

Edn & PH (1948) Department.

H.S. SERIES.

G.O. NO. *H 40 Edn*

Dated *4. 3. 48*

[Despatch Abstract.]

M. R. O - Rejection of proposals of the curator
- Approved

Back Papers.

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

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Go 1625 E	8		18/5/48.				

Finance (Reorganisation) Department.

U.O. Note No. 70980/47 Re-11 dated 9th January 1948.

Sub: Retrenchment - Suggestions called for ~~for~~ from Heads of Departments.

Ref: Finance Memo. 70980/47 Re-1 dated 26-11-1947 and letter No. 2247-A/47-2 dated 12-12-47 from the Curator Madras Record Office.

A copy of the letter from the Curator, Madras Record Office cited above together with the recommendations of the Retrenchment and Reorganisation Committee is sent to Education and Public Health Department for necessary action. That Department may be requested to communicate to this (Retrenchment and Reorganisation) Department the orders of the Government on the Committee's recommendations. They may also be requested to work out the financial effect of the recommendations of the Committee and of the final orders of the Government and intimate them to this department for incorporation in the Retrenchment and Reorganisation Committee's report.

C.O. Coorey,
Secretary, Retrenchment & Reorganisation Committee.

To the Education & Public Health Department.
(with enclosure)

Forwarded / By Order.

TY/9-1-48/

D. Jacob
Superintendent.

Copy of letter from the Curator, Madras Record Office,
Chittoor, No.2247-A/47-2 to the Additional Secretary to Government,
Finance (Reorganisation) Department, Madras, dated 12th December 1947.

Sub: Retrenchment - Suggestions called for from Heads of
Departments.
Ref: Government Memorandum No.70980/47 Re-1 dated 26th November 1947.

With reference to the Government Memorandum cited above,
I have the honour to submit a scheme of retrenchment for the Mad-
Record Office. In this office the bulk of the expenditure is
incurred on the salaries and allowances of the staff and only a
small fraction is incurred on other items like contingencies.
Retrenchment, therefore, necessarily means the retrenchment of the
staff; and considering the hard times at present, this cannot but
bring much misery and hardship to the staff retrenched and their
families. However, since the Government have ordered that a
retrenchment must be made I have deeply considered the various
ways and means of effecting retrenchment, and come to the conclusion
that the following plan is the most feasible and the least calculated
to affect the efficiency and progress of the various activities of
this office.

2. I have already described in my letter No.2247-A/47-1 dated
29th October 1947 the various posts in this office and the duties
attached to them. I shall, therefore, indicate here only the posts
which, in my opinion, can be abolished and the arrangements that
can be made for carrying on, where possible, the duties attached to
these posts. In the first place I suggest that the temporary post
of the Special Assistant may be abolished and that the work now
done by him both in the matter of preparing selections and in
dealing with the confidential records be entrusted to one of the
three Office Assistants in the publication section. By this
arrangement the programme of selections which is proceeding well
will not be disturbed. Nor would the work connected with the
furnishing of confidential records, etc., be allowed to suffer in
any way. It will, however, be possible to do this only after the
records which are now at Palmaner are transferred back to Egmore.
This transfer will be effected by March 1948. The abolition of the
post of the Special Assistant, the salary of which is Rs.140-5-190
(average monthly cost Rs.173-5-0) will result in a saving of about
Rs.203/- per month, including dearness allowance.

3. I next suggest that the temporary posts of the two upper
division clerks who are engaged in weeding the old records may be
abolished. But, as their work, by which a lot of duplicate and
valueless records are weeded out and destroyed and a good deal
of shelf space is saved and their costly repairs avoided, ought
not to be stopped, I propose to entrust this work to two of the
upper division clerks who are in the publication section. If this
is done, 2 upper division clerks' posts on the scale of Rs.80-3-95-5-
125 (average monthly cost Rs.109-4-0) can be abolished and a saving of
about Rs.256 per month, including dearness allowance, can be effected.

