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Sectt. II-27—60,004—17-11-48.

E.P.H (1948) Department.

Ms. SERIES.

G.O. NO. 823 Edn

Dated 8. 4. 1948

[Despatch Abstract.]

Govt. Press - Proposals for reorganisation of Accounts and Despatch Sections and revision of scales of pay of certain posts. orders passed.

C.F. 32.

In reply, please quote number, date and short title.*

_________________ DEPARTMENT.

Received _________________ Registered _________________

From (Name) A. Lepper Esq.,

(Designation) Superintendent, Government Press,

Post Box ________, (Station) Madras.

Telegraphic Address ________________

ASST. SECRETARY TO GOVERNMENT
29 JAN 1947
EDUCATION AND PUBLIC HEALTH DEPT.

6686
30.1.47

To

The ~~Joint~~ Secretary to Government,
Education & Public Health Department,
Fort St. George.

No. 40/Mis/47 dated 24th January 1947

Sir,

Enclosures ________

Spare Copies ________

* Sub:- Accounts and Despatching sections - Re-organization - Improvement in the present strength.

Ref:- G.O. No. Ms. 576, Edn., dated 14th March 1946.

I have the honour to state that there has been and still is an ever increasing flow of work in all branches of the Accounts and Despatching sections of the Government Press and there is an immediate and imperative necessity for complete re-organization and improvement in the present strength of each section. This was apparent before my deputation as Paper Controller but I find the situation very much worse now and the arrears are mounting up every day in spite of the fact that a number of sections invariably work on Sundays and holidays. The sections to which I refer, broadly termed as "Accounts", consists of the following:-

Accounts (General), Printing and supply bills, Budget and Appropriation, Advertisement and Day Book, Control of Expenditure and Receipts, Establishment, Service Book and Pay Bill, Computing, Store (Paper and Printing Stores), Publication Depot, Forms (Control and Despatch), Gazette, Publication Clerk, Press Papers clerk and Indian Law Reports clerk, Rubber stamp clerk and War Despatch.

With the awakening of labour to its rights and powers, there is not a day which passes without some complaint or other in matters, such as the grant of leave, disbursement of salary, overtime and other allowances, supply of papers, etc. The progressive creation of additional Government offices each of which add to the already increased work in the above sections has been throwing a strain on the staff which has almost reached a breaking point. The position has been made worse by the continued exodus of experienced staff to other offices for bettering their prospects on finding that their chances of promotion in this office are very restricted though at the same time they are asked to shoulder greater and greater responsibilities. I cannot, in justice, stand in the way of their bettering their chances elsewhere. Government will realize the existing seriousness of the situation thus created by such an exodus when I say that out of a total sanctioned strength of 70 of the combined permanent and temporary staff in the various clerical

grades

grades, 16 are acting Service Commission candidates and 25 are appointed under the Emergency provision. None of the various sections can command more than one or two experienced men. An attempt on the reorganization of the various Ministerial sections of the Government Press was made by Mr. Anderson in my absence. In my opinion, it affects but a fringe of the problem. I have no desire to repeat what Mr. Anderson has written in correspondence ending with the issue of G.O. Ms. No. 576, Edn., dated 14th March 1946. 135 (R)

2. In order that Government may have a right perspective of the imperative necessity for the reorganization of the staff to cope with the consequential abnormal increase in work therein, I would request Government to scrutinize sanctions for the creation of various new offices, names of some of which are given below and staff and establishment therefor in connection with the various new schemes of Government

Civil Supplies - Procurement and Rationing - Statutory and Informal, Rice, Sugar, Cloth, etc.
Transport,
Small Savings Scheme,
Paper Control,
Motor Spirit and Tyre rationing,
Motor vehicles,
Fire Services,
Cloth control,
I.W.C.C., etc.

Besides these there are also other indirect activities like "Grow More Food", Post War reconstruction, etc., for which offices have been created. Apart from the supply of regular standardized forms under various groups to these several offices to carry on their day-to-day administration there is a demand for a great volume of printing work and their distribution from the Press. The supply of Ration cards run into many lakhs besides innumerable forms and registers to maintain records in connexion with procurement rationing and other miscellaneous schemes and it is almost by a miracle that the Government Press has been able to get through with them without compaaint or breakdown.

3. In order to meet the demand on the Government Press for different classes of printing, distribution, despatch, correspondence, accounts, etc. work from the various new offices and establishment created for the several new schemes of Government it has but a very small and low paid establishment. As ~~it has~~ for other general increase of work in other sections enumerated in para 1 above as well as for check of bills for the vast amount of printing work done and for work done at private presses, supply of standardized and non-standardized forms for new Provincial offices created to deal with sale and other taxes imposed by Provincial Government and for Road Development (Highways) Department the following temporary staff was sanctioned by Government in G.O. Ms. No. 576, Edn., dated 14th March 1946, pp.35-36 (R)

Clerks	..	2	on Rs 30-55 + 6-8-0 P.A.
Typist	..	1	on Rs 30-55 + 6-8-0 "
Sub store-keeper		1	on Rs 30-55 + 6-8-0 "
Peon	..	1	on Rs 12-17 + 2-8-0 "

is also found to be quite inadequate to cope with the task

3

3

task involved. With the evolution of work connected with every new Scheme and services there will be a proportionate increase in the work of the Government Press and it may be the last affected and yet the work thrown on it is as important as that of other offices if breakdown in programmes is to be avoided.

4. The strength and the pay fixed in every section are very low. This means I am forced to get on with men low paid and heavily worked. I am not therefore able to secure efficient hands and if I get a few, it is only to lose them in course of time by transfers to other offices to better their prospects. For the stability of efficient service the adequacy of staff and its pay should be determined with reference to the volume of work involved. A detailed report on each section is given below:-

5. War Despatch section:- The Press, on account of Civil Supplies, ~~and distribution of commodities~~ and other departments concerned with control and distribution of commodities is now engaged in the printing and clearing of nearly 378 kinds of forms with the units of supplies apread over the whole Presidency with the number of copies in each kind running to many thousands.

As between 1942 and this date, there has been a tremendous progressive increase in the number of copies despatched under different items pertaining to Controls, rationing etc. The total for three months ending in December 1942 was about 14½ lakhs (or 58 lakhs a year) whereas for six months from April to September 1946 was 14 crores. The introduction of cloth rationing involving the printing and distribution of forms in crores will further aggravate the situtaion.

The section has also to devise the most economical method in printing and usage of stationery especially paper. By getting back unused ration cards and pasting slips for fresh use, there had been immense savings to Government but with very heavy labour to the staff of the Government Press. That section of the establishment is already feeling that hard work is being unfairly treated and if it is carried on without dislocation, it is done mostly by threat of heavy penalties. The distribution section is already working on a ~~bxix~~ basis of 43 hours a week and they cannot reasonably be forced to work longer hours. If the work is to go on smoothly with satisfaction to me and Government it could be done only by improving the strength and scales of pay. I propose therefore to divide this section into two, each under a Chief Despatcher assisted by Despatching clerks, Despatchers, etc. with a General Despatch Manager in charge of both the sections for co-ordinating the work and supervision. The details of the establishment with their proposed scales of pay are given below for consideration and sanction by Government.

GENERAL - DESPATCH MANAGER - Rs 125-5-150.

Chief Despatcher (Section I).. Rs 100-5-125.

Clerk 1 on Rs 70-100 + M.H.A.
Despatching clerks on Rs 35-55 - 3
Despatchers (Senior) Rs 28-45 - 6
Attenders - 4.
Peons - 4.

Chief Despatcher (Section II) .. Rs 100-5-125.

Clerk 1 on Rs 70-100 + M.H.A.
Despatching clerks on Rs 35-55 - 3
Despatchers (Senior) Rs 28-45 - 6
Attenders - 4
Peons - 4.

The total will work out as follows:-

P.T.O.

4

			Scale	
General Desp tch Manager	1	..	Rs 125-5-150	1
Chief Despatchers	2	..	100-5-125	
Clerks	2	..	70.100 + M.H.A.	
Despatching clerks	6	..	35-55	4
Despatchers (Senior)	12	..	28-45	9 + 5
Attenders	8	..	19-30 + P.A.	4
Peons	8			3
	--			
Total:-	39			26
Booking clerk	--		60-5-80 (see p 5 below)	

The above consolidated temporary establishment may be sanctioned in lieu of those sanctioned for the purpose piecemeal under different orders as detailed below:-

G.O. No. Ms. 2126, Edn., dated 8-11-46 for 6 months from 1-10-46 to 31-3-47:- p3-4 Ⓚ1 → Removed for another file

1 Despatch Manager on Rs 100/- fixed ✓
4 Despatchers on Rs 28-4/2-36-3/2-45 ✓
4 Despatchers on Rs 15-2/2-25-1/2-28 ✗
2 Attenders on Rs 19-2/2-25-1/2-30 + 2½ ✓
2 Peons on Rs 12-17 + 2½

13

G.O. No. Ms. 2429, Edn., dated 20-12-46 for 6 months from 12-11-46. Ⓐ ← ibid

3 Despatchers on Rs 28-4/2-36-3/2-45 ✓
1 Attender on Rs 19-2/2-25-1/2-30 + 2½ ✓
1 Peon on Rs 12-17 + 2½.

p5-6

5

G.O. No. 1887, Edn., dated 30-9-46 for six months from 1-9-46. p4 Ⓒ

3 Despatch clerks on Rs 35-4/2-55 ✓
1 Despatcher on Rs 28-4/2-36-3/2-45 ✓
1 Attender on Rs 19-2/2-25-1/2-30 + 2½ ✓

G.O. No. Ms. 1757, Edn., dated 12-9-46 for 1 year from 1-9-46. X p3-4 ⑦ Removed by [illegible] in [illegible] file (C.No. 15470/47)

1 Despatching clerk on Rs 35-4/2-55 ✓
1 Despatcher on Rs 28-4/2-36-3/2-45 ✓
1 Despatcher on Rs 15-28. ✗

6. The volume of work to be divided as between these two sections is detailed below. Fresh items of controls and other miscellaneous jobs must be expected to add fresh work to the section as a whole. With each additional work the question of increasing the establishment should be considered and orders issued. The number of currents received for disposal in the month of September was 1835 working out an average of nearly 70 per day which have to be shared between these two sections.

	No.of kinds.	No. of copies.	No.of units.
Civil Supplies ⅞ Rationing -			
Statutory area - Rice and bread	201	84,77,250	286
Informal - Rice ..	9	23,14,550	58
District Wide rationing - Rice	69	29,00,925	24
Firewood and kerosene oil	105	8,91,815	6
Sugar	29	12,33,500	1
Cloth*	5	9,88,00,000	10

*Since introduced will expand.

	No.of kinds.	No. of copies.	No.of units.
Controls-			
Hoarding and Profiteering, Grain Purchases, Paddy and Rice Procurement, etc.	62	13,83,561	39
Procurement (Maize, etc)	13	19,55,790	12
Meat Movement, Meat Dealers, Food Grains, Drugs, Cotton, Yarn, Tyre, cloth, Paper, Motor Spirit, Wheat, Tea, etc.	36	4,45,855	151

5

4

	No.of kinds.	No.of copies.	No.of units.
Government Mtor Vehicles.-			
Forms and Registers	21	57,364	24
Defence of India Rules.-			
War Evacuees, R.A.F., C.P.F., P.W.R., Agreement, Land Acquisition, C.S.Transport, Fire Services, Military, etc.	24	22,19,739	50
Small Savings Scheme-			
Madras Province and States	27	76,914	27
Post-War Reconstruction-			
Pamphlets ⅞ Release and Resettlement "For You" - Five year plan of Madras Government, etc.	12	5,41,000	120
Director of Information & Publicity- Pamphlets -			
Save the cereals ...	5	13,60,000	1600
Wheat recipes ...	4	13,50,000	29
Simple Food Recipes ...	4	27,000	2
Food Administration ...	5	43,000	27
Maize ...	5	14,20,000	75
Periodicals-			
Zonal Scheme ...	1	100	26
I.W.C.C. ...	1	1,800	1
Ind.Com. ...	3	700	26

7. It is with the above background that an assessment of the increase in the despatch work by rail (both parcels and goods) involving booking through several lines of over fifteen crores of forms of various kinds to the different places in the Presidency has to be made. It is no mean task for a man to attend to this arduous work of great responsibilities if satisfaction is to be had both in the matter of urgency and correct despatch and loss and inconvenience to Government avoided. The official employed on this work has to be conversant with all the Railway booking rules with rates in force on the railways and be on duty without any limit to the total hours of work in a day he has to be engaged therefor. As such he should be decently paid for the work. I would therefore press for the creation of a post of a Booking clerk on a scale of pay of Rs 60-5-80 which I consider most modest under the circumstances.

8. Service Book (Establishment) and Pay Bill sections.- Of these two interdependent sections, the former is solely responsible for (1) the maintenance of about 1800 service registers and rolls, (2) Check of leave memos and leave accounts and registers and certification of leave admissibility under the various classes of leave rules about

234	coming under	Simplified Leave Rules
443	"	Fundamental Rules
471	"	Madras Leave Rules
552	"	Government Press Employees' Industrial Leave Rules
1700		

besides Hospital Leave, ordinary and Special casual leave and leave admissible to members of Day Extra and Contingent establishment numbering 120, (3) check of attendance registers, preparation of statements monthly and supplementary absentee [illegible] and statements of permanent

changes

changes (4) maintenance of all registers under the Factories and Payment of wages Act and preparation of all reports and returns connected therewith (5) Maintenance of registers and records connected with all Establishment Returns including Number statements for Budget (6) Maintenance of records for the preparation of increments Certificates both in respect of those requiring pre-audit and regular cases for continuous service (7) Disposal of enormous petitions from the employees and outsiders on all nature viz., appointments, serniority, promotion, leave, pay disbursement, transfer, punishments and appeals thereon, Pension, etc. (8) Maintenance of Establishment and seniority list and preparation monthly and as and when ordered of orders of posting and promotions of all sections (9) Periodical compilation of lists of vacancies and seniority list for transfers, postings and promotion and finally (11) Dealing with a good volume of general and special correspondence on Establishment matters from Government and other departments of Government and other Government officers relating to the conditions of service, leave, emoluments, etc.

To cope with the abovementioned voluminous as well as intricate classes of work, the section has only a strength of 9 clerks under the * following grades of which 3 only are permanent and the remaining acting Service Commission candidates and those appointed under the Emergency provision and 3 warehousemen and 1 despatcher of the following grades. With a view to the expeditious despatch of work in this section and at the same time with as much efficiency as possible, I propose to bifurcate the section into two each to be responsible from recruitment to the preparation of pension papers of the staff of the departments noted against each:-

Establishment Section A.	Establishment Section B.
Accounts, Composing (Machine and Hand composing) Reading, Despatching, Day-Extra and Contingencies, General and Paper Store and Publication Depot.	Branch Supervision, Press & Machine, Binding, Electrical and Mechanical and Foundry and Factories and Payment of Wages Act.

	Permt.	Tempy
*Clerk Rs 70-100 + M.H.A.	-	1
Clerks 55-70 + P.A.6-8-0.	1	1
Clerks 30-55 + P.A.6-8-0	5	1
Warehousemen Rs 28-45	2	-
-do- Rs 15-28.	1	-
Despatcher Rs 15-28.	1	-
	10	3

The following staff is the minimum requirements for each of the above two sections to cope with the enormous and heavy work involved. The two sub sections will be in charge of an Accountant on Rs 85-120, a post of which is also to be created.

