

E & PH (1948) Department.

Ms SERIES.

G.O. NO. 733 Edn

Dated 1-4-48

closed.

JB

[Despatch Abstract.]

Sub : Stationery - Ribbons for the
typewriters - Increased scale of
supply - 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.
M.	701	SW	9.6.71				

GOVERNMENT OF MADRAS
EDUCATION AND PUBLIC HEALTH DEPARTMENT
G.O.MS.NO.733 Edn., dated 1st April 1948.

ABSTRACT

Stationery - Ribbons for typewriters - Increased scale of supply-
Sanctioned.

READ:

From the Home Department u.o. dated 27.11.47.
From the Superintendent of Stationery, Post Copy of Telephonic
Message No.1.306/47 dated 9.1.48.
From the Superintendent of Stationery Endorsement No.D1-1948/48
dated 3.3.48.
G.O.No.680 Fin. dated 17.10.33.
G.O.No.248 Fin. dated 10.4.35.
G.O.No.56 Edn., dated 12.1.40.

O R D E R: Sanction is accorded, as a special case, for the
supply of one ribbon (Purple colour) each month for each type-
writer in the Departments of the Secretariat.

(By order of His Excellency the Governor)

M.V.Subramanian,
Secretary to Government

To the Superintendent of Stationery
To all Departments of the Secretariat
To the Central Cash Bureau.
True Copy / Forwarded / By order

kr.

SUPERINTENDENT

To

The Assistant Secretary to Government,
Home Department.

Sir,

TYPEWRITERS - Ribbons - Supply of.

(. We, the undersigned section typists of this department, beg to bring the following few lines for your kind consideration and favourable orders:

Ribbons are supplied to section typists once in 45 days and to Issue section typists once in a month. This is being done on the analogy that typists in the Issue section are having more work than the typists attached to sections. But, in fact, typists in sections are doing equal work of a typist in the Issue Section. Almost all ^{section} typists are sitting late in the evenings till 5-30 or 6 P.M. due to heavy work. Now we are issuing all D.Os. and also almost all G.Os. in which retention of staff is sanctioned. Ribbons now supplied are of a inferior sort and they become dry within 25 days from the date of insertion. When the ribbons become dry, the impressions become faint. In order to have clear impressions, we have to use more energy and as a result of that, we feel much strain and become awfully tired and unable to finish the day's work. Moreover, D.Os. when typed will not give a good appearance if impressions are faint. In the above circumstances, we request that we may be supplied ribbons once in a month like Issue section typists.

3 As regards cleaning of typewriters, no petrol is supplied for cleaning typebars. The previous Asst. Secy. (Mr. Krishna Kurup) was supplying petrol to the typists of this Dept. from the stock intended for his motor cycle. Since the date of his retirement no petrol ~~was~~ has been supplied. The types become filled with dust very often and they have to be removed only by petrol. The types will become spoiled in due course if the dust is removed by the use of pins. In the circumstances, we also request that at least

1 oz. of petrol may be supplied to ^{each of the} typists every month.

Your obedient servants,

Madras.

5-11--1947.

Ram anand (A, K & J)

Onsunban (Mg)

Memorhan { B section
Gladys Ross.

A. Lakshmi Kutt (E & F)

R. Mahalingam (G & I)

K. V. Primalanagham (O section)

V. Subramanyam (H. section)

Syed Shab Mohamud (Q & M Sec.)

Frank Ross. (P. & N.)

98/10/1/18
M. S. S. S.

98/10/1/18
M. S. S. S.

7/10/5-1-48

EXP. H. (2)

From the A. S. & P. A. Dept.
To the S. O. S.

It is reported that the typists in the issue section of the chief Secretariat are supplied with ribbons for their machines once a month and the typists, ^{attached to} the sections once in one and half months. It is not possible to trace the authority for ~~use den~~ ^{the} the above practice ~~was ordered~~.

The S. O. S. is requested

2. Please
 to send a copy of the order. becoming a
 the subject;
 19.12.47
 22.12.47
 31.1.48
 12.1.40 was called for,
 from M.O and it is not possible to trace
 the authority.
 19.12.47
 22.12.47
 31.1.48

Post Copy of Telephone Message. (No.I.306/47 dated 9-1-48)
 From: The Superintendent of Stationery, Madras at Guindy, Madras.15
 To: The Assistant Secretary to Government, Education and Public Health
 Department, Madras.
 17 JAN 1948
 Stationery-Ribbons-Scale of supply-Authority-Furnishing of.
 Ref: Your telephonic message dated 6-1-48.
 The supply of one ribbon per month for each typewriter in the C.I.B.
 of the Chief Secretariat was authorised in G.O.No.56 Edn. dated 12-1-1940.
 The supply of one ribbon once in 1½ months for each standard type-
 writer in other offices was authorised in G.O.No.680 Finance dated
 17-10-1933 and G.O.Ms.No.248 Finance dated 10-4-1935.
 for Superintendent Stationery.

cr b
d 13.3.48. b

Dated 13.3.48.