4. Thirdly, out of the 24 attenders employed in mending and
reconditioning damaged records, I propose to take away six
attenders -- four in the scale of Rs.24-1-32-1/2A-35 (average monthly
cost of Rs.30-10-0) and two in the scale of Rs.16-1/2A-25 (average
monthly cost Rs. 7 21-0-0). Until circumstances improve and we are
able to get more mending materials, the mending work can be
carried on with 18 attenders. The abolition of the posts of 6
attenders will yield a saving of about Rs.290/- per month, including
dearness allowance and house rent allowance.

P.T.O.

5. Finally, I propose to abolish the post of two watchmen employed in the two offices at Chittoor. At present there are 3 watchmen and they have been employed since 1942. The object of employing 3 men in each office is to have a sufficient number of men on the spot during nights and out of office hours to deal with outbreaks of fire and other emergencies. It is not advisable to reduce their number, but as it is necessary to effect all possible economy in expenditure, I shall try to arrange for the guarding of each building with 2 men. The abolition of the posts of 2 watchmen will result in a saving of Rs.60/- per month, including dearness allowance.

6. On the whole, therefore, the following saving will be effected:

1. Special Assistant	Rs. 203 per mensem
2 Weeding clerks	256 "
6 Attenders	290 "
2 Watchmen	60 "

	809 per mensem
	or Rs 9708 per annum

The annual expenditure of this office at present is about Rs.1,10,000. When the records are transferred from Chittoor to Madras, the normal expenditure is likely to be only about Rs.1,05,000. Taking this as the total expenditure of this office, the retrenchment that I have suggested above would amount to 9%. I find it exceedingly difficult to suggest any further retrenchment without impairing the efficiency of the office and without causing much discontent among the staff. Seeing that the retrenchment I have suggested is entirely a retrenchment in the staff and seeing that the strength of the staff of this office is small and consequently the chances of promotion here are limited, any further reduction is bound to cause great hardship and heart burning.

7. If the retrenchment I have proposed is approved, I may kindly be informed as to whether I should revert and oust persons in the order of juniority or how it should be done.

Recommendations of the Retrenchment and Reorganisation Committee.

Curator, Madras Record Office: The Curator himself suggested retrenchment, resulting in saving of Rs.9,700/- per annum by reducing the staff as follows:-

- 1 Special Assistant (This post can be abolished only by April 1948)
- 2 Weeding Clerks
- 6 Attenders and
- 2 Watchmen.

These recommendations might be approved.

True Copy / By Order.

TY/9-1-48/

D. Jacob
Superintendent.

Ref: Government Memorandum No. 70980/47 Re-1 dated 28th November 1947
Department: Retrenchment - Suggestions called for from Heads of Departments.

With reference to the Government Memorandum cited above, I have the honour to submit a scheme of retrenchment for the Madras Record Office. In this office the bulk of the expenditure is incurred on the salaries and allowances of the staff and only a small fraction is incurred on other items like contingencies. Retrenchment, therefore, necessarily means the retrenchment of the staff; and considering the hard times at present, this cannot but bring much misery and hardship to the staff retrenched and their families. However, since the Government have ordered that retrenchment must be made I have deeply considered the various ways and means of effecting retrenchment, and come to the conclusion that the following plan is the most feasible and the least calculated to affect the efficiency and progress of the various activities of this office.

2. I have already described in my letter No. 2247-A/47-1 dated 29th October 1947 the various posts in this office and the duties attached to them. I shall, therefore, indicate here only the posts which, in my opinion, can be abolished and the arrangements that can be made for carrying on, where possible, the duties attached to these posts. In the first place I suggest that the temporary post of the Special Assistant may be abolished and that the work now done by him both in the matter of preparing selections and in dealing with the confidential records be entrusted to one of the three Office Assistants in the publication section. By this arrangement the programme of selections which is proceeding well will not be disturbed. Nor would the work connected with the furnishing of confidential records, etc., be allowed to suffer in any way. It will, however, be possible to do this only after the records which are now at Palamuru are transferred back to Madras. This transfer will be effected by March 1948. The abolition of the post of the Special Assistant, the salary of which is Rs.140-5-100 (average monthly cost Rs.173-5-0) will result in a saving of about Rs.203/- per month, including dearness allowance.