	Scale of pay. Rs	Strength.
1 Upper division clerk I Grade	70-100 + M.H.A.	1
2 " clerks II "	55-70 + P.A.	2
2 Lower division clerks	30-55 + P.A.	2
2 Attenders	19-30 + P.A.	2
2 ~~3~~ Warehousemen	28-45	2
Acct.	85-120	

13/5

9

Pay Bill section.- This section is the most overworked. There is not a holiday which passes without the clerks of this section working that day at home and in office. The intricate and laborious calculations involved in the preparation of pay and overtime bills to nearly 1800 employees has been further increased with the sanction of several additions to pay like Dearness Allowance, House Rent allowance and other temporary additions such as interim relief, etc, the eligibility of each additional remuneration has to be calculated with reference to the number of days present and each calculation ~~xxxx~~ is interdependent on the other. In order to determine Dearness allowance the pay with overtime has to be taken into consideration. The number of bills with a good number of individual claims prepared in a month are ever on the increase. The total in September was 179 in October 123 and in November 178.

The present strength of the section consists of-

	Permanent.	Temporary.	Total
Clerk on Rs 70-5/2-85-7½/2-100 + M.H.A.	-	1	1
" 55-5/2-70 + P.A. Rs 6-8-0	1	-	1
Clerks on 30-3/2-45-2/2-55 + P.A. Rs 6-8-0	4	1	5
			7

I propose to bifurcate this section also into two sub sections
B and the work distributed on the same lines as the Establishment
the matter of the preparation of all claims relating to the
allotted to each.

The following is the minimum staff required for each of the two sub sections to cope with the work and without unduly overworking the staff as is the case now. The two sub sections will be in charge of an Accountant on Rs 85-120, a post of which is also to be sanctioned.

1. Clerk upper division I Grade on Rs 70-100 + M.H.A.		1
2. -do-	II " 55-70 + P.A.	2
3. Clerk, lower division on Rs 30-55 + P.A.		2
4. Attenders on Rs 19-30	...	1

9. Accounta - (General).- This is the most important section of the administrative branch of the Government Press. The section is divided into the following sub sections under the direct control of the Accountant on Rs 85-120 + M.H.A.

Sub-section-	Existing staff. Scale of pay.	Strength.
Accounts (General) - Procedure and sanctions of all nature except Establishment -		
Budget and Appropriation, Audit and scrutiny of all claims of common nature pertaining to more than one section, Control of expenditure and receipts, check of register of valuables and Cash book, Check of contingent registers.	Clerk upper division II Grade	1
	Peon Rs 12-17 + P.A.	1
Bills section -		
Supply bills of stores (General, Printing and contingencies), Private Press printing bills, check and scrutiny of tenders - Scrutiny of all claims payable by other Government Departments other than for printing work at Government Press - Maintenance of classified list of claims and payments for printing work done at private presses for all Government Departments, Refunds.	Clerk upper division II Grade	1
	Clerk lower division	1
	Peon Rs 12-17 + P.A.	1
Advertisement clerk-		
Advertisement register (Private and cost recoverable offices), Advertisement bills and recovery thereof, correspondence connected with all advertisements, Register of valuables and drawal of receipts for all cash transactions relating to Central Press. Writing up of Classified Cash book for periodical remittances, Refunds of advertisement charges, Waste paper, etc.	Clerk lower division	1
	Peon Rs 12-17 + P.A.	1
Day Book clerk-		
Preparation of all cost recoverable printing bills (official and local bodies) and watch recoveries thereof, Maintenance of registers relating thereto. Check of advertisement bills check of receipts with chalans and maintenance of registers thereof for transactions that pass through the Treasuries and Sub Treasuries throughout the Presidency, Check and scrutiny of statements of Secretariat Press Receipts in all the Treasuries and Sub Treasuries and preparation of Alteration Memoranda and watch their adjustments. All adjustments through book transfer by the Accountant-General and correspondence relating thereto.	Clerk upper division II Grade	1
	Peon Rs 12-17 + P.A.	1

The work in the above sub sections is too heavy and onerous to be managed with the existing staff without falling into heavy arrears. Day book and Advertisement sections are to be reorganized and augmented with better paid staff to improve the tone of the administration and avoid many of the audit objections both in the pre-audit and Test audit. I hope that with the addition of the following staff, I can put these sections in a good working order.

Upper division clerk I Grade on Rs 70-100 + M.H.A. .. 1
-do- clerks II " on Rs 55-70 + P.A. .. 2

10. Gazette clerk, Law Reports clerk, Rubber stamp clerk, Publication clerk and Press Papers clerk.-

These are independent seats each of which is now in charge of a lower division clerk, the Gazette clerk alone having now been given the assistance of a temporary lower division clerk.

Of the above the duties of the Gazette clerk, Law Reports clerk and Rubber stamp clerk are the most onerous and subject to audit. If loss to Government and complaints from the public are to be avoided which are too numerous nowadays and which are not of a routine nature to be entrusted to junior clerks as may be seen from the nature of the work attached to thse posts briefly detailed below, increased staff is essantial. The work of Publication clerk and Press Papers clerk has also increased to such an extent that unless all the seats are amalgamated and put in charge of a senior officer, the work will continue to suffer and efficiency to further ~~to~~ deteriorate.

11. Gazette clerk- (1) Maintenance of distribution registers corrected up to date for officials (including members of the legislatures) cost recoverable officers and subscribers in the last case of which remittances towards fresh subscription or periodical renewals by money orders, Bank drafts and chalans are to be watched and noted and their receipt acknowledged, the weekly units of distribution being 1500 for subscribers and 3000 for officials on the average.

(2) Arranging for supply of back issues, preparation of address labels for printing, weekly checking and sorting of these labels with the distribution register for pasting on wrappers to be further checked and counted to tally with the relevant part or parts of the Gazette before handing them over to the Binding department for packeting and periodical additional work of the same nature for issues of Gazettes Extraordinaries - there are many weeks in a year in which this work alone engages the clerk for three days as well as holidays.

(3) Determination of stamps to be fixed according to the weights of the packets which will differ from week to week depending upon the weight of various parts of the Gazette and maintenance of service postage stamps account thereof, Preparation of supply bills for cost recoverable officers and maintenance of day book thereof and watch their adjustments.

(4) Weekly issue of strike orders for all parts of the Fort St. George Gazette to be printed for the week for distribution and stray sales at the Publication depot.

(5) Responsible for all correspondence with subscribers, officials and would be subscribers, the volume of which itself is such as to occupy one whole-time clerk's post of average ability for 3 days in a week. - This section has an attender on Rs 19-30 + P.A.

12. Law Reports clerk-

(1) Distribution including supply of back issues of monthly issue of Indian Law Reports to Madras officials including High Commissioner for India and Burma officials and

subscribers

subscribers including the officials of other Provinces (the number of copies so distributed are 1650).

(2) Preparation of address labels as ~~per~~ for Gazette clerk.

(3) Maintenance of day-book of claims against subscribers, enlistments of new subscriptions and preparation of bills for supplies to all cost recoverable officers and watch their settlement. Preparation of monthly statement for the copies despatched. Maintenance of service postage stamp account, invoice books, Ledger for current issues, Ledger for old issues and Day book of cash sales up-to-date.

(4) Attending Mount Road Branch on all Saturdays to enter the cash sales etc on the ledger, taking stock of Indian Law Reports at the end of every year and comparing with the stock register.

(5) Preparation of statements for the following for the annual accounts to be audited:-

Statement of total receipt and expenditure,
Statement of receipts and issues of Indian Law Reports and Index,
Statements of charges incurred for stationery, printing, binding and postage.

(6) Maintenance of proper record besides complete correspondence.

This section has a peon on Rs 12-17 + P.A. Rs 2-8-0.

13. Rubber Stamp clerk.

(1) Scrutiny of indents for rubber stamps both for repairs and new ones received from all officers in regard to their eligibility, the nature of supply admissible, etc and maintain the orders for rubber stamps and their disposals.

(2) Preparation of indents for each requisition and for manufacture by the rubber stamp section or the Lino section if the manufacture of lino slugs is more economical.

(3) Periodical inspection of job, lino and casting departments for expediting the manufacture and checking of proofs. Despatch of rubber stamps so manufactured or repaired involving the preparation of invoices and watch their acknowledgments.

(4) Maintenance of separate accounts for stamps manufactured for cost recoverable offices and submit particulars of claim to be preferred for the manufacture of the stamps, the cost of various materials, packing and postage charges incurred therefor, for recovery by the Accounts section. Preparation of statements of all these manufacture and materials and production for the costing account of the department.

(5) Complete correspondence.

This section has a peon on Rs 12-17 + P.A.

14. Publication clerk.-

(1) Distribution of all Government publications such as Bills and Acts, Codes and Manuals and Rules and correction slips thereto, Establishment lists, (Annual, half-yearly and quarterly), Annual and Administration Report and other priced and unpriced publications according to the sanctioned distribution lists among the various officials, non-officials and free distribution and supply of publications on requests from officials with reference to the rules in the Printing Manual.

(2) Maintenance of all such distribution lists corrected up-to-date and attend to the numerous correspondence connected therewith with the Government and too many numerous officers to be mentioned here. The volume of correspondence and distribution has increased to such an extent that not a day passes without any complaint not possible of being obviated.

This section has a Despatcher on Rs 15-28.

15. Press Papers clerk.-

(1) Distribution of all Press Communiques and Papers placed at the disposal of the Press including administration reports and Budget Publications and the preparation of checking of address labels therefor.

(2) Distribution of Proceedings and Agenda of Madras Legislative Assembly and Madras Legislative Council.

(3) Enrolment of subscribers for all the above and maintenance of connected registers and accounts for the distribution of the above including stamp account.

(4) Attending to all correspondence involved regarding the above item of work.

This section has a peon on Rs 12-17 + P.A. Rs 2-8-0.

With a view to give relief to the above clerks and to have effective control to improve the efficiency in the discharge of their duties, the following additional staff is required to be supervised by an upper division clerk I grade on Rs 70-100 + M.H.A.

Two upper division clerks II grade on Rs 55-70 + P.A.
Two attenders on Rs 19-30 + P.A.

16. General Stores.

This section stocks all kinds of paper, stores and spare parts relating to Printing, Binding, Type Foundry, Mono, Lino, Hand composing and Despatch sections. This section is most important for the running up of a Press as it has to supply all kinds of materials and paper required by each department. The materials and paper required for the above purpose are obtained in the following manner.

(1) By annual indent on the Director-General of Stores, Blackpool, England for all English goods and spare parts required for all machines after ascertaining from each department of the Press the requirements of the year (about 1000 items).

(2) By Stationery annual indent on the Superintendent of Stationery, Madras for stationery articles and papers (about 250 items).

(3) By annual tender system (now wuarterly) for the purchase of goods manufactured in India (about 500 items).

(4) By indent on the Indian Stores Department, New Delhi for Textiles and other goods.

Receipts.

All goods and spare parts received on Home indent from the Director-General of Stores should first be entered in the Home invoice book with all particulars, i.e., values, manufacturers' name, etc (about 1500 entries) and then in the receipt books. Before granting receipts the goods should be checked with the Packing account, one copy of which should be returned to the Director-General of Stores duly acknowledged. Further the triplicate copies of the Import delivery certificates should also be acknowledged and sent to the Presidency Port Office for every consignment received by sea.

All stationery articles received from the Superintendent of Stationery, Madras are also to be checked and receipts granted. Similarly for all articles received from the contractors received on annual and quarterly tenders receipts should be granted after verifying the quality and quantity. The above receipts are posted in various bin cards. The drawing of receipts and posting the

same in bin cards come to nearly 7500 entries.

Stock verification.-

The stock of all stores and papers is verified by an outside expert appointed by Government annually for which arrangements should be made without hindrance to the working of the Press.

Issues.-

All articles (paper being dealt with separately) stocked are issued to departments on indents passed by the officers of the respective departments. Such of the articles which are indented for but not stocked are obtained from contractors after calling for quotations and issued. The issues are posted in the bin cards. Binding materials issued to binding department are posted in ledgers separately for Central, Cost recoverable and other Provincial offices and accounted for separately and valued. The entries in this respect come to nearly 25,000.

Verification of bills.

Bills received from contractors and suppliers are verified with the bin cards as to the correctness of the quantity and quality and passed on to Accounts section after furnishing a certificate for payment.

Correspondence.- Very heavy correspondence in respect of supplies received or yet to be received is to be attended to promptly.

Annual Report.- Figures in respect of ~~received~~ receipts, issues, stock on hand and expenditure of different departments, Budgetwar have to be furnished annually.

Unserviceable stores and auction.- Articles returned to stores as unserviceable while indenting for fresh ones are accounted for separately and kept aside for auction once in two or three years.

Auction.- Articles should be arranged by weighments and counting for auction with reference to the unserviceable register, catalogues prepared and distributed to various businessmen and auction conducted.

Paper obtained from Stationery office.- Requisition slips based on the annual indent are prepared twice a week according to the consumption in the Press and taken by a warehouseman of this office to Stationery Office for getting the supplies. Supplies in bales or loose when received in the office are opened quantity and quality verified and stocked in the godowns for regular issues to sections, i.e. Press and Machine, Binding, Despatching, Type Foundry and other sections.

Paper stocked in the godown are periodically shifted to avoid damage by white ants and daily supervised. Lump sum issues are made to the damper's room for piecemeal issues to departments on printing order dockets or requisition slips as the case may be. Monthly stocks are verified with reference to receipts and issues made and discrepancies if any rectified then and there.

Issues in Damper room.- Piecemeal issues are made on Printing order dockets in respect of standard forms received from departments for feeding the machines. The quantities noted therein are checked with reference to the number of copies mentioned and correct quality issued. The issues are posted in the Day-book of issues maintained budgetheadwar and totalled monthly for posting ~~in~~ in the General issue ledger.

On strike orders for non-standard jobs quality of paper is prescribed and quantity worked out and issued.

Spoilage book.- Paper spoilage on machines are returned to this section which are accounted for separately and fresh sheets issued.

Proof papers.- Papers for pulling proofs are also issued by this section to composing departments on indents. Papers for binding work are also issued from this section and separate accounts are maintained for each department for purposes of Annual Report. This section prepares monthly statements of receipts and issues and verifies the stock with the Godown issues. The spoilage papers have to be cut into convenient sizes for issue on small jobs.

Valuation of printing order dockets.- All dockets relating to Cost recoverable and Central departments are valued then and there and sent to Accounts for recovery purposes either monthly, quarterly or half-yearly.

Distribution of the above work among the staff.-

General Store:-

Warehouseman on Rs 30-50. Draws receipts for all store articles about 1500 items monthly. Posts them in bin cards (Receipt side) Requisition slips or indent from Departments for store articles are posted by this warehouseman about 2500 items. On the issue side for every item of posting the balance should be struck and posted in the respective column. Verifies supply bills by noting on them respective G.R. Nos. and corresponding supply bill No. in the G.R.S. to avoid double payment. Furnishes certificate of verification. Arranges store articles for stock-taking. Draws receipt for unserviceable articles returned by departments along with requisitions and posts them in the ledger. Arranges for auction sale. He is assisted by one warehouseman on Rs 15-30, one attender on Rs 19-30 and one peon on Rs 12-17 for attending the physical side of the work in respect of articles received and issued.