To :- The Superintendent, E. & P.H. Deptt..

The five sheets referred to in the T.M. are being returned with the Post Copy of this T.M.

Manager.

P.C. in confirmation. Kindly acknowledge receipt by phone.

24
B
Sty.- Ribbons for typewriters -Increased
scale of supply - Sanctioned.

E.P.H.Deptt.(C2) 78

C.No. 93820

From the Home Deptt. dated 27-11-47.

From the Supdt. of Sty. P.C. of T.M.No.1.306/47 dated 9-1-48.

From -do- Endt. No. D1-1918/48 dated 15 3-3-48.

Read again G.O.No. 680 Fin. dated 17-10-33.

G.O.No.248 -Fin- dated 10-4-35.

G.O. 56 Education dated 12-1-40.

ORDER: Mis. 733. Edm. d 1-4-48

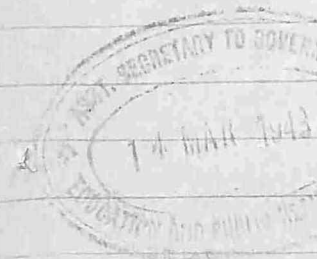
Sanction is accorded, as a special case, for the supply of
one ribbon (Purple colour) each month for each typewriter in the Depart-
ments of the Secretariat.

To
The Supdt. of Sty. P.C. of T.M.No.1.306/47
All Depts. of the Sectt.
C.C.B.
S.c/-

MM
9/1/48

CV Notes

Home (S)



Please see the petition from the typists working in sections in this dept. at pp 1-2 of. They request that they may be supplied with typewriter ribbons for their machines once a month instead of once in one and a half months. in view of the considerable increase in typing work. The ~~reasons~~ present procedure adopted in this dept is - Typewriters regarding the supply of typewriter ribbons - is this. Ribbons are supplied to Issue Section typists once a month and to section typists once in one and a half months. ^{against this procedure} The reasons adduced by the typists, referred to are i) that many D.O.s and G.O.s are ^{working} in section and that their ^{volume of} work in section is ^{the same as that of} ~~on a par with~~ the work in Issue Branch ~~due to general increase of work in this dept~~ ii) that ^{as} the ribbons ^{now} supplied to them are of inferior quality and

✓ get direct they go dry within 25 days. In these circumstances it seems necessary that they ^{should} be supplied with ribbons once a month ^{may like} even as the typists working in SSShe Branch ~~are supplied~~.

2 [Para 3 of the petition has been extracted and action on it is being taken separately]

3 The remarks of E & P.H. Dept. ^{perhaps} may be invited.

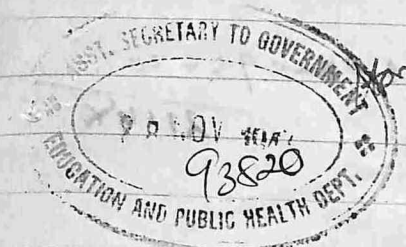
The note does not refer to the authority under which the issues are made once in every 45 days. (P/12447)

It is ascertained from C.C.B. that the typists in the issue section are supplied ribbons for their machines once a month

2 and the typists in the sections once in one and half a month. The order was issued in E and P.H. ^{dept.} Both C.C.B and E & P.H. ~~are not~~ ^{are} not able to trace that order readily.

For orders whether the remarks of E & P.H. dept. may be invited on the petition in of. 27.11.47

E & P.H. (a)



The Superintendent of State may be consulted in the matter. A draft T.N. is kept below for approval.