3. I next suggest that the temporary posts of the two upper division clerks who are engaged in weeding the old records may be abolished. But, as their work, by which a lot of duplicate and valueless records are weeded out and destroyed and a good deal of shelf space is saved and their costly repairs avoided, ought not to be stopped, I propose to entrust this work to two of the upper division clerks who are in the publication section. If this is done, 2 upper division clerks' posts on the scale of Rs.80-3-25-125 (average monthly cost Rs.109-4-0) can be abolished and a saving of about Rs.256 per month, including dearness allowance, can be effected.

4. Thirdly, out of the 24 attenders employed in weeding and reconditioning damaged records, I propose to take away six attenders - four in the scale of Rs.24-1-35-A-25 (average monthly cost Rs.30-10-0) and two in the scale of Rs.16-4-25 (average monthly cost Rs.21-0-0). Until circumstances improve and we are able to get more weeding materials, the weeding work can be carried on with 18 attenders. The abolition of the posts of 6 attenders will yield a saving of about Rs.290/- per month, including dearness allowance and house rent allowance.

Subject: Madras Record Office - Retrenchment - Proposals of the Curator - Approved.

Ref:- From the Curator, M. R.O., No. 2247-A/47-2 dated 12-12-47

Order
Memo. No. 440 Edn. dated 4/3/1948.
Mis

The Government approve the proposals of the Curator Madras Record Office, to retrench the following posts in Madras Record Office:-

One temporary Spl. Assistant on Rs. 140-5-190.
Two temporary U.D. clerks on Rs. 80-125 each
Four Attenders on Rs. 24-35 each
Two Attenders on Rs. 16-25 "
Two Watchmen.

The abolition of the post of Special Assistant may be given effect to in April 1948. The other posts should be abolished immediately.

2. The Curator is informed that reversion and ousting of persons consequent on the above orders should be made in order of juniority.

To

The Curator, M. R.O., Chittoor.

" A.G. (thru Finance Dept.)

" Finance (Reorganisation) Dept.

Curator, Madras Record Office: The Curator himself suggested retrenchment, resulting in saving of Rs. 7,000/- per annum by reducing the staff as follows:-

1 Special Assistant (This post can be abolished only by April 1948)

2 Working Clerks
2 Attenders and
2 Watchmen.

The above recommendations might be approved.

Three Copy & By Order.

7. If the retrenchment I have proposed is approved, I may kindly be informed as to whether I should revert and meet persons in the order of juniority or how it should be done.

Recommendations of the Retrenchment and Reorganisation Committee.

Curator, Madras Record Office: The Curator himself suggested retrenchment, resulting in saving of Rs. 7,000/- per annum by reducing the staff as follows:-

1 Special Assistant (This post can be abolished only by April 1948)

2 Working Clerks
2 Attenders and
2 Watchmen.

The above recommendations might be approved.

Three Copy & By Order.

The annual expenditure of this office at present is about Rs. 1,10,000. When the records are transferred from Chittoor to Madras, the normal expenditure is likely to be only about Rs. 1,05,000. Taking this as the total expenditure of this office, the retrenchment that I have suggested above would amount to Rs. 5,000. I find it exceedingly difficult to suggest any further retrenchment without impairing the efficiency of the office and without causing much discontent among the staff. Seeing that the retrenchment I have suggested is entirely a retrenchment in the staff and seeing that the strength of the staff of this office is small and consequently the chances of promotion here are limited, any further reduction is bound to cause great hardship and heart burning.

7. If the retrenchment I have proposed is approved, I may kindly be informed as to whether I should revert and meet persons in the order of juniority or how it should be done.

Recommendations of the Retrenchment and Reorganisation Committee.