Paper Sub store:-

Warehouseman on Rs 30-50. He is in charge of the Damper room(Issue room) for papers only. He should scrutinize the quantity of paper noted on the dockets so far as standardized forms are concerned and issues the correct quality noted therein. As regards non-standardized forms he has to prescribe the quality of paper and quantity according to the number of copies mentioned in the strike order. Posts the issues in the Day-book of issues. Issues good paper for the spoilages returned by Machine departments, and enters the same in the Machine spoilage book for submission to Superintendent. Takes his stock of paper from Paper godown for piecemeal issues. Verifies his stock monthly and furnishes figures to the storekeeper for reconciliation with Paper godown books. He is assisted by four warehousemen on Rs 15-30 and two peons on Rs 14-8-0. 4

Paper Accounts.-

Warehouseman on Rs 30-50. He is to maintain Paper ledgers, posts figures from several day books into ledgers. Values Printing order dockets after issues and sends them to Computing section for sending monthly, quarterly and half-yearly bills to Central and Cost recoverable offices. Reconciles the monthly stock figures of paper. He is assisted by one warehouseman on Rs 15-30 and two peons.

Outdoor work.-

Warehouseman on Rs 30-50. Makes out requisitions (for paper supplies) on the Superintendent of Stationery and goes to Stationery Office twice weekly to arrange for the supplies through Stationery Office lorry. Watches the receipt of paper in this office according to the acknowledgment furnished by him in the Stationery Office. Brings all rationed articles such as firewood, etc.

Paper Godown.-

Sub Storekeeper on Rs 30-55 (Temporary).- He is in charge of Paper issue godowns. It is here that all kinds of paper required are stocked. He should account for all papers received from Stationery Office and issue to Damper room. He should verify the paper stocks monthly. He should have big size papers cut into required sizes and send them to damper room for issue to machine department. He should invariably watch his stocks from being attacked by white ants and shift the stocks periodically to avoid damage. He should arrange for the return of packing materials such as bale planks, hoop iron, etc. to Stationery Office. He is assisted by two warehousemen on Rs 15-30 and seven coolies.

Supervision.-

Store-keeper on Rs 70-100. He is in charge of the whole Store section. He is assisted by a clerk on Rs 30-55. Under his supervision and orders the whole section is working and every issue and receipt accounted for. He is responsible for the correct accounting of stocks, etc.

The present staff has for a long time been found inadequate to cope with the ever increasing work in this section. They have been carrying on only somehow or other with no satisfaction to me. The abnormal progressive increase in the printing and despatching work detailed in the foregoing paragraphs has automatically unhinged the smooth working of the store section. The nature of printing work being received nowadays is all rush work to be immediately attended to failing which the several schemes of Government could not be carried out according to programme not to mention the productive loss to Government if any department of the Government Press is kept idle for want of any material. This cannot be allowed to continue in the interests of public service. There is no item of work in this section which is not in chronic arrears but at the same time I cannot take any disciplinary action knowing as I do of the abnormal increase as well as the quality of the staff engaged thereon. When the question of the periodical and annual stock-taking and the submission of figures of cost of supplies for the various cost recoverable jobs for the preparation of bills as well as for advance estimates and annual report arises, I am always in a dilemma as to how to get them from the already overworked and low paid staff. I therefore propose to split the store into (1) General printing materials stores, and (2) Paper stores to man which the following minimum staff is required to carry on the work with efficiency if loss to Government is to be avoided.

Existing staff

1 . 30-50
1 m . 15-30
1 19-30
peon 12-17

Paper store.

1 Storekeeper - Rs 70-100 + M.H.A. with a security of Rs 500/-. ✓
1 Sub Storekeeper - Rs 55-70 + P.A. ✓
1 Warehouseman - Rs 50-4-70
1 " Rs 30-4-50
3 Attenders - Rs 19-30 + P.A.
6 Coolies - Rs 14-8-0.

Damper Room for standardized forms.

30-50
4 15-30
2 14-8-0

1 Warehouseman - Rs 50-4-70
1 " - Rs 30-4-50
2 Attenders - Rs 19-30 + P.A.
2 Coolies - Rs 14-8-0.

Damper room for the High Court work - G.Os. and Council Proceedings.

1 Warehouseman - Rs 50-4-70
1 " - Rs 30-4-50
2 Attenders - Rs 19-30 + P.A.
2 Coolies - Rs 14-8-0

14

Printing materials stores.-

1 Storekeeper - Rs 70-100 + M.H.A. with a security of Rs 500/-
1 Clerk - Rs 55-70 + P.A.
2 Warehousemen - Rs 50-4-70
1 Warehouseman - Rs 30-4-50
2 Attenders - Rs 19-30 + P.A.
4 Coolies - Rs 14-8-20.

The above two stores will be in charge and supervision of a General Storekeeper whose pay may be fixed at Rs 125-5-150 with a security of Rs 1,000/-.

17. Publication Depot.

The increase of work in the Publication Depot at Mount Road under every item has become so abnormal as to brook any further delay in its re-organization. Complaints of delay in supplies and arrears in accounting have become chronic.

The functions of the Depot are:-

(1) Sale of publications, both Provincial and Central at the counter, despatch of publications to the indentors from mufassal on advance payment (by postage stamps, cheques, money orders or treasury receipts) and by V.P.P. Supplies to Provincial Administrations including States and Offices of Central Government on bill of cost.

(2) Distribution on indent of Provincial publications to Members of the Provincial Legislatures and stray supplies to Provincial officers as and when required other than regular supplies, also to the India Office.

(3) Stocking of Central Government Publications of importance including Government of India Gazettes and Control orders, etc and maintaining ledger stock and sale accounts nd also rendering annual accounts to the Manager of Publications, Delhi.

(4) Maintaining ledger accounts of all Provincial Publications innumerable in number intended both for sale and for official use including Electoral rolls, Fort St. George Gazettes and Indian Law Reports. Periodical internal check is to be exercised for the purpose of maintaining regular flow of stocks and for replenishing publications that run out of stock after obtaining sanction of Government for reprinting. These reprints necessarily involve the removal from stock of superseded publications a list of which is prepared every quarter for obtaining orders of Government.

(5) Arranging for annual stock-taking at the close of the official year and consequent preparation of stock lists of all publications together with Excess and Deficiency statement for obtaining orders to open new ledgers with stock balances.

(6) Compilation of figures under different categories for annual report under the costing system.

(7) Maintenance of accounts of University Publications stocked for sale.

(8) Preparation of half-yearly catalogue of Government publications as also monthly list of new publications received.

(9) Maintenance of various accounts books such as Register of valuables, Cash book, various receipt books for remittances ~~r~~ received, Invoice books for mufassal despatches, Day books of sales by V.P.P. and on credit, and ledgers both for Provincial and Central Publications.

(10) Attending

9 15

(10) Attending to a huge volume of correspondence including furnishing of information to numerous enquiries both at counter and by post regarding the availability of publications and their price.

~~3~~. It may be seen from the volume of work in 1945-46 as compared with 1940-41 that the increase is 100% under all items, so much so, any further delay in the re-organization of this branch will ~~b~~ only result in complete breakdown.

	1940-41.	1945-46.
No. of money orders received ..	5,839	9.660
Items of remittance of postage stamps	2,280	4,728
Items of money order returns ..	660	2,075
Cash book entries ..	1,65,600	4,22,464
No. of receipts granted on account of remittances and local sales ..	19,200	43,728
No. of letters received and disposed off	12,335	19,268
Despatches on account of advance remittance and V.P.P. ..	10,200	18,885
Invoices written up ..	5,300	10,700
Bills issued	1,200	1,800
Stock value of publications ..	Rs 3,85,101	Rs 4,39,501
No. of items of publications ..	9,688	13,395

Yes ok
30-11.

With a view to efficient administration of the Publication Branch, I propose to re-distribute its entire work grouping same into four sub-sections (evenly allocating the work) each of it under the charge of an upper division clerk and the Branch under the charge of a Non-Gazetted Assistant on Rs 200-10-250 replacing the Publication Storekeeper. The duties of the Officer in immediate charge of the Publication Branch are so onerous and arduous that the creation of this post in place of the existing post of Publication Storekeeper on Rs 55-70 is a necessity if Government require to discharge the function of a Government Publication Depot to the satisfaction of the public. He is the custodian of the entire stock of publications and responsible for their proper arrangements and checking of their receipts and issues. He has to exercise control over the entire staff and general supervision of the Depot as a whole. For the internal check of various cash and stock accounts an upper division clerk on Rs 55-70 plus P.A. is now being deputed from the Central Press. This clerk is not able to cover even a fraction of the various items over which check is to be exercised due to the alround heavy increase. Concurrent internal check of all the ledgers and cash transactions and various works connected with stock returns, superseded lists, etc. is a necessity. I therefore propose the creation of the post of an Accountant on Rs 85-120 to be assisted by an upper division clerk on Rs 55-70 + P.A. for this work.

K

Proposed re-distribution of work.

I. Sales section.-

Present strength.	Establishment proposed.
2 clerks on Rs 30-55 + P.A. (One clerk attending sales has furnished a security of Rs 300/-	1 Upper division clerk on Rs 55-70 + PA
1 Peon on Rs 12-17 (temporary).	2 Lower divn clerks on Rs 30-55 + P.A.
1 Despatcher on Rs 15-28	3 Sales Attenders on Rs 19-30.
2 Attenders on Rs 19-30 (one temporary).	3 Warehousemen on Rs 28-45

II. Indent section.-

1 clerk on Rs 30-55	1 Cashkeeper on Rs 55-70 + PA.
1 Assistant cashkeeper on Rs 30-55. (Has furnished a security of Rs 500/-	2 Lower division clerks on Rs 30-55 + PA
1 Warehouseman on Rs 15-28	2 Warehousemen on Rs 28-45
2 Peons on Rs 12-17	2 Despatchers on Rs 28-45
	3 Peons on Rs 12-17.

III. Stock

III. Stock section.

Present strength.	Establishment proposed.
2 Clerks on Rs 30-55	1 Upper division clerk on Rs 55-70 + P.A.
1 Warehouseman on Rs 28-45	2 Lower division clerks on Rs 30-55 + P.A.

IV. Information & Despatch section.

1 Clerk on Rs 30-55	1 Upper division clerk on Rs 55-70 + P.A.
1 Typist on Rs 30-55	2 Clerks on Rs 30-55 + P.A.
1 Warehouseman on Rs 15-28	1 Typist on Rs 30-55 + P.A.
2 Attenders on Rs 19-30 (one temporary).	2 Warehousemen on Rs 28-45
3 Peons on Rs 12-17.	2 Attenders on Rs 19-30
	1 Despatcher on Rs 28-45
	3 Peons on Rs 12-17.

18. In conclusion I furnish below the net effect of my above proposals in regard to the number of posts to be created and those to be abolished which I would request Government to sanction at an early date so that the work in the Government Press may be carried on smoothly.

Designation.	Scale of pay.	Posts to be created.		Posts to be abolished.	
		Permanent.	Temporary for 3 years	Permanent.	Temporary. Net Total
	Rs				
Madras Ministerial Service.					
Non-Gazetted Assistant	200-10-250	1	-	-	-
Storekeeper ..	125-5-150	1	-	-	-
Accountant ..	85-5/2-90-7½/2-120+MHA	3	-	-	-
Upper division clerk Gr.I.	70-5/2-85-7½/2-100+MHA	7	2	-	2
-do- ..	II. 55-5/2-70 + P.A.	15	-	-	1
Lower division clerk	30-3/2-45-2/2-55 + P.A.	-	-	-	4
		27	2	-	7
Govt.Press Subordinate Service.					
General Despatch Manager	125-5-150	1	-	-	-
Chief Despatchers	100-5-125	-	2	-	-
Despatch Manager ..	100/-	-	-	-	1
Warehousemen ..	50-4-70	5	-	-	-
-do- ..	30-4-50	4	-	-	-
-do- ..	28-4/2-36-3/2-45	8	-	4	~~1~~
-do- ..	15-2/2-25-1/2-28	-	-	11	-
Despatch clerks ..	35-4/2-55	-	6	-	4
Despatchers ..	28-4/2-36-3/2-45	3	12	-	9
-do- ..	15-2/2-25-1/2-28	-	-	2	5
Booking clerk ..	60-5-80 35-2-55 EB-1-65	1	-	-	-
		22	20	17	19
General Subordinate Service.					
Attenders ..	19-2/2-25-1/2-30 + P.A. -24-1-32 1/2 (A)-35	19	8	-	6
Inferior Service.					
Peons ..	12-17 + P.A. 16-1/2 (A)-25	1	8	5	4
Contingencies.					
Coolies ..	14½	7	-	-	-

19. The

19. The proposals in regard to the scales of pay of the Ministerial establishment are based on the present classification of the Government Press as a "B" class and have to be correspondingly revised as those applicable for an "A" class office under which the Government Press is entitled to be classified for many reasons, some of which are narrated below:-

(i). It is an independent single unit office on a Provincial basis for all purposes of administration as a sêrvice department.

(ii). The nature and quality of work expected of its Ministerial establishment is not of a routine nature.

(iii). None of the members of the establishment can do justice to the work allotted to him unless he is thoroughly conversant with the technical aspect of the working condition of the Government Press.

(iv). Almost every seat is independent in itself and intertransfers are not possible unless every member of the staff is conversant with the various classes of ordinary service and leave rules, as well as special leave and overtime rules applicable to the Government Press, besides the general as well as special account procedure.

(v). Commercial system of accounting procedure and

(vi). Costing system of accounts specially applicable to the Government Press Printing Industry.

20. The nature and standard of efficiency expected of each member of the establishment is such that any slackness will involve avoidable financial loss to Government in many directions inasmuch as the Government Press though a service department for Provincial offices is a quasi-commercial concern in many directions from printing and scrutiny of all claims on account of printing and binding work done at private presses, recovery of advertisement and printing charges from the public, local bodies and Central, Postal and Military offices to recovery on account of Gazette, Indian Law Reports and Press Papers to innumerable Government publications. There is not a seat where there is no monetary transaction involved - the main Accounts section made up of (a) General, (b) Printing and supply bills, (c) Advertisement, (d) Register of valuables and Cash book, (e) Day book, (f) Budget and Appropriation and (g) Control of expenditure section, (2) Establishment and Service Book responsible for (i) The maintenance of about 1800 service registers and rolls, (ii) check of leave memos, leave accounts and registers and certification of leave admissibility under the various classes of leave rules applicable to 1800 employees (234 coming under Simplified leave rules, 443 under the Fundamental Rules, 471 under the Madras Leave Rules and 552 under the Industrial Employees Leave Rules, besides Hospital leave, ordinary and special casual leave and leave admissible to the members of the day-extra and contingent establishment numbering about 120), (iii) check of attendance registers, preparation of monthly and supplemental absentee statements of a huge number of absentees and permanent changes, (iv) maintenance of all registers under the Factories and Payment of Wages Act and preparation of all reports and returns connected therewith, (v) preparation of a large number of pension papers, (vi) replies to a good volume of petitions on all matters from the employees as well as from Government and other departments of Government and other Government offices on conditions of service, leave, emoluments, etc., (3) Pay Bill section responsible for the preparation of about 150 bills (both in respect of pay and allowances and overtime) in a month involving all kinds of intricate and voluminous calculations as well as the application of all kinds of service and leave rules, (4) Forms (Control and Despatch) - scrutiny of indents and issue of print orders for all the units of indent throughout the Presidency as well as for cost recoverable Government offices and local bodies, (5) Gazette (distribution) involving the maintenance of subscription and free distribution registers and accounts and issue of strike orders, (6) Press Papers distributing section involving the maintenance of all free distribution list of papers placed at the disposal of the Press, Madras Legislative Council and Madras Legislative Assembly Proceedings, (7) Press clerk section responsible for maintenance of free distribution of all books and publications to all officers and distribution and maintenance of

of registers connected therewith, (8) Rubber stamp section responsible for the scrutiny and supply of indents for rubber stamp and materials to all offices entitled to free supply as well as to cost recoverable offices, (9) Paper and Printing Store section, the magnitude and the onerous nature of work in a printing establishment in the matter of maintenance of various classes of ledgers and bin cards, valuation of dockets and vouchers, issues of various kinds of paper and printing articles for each works, etc I need not detail and lastly (10) the Publication Depot from which every sale of priced publications of Government is effected both to the public and to other cost recoverable offices and local bodies, the turn over of sales of which being in lakhs, the value of each publication varying from 3 pies to rupees.

