taken on the revision of Salaries in general. (vide linked file) This can be dealt with after orders are issued on the recommendations of the Cabinet Salaries Committee. *25/11/46*

4. In the circumstances, no note need be sent to the Cabinet Salaries Committee so far as the Sty. Office is concerned. *25/11/46*

From the S. of S., Letter No. A2.2004/47, dated 7-3-1947. C.No. 20302/47. *113-54*
 Relevant extracts from the letter of the S. of S. on pp.3-5 c.f. in so far as they relate to the revision of the scales of pay of the posts of Manager, the Storekeeper and the Head Accountant of the Stationery Office have been added to the file relating to the revision of the scales of pay of those posts and submd. separately. The proposals of the S. of S. concerning the recommendations of the Cabinet Salaries Committee are examined below. *113-54*

2. RECOMMENDATION 4 - CLASSIFICATION OF OFFICES:-- The Stationery Office is now classed as a 'B' class office and the proposal of the S. of S. is that it should be made an 'A' class office for the following reasons:-- *113-54*

- (1) The S. of S. is the Adviser to Govt. on all matters connected with stationery and is also the Controlling Officer in that respect;
- (2) The Sty. Office is a Presdy. Office catering to the needs of stationery, etc., of all offices in the Presdy. including those of Heads of Depts. etc., and conducting correspondence with them in respect of matters relating to stationery, etc.;
- (3) Although the Sty. Office has no subordinate offices under its control, it is not in any way of less importance and magnitude than some of the offices grouped under 'A' class.

Offices were originally classified as A, B & C based on the proposals of Mr. Knapp and the criteria adopted was the quality and importance of the work done in those Offices.

Extracts from the notes to G.O. No. 1205 P.H., dated 1-4-42 at (J) re. the conversion of the D.P.H. Office (B class Office) into an 'A' class Office which was negatived at that time may be perused.

in this connection. The considerations set out in items (1) and (2) above cannot be claimed as proving the quality and importance of the work done in the Sty. Office, which is rather of a routine nature. The consideration set out in item (3) cannot be conceded as no comparison can lie between the Sty. Office and the Offices of the S.G. and the Bd. of Rev. which are 'A' class Offices.

should be in A class. The term Major Hdq. Dept. has not been defined. According to the recommendation of the Cabinet Salaries Committee, Offices of all major Hds of Dept. But it does not appear that the Sty. Office can be grouped under major Heads of Depts. along with the Bd. of Rev., etc., for the purpose of increasing the status of the Office to 'A' class. Fin. may however advise.

3. RECOMMENDATION 5 - REORGANISATION OF OFFICES FOR PROVIDING A BETTER BALANCE FOR UPWARD PROMOTION:--In G.O. No. 898 Edn., dated 1-5-47, an additional staff of one U.D. clerk and 3 L.D. clerks were sanctioned for the Sty. Office to cope up with the normal increase of work in that Office. With this addition, there are 12 posts of U.D. clerks (10 permanent + 2 tempy.) as against 21 posts of L.D. clerks (18 permanent + 3 tempy.) exclusive of typists (3) in the Sty. Office. This provides a fair chance for promotion. Hence the S. of S. has not made any recommendation in this respect.

4. RECOMMENDATION 17:--There is no work - charged estt. in the Sty. Office.

5. RECOMMENDATION 18:--The question of fixation of scales of pay for contingent staff is separately under consideration in Fin. Pending decision on that question no action is now necessary on the proposals of the S. of S.

6. RECOMMENDATION 19:--The question of making permanent tempy. posts is to be taken up only after the Retranchment and Reorganisation Committee finishes its work. Hence the question of making permanent now the tempy. posts of Warehousemen does not arise. As regards the revision of their scale of pay attention is invited to the notes on p.1 ante against Item (2). The question need not be reopened.

7. RECOMMENDATION 23:--DESIGNATION OF POSTS:--
 The S. of S. suggests that the Manager of the Sty. Office may be designated as 'Superintendent' and consequently the S. of S. and the Asst. S. of S. may be designated as 'Controller of Stationery' and 'Asst. Controller of Sty.' respy.