RAS
22/12/47
23/12/47

Prior to 1933, ribbons to typewriters were issued to stenographers or typists after check by officers that the ribbons had been used to the fullest extent. There was no scale of supply. In 1933, The Spl. Officer for Sty and Prin fixed detection. The Spl. Officer pointed out that the High Court had laid down as a working rule that ribbon should last for a minimum period of 2 months but in practice allowed only four ribbons per year. The Supdt. of Stationery agreed that the High Court standard was correct which might be laid down as a working rule. He was also of the opinion that the life of a ribbon depended upon the kind of work done on the machine. After an examination of the Spl. Officer's report, Govt. directed that the normal period or for the use of a typewriter ribbon should be considered to be 400 hours. Indenting officers were directed to regulate their demands for ribbons accordingly. and were asked to ~~and should~~ see that ribbons were not discarded prematurely. Subsequently there had been general complaints against this inadequate supply and orders were issued in G.O. No. 248, Finance, dated 10-4-35 empowering the Supdt. of Sty. to supply typewriter ribbons upto a maximum of 8 ribbons a year for a standard machine i.e. at the rate of 1 ribbon for 1 1/2 months. In November 1939, it was pointed out that experience in the then Central Issue Branch ^{of this sect.} showed that the ribbons became faint after use ~~use~~ for about a month though ^{both} the upper and lower surface of the ribbons were used ~~issued~~. On this, orders were issued in G.O. No. 56, dated 12-1-40 sanctioning the supply of one ribbon each month for each typewriter in the Central Issue Branch. On the abolition of the C.I.B., the issue section was formed in this Dept. and one ribbon a month is issued to the typewriters in the issue section with reference to the order cited. In view of the inferior quality of ribbons now supplied, the typists attached to Sections in this Dept. have requested that they may also be supplied with ribbons at the rate of one per month as the volume of work done by them is the same as that done in the Issue ^{Section} ~~Branch~~. The request is reasonable because the ribbons become dry very quickly. The remarks of the E & P.H. Dept. may be invited on the request.

21.1.48. The ribbons now supplied are

R in p 229
g.o 680 7ui
17-10-33
D in p 539

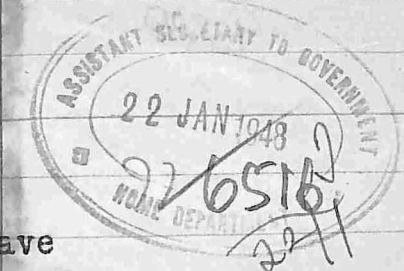
pan 31, p 58

W/pb

prog 4.056 Ecm
12-1-40
(X) X/p7

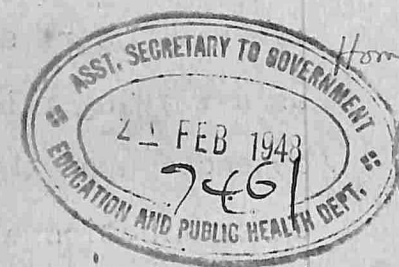
A in p 104
21.1.48

4
[Issued as per 5-1-48]
No. 3623 from the S.O.S. PC of T.Y. No. 1 306/47 89/148
Please see the deals of the S.O.S. on page 5 C.2. The information was called for at the instance of Home Dept. The file may be returned to them and they may be requested to call for G.O. 680 7ui, 17-10-35 and 248 7ui of 10-4-35.
was 19/48
20-1-48
21.1.48 Home
21.1.48
21.1.48
Home Department.
Please see the E & P.H. Dept's note on p.4 ante. The G.Os. referred to in the ^{E & P.H.} ~~Home~~ Dept. have since been obtained and are put up at (f) & (W).



6
 reports the of inferior quality. It seems
 the false economy to use a worn out
 ribbon because there is the tendency of
 the typist to strike the keys hard to make
 the impression visible and he is likely
 to kill on the life of the machine in the
 long run.

19.48 E.P.H.
 E2.



The remains of the Superintendent of Stationery
 may be invited.

1003
 16.2.48
 CWA

18/2/48 Supdt. of Stationery, 7461-1 col.
 18.48

D1-1918/48

Government Stationery Office, Guindy,
 Madras 15 dated 3-3-48

In the circumstances explained above, the ~~same~~ scale
 of supply of one ribbon ~~each~~ month for each typewriter may be
 made applicable to the other sections of the Home Department also.

R. L. Digne
 8.3.48

BM.5/3

for SUPERINTENDENT OF STATIONERY.

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

E.&P.H.C2.

The Supdt. of Stationery is agreeable to the supply of
 typewriter ribbon every month for each typewriter for all the sections
 in the Home Deptt. It appears that a similar procedure should be
 adopted in respect of the other departments of the Secretariat also.

A draft order is submitted.

1003
 18.3.48

19/3/48 Home
 Chief Secy
 J. C.

23222
 12/2/48

1003/461-1 col.
 18.48

HOME U.O.
 802513/481
 23/3



Chief Secy. U.O.
 No. 1553 B/48-1
 24.3.48



In U.O. No. 20340-48-1
 of 25-3-48.



23583

Please see the notes from p. 6 ante.
 The draft order herein may be permitted
 and this file may be passed on to Ch. Secy.
 Sh. 22/3/48
 C. S. Secy. B. Secy.

Seen in Chief Secretariat.

24/3/48

Approved in L.

25.3.48

E.P.H.
 E2

28566
 38/3/48

fin/100