21. By the Government Press being a "B" class office, it is merely used as a stepping stone to "A" class and Secretariat offices. Clerks come into the Government Press for a few years and just when their services are becoming really valuable by the acquisition of a certain degree of technical knowledge they get jobs in other higher class offices. I am terribly handicapped by this and 16 clerks of the Press have been transferred to other offices, all of whom have to be replaced by inexperienced hands.

Superintendent.

19

11

E.P.H.(21)

Tpy Dt 10.2.47

From the A.S. (W.P.H.

To the S.G.P.

Accounts and Despatching sections - Reorganisation - Improvement in the present strength -

Reference your letter No. C 7/15/47 dt 24.1.47

Please send a copy of G.O. No 576 dt 14.3.46

KOA
5.2.47

7.2.47

8/2/47

14/2/47

Note

Note The G.O. No 576 Edn dt 14.3.46 was put up in a file and sent to Pub([illegible]) with Exp Hus 69129-4 [illegible] Edn dt 23.12.46 and is not readily available and the file is being called for from [illegible] of [illegible] informally

KAB
5.2.47

8/2/47

[illegible]
7.2.47

21

12

NO.SBC.

Government Press,
Madras, 13-2-1947.

Note for the Assistant Secretary to Government,
Education & Public Health Department,
Fort St. George, Madras.

Ref:--Your telephonic message dated 11-2-1947.

12783

A copy of G.O. No.576 Edn., dated 14-3-1946 is herewith furnished.

14 FEB 1947

for Superintendent.

13.2.47

ENC 1. 90

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78 Fen
6-2-47

pp 78-80 of S.chn

13

E&P.H.(31)

Routine Note

27.3.47

The file may lie over till pending receipt of certain papers called for from M.R.O. for detailed examination of the case

12/3/47

KAB
11.3.47

24

14

Designation.	Scale of Pay.	Average cost.	No. of posts to be created with total cost. Permanent.	Total cost.	Temporary for three years.	Total cost.	No. of posts to be abolished. Permanent.	Total cost.	Temporary	Total cost.	Immediate cost.	Ultimate cost.	Remarks.
(1)	(2)	(3)	(a)	(b)	(c)	(d)	(a)	(b)	(c)	(d)	(6)	(7)	(8).
			(4)				(5)				(4 b + 4 d) -(5 b + 5 d)	(4 b - 5 b)	
Madras Ministerial Service.		Rs		Rs		Rs		Rs		Rs	Rs	Rs	
Superintendent	190-10-240	227.5	1 ✓	227.5	-		-						
Storekeeper	140-5-190	173.3	1 ✓	173.3	-		-						
Accountant	140-5-190	173.3	3 ✓	519.9	-		-						
Upper Division Clerk	80-3-95-5-125	109.25	22	2403.5	2	218.5	-		3	327.75			
Lower Division Clerk	45-3-60-2-90	67.5	-	-	-				4 ✓	270.0		~~3324.2~~	
			27	3324.2	2	218.5			7	597.75	2944.95	3324.2	
General Subordinate Service.													
General Despatch Manager. ..	140-5-190	170.55	1	170.55 ✓	-		-						
Chief Despatching Clerk ..	80-3-95-5-125	107	-	-	2 ✓	214	-		1 ✓	100			
Despatch Manager	100/-	100	-	-	-	-	-						
Warehousing Clerk ..	45-3-60-2-90	67.5	17	1147.5	-	-	4 ✓	270	-	-			
Warehouseman ..	35-2-55(E.B)-1-65	50	-	-	-	-	11 ✓	550	-	-			
Despatching Clerk ..	45-3-60-2-90	67.5	3 ✓	202.5	18 ✓	1215	-	-	13 ✓	877.5			4605
Despatcher ..	35-2-55(E.B)-1-65	50	-	-	-	-	2	100	5	250			
Booking Clerk ..	80-3-95-5-125	107	1 ✓	107	-	-	-						
Attender ..	24-1-32-1/2 A-35	30.2	19	573.8	8 ✓	241.6	-		6 ✓	181.2			
			41	2201.35	28	1670.6	17	920	25	1408.7	1543.25	1281.35	
Inferior Service.													
Peon	16-1/2 A-25	20.7	1	20.7	8	165.6	5	103.5	4	80.28	2.52	- 82.8	
					9			9					
Contingencies.													
Coolies	16-1/2 A-25	20.7	7	144.9	-		-				144.9	144.9	

26/ Edn Dept (B)

15

Memo no 6686 F1-3 Edn d 25.6.47

Govt Press. Accounts, Publication, Paper, General Stores and ~~and~~ Despatch Sections – Reorganisation and employment of additional staff.

p 3 n/f

From the S.G.P. No 40/Mis/47 d 24.1.47 & 19-4-47.

C no 6686 F1/47
p1 cf

24
27/6

The S.G.P is requested to state what the strength of the ministerial + other non-technical ~~Staff~~ staff was in 1939 in the several ~~Accounts and Despatch~~ Sections of the Govt Press. He is also requested to state the additional staff sanctioned since then, giving particulars of the work for which it was sanctioned & quoting the relevant G.Os sanctioning such staff. Useful statistics of receipts, despatches, and other items of work in each of the sections, since 1939 should also be furnished.

p 10 n/f

Depd
27/6

CK
20.6.47.

The S.G.P

CR
20/6

Vide p 9 n/f
(bottom)

23/6/47

27(a)

16

Copy of letter from Superintendent, Government Press, Madras No.103/Mis. dated 7-2-1947.

XXXX

[illegible]

Recommendation 4.- I would like to press again for the reasons already stated in para 6 of my letter No.103/Mis dated 23rd November 1946 in reply to Government Memorandum No.69014-2- G.I.P.H. dated 20th November 1946 for the classification of the Government Press as "A" class My difficulties are mounting from day to day in the matter of bringing not only the chronic arrears of work in the adminstrative section up-to-date but also to get on with the current work without any hitch with a discontented over worked permanent staff and inexperienced officiating staff.

pp 1-18 ante

Recommendation 5.- I have already put up in letter No.40/Mis/47 dated 24th January 1947 my detailed proposals for the re-organization of the ministerial staff and the staff auxiliary thereto not only with a view to achieve the objects referred to in this recommendation but also with a view to givr relief to the existing overworked establishment to cope with the ever increasing arduous and onerous work in this office. The only amendment that will be required thereto is in the matter of classification under the various designations of Superintendents, office Assistants and upper and lower division clerks. I shall have this re-classification done on receipt of orders of Government on my proposals contained therein.

Recommendation 17. There is no work-charged establishment in the Government Press.

Recommendation 19. This has been done in my proposals - vide reply to recommendation 5.

ibid

Recommendation 23.- My proposals in regard to the classification of posts other than those included in my scheme of reorganisation contained in my letter No.40/Mis/47 dated 24th January 1947 are that the existing posts of Office Manager and Head Clerk may be designated as Superintendent and Office Assistant in the scale of pay of Rs.250-300 and Rs.190-240 respectively.

P.T.O.

(6)

Copy of letter from Superintendent, Government Press, Madras No.103-mis. dated 22-7-1947.

Sub: Public Services - Revision of - Scales of pay - Recommendation of the Cabinet Salaries Committee Proposals - Orders requested.
Ref: This office letter No.103/Mis. dated 7-2-47 in reply to G.O. Ms.No.223, Public Health dated 23.1.47.

With reference to the above, I have the honour to request early orders on my proposals, with reference to recommendation 23, for the classification of the posts of Office Manager and Head clerk in the Government Press as Superintendent and Office Assistant in the scale of Rs.250-10-300 and Rs.190-10-240 respectively. The scales of pay of the Chief Accountant and Chief Cashkeeper in the Government Press may be fixed at Rs.170-10-220 and Rs.140-5-190 respectively. The scales proposed for the above seniormost members of the ministerial staff in the Government Press to which one can aspire to rise only at the fag end of his service are, but modest taking into consideration the heavy and onerous responsibilities attached to these posts in a big labour establishment like the Government Press the holders of which are directly responsible for supervising the work of a large staff of subordinates, accountants and clerks engaged in maintaining a large and intricate volume of various accounts and cash disbursement, besides heavy correspondence connected therewith which Government are already aware of.

F 17 W 28

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

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

c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c

No.40-Mis/47 Dated 6-8-1947.

8 AUG 1947

Sir,

Sub: Government Press - Accounts, Publication, Paper, General Stores and Despatch Sections - Reorganization and employment of additional staff.
Ref: Education and Public Health Department Memo.No. 6686 F-1-3 Edn., dated 25-6-1947.

The strength of the Ministerial and other non-technical staff as it stood on 1-4-1939 is as follows:-

		Addl Staff	
Ministerial	46	10	56
Attenders	5	2	7
Despatchers	19	10	29
Warehousemen	22	4	26
	92	26	118

64258

Information regarding additional staff sanctioned since 1939 is furnished below:-

(1) 1 Clerk, 2 Warehousemen, 2 Despatchers – For work connected with the checking of bills for Printing work done at private presses - G.O.No.472 Ms.Edn., dated 29-3-'4

[D]/8

(2) 1 Clerk, 1 Attender – Sanctioned for sale of T.S.L.C. Text books - G.O.Ms.No.1599 Edn., dated 10-11-1942.

(3) 1 Typist – For additional typing work - G.O. No.Ms.1598 Edn., dated 10-11-1942.

(4) 2 Warehousemen - Increase of work in Forms Despatch section on account of Electoral forms printing - G.O.No.1704 Edn dated 30-11-1942.

(5) 1 Clerk - Sanctioned for the maintenance of service registers, leave accounts etc. of High Court temporary made permanent G.O.No. Ms.319 Edn., dated 1-3-1943.

(6z) 1 Clerk, 1 Assistant Cashkeeper – Sanctioned for Wages Act - G.O.Ms. No.822 Edn., dated 16-6-1943.

(7) 4 Clerks, 8 Despatchers, 1 Attender – Forms control and despatch - G.O. No.Ms.806 Edn., dated 15-4-1946.

2. I have with much labour exhaustively analysed in my letters No.40-Mis/47 dated 24th January and 19th April 1947 the onerous nature and volume of work in the various sections proposed to be reorganized. Where the work is more in the nature of correspondence, collection of statistics of current received and despatched will be an easy affair particularly in an office where registers of correspondence are maintained under the Tottenham system. As far as this office is concerned collection of statistics of this as well as of other nature with reference to the various items and volume thereof will therefore be a huge task in itself and any attempt to do this will further lead to accumulation of arrears in this office when I am already in a desperate position even in carrying on with current routine work which cannot be delayed without dire consequences in a labour establishment. Further it is not the maintenance of such registers of current or periodical received and despatched I am being worried about as already explained in my above letters but as to how I

pp.1-18 ante
pp.3-6 N.F.

p.t.o.

I am to maintain the standard of efficiency required in this office with the existing ill-paid and discontented staff the best and major part of which has already been depleted with a heavy responsibility falling on me in financial and account matters as well as the administration of a large establishment with all sorts of service conditions.

3. I would therefore request Government to be pleased to sanction at a very early date my proposals which are but moderate for the reasons already explained exhaustively so as to enable me to carry on the work smoothly and avoid a complete breakdown as there is not a single section which is not in chronic arrears.

A. Lepper

Superintendent.

L/7/8.

F.　18　30

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

To
The Director of Agriculture,
Madras.

-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-

No. 1549-PF/SBC.　　　Dated: 7th August 1947.

ASST. SECRETARY TO GOVERNMENT
8 - AUG 1947
EDUCATION AND PUBLIC HEALTH DEPT.

Note copy below.

Sir,

Sub:- Madras Ministerial Service - Sri S. Dhana Singh, Permanent lower division clerk, Government Press, Madras permanent transfer -
Ref:- Your letter No. V-2-324/47 dated 31st July 1947.

I am also in the same predicament for want of experienced hands. Unless I am in a position to provide Sri S. Dhana Singh with a similar post in this office I do not want to stand in his way for bettering his prospects. I would therefore request you to wait for two months by which time I will be in a position to give a definite reply in the matter.

Sd/A. Lepper,

Superintendent.

Copy (with a copy of the letter of the Director of Agriculture) to the Secretary to Government, Education & Public Health Department with the request to expedite orders on my proposals for the re-organization of the Accounts, etc. departments of the Government Press. The office of the Director of Agriculture falls under "A" class. It may be interesting to note that this clerk has 22 seniors in this office with no scope for encouragement until my proposals are sanctioned in toto. He is one of the intelligent and experienced lower division clerks of this office who got himself transferred for bettering his prospects.

L/7/8.

A. Lepper

Superintendent.

ENCLOSURE.

Copy of letter No. V-2-324/47 dated 31-7-47 from the Director of Agriculture, Chepauk, Madras to the Superintendent, Government Press, Madras.

--

Sub:- Establishment - Ministerial - Office of the Director of Agriculture, Madras - Sri S. Dhana Singh, officiating upper division clerk - permanent transfer - requested -

--

Sri S. Dhana Singh, permanent lower division clerk of your office and approved probationer in the category of upper division clerks of the office of the Director of War Publicity, Madras was drafted to officiate as upper division clerk in my office with effect from 1-3-46.

In the interests of administration of my office which is very badly in need of experienced clerks I wish to retain the services of Sri S. Dhana Singh permanently in my office and I propose to confirm him in one of the existing substantive vacancies in the post of upper division clerks in my office.

I request you to let me know whether you are agreeable to his permanent transfer to this department.

---0---

L/7/8

Edn. & P.H. Deptt.

NOTE FOR THE STANDING FINANCE COMMITTEE.

pl. take 25 spare copies

7/11

Govt. Press - Reorganization and revision of scales of pay of non-technical staff.

*****

SUMMARY OF COST.