Curator, Madras Record Office: The Curator himself suggested retrenchment, resulting in saving of Rs. 7,000/- per annum by reducing the staff as follows:-

1 Special Assistant (This post can be abolished only by April 1948)

2 Working Clerks
2 Attenders and
2 Watchmen.

The above recommendations might be approved.

Three Copy & By Order.

Finally, I propose to abolish the post of two watchmen employed in the two offices at Chittoor. At present there are 2 watchmen and they have been employed since 1945. The object of employing 2 men in each office is to have a sufficient number of men on the spot during nights and out of office hours to deal with outbreaks of fire and other emergencies. It is not advisable to reduce their number, but as it is necessary to effect all possible economy in expenditure, I shall try to arrange for the guarding of each building with 2 men. The abolition of the post of 2 watchmen will result in a saving of Rs. 60/- per month, including dearness allowance.

6. On the whole, therefore, the following saving will be effected:

1. Special Assistant	Rs. 205 per month
2. Working Clerks	250
3. Attenders	250
4. Watchmen	60

809 per month

or Rs. 9,708 per annum.

Subj:- Madras Record Office - Retrenchment - Suggestions.

From the Finance (Reorganization) Dept., U.O. No. 70980/47
dated 9-1-'48.

The Curator, M.R.O., has submitted proposals for
ment in the Record Office. He has suggested the abolit
of the following posts:-

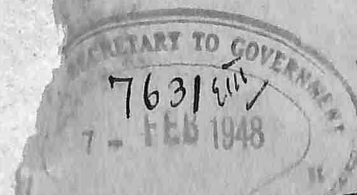
Post.	Saving in cost.
	Rs.
1. Temporary Spl. Asst.	203 per mensem.
2. U.D. clerks.	256 per mensem.
6 Attenders. ..	290 ..
2 Watchmen. ..	60 ..
	809 per mensem
	or 9,700 per annum
	(in round figures.)

The annual expenditure on the M.R.O. is about Rs. 1,05,000/-
The retrenchment suggested by the Curator works out to 9 1/2%.
He states that it is exceedingly difficult to suggest any further
retrenchment without impairing the efficiency of the office.
The Retrenchment and Reorganisation Committee has recommended
that the Curator's proposals might be approved. A draft order
is submitted. Finance may see before circulation.

E.P.H. No. 2749-1C2. Edn.
6-2-48.

Please see the note of E.P.H. above.

The draft order below may be accepted.



12878

EPH

Ex P.H. Dept.

May be circulated to H.M. (Edn.)
for approval of the draft order.

23-2-48

23-2-48

23-2-48

23-2-48

[forwarded as G.O. No. 440 Edu dated 1.3.48]
 reference to the portion marked 'A' on p. 161.
 U.O. note, showing the financial effect of the
 abolition of the Retrenchment and Reorganisation
 Dept, to Finance Dept is submitted for approval.

203
 12
 2436
 3072
 3480
 720
 9708

58
 18/3

119/10
 179/10

179/10

117/10

To
 The Finance Dept (Recd)
 20/3/48
 13.3.48

119/3

Edu & P.H. (C2)

U.O. No. 18797A/48-1C2 Edu Dtd 17.3.48

Madras Record Office - Retrenchment -
Financial effect.

Ref:-

U.O. No. 70980/47 Re-11 dated 9.1.48

G.O. No. 440 Edu dated 4.3.48

Finance (Reorganisation) Dept may be informed
 that, owing to the abolition of certain posts in the
 Madras Record Office, ^{ordered by} G.O. No. 440 Edu of 4.3.48,
 the following financial savings have been effected.

Post	Saving in cost
1. Temp. Spt. Hk	Rs 203 per mensem
2 Temp. U.D. clerks	Rs 256 "
6 Attenders	Rs 290 "
2 Watchmen	Rs 60 "
	809 "

or Rs 9,700 per annum in round figures

12.3.48

[P.T.O.]

With reference to the portion marked 'A' on
p. 10, the v.o. now on leaf is submitted for
approval. After issue this may be filed with the
G.O.N. 440 Ede of 4.3.48.

Re
16.3.67
16.3.48

12.3.48

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