The revised scale of pay of the post of Manager fixed in G.O. No. 78 Fin. dated 6-2-47 is Rs. 140-5-190. This is the scale of pay fixed for Office Assistants. The recommendation of the S. of S. to fix the scale of pay is also applicable to Office Assistants.

Hence, the designation of the post of Manager, Sty. Office may be changed to 'Office Asst.' In that case, there is no need to change the designations of the Supdt. & Asst. Supdt. of Sty. as proposed by the S. of S.

The S. of S. also suggests that the Head Accountant may be designated as 'Junior Supdt.' and that the designation of 'Storekeeper' may be retained, as such a classification is peculiar to that office and indicates the nature of the work done and has been in existence for a very long time.

Under the heading 'Madras Ministerial Service' in G.O. No. 78 Fin. dated 6-2-47, the posts of 'Head Accountant' and 'Storekeeper' of the Sty. office do not find a place as such, as the scales of pay applicable to those posts are those of U.D. clerks in certain B and C class Offices in the City. Differential designations are shown only when the scales of pay of the posts are higher than those of an U.D. clerk. The S. of S. recommends the adoption of the scale of pay of Rs. 170-10-220, recommended by him for the post of Storekeeper, for the post of Head Accountant as well. But it is proposed separately not to accept this recommendation and to recommend only the scale of pay of Rs. 140-5-190 applicable to posts of Accountants in certain other offices. If this recommendation is accepted, then the post may be designated as 'Accountant' instead of 'Head Accountant' as hitherto. As regards the post of 'Storekeeper', it is proposed separately to accept the recommendation of the S. of S. to fix the scale of pay of the post as Rs. 170-10-220. If this scale of pay is adopted, then the post will have to be designated as Supdt. Grade IV. But since the Manager who is the ministerial head of the office is to be designated only as 'Office Asst.' it may not be appropriate to designate his subordinate the Storekeeper as 'Supdt.'. Hence the recommendation of the S. of S. to retain the designation of 'Storekeeper' for this post may be accepted (but not on the grounds adduced by him).

The case may be sent to Fin for remarks
20/3/47
20/8/47
24/8/47 S
3/9/47
6 (in: (Sal))

20/3/47-10/47
6.9.47

53536
10/47

(Notes from p. 2 above alone need be seen)

This department may generally agree with the views of Estt at A, B & C on p 3 above.

M 3-4 above

Para 7 of Estt note on pp 3-4 above. Estt

propose to change the designation of the posts of manager, Storekeeper and Head Accountant in the office of the Supt of Machinery and revise the scales of pay as follows:-

Designation of the Posts		Scales of Pay		
Existing	Proposed	Existing	Revised Scale, fixed in G.O. 78 Fin. 6-2-47	Proposed Scale of pay
(1)	(2)	(3)	(4)	(5)
Manager	Office Assistant	100-150	140-5-190	190-10-220
Storekeeper	Storekeeper	70-100	80-3-95-5-125	170-10-220
Head Accountant	Accountant	"	"	140-5-190

2/ In the circumstances stated on p 4 above, the new designations proposed may be agreed to.

The necessity for the higher scales of pay as shown in Col. (5) above has been examined in the LF above, and it has been noted that there is no case for such upward revision. According to the amendments made in G.O. 296 Fin. d 26-4-1947 the appropriate revised scales applicable to all ministerial posts on the existing scales of Rs 100-150 & 70-100 are Rs 140-5-190 and 80-3-95-5-125 respectively.

Applying these orders, the revised scale admissible
in the present case are:-

Manager: Rs 140-5-190

Storekeeper: Rs 80-3-95-5-125

Head Accountant: Rs

I have suggested that
the Storekeepers alone be
given a higher scale of pay
in the job.

10/8/47
T. M. F. M. (S. M.)

11.5.47
SPH
CL
File No. 53536 Sal 47-1
11-9-47

Please see the notes from page 2 above. A
draft order is submitted for approval.

73100

13.11.47
H. M. (Edn) may see.

13.11.47
15/11/47
18/11/47
H. M. (Gen)
H. M. (Cor.)
H. M. (Fin.)

T. S. A.

22.11.47

M. Y. A.

2.1.48