MAJOR HEAD OF ACCOUNT	Minor Head of Account	Ultimate cost Recur-ring	Ultimate cost Non-re-curring	Cost in the year of introduction Recur-ring.	Cost in the year of introduction Non-recur-ring.
(1)	(2)	(3)	(4)	(5)	(6)
56. Stationery & Printing	d.Govt. Presses- Pay of establish-ments voted.	~~35900~~ ~~[illegible]~~ ⊗ 46200 see p2(b)	...	~~[illegible]~~ + 9200 (3 months charge)	

⊗ calculation at p2 (b)

+ calculation at p3 (b)

p1c7 In January last the S.G.P. submitted proposals for the reorganisation of the Accounts and Despatch sections of the Press. The proposals involved:-

p18nf (1) the employment of additional staff (Ministerial and non-technical) with a view to reorganise the Despatch, Accounts etc., sections of the Press and

ibid (2) revision of the scales of pay of these posts.

p1c7 As regards (1) above the S.G.P. has pointed out that the progressive creation of additional Government offices each of which adds to the already increased work in the above sections has thrown a strain on the staff which has almost reached a breaking point. He has also stated that the position has been made worse by the continued exodus of experienced staff from the Press to other offices for bettering their prospects on finding their chances of promotion in the press very restricted. The newly created additional Govt offices referred to above by the S.G.P. are:-

(1) Civil Supplies -Procurement and Rationing - Statutory and informal - Rice, Sugar, cloth etc., p2e.7

(2) Transport. chd

(3) Small savings scheme. chd

(4) Paper control chd

(5) Motor spirit and Tyre Rationing chd

(6) Motor Vehicles. chd

(7) Fire Services. chd

(8) Cloth control. chd

(9) I.W.C.C. etc. chd

As regards (2) above, in 1946 in connection with the revision of scales of pay for all public services Sri K.R.Karanth, Chairman of the Salaries Committee and Mr. C.O.Coorey, the Secretary to the Committee, made a Personal inspection of the Govt. Press. Certain revised scales of pay for Govt.Press staff were recommended by the committee after this inspection and these scales were sanctioned by Government in 1947 along with the general revision of scales of pay of other public services. The Government Press staff were not, however, satisfied with the revision of scales of pay ordered by Government and they ~~carried~~ have been carrying on agitation for a further revision through the Government Press Workers' Union. p1(3)

20

2. The proposal regarding additional staff broadly as proposed by the S.G.P. and as agreed to by Finance are as follows:-

p18n.f

A

ADDITIONAL STAFF PROPOSED BY THE S.G.P.	Additional staff agreed to by Finance.
(1) One general Despatch Manager on Rs.140-190 in lieu of the existing Despatch Manager on Rs. 150.	Agreed.
(2) Two (chief) Despatch clerks on Rs.80-110 } (3) 8 Despatch clerks on Rs. 45-90 } in lieu of 7 Despatchers on Rs 35-~~50~~65	Agreed.
(4) One Booking clerk on Rs. 80-110.	Agreed.
(5) Thirteen Warehouse clerks on Rs.45-90 } in lieu of 11 warehousemen Rs. 35-65 }	Agreed.
(6) ~~3~~ three Accountants on Rs. 80-125	Agreed.
(7) One Superintendent on Rs.80-125(Non-gazetted Asst.for publication Branch in lieu of the existing store-keeper on Rs.80-110)	Agreed.
(8) One ~~Govt.~~ General store-keeper on Rs. 80-~~125~~ 110 125	Agreed.
(9) Twenty one Attenders.	Ten.
(10) Twenty-one U.D. clerks in lieu of existing four L.D.clerks	5 U.D.clerks & 12 L.D clerks.

It is proposed to agree with Finance and sanction only the additional staff recommended by them.

As regards the revision of scales of pay, the following ~~statements~~ statement shows in one view the scales of pay proposed by the S.G.P. and the scales of pay recommended by the Fin.Deptt. for the various posts.

p19n.f

B

NAME OF POST. (1)	SCALE PROPOSED BY THE S.G.P. (2)	SCALE RECOMMENDED BY FINANCE DEPARTMENT. (3)
Accountants.	Rs. 140 - 190	Rs. 80-125
Superintendent (Non-gazetted Asst. for publication branch)	Rs. 140 - 190	80-125
General Storekeeper.	140-190	80-125
Office Manager.	250-300	190-240 (Existing scale)
Head clerk	190-240	140-190 ~~190-240~~ (Existing scale)
(Chief) Accountant	170-10-220	140-5-190
(Chief) Cash keeper	140-5-190	80-125.

35

The scales of pay proposed by the S.G.P. for the ~~above~~ posts are on the basis that the office of the Govt.Press. should be treated as an 'A' class office. The Finance Department do not consider it necessary to raise the status of the Govt.Press Office ~~as~~ to that of an A class office for the reason that though the transactions in the office are large and increasing, the S.G.P. himself is not a major Head of Department. It is also held that the work in his office cannot be considered on a par with that done in the offices of important Heads of Departments. They have recommended the scales in Col. 3 above on the basis that the Govt.Press is to be continued as a 'B' class office. It is proposed to accept the view of Finance and sanction only the scales recommended by them.

p19 n.f
ch
p9 n.f
ch
ch
p19 n.f
ch

3. This Department proposed that the additional staff referred to above ~~may~~ might be sanctioned for a period of one year from the date of appointment. But the Finance dept suggest that it may be sanctioned for a period of 6 months only from the date of employment and the position re-viewed thereafter. It is proposed to accept the suggestion of Finance.

para 4 p19 n.f
ch
p20 N.F

H M (Education) and H M (Finance) have disagreed

p20 n.f

4. Finance ~~has~~ have suggested that in view of the large extra cost involved, the proposal may be treated as a "NEW SERVICE". The proposal is accordingly placed before the ~~S.F.C.~~ Standing Finance Committee for approval.

p20 n.f

(a) The budget provision under the major head of account is ~~Rs. 45,76200~~ Rs. 45,76,200. p5 (y)

(b) Actual expenditure to the end of ⊗ July 1947 under the major head of account is Rs 10,10,778. ⊗ To be filled by Finance

(c) Estimate of extra expenditure on the present scheme in the current year is Rs. ~~7300~~. ~~9000~~ + 9200 (as in Annexure) + Calculations at p3 (b)

(d) Savings in the budget provision for other items included in the major head of account. - Not possible to estimate at present. p5 (y)

The additional expenditure will have to be met by ~~the~~ re-appropriation from savings, if any, under other heads and by additional grants if the ~~same~~ is not found sufficient. ? ch

Sa
10.11.47

OSM
12/11/47

14/11/47

Annexure

Here enter statement on pages 2 & 3 of (b)

D.O.No.40/Mis-47. 36

Please bring up with the Minutes
14/11/47

14 FEB 1948

Secretariat, Edn. and P.H. Dept. Government of Madras

Government Press,
Madras, 13-2-1948.

Dear Mr. Subramaniam, ~~21~~

I would like to invite your attention to the correspondence resting with my letter No.40-Mis-47 dated 5-8-47 in reply to Education and Public Health Department Memorandum No.6686 F1-3 Edn., dated 25-6-47 on the question of the reorganisation of the various Administrative Sections of the Government Press and the sanction of additional staff therefor. Since then, much further work has been thrown upon these sections, so much so, arrears are accumulating by leaps and bounds. I am at my wits end to know how to get on even with routine work. There has been much clamour among the workmen on account of delay even in the disbursement of their monthly salaries and allowances. Both the Establishment and the Pay Bill Sections are in arrears by more than one year, the general accounts and Commercial Accounts by more than six months,

10969
pages 28-29 ante
p.26 ante

the

-2- 37

the Publication Depot is hemmed in with all sorts of complaints from constituents besides accumulation of arrears in ledger and other accounts and so on with other sections whose reorganisation, I had contemplated in my proposals.

Please therefore take personal interest in the matter and let me have final orders of Government.

Yours sincerely,

M.V. Subramaniam Esq., I.C.S.,
Secretary to Government,
Education and Public Health Department,
Fort St. George, Madras.

Education and P.H.Department ~~(F.1.)~~ 38

22

GOVERNMENT PRESS - Proposals for reorganisation of ~~the~~ Accounts and Despatch Sections and revision of ~~the~~ scales of pay of certain ~~posts~~ - Orders passed.

pages 1-18 y
22-25 y
pages 27(a)-27(c)
pages 1-18 y

From the Superintendent Government Press No. 40-Mis.47 dated 24-1-1947 and 6-8-1947.

From the Superintendent Government Press No. 103-Mis. dated 7-2-1947.

Order/Ms. No. 823 Edn. dated 8-4-48.

- -

In January 1947 the Superintendent, Government Press, submitted to Government proposals for the reorganisation of the Accounts and the Despatch Sections of the Government Press. The proposals were for -

(i) the raising of the status of office of the Government Press to that of "A" class,

(ii) the employment of additional staff for the Despatch and the Accounts Sections with a view to reorganising the work of those sections and in order to cope with the increased work therein, and

(iii) revision of the scales of pay of certain ministerial posts in the Press.

2. The Government have considered the proposals referred to above and have decided that they cannot approve the Superintendent's proposal for the raising of the status of the office of the Government Press to that of "A" class.

3. The Government sanction additional posts ~~x~~ as indicated hereunder for the office of the Government Press for a period of six months with effect from the date of appointment:-

X (1) One General Despatch Manager on Rs. 140-5-190 in lieu of the existing Despatch Manager on Rs. 150/-

p.t.o.

~~(ii) Two Despatch-Clerks on Rs. 80-3-95-5-110~~ 80-110) in lieu of seven despatchers on Rs. 35-65.

(ii) ~~(iii)~~ Eight Despatch Clerks on Rs. ~~45-3-60-2-90~~ 45-90)

(iii) ~~(iv)~~ One Booking Clerk on Rs. ~~80-3-95-5-110~~ 80-110

(v) ~~Thirteen Warehouse Clerks on Rs. 45-90~~ Two additional warehousemen on Rs 35-65 - in lieu of eleven Warehousemen on Rs. 35-65

(vi) Two ~~Three~~ Accountants on Rs. 80-125 (for pay bills and Publication Depot)

(vii) One Superintendent on Rs. 80-125

(Non-Gazetted Assistant for Publication Branch in lieu of the existing Storekeeper)

(viii) One General Store Keeper on Rs. 80-125

(viii) ~~(ix)~~ Five Upper Division Clerks and ③) in lieu of the existing four Lower Division Clerks.

Twelve Lower Division Clerks ⑥)

(x) TenAttenders ⑨

4. The Government regret that they cannot approve the proposals submitted by the Superintendent in his letters cited above, for the revision of the scales of pay of the posts referred to in those letters. They consider that the scales of pay specified below are adequate for the posts in question. Formal orders revising the scales of pay of the posts where necessary, will issue in the Finance Department.

POSTS	SCALES OF PAY
Accountants	Rs. 80-125
Superintendent (Non-Gazetted Assistant for the Publication Branch)	Rs. 80-125
General Store-keeper	Rs. 80-125
Office Manager	Rs. 190-240 (Existing scale)
Head-Clerk	Rs. 140-190 (Existing scale)
(Chief) Accountant	Rs. 140-5-190
Chief Cash-Keeper	Rs. 80-125

5. The expenditure will be debited to "56- Stationery and Printing d. Government Presses - Pay of Establishments - Voted - The Accountant-General is requested to admit the expenditure in audit pending provision of funds.

6. The Supt. is requested to take necessary action to reorganise the sections concerned on receipt of these orders, and to submit a report to Govt. in due course, on the working of the reorganised sections -

To:
THE S.G.P.
" A.G.
thro' Fin.
" Fin. Dept.
3 S.C's.

Desptd by Spl.

Desptd 9/4

Govt. Press, Madras - Accts and despatch section - Reorganisation

SUMMARISING NOTE FOR ~~THE CABINET~~ Circulation to Hon. Ministers. ETC.

In January 1947 the S.G.P. submitted to Government proposals for the reorganisation of the Accounts and Despatch sections of the Government Press. The proposals were for -

i) The raising of the status of the office of the Government Press to that of 'A' Class,

ii) The employment of additional staff for the Accounts and Despatch sections with a view to reorganising the work of those sections and ~~in order~~ to cope with the increased work therein, and

iii) The revision of scales of pay of certain posts in those sections.

2. These proposals were fully examined after consultation with the S.G.P. and the Finance Department. As a result of this examination it was ~~has been~~ decided that the S.G.P. was ~~is~~ not a major head of Department with a muffasal staff to control, as for instance the Registrar of Cooperative Societies ~~is~~, and that there was ~~is~~ no case for raising the status of his office to that of a 'A' Class.

The need for reorganising the Despatch and Accounts sections was ~~was~~ however recognised in view of the increasing volume of work in those sections and consequently the need for some additional staff was ~~was~~ accepted.

As regards the proposals for the revision of the scales of pay it was, ~~was~~ observed that the scales suggested by the S.G.P. were high in some cases since they were based on his proposal to make the Government Press, an 'A' Class office. The scales of pay now sanctioned are those which are usually sanctioned for 'B' Class officers.

The additional staff and the scales of pay sanctioned by the Govt. are as follows:-

P.t.o.

Staff:

(i) One general Despatch Manager on Rs. 140-5-190 in lieu of the existing Despatch Manager on Rs. 150/-

(ii) Eight Despatch Clerks on Rs. 45-90 in lieu of seven despatchers on Rs. 35-85.

(iii) One Booking clerk on Rs. 80-110

(iv) ~~One~~ Two additional warehousemen on Rs. 35-65

(v) Two Accountants on Rs. 80-125(for pay bills and publication Depot

(vi) One Superintendent on Rs. 80-125

(non-Gazetted Assistant for Publication Branch in lieu of the existing Storekeeper)

(vii) One General Store Keeper on Rs. 80-125

(viii) Five Upper Division Clerk and) in lieu of the existing four
Twelve Lower Division Clerks) Lower Division Clerks.

(ix) Ten Attenders.

Scales of Pay:

Accountants	Rs. 80-125
Superintendents (non-Gazetted Assistant for the Publication Branch)	Rs. 80-125
General Store-keeper	Rs. 80-125
Office Manager	" 190-240 (Existing scale)
Head Clerk	" 140-190 (-do-)
(Chief) Accountant	" 140-5-190
Chief Cash-keeper	" 80-125

The Fin. Deptt. have estimated the extra cost on account of the employment of addl. staff and revision of scales of pay of certain posts in the Accounts and Despatch sections of the Govt. Press to be Rs. 35,300 roundly per annum.

This is over Rs. 20,000 per annum recurring and the scheme should ordinarily be treated as a 'new service' and referred to the Standing Finance Committee ~~and the Cabinet~~. However, as this is a case of extreme urgency and one in which immediate action is essential on account of considerable arrears in the various sections in the Government Press, orders have issued sanctioning the employment of the staff and the revision of the scales of pay specified above, without referring the matter to the Standing Finance Committee ~~and the Cabinet~~,

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after obtaining the orders of H.M.(Edn.) H.M.(Finance) and Hon'ble the Premier.

The above summarising note is circulated to all other H.Ms. ~~and~~ the Chief Secretary and the Finance Department.

OSM 14/4/68

14/4/68

2

accepted by the Committee the subordinate staff in the Press have been grouped into six classes, and only different scales of pay have been sanctioned for each class. It seems that the posts proposed ~~to be sanctioned~~ by the S.G.P. ~~it seems~~ should if possible be brought under one or other of these categories. If this view is accepted, warehouseman, despatch clerks and despatchers may be sanctioned a scale of Rs.35-2-55-EB-1-65 adopted for ~~clause~~ Class IV.

pp 78 - 80 of Report

p 79 of Report

For the General Despatch Manager the scale of pay of Rs.90-5-130 EB 10-150 accepted for Class II. may be sanctioned. ~~For~~ The Chief Despatcher and the Booking clerk cannot be brought within the six classes and the scales of pay for U.D. and L.D. clerks ~~respectively~~ in B.Class offices, viz. Rs 80-110 and Rs 45-90 respectively may be adopted for these posts.

p 78 do

J/26

4 The Superintendent has proposed that this office may be classed as 'A' class office and the scales applicable to such offices may be adopted for the ministerial staff in the Government Press. The Salaries Committee had gone into the question of the classification of City offices into "A" and "B" classes and they ~~have~~ decided that ~~the of~~ all major Heads of Departments should be in the "A" class while all other City offices will fall into "B" class. We would include in A class the D.&.I.C. and the Regr. of Co-operative Societies which are now in the B Class and place all the other city offices in the B Class." In view of this recommendation it does not seem that the proposal of the S.G.P. can be accepted. // The note may be sent to S.G.P. u.o. for remarks w.r.t. the scales of pay for the staff suggested above. He may also be asked to send a revised statement showing the additional staff with the scales of pay that should be sanctioned and an estimate of the immediate and ultimate addl. expenditure involved in the proposed reorganisation.

para 19, pp 17-18 CF

K/11-12

17/3/47

17/3/47

Con. 6076

copy sent
E&PH u.o. 6686-1 F1 Edn.
18347

F1

Government Press,

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26

U.O.Note No.40 Mis-47, dated 19th April, 1947.

ASST. SECRETARY TO GOVERNMENT
31127
23 APR 1947
EDUCATION AND PUBLIC HEALTH DEPT.

Ref:--Education and Public Health U.O.Note No.6686-1-F-1 Edn., dated 18-3-1947.
Sub:--Establishment - Government Press- Accounts Publication, Paper and General Stores and Despatch Section - Reorganisation.

A decision on the question of classification of the Government Press Office into "A" Class is of paramount importance and should naturally precede before I could take steps to reorganise these sections and have senior and experienced hands posted to man the various posts of responsibilities. As already reported many a senior and experienced hand are on other duty in higher class offices for reasons already stated. I will have to recall them if I am to succeed in my attempt to improve the tone of administration and keep the various sections without abnormal arrears and the staff without discontentment and unless these men have more or less equal scales of pay and prospects of promotion in this office, I will not be justified in recalling them.

2(i) I am not aware of the principles guiding the declaration of an officer as Head of Department, especially for the purposes of Fundamental Rules and Madras Financial Code. The criterion must, apparently be on administrative, Financial, + Technical grounds with reference to the circumstances of each office. So far as the Government Press (one of the oldest independent administrative unit of Government) is concerned, though the officer in charge of it has not so far been specifically declared as Head of the Department either for purposes of Fundamental Rules or Madras Financial Code, he has actually been exercising a wide range of administrative and financial powers as exercised only by heads of departments.

(ii) In the matter of administration, I may submit that this office is a single unit office on a Provincial scale and as such, unlike other heads of departments who are normally required to supervise and control the work of the various subordinate offices under them for which they have to do mostly the consolidating work only of the original work already done by their subordinate offices, the Superintendent, Government Press has to do not only the original administrative work (including Control of Expenditure) but also the work of the sifting and consolidation, in other words he has not only to do actually the work of subordinate officers but also that of head of department. Further the Superintendent, Government Press has got to supervise the work in the Central Press with several important printing and other sections which are under the immediate charge of one of the seven Gazetted Assistants of of whom there are eight in all each charge of which can compare with any Gazetted Officer's charge under the existing list of Heads of Departments besides having to be in direct charge of two branch printing Presses as well as the publication Branch, the importance and volume of work of which has been dealt with in detail in para 17 of my letter No.40.Mis/47, dated 24-1-'47. The above sectional Gazetted Assistants are practically on a par with Gazetted subordinate Officers under Heads of Departments and the Superintendent, Government Press controlling and consolidating the work of these departments is therefore de facto head of the Department. This factor coupled with the fact that much of his time is taken up by technical matters as well, apart from the heavy administrative control of an establishment numbering nearly 2000 would surely show that the work done in the Press is not at all less onerous and responsible than what is done in the office of other major heads of departments.

(iii) In the matter of finance, the total turnover in respect of receipts and expenditure of the Press is about Rs.33 lakhs per annum. in other words the Superintendent, Government Press has to account for a total sum of Rs.33,00,000 annually

P.T.O.

consisting mostly of innumerable petty items of receipts and charges adds more to the volume of work involved. The Superintendent, Government Press functions in the matter of control of expenditure as the Chief and Subordinate Controlling Officer as well as the Disbursing Officer in respect of the budget appropriation under his control, the receipts and charges being spread over all the Treasuries and the Sub Treasuries in the Presidency. The total number of bills and vouchers to be dealt with by him in a year is nearly 6,000/- on the average. In addition, he has to scrutinize and pass large number of bills relating to printing and binding work done at Private Presses with reference to para 230-232 of the Printing Manual.

He has in addition to do the following items of work:-

(i) Scrutinizes the tenders for printing of all local bodies in the Madras Province inclusive of the three Universities in the Presidency.

(ii) Check and pass for payment the Printing bills of the three Universities referred to above.

(iii) Furnish expert opinion on disputed printing claims on local bodies by their contractors.

Further, the labourıousness and intricacies in the preparation of various claims, in the maintenance of innumerable sets of accounts, ~~in the maintenance~~ of a huge number of service and leave accounts of various nature already explained in detail in my letter No.40.Mis/47, dated 24-1-'47 adds more to the importance of his charge.

(iv) I have to state lastly that in addition to the ordinary Government system of accounts there is the Commercial system of accounts in vogue with a special costing system applicable to Government Presses which entails extra work as compared with other heads of departmental offices. The volume of work connected with the detailed upkeep and maintenance of the various accounts in the Government Press can as well be imagined from the fact that a test check of one month's account of the Government Press by the Test Audit staff of the Accountant General's Office takes nearly 3 full Calendar months.

3. From the foregoing it would be evident that the standard of efficiency of work of the ministerial staff in the Government Press is in no way inferior to that in the offices of a major head of department. As already pointed out in my letter No.40.Mis/47, dated 24-1-'47 the Government Press being classified under "B" is mostly used as a stepping stone to "A" Class and Secretariat Offices. After working a few years and when their services are valuable and useful for the Press they seek and obtain higher paid jobs in the Offices where they fair better in the matter of prospects and promotion because of their alround experience gained in the Government Press.

4. In view of the above and for the reasons set forth in paras 19 and 20 of my letter No.40.Mis/47, dated 24-1-'47 I would strongly urge Government both in the interests of Government and the efficient administration of the Government Press the desirability of declaring the Superintendent, Government Press as a major head of Department with a view to making the Ministerial staff of the Press contended and eligible to draw the scale of pay applicable to "A" Class Offices. In this connection, I would like to bring to the notice of Government that there is already a clamour among the staff that they are treated worse than the Technical section in spite of their better equipment in the matter of General Educational Qualification and Special working knowledge of the Technical side and hold positions of greater responsibilities and are not eligible for Overtime allowance even though they have to work more hours and on holidays on many an occassion.

5. With the above remarks of mine for declaring the Superintendent, Government Press, Madras as a major head of department and for classification of the Government Press as "A" Class and keeping in view the responsibilities attached to each post as the background, the scales of pay for the various categories of posts have to be revised as hereunder:-

	Designation.	Scale of pay.
	Non Gazetted Assistant (to be designated as Superintendent)	Rs.190-10-240
	Storekeeper ..	Rs.140-5-190
	Accountant ..	Rs.140-5-190
	Upper Division Clerk ..	Rs.80-3-95-5-125.
	Lower Division Clerk ..	Rs.45-3-60-2-90
	General Despatch Manager	Rs.140-5-190
	Chief Despatcher (to be designated as Chief Despatching Clerk)	Rs.80-3-95-5-125
A)	Booking Clerk ..	Rs.80-3-95-5-125
	Warehouseman (I Grade) to be designated as Warehousing Clerk) ..	Rs.45-3-60-2-90.
	Warehouseman (II Grade)	Rs.35-2-55 (E.B.)-1-65
	Despatcher (I Grade) & Despatching Clerk (to be designated as Despatching Clerk)	Rs.45-3-60-2-90
	Despatchers (II Grade)	Rs.35-2-55-(E.B)-1-65
	Attenders ..	Rs.24-1-32-1/2(A)-35
	Peons ..	Rs.16-1/2(A)-25
	Coolies ..	Rs.16-1/2(A)-25.

The question of bringing the posts at "A" under one or the other scales of pay in the Government Press Subordinate Service has been raised. These posts cannot be rightly classified as purely technical. The duties are more akin to clerical with a working knowledge of accounts applicable to printing presses. I would therefore suggest that these posts be brought under General Subordinate Service on the scales of pay noted against and the designation also changed into Warehousing Clerk and Despatching Clerk for First Grade and Warehousemen and Despatchers for Second Grade both in the cases of existing cadre and the additional posts now applied for.

6. I have not in my above proposals dealt upon the question of the change in designation and scale of pay in which the existing posts of Office Manager, Head Clerk, Accountant and Commercial Accountant (now being included under Upper Division Clerk I Grade). The first is the senior most ministerial officer, the second is in immediate charge of the administrative sections (including computing) exercising also general supervision over the Publications, paper and general store sections, the third in immediate charge on all matters of general, store and computing accounts, control of expenditure and receipts, Budget and reappropriation, supply and contingent bills, claims on account of services rendered

P.T.O.

and supplies made by the Government Press to all cost recoverable offices and Private and Local Bodies and all other matters that cannot definitely be allocated to a particular administrative section. Besides having to be a fully qualified accountant he should have a thorough grounding in costing and printing accounts and a complete knowledge of all the provisions in the Printing and Office Manual, the fourth in charge of Commercial and cost account section responsible for the proper maintenance of plant and petty plant ledgers, commercial accounts made up of store ledgers and journals, General and compilation journal, charges and general ledger, preparation of all costing and *pro forma* accounts under the revised costing system, Revenue and expenditure account and balance sheet for the administration report, etc., The holder of this post besides possessing the Account Test qualification should have passed Commercial Book-keeping and be fully conversant with costing and commercial accounts applicable to the Press. For the first two posts I have already proposed in my letter No.103/Mis dated 7-2-'47 in reply to G.O.Ms.223 P.H., dated 23-1-'47 the designations to be changed into Superintendent and Office Assistant on the scales of pay of Rs.250-10-300 and Rs.190-10-240 respectively which are but moderate taking into account the responsibility attached to these posts. In regard to the existing post of Accountant and Upper Division Clerk I grade doing the duties of Commercial Accountant the designation may be changed into Chief Accountant and Commercial Accountant on the scale of pay of Rs.170-10-220 and Rs.140-5-190 respectively. The revision of scale of the above four posts and the change in their designation may be given effect to from 1st January, 1947. The pay of the Cashkeeper, another post of importance and responsibility in the Government Press will be filled in the scale of pay of Rs.140-5-190 as per Recommendation 23 communicated in G.O.No.Ms.223, Public Health dated 23-1-'47.

(H) in L.F

for A class only

P

(A) in L.F

p 24 cf

7. A revised statement showing the additional staff with the scales of pay to be sanctioned with an estimate of the immediate and ultimate expenditure involved in the reorganisation is enclosed. In respect of the existing classes of posts the revision may be given effect to from 1st January, 1947 both in respect of the scale of pay and change in designation.

Superintendent.

To

The Secretary to Government,
Education & Public Health Department,
Fort St. George, Madras.

Please see S.G.P.'s reply on pages 3-6 ante to the points raised in the note on pages 1-2 ante. In paras 1 to 4 of his u.o. reply, the Superintendent has again urged the need for classifying his office into one of "A" class. Reference is invited to para 4 of the note on page 2 ante on this point. The recommendation of the Cabinet Salaries Committee referred to therein has been accepted in G.O. No. 484 Public (Ser.) dated 12-2-47. A list of A & B class offices is given at page 10 of the Committee's report at (K). With reference to the G.O. cited above, the offices of the Registrar of Co-operative Societies, Director of Industries & Commerce and Commissioner of Labour ~~R.C.S., D.I. & C and the C. of L.~~ have been added to the list of "A" class offices. In this connection it may be pointed out that the Madras Record Office was added to the list of "A" class offices in the year ~~221~~ 1921 when the reorganisation of offices was last effected. This office was separated from the Madras Secretariat Records in 1909. In 1921, the then Finance Secretary, (Mr. R.A. Graham) discussed the question of classification of that office with the then Curator (Mr.Dodwell) and the classification was approved -- vide ~~XXXXXX~~ pp: 34, and 37 - 39 of G.O. 743, Finance, dated 18-7-1921. The following statement shows in one view the number of officers, ~~and~~ establishments etc. employed in the Madras Record Office and the Govt. Press :--

Madras Record Office

Curator and Asst.Curator	Gazetted	.. 2
Establishments:		
Assistants, Clerks & typists	Non-gazetted	28
Attenders, Binders and Peons		65
Total Budget provision for 1947-48		Rs 97,400/-

Government Press.

Gazetted officers including the S.G.P	... 9
Non-gazetted establishment	... 70
Technical and menial establishments	... 1700
Total Budget provision for 1947-48	... 15,80,300

Note.- The Supdt. says that the total turn-over in respect of receipts and expenditure is about Rs 33,00,000/- per annum.

When compared with the Madras Record Office, there appears to be a case for considering the request of the S.G.P to classify his office as an "A" class office. He has furnished the details called for in paragraphs 2 and 3 of the note on pp: 1-2 ante, on the footing that his proposal for the classification of his office will be accepted. In para: 6 of his U.O. reply he has also suggested the scales of pay that should be allowed to his office Manager, Head Clerk, Accountant and Cash-Keeper ~~if~~ on the assumption that his proposal for the classification ~~is~~ will be approved. ~~The~~ Secretary has already approved the proposal of the Superintendent for the additional staff asked for by him.

para 5 on p 5 ante

para 6 5-6 ante

para 1 on p 1 ante

The file may be sent to Finance for remarks.

21-5-47

S

4/6 (47)

Recd on 23/5

R+P Haces 6686 F1-2
Rq. 6.47.

SECRETARY TO GOVERNMENT
33927 E III
1 JUN 1947
FINANCE DEPARTMENT

Finance E3

The E & P.H. department recommend the proposals of the Superintendent, Government Press.

(1) to raise the status of the Government Press Office to 'A' class and

A above

(2) to sanction an additional staff as indicated at ⓑ

para: 18, page 16 cf + Statement on p 24 cf

The proposal~~s~~ in (2) involve an extra cost of about Rs. ~~9000~~ 5264 per mensem or Rs. ~~108,000~~ 63200 per annum. [proposal (2) is worked on the basis of keeping the Govt Press as a 'B' class office]

Flag ⓑ

2. Item (1) above. The proposal is suggested on a comparison of the size of the office, office establishment with the Madras Record Office and certain other, 'A' class offices in the city, the large turnover and the volume of transactions etc.

Para 19, pp 17-18 cf + pp 7-8 above

3. It is ~~proposed~~ pointed out at the outset that classification of offices into three classes 'A' 'B' 'C' was fully gone into by the Cabinet Salaries Committee and that Committee considered that only offices of ~~important~~ major Heads of Departments, ~~like~~ offices of Commissioner of Labour, Director of Industries and Commerce, + of Registrar of co-operative societies should be placed in 'A' class. The quality and nature of work involved determin~~ing~~e the importance and not merely the size of office e.g. the office of the Special Officer for Departmental Enquiries has been treated as an 'A' class office although it is a small one, while the offices of the I.G. of Registration, Sanitary Engineer and Director of Survey are in 'B' class despite their size. It is true that the transactions in the S.G.P. are large and increasing but the Superintendent Government Press is not a major Head of a Department. The work in his office cannot be considered on a par with that done in important Heads of Departments. It can be mentioned in this connection that the work in taluq offices all over the Province is of a more complex nature and the bulk of Government transactions are carried out by them. If the argument of the S.G.P. is to be considered, the logical conclusion will be to abolish the distinction between the A and B class and treat all Government offices alike which in the present state of Provincial finance is unthinkable. In the circumstances there seems to be hardly any justification for raising the status of the office to 'A' class merely on a consideration of the size and the volume of transactions in that office.

para 1(1) in p 484 Pubs. 12 2 47 @

Moreover the S.G.P. does not control any mofussil staff. Even the Police Commissioner's office is B class

4. Item (2) above. Proposals for the re-organization of the technical staff in the Press are separately under consideration and a further detailed report has been called for from the S.G.P. The present demand is for strengthening the ministerial and other non-technical staff in the Press. Beyond the statement that the work of the Press has increased in the several sections which are sought to be ~~increased~~ strengthened in an abstract manner no useful statistics or receipts, despatches and other items of work in each of the sections, the staff employed in each of them and how they compare with the corresponding staff employed in 1939 (before the war) are given. E & P.H. may be requested to obtain a detailed report on the above lines to enable the proper examination of the present case to be made. In this connection S.G.P. ~~is~~ has also proposed the permanent retention of certain items of temporary

paces 3-16 cf

See below

See para 19 p16 cf

W 6686 P1

staff. This is opposed to the instructions contained in G.O.No.918 Public of 1947. Such proposals will have to await a final decision on the recommendations of the Retrenchment and Reorganization Committee. The case may be returned to E & P.H. for obtaining the further information referred to in para 2 above. after receipt of which the proposals relating to addl staff will be examined in this dept.

Proposals should proceed for made ready

X

m 13/6/47

I do not overlook the usefulness of the statistics furnished by the S.G.P. on pp 1-18 c.f., but in addition it is certainly necessary to know what the ~~staff~~ ministerial staff was in 1939. The S.G.P. has mentioned all the additional work resulting from the war and its aftermath, and the present staff of his office, but has omitted to mention additional staff sanctioned since 1939, or what the staff was then.

16/6/47

DS 20/6

E-PH

E&PH Dept (R.J.)

Fin no 33927 E III-1
16.6.47

With reference to the note of Fin at X above, a draft memo is submitted.

S

mbb(A).

20.6.47.

m 23/6/47

20/6

p.26 c.f.

[Memo no 6686 F1-3 Edn dated 25-6-47]

From the S.G.P., no. 40 - Mis/47, dated 6-8-47. pp.28-29 c.f.
" " no. 1567-P7/SBC, dated 7-8-47. p.30 c.f.

The S.G.P. has furnished details of the ministerial and other non-technical staff as it

p.28 c.f.

ASST. SECRETARY TO GOVERNMENT
5036
17 JUN 1947
EDUCATION AND PUBLIC HEALTH DEPT.

30

stood on 1-4-39. As regards statistics he states that so far as his office is concerned, collection of statistics of accounts ~~received~~ etc. will be a huge task in itself. The statistics need not therefore be insisted upon.

2. Finance consider that there is no case for raising the ~~S.G.~~ Govt. Press Office ~~into~~ to 'A' class - vide ~~their note~~ para 3 of their note on pages 8-9 ante. In the circumstances ~~[illegible]~~ pointed out by them, it is for consideration whether the S.G.P.'s proposal ~~can~~ will be pressed.

The case may be sent to Finance.

I do not think we can press it.

15.8.47.

19/8/47

S

E&PH.U0.NO.6686-F1/47-4
21.8.47.

5017
AUG 1947

Finance (E.III)Department

(Previous Finance notes on pp 8-10 above)

Further notes on pp 10-11 above and the S.G.P.'s letter on pp 28-29 C.F. may be perused.

The S.G.P. has not furnished full details of establishments as in 1939. The following statement shows the non-technical establishment in the Govt.Press as given in the number statement furnished by the S.G.P and the additional staff proposed:-

Present Establishment	Addition proposed
Office Manager 1(190-240)	Superintendent 1(140-19
Accountant 1(140-190), Head clerk 1(140-190)	Accountants 3(140-190)
Cash Keeper 1(80-125), Asst.1(45-90)	
Junior Accountant 1(80-110),	
U.D.Clerks 3(80-125), 6(80-110)	U.D.Clerks 21(80-110)
L.D.Clerks 39(45-90), Typists 4(45-90),	(-)L.D.clerks 4(45-90) (to be abolished)
Store-keeper 1(80-125), 1(80-110)	Store-keeper 1(140-190)
Asst.Storekeepers 3(45-90)	
Shroff 1(30-50), Attenders 15(24-35)	Attenders 21(24-35)
Warehousemen 27(35-60)	Warehouse clerks 13(45-90 (-)warehousemen 11(35-60) (to be abolished)
Head despatcher 1 (90-150)	Gen.Desp.Manager 1(140-190)
Despatch Manager 1(150)	Desp.clerks 2(80-110)
Despatch clerks 6(45-90)	Desp clerks 8(45-90),
Despatchers 53 (35-60)	Booking clerk 1(80-110),
	(-) Desp.Manager 1(150) } to be abolished.
	(-) Despatchers 7(35-60) } to be abolished.

31

The proposals are examined below :-

Attenders 21(24-35), Warehouse clerks 13(45-90):

In 1939 there were only 5 Attenders and subsequently upto 1946 2 more have been sanctioned. The S.G.P ~~has now proposed~~ appears to have overestimated his requirements. The large increase is mainly due to the bifurcation proposed in the "Service Book" (Establishment) and for Publication, Paper stores etc sections - see pages 5-6, 16, 13-16 cf and "Pay Bill" sections. The ~~estimate of~~ Attenders ~~may perhaps~~ be arbitarily cut down to 10. The Warehouse clerks are proposed in the scale of L.D.Clerks in lieu of the existing 11 Warehousemen on (35-60) and this may perhaps be agreed to.

are proposed is not clear. (basis on which) the no of attenders may for the first

p 28 cf

Re Statement at p 24 cf

Despatch Branch:-

The S.G.P has proposed ~~for~~ an appointment of a Despatching Manager on (140-190) in lieu of the existing Despatching Manager on a fixed rate. He has also proposed 2 U.D.Clerks and 8 L.D.Clerks in lieu of 7 Despatchers to be abolished. In addition he has also proposed 1 Booking clerk on (80-110) - Please see ~~pp 3-4~~ p 24 c.f. The increase ~~of work~~ is mainly due to the bifurcation of the existing despatching section. In view of the large work involved this proposal may perhaps be agreed to.

p 24 cf

11 3-5 cf

Superintendent 1(140-190):

This post is proposed to replace the existing Store-keeper on (~~45-90~~ 80-110) in the publication branch-please see the reasons given by the S.G.P at K on p.15.c.f. It is doubtful whether the post has come to assume such an importance as to warrant this conversion. It seems sufficient if an U.D.post of Rs (80-125) is sanctioned.

p 15 cf

p 14 cf

A

p 7 cf

Accountants 3 (140-190):

There is already an accountant who is in charge of the Accounts (General) Section. The proposed additional Accountants are proposed for "Service Book", "Establishment", and Pay Bill Sections". The three sections are at present under the control of 3.U.D.Clerks The S.G.P. proposes to bifurcate these 3 sections into 6 sections and to put an Accountant for each major section. It is not clear why all the three sections should be bifurcated. If bifurcation is not to be made, it would seem sufficient to sanction one or two Accountants or to the heavier of the three sections. If bifurcation is considered necessary 3 Accountants on the scale of (80-125) may be perhaps be allowed.

p a 65-7 cf

but may agree to 3 accountants on 80-125

p 24 cf

U.D.Clerks 21(80-110) and abolition of 4 L.D.Clerks:

The total clerical establishment if the proposal ~~will be~~ is approved will be 30 U.D.Clerks and 35 L.D.Clerks. It has already been decided that the Government Press is not to be converted in to an "A" Class Office. The proportion of the U.D.Clerks compared to the L.D.Clerks is as high as in "A" class offices. Even in the office of the ~~Commr of Police~~ Commissioner of Police, there is only one U.D.Clerk for every ~~4~~ 2½ L.D.Clerks. According to the figures furnished by the S.G.P, the total number of clerks and typists in 1939 were only 46. Between 1939 and 1946, 10 more posts have been sanctioned, inspite of large increase in work connected with the war and the controls. But the S.G.P. has now proposed an addition of 17 clerks. This addition seems to be very large and is mainly due to the bifurcation of the sections. As the increase in the work is largely due to the rationing and controls, it is not likely to last for a long time. It does not therefore seem necessary to bifurcate all these sections. It may be quite sufficient if certain additional staff, say about 10 ~~L.D.~~ Clerks, are sanctioned and the S.G.P asked to distribute them to the sections which require the additions mostly. These 10 clerks may be ~~2~~ 3 in (80-110) and ~~8~~ 7 on (45-90).

2+5 staff
9 UD + 39 LD clerks

p 11 above

20 UD & 46 LD clerks
1 UD : 2½ LD

p 28 cf

21 LD - 4 LD
= 17

11 5-7 cf

I think the SGP has made out a case for a large increase in staff. If the work decreases the staff must be reduced
5 more U D clerks may be given and 12 LD clerks

Store-keeper 1(140-190):

The S.G.P proposes to split the Store Section ~~is~~ into two and to appoint a General Store-keeper in charge of these two sections. The scale proposed seems to be too high. An U.D.Clerk on (80-125) would seem adequate.

p 13-14 cf

In addition to these proposals, the S.G.P has asked for the conversion of the Office Manager on (190-240) and Head Clerk on 1(140-190) to (250-300) and (190-240) respectively. In view of the fact that the Govt.Press is not ~~an "A" class~~ proposed to be classed as a 'A' class officer in status, the conversion need not be agreed to in Finance.

In general it may be remarked that the proposals of the S.G.P are more of a complete re-organising nature than for just additional staff to cope with the increase of work. It would seem more proper to take up the case in general along with the other proposals regarding ~~that of~~ those for the Technical staff in Government ~~Offices~~ Press on certain settled principles.

Both are almost certainly necessary. The press has not been able to do all the work demanded of it and the ministerial staff required strengthening and reorganisation

P.T

In view, however, of the urgency of the necessity for the additional staff ~~needed~~ pointed out by the S.G.P, the proposals may be limited to the additional staff as suggested by Finance and may in the first instance be sanctioned ~~for 6 months~~ up to 31-3-48 as the increase in work in the Press is largely due to the present conditions and the work may ~~be comparatively~~ become lighter as soon as the normal conditions set in. The case, if need be, may be re-examined further after that period.

2 Pages 28-29 CF

p 29 (b)

2. The additional ~~xxx~~ cost on the extra staff comes to Rs. 35,900 ~~37,700~~ ~~[illegible]~~/- p.a.
This is over Rs 20,000 p.a. recurring. The proposal should be treated as
a 'new servide' and referred to the Standing Finance Committee and
the Cabinet. Necessary action to obtain a supplementary estimate
of expenditure as required in 1947-8 will have to be taken before
orders are issued.

X

30.8.47 / 1.9.47

Est H

DS

5017 / 2.9.47

70174

Est P.H. (71)

Please see the Finance note on pages 11-14 above.

p. 12 ante

Finance have agreed to the following additional staff asked for by the S.G.P. in connection with the reorganisation of the Despatch, Accts etc. sections of the Govt Press:—

(1.) One Genl. Despatch Manager on Rs. 140-190 in lieu of the Desp. Manager on Rs. 150.

(2) Two (Chief) Desp. clerks on Rs. 80-110 } in lieu of 7 despatchers on Rs. 35-60

(3) Eight Desp. clerks on Rs. 45-90 } in lieu of 7 despatchers on Rs. 35-60

(4) One Booking clerk on Rs. 80-110.

(5) Thirteen Warehouse clerks on Rs. 45-90 in lieu of 11 ~~[illegible]~~ warehousemen on Rs. 35-60.

pp 12-13 ante

Finance have also agreed to the need for an addl staff of 3 Accountants, 1 Supdt (Non-Gazetted Asst for the Publication Branch) in lieu of the existing Store-keeper on Rs. 80-110) and one General Store-keeper proposed by the S.G.P. They however suggest that instead of the scale of Rs. 140-190 proposed by the S.G.P. for these posts, the scale of Rs 80-125 may be allowed. The scale suggested

by Finance is the scale allowed to W.D. clerks in A class offices. Even though the Govt Press is treated as a B class office, Finance have presumably proposed as a special case the scale of Rs 80-125 for the posts referred to on page 14 ante. The scale proposed by them in respect of these posts may be agreed to.

Even for B class offices there are posts in the scale of Rs 80-125.
26.9.47

A

26.9.47

pp 12-13 ante

2. In the following two cases Finance have cut down the addl staff asked for by the S.G.P.:—

	Addl staff asked for by the S.G.P.	Addl staff recommended by Finance
1. Attenders	21	10
2. W.D. clerks	21 (in lieu of the existing 4 L.D. clerks)	5 W.D. clerks and 12 L.D. clerks

It is for orders whether in view of the reasons stated at X and Y on pages 12 and 13 ante, the proposals of Finance may be approved.

26-9-47

3. The S.G.P. has also proposed that the scales of pay of the posts of Office Manager, Head clerk, Chief Acct. and chief cash-keeper of the Govt Press may be revised as shown below:—

271(a) and 271(b)

Name of post	Existing scale Rs.	Scale proposed by the S.G.P. Rs.
1. Office Manager } To be newly designated as Supdt and Office Asst respectively	190-240	250-300
2. Head clerk }	140-190	190-240
3. (Chief) Accountant	85-120	170-10-220
4. (Chief) Cash Keeper	70-100	140-5-190

N

In respect of items (1) and (2) above, Finance state that the conversion of the scales need not be agreed to. The scales proposed by the S.G.P. for these two posts are those allowed for Managers and Supdts in A class offices. As the Govt Press is to be treated only as a B class office, this Dept

p 13 ante

p 11 ante

may agree with Finance and turn down the proposal of the S.G.P. The new designation proposed for the two posts will be ~~confusing~~ misleading. It is therefore for consideration whether the change in designation proposed may also be negatived. | m 26-9-47 | m 26-9-47

B ⊗ [illegible]

In respect of items (3) and (4) on page 15 ante Finance have not offered any remarks. Their remarks may now be invited w.o. | P

4. Finance suggest that the addl staff referred to in paras 1 and 2 on pages 14-15 ante may in the first instance be sanctioned only upto 31-3-48 and the case re-examined further if necessary after that period. It is stated that it will take some time more (a month or two) for final orders to be issued in this case as the proposal will have to be placed before the Standing Finance Committee and the Cabinet for approval. The period proposed by Finance seems to be therefore too short a period for assessing the conditions of work and the need for the addl staff. It is therefore for orders whether this Dept may propose that the addl staff may be sanctioned for a period of one year from the date of appointment. | Q

p.14 ante

para 3, p.14 ante

Finance may see the case again w.o. for remarks on P and Q above prior to circulation.

m 26-9-47

Fin 26/9

Finance E III

(Previous note of Finance on pp 11-14 above)

Please see the ~~[illegible]~~ further note of E.P.H on pp 14-16 above. That deptt have accepted all the suggestions of this deptt on pp 12-13 above. The file has again been remitted to this deptt with reference to the following ~~[illegible]~~ points:

(i) Revision of scales of pay Chief Accountant and Chief Cash keeper in the Govt. Press; and

E&PH U.O. No-6686-F1/47-5 27.9.47.

(Scale/cover)

'P' above

5848/ 29 SEP 1947

(ii) the period of sanction for the additional staff referred to in paras 1-4 of the note of E.P.H on pp.14-15 above.

'Q' on p16 above

X

2. Item (i) on p.16 above. The existing scale of pay of the Chief Accountant in the Govt.Press is 85-5/2-90-7½/2-120. The S.G.P has asked that the scale may be raised to Rs 170-10-220. This scale applies to Managers of Public Works circle offices. ~~This~~ The scale of pay allowed to Accountants in the various departments in the Ministerial Service ~~like Medical, Electricity etc.~~ (in G.O.78 Fin 6.2.47) is Rs ~~140-5-190~~ 80-125. That for Accountants in Electricity & Medical depts is 140-5-190. This Department have also agreed to the creation of 3 additional Accountants in the Govt.Press on a scale of Rs 80-125. The scale of pay of Chief Accountant need be something more than this scale and this Dept. may suggest that a scale of Rs 140-5-190 would be quite suitable.

'P' on p8 above and N p11 above

'M' on p12 above

(b) Chief Cash keeper. The existing scale of pay of the post is Rs 70-100. The S.G.P. proposes the scale of Rs 140-5-190 for the post. The post of Assistant Cash keeper in the Govt. Press is on the scale of pay of Rs 30-55 i.e to the revised scale of Rs 45-90. In G.O.78 Finance dated 6-2-47 posts of Head clerks, U.D clerks including Head clerks, Accountants, Cash keepers storekeepers etc. in the Madras Ministerial Service on the biennial scale 70-100 were allowed the scale 80-125. On the above basis the post of cash keeper now on 70-100, ~~can~~ need not may be allowed more than only the scale 80-125.

'A' above

3. Item ii above. In the circumstances explained by E.P.H in para 4 of their note on p.16 above, this Dept. may agree that the additional staff proposed in the file may be sanctioned for a period of six months from the date of employment and the position reviewed thereon.

Asst. Secretary to Government, Education and Public Health Dept. 83779 9 1 OCT 1947

4. With the above remarks the case may be returned to E.P.H who will no doubt observe the financial procedure as previously indicated by this Department at 'X' on p.14 above.

Rs 14.10.47 M 12/10/47

(i) The revised scales proposed above are accepted

(ii) Finance may agree to the additional staff for a period of six months from the date of employment. Financial procedure already indicated EPH should be followed.

MR 21/10/47

Thro Fin (Sal)

Fin. U.O. 5848/ E III-7 21.10.47

Ed P.11(71)

Please see the Finance Department's note on pp: 16-17 ante.

The proposals in this file are --

(1) Employment of certain additional staff (ministerial and non-technical) in the Government Press with a view to reorganise the Despatch, Accounts etc. sections of the Government Press; and

(2) revision of the scales of pay of these posts.

(1) above :-

Finance have agreed to the employment of the following staff asked for by the S.G.P. :-

(1) One Genl. Despatch Manager on Rs 140-190 in lieu of the Despatch Manager on Rs 150. ✓

(2) Two (Chief) Desp. clerks on Rs 80-110 ✓ } in lieu of 7 despatchers on Rs 35-65

(3) Eight Desp. Clerks on Rs 45 - 90 ✓ }

(4) One Booking clerk on Rs 80-110 ✓

(5) ~~xxx~~ Thirteen Warehouse clerks on Rs 45 - 90 ✓ in lieu of 11 warehousemen on Rs 35 - 60. ✓

(6) Three Accountants Rs 80-125 ✓

(7) One Superintendent Rs 80-125 ✓ (non-gazetted Assistant for publication branch in lieu of the existing storekeeper on Rs 80-110) ✓

(8) One General Storekeeper Rs 80-125 ✓ p 13 ante

2 In regard to Attenders and U.D. Clerks, Finance cut down the additional staff asked for by the S.G.P. as shown below : pp. 12-13 ante

		Additional staff asked for by the S.G.P	Additional staff agreed to by Finance
1.	Attenders	21	10 ✓ p 12 ante
1.	U.D. Clerks	21 (in lieu of the existing 4 L.D. clerks)	5 U.D. Clerks and 12 L.D. Clerks } p 13 ante

It is proposed to agree with Finance and sanction only the additional staff recommended by them.

34

3 Item (2) on page 18 ante

The following statement shows in one view the scales of pay proposed by the S.G.P. and the scales of pay recommended by the Finance Department for the various posts :-

Name of Post (1)	Scale proposed by the S. G. P. (2) Rs.	Scale recommended by Finance Dept. (3) Rs.
Accountants	140 - 190	80 - 125
Superintendent (Non-gazetted Asst. for publication branch)	140 - 190	80 - 125
General Storekeeper	140 - 190	80 - 125
Office Manager	250 - 300	190 - 240 (Existing scale
Head Clerk	190 - 240	140 -190 ~~190 - 240~~ (Existing scale
(Chief) Accountant	170 - 10 - 220	Existing 85-120 to 140 - 5 - 190
(Chief) Cashkeeper	140 - 5 - 190	70-100 to 80 - 125

The scales of pay proposed by the S.G.P for the above post are on the basis that the office of the Government Press should be treated as an "A" class office. For the reason stated by Finance in paragraph 3 of their note on pages 8-9 ante, Finance consider that there is no case for raising the Govt. Press office to ~~xxxx~~ "A" class ~~office~~. They have therefore recommended the scales in column (3) above on the basis that the office of the Govt. Press is to be continued as a "B" class office. It is proposed to accept the view of Finance and sanction only the scales of pay recommended by them for the posts referred to in the statement above

4 This Department proposed that the additional staff in this case ~~referred to in paragraph 4 on page 16 ante~~ may be sanctioned for a period of one year from the date of appointment. But Finance suggest that the staff may be sanctioned for a period of 6 months only from the date of

p 17 ante

Spl F II 20

employment and the position reviewed thereafter. It is for orders whether this may be agreed to.

/May be agreed to.

5 Finance have stated that the proposals in this case should be treated as a "new service" and referred to the Standing Finance Committee and the Cabinet for approval. The case may now be circulated to H.M. (Edn.) and H.M. (Fin.) for orders whether the proposals in paragraphs 1 to 4 on pp: 18+19 ~~above~~ ante may be approved. (After orders are passed in circulation, the necessary note for the Standing Finance Committee will be prepared and submitted for approval).

26/10

28/10/47

S / H.M.

2/11/47

H.M. (Com.)

H.M. (Fin.)

TSA
1-11-47

B.G.A.
6.XI

6/XI

E & P.H Depn. F1

A draft note for the S.F.C. is submitted. It may be sent to Finance for acceptance and for making the necessary entries in para 4(b) thereof.

10.11.47.

12/11/47 S / Finance

12/11

E&P.H. U.O. No.
Finance (E III) 6686-F1/47-6
12-11-47

67747 (E III)

(Pse Fin notes on pp 16-17 above)

The further note of E & P.H deptt and the orders in circulation above may be perused. The draft note for the Standing Finance Committee may be accepted as slightly amended in pencil

13/11

15/11/47

13-11-47

E P.H.

Fin. U.O.
67747 E III-1
15-11-47

Please take copies & despatch F1 & then send file to Finance

90792

17/11/47

35

Copies of the note for the S.F.C have been circulated - The file may be sent to Finance -

26.11.47.

27/11/47 Finance

pages 36-37

E III From the S.G.P - No. 40-Mis-47 Dt. 13.2.48.

The question of sanctioning additional staff to cope with increased work in certain sections of the Govt Press has been referred to the S.F.C. It has so far not been decided by the Committee & the date of the next meeting of the Committee is not known -

Meantime, the state of affairs disclosed in the Supdt.'s letter on pages 36-37cf seems to call for some special action. Finance may be requested to state whether, as a very special case the additional staff which ~~it~~ has been proposed for employment, may be ordered to be employed, on a temporary basis, in anticipation of the final orders of Govt. and whether, if this course is unobjectionable, orders may be issued to that effect immedia immediately.

The case may be sent to Finance for remarks on the suggestion, before circulation —

16·2·48

16/2/48

S/ 17/2/48

Fin: E III

E&P.H. U.O. No 6686-F/48-10 17-2-48

ASSISTANT SECRETARY TO GOVERNMENT
9933
17 FEB 1948
FINANCE DEPARTMENT

(Previous note of Finance on p. 20 above)

Please see the further note of E.P.H on pp. 21-22 above. In the circumstances noted by E.P.H, this Dept may agree that the case may be treated as extremely urgent and that orders may be issued after circulating the case to HM (Edn), H.M. (Fin) and H.Pr. E.P.H may be requested to follow the procedure indicated in para II (iii), of Finance B.C. no note No 26978 (A)-BG-48 21.12.47

EPH may also have ~~Advise~~ to obtain a supplementary grant from Legislature ~~will also have~~ in due course.

17·2·48

18/2/48

EPH

Fin. no 9933 E III 18/2/48

12119

In January 1947 the Superintendent Government Press submitted to Government proposals for the reorganisation of the Accounts and Despatch sections of the Government Press. The proposals were for -

(i) the raising of the Status of the office of the Government Press to that of "A" Class

(ii) the employment of additional staff for the Accounts and Despatch sections with a view to reorganising the work of those sections and in order to cope with the increased work therein, and

(iii) the revision of the scales of pay of certain posts in those sections.

2. These proposals have been fully examined in the above

p.t.o.

---

above notes after consultation with the Superintendent Government Press and the Finance Department. As a result of this examination it has been considered that the Superintendent Government Press is not a major head of department with a mufassal staff to control, as, for instance, the Registrar of Co-operative Societies is, and that there is no case for raising the Status of his Office to that of "A" class.

The need for reorganising the Despatch and Accounts sections has however been recognised in view of the increasing volume of work in those sections and the need for the additional staff has consequently been accepted. It is proposed to sanction the additional staff (as agreed to by Fin.) specified at 'A' in para 2 of the note on page 34 c.f.

As regards the proposals for the revision of the scales suggested scales of pay it is observed that the are high in by the Superintendent Government Press were based upon his pro some cases as they [illegible] posal to make the Government Press an "A" Class Office. The scales of pay now proposed to be sanctioned are therefore those which are usually sanctioned for "B" class officers. The scales which will apply to the posts in question according to the orders proposed to be issued will be as at 'B' in paragraph 2 of the note on page 34 c.f.

The draft order below embodies the proposals which it is proposed to sanction.

3 The proposals, involve a recurring ultimate annual cost of Rs. 46200. ~~[illegible]~~ It was originally proposed, to obtain the approval of the Standing Finance Committee as in the case of all "New Service" proposals. The Superintendent, Government Press has, however since represented that work is in considerable arrears in the sections in question and that complaints are being received from constituents, and that the additional staff ~~[illegible]~~ required should be sanctioned without any delay. The

24

F1 6686

matter has thus become extremely urgent and immediate action is necessary. It is therefore considered essential that orders should be issued on the case without reference to the Standing Finance Committee. The file may accordingly be circulated to H.M.(Edn.) H.M.(Fin.) and Hon'ble Premier for orders. (After orders have issued a summarizing note will be circulated to all members of the Standing Finance Committee and other~~s~~ Hon'ble Ministers, Chief Secretary, and the Finance Department as required by paragraph II (iii) of Finance B.G. U.O.Note 26978(A) BG-4 dated 21-12-47)

4. Finance may see the draft order below before circulation.

20.2.48

22/2/48

Not put up

E&P.H. U.O. No. 6686-F1/47-11 28.2.48

Fin. (E. III)

ASST. SECRETARY TO GOVERNMENT
1125 EM
23 FEB 1948
FINANCE DEPARTMENT

Previous Fin. note on p.22 above and the notes following may be perused and the case returned to E.P.H.

24/2/48

23.2.48

~~Dy. Secy.~~

Fin. U.O. 11253 EM 24/2/48

EPH

[Notes from page 22 onwards may be read]

The draft order sets out the proposal. For orders as to circulation.

24/2/48

TSA 24.2.48

H.M. (Edn.)
H.M. (Fin.)
H. Pr.

24/2

E&P.H. U.O. No 6686/F1/47-12 ·2·48

ASST. SECRETARY TO GOVERNMENT
EDUCATION AND PUBLIC HEALTH DEPT.
24 FEB 1948
13620

Just to strengthen accounts and despatch sections, is it necessary to sanction all these posts? It looks excessive. See E&P.H and Addl Secretary, Finance may discuss the matter amongst themselves and see whether we can't reduce the numbers of posts.

26.2

SECRETARY, EDN. AND P.H. DEPT.
14525
27 FEB 1948
GOVERNMENT OF MADRAS

25

27

E&PH Secretary discussed the proposals on 28.2.48 and again today in the presence of the S.G.P. The following ~~two~~ reductions were agreed to :—

1) In view of the reduction in the no: of forms & the no: of offices to be dealt with as a result of the present policy of ~~po~~ gradual decontrol of food the two "Chief Despatchers" asked for by the S.G.P may be disallowed. This corresponds to the "Despatch Clerks on Rs 80-150 referred to in item (ii) at the top of p. 2 of the draft. i.e. this item may be omitted.

2) As the scales of pay of warehousemen have been raised & all of them are now in the scale 35-65 there is no need to sanction a special ~~pay~~ scale of Rs 45-90 in item (v) of the draft. i.e. it will be sufficient to allow two extra warehousemen on the ordinary scale of Rs 35-65.

3) There is no need for an Accountant to be in charge of the "Service Book" sections. This may be disallowed & only two Accountants need be sanctioned in item (vi) of the draft. There will be two in charge of the "pay bills" section of the Public Dept.

We also considered the possibility of the no: of additional Clerks and attenders to be sanctioned, but came to the conclusion that no further reduction than that already made in the Secretariat was possible. after the S.E.P. explained the work to be handled The extra cost on account of the additions to be allowed is roughly 35,300 per annum. (b)

Initial 1.3.48 E.P.H. Secretary

(b) Takes into account [illegible] recently sanctioned [illegible]

The case may be re-circulated.

1/3/48

H.M. (Edn.)
H.M. (Fin.)
H.Pr.

15336

O 37
1/3

This is mainly an administrative matter. H.M. Finance himself may have a talk with the relevant departments and come to a decision.

TSA
1-3-48

I was far too busy with my work. I had to leave to the secretaries.
I agree to the conclusions.

B.G.A.
11.3

SECRETARY, EDN. AND P.H. DEPT.
18 MAR 1948
GOVERNMENT OF MADRAS

NO
G.P.R
18/3

For orders as to re circulation

18/3/48 S/ 18/3/48

H.M. (Edn.)
H.M. (Fin.)

SECRETARY, EDN. AND P.H. DEPT.
5 - APR 1948
GOVERNMENT OF MADRAS

~~O 85 19/3~~

The Secretary may explain the position to H.Pr.

TSA
30.3.48

B.G.A.
30.3

G.P.R
2/4/48

SECRETARY, EDN. AND P.H. DEPT.
30 MAR 1948
GOVERNMENT OF MADRAS

O 1
2/4

H.Pr. may kindly call me up when convenient to him.
1/4/48 H.Pr.

Please see the orders on p. 26 ante. It is presumed that the Secy discussed the matter with H.Pr. and that the H.Pr. has now agreed to the conclusions arrived at on pp. 25-26 ante. The draft as revised with reference to the orders is for appl. Finance may see before circulation. (After issue, action as at 'A' on p24 ante will be taken)

ASST. SECRETARY TO GOVERNMENT
27049 Fin
5 APR 1948
FINANCE DEPARTMENT

AV
5.4.48

3/4/48

S 5/4/48

Fin. E III

E&P.H. U.O. No.
6686/F1/48-13
5/4/48

(Previous note of Finance on p24 above)

The minute of H.M. (Fin) on p24 above, the note of Addl. Secretary, Finance on pp 25-26, the orders in circulation on 26 above and the further note of E.P.H above may be perused. The revised draft order may be accepted and the case returned to E.P.H

AB.
5.4.48

5/4/48

C
6/4

E-PH
7/1

Fin. U.O.
27049 E III -
6/4/4

ASST. SECRETARY TO GOVERNMENT
6 - APR 1948
EDUCATION AND PUBLIC HEALTH DEPT.

The draft order may now issue.

AV
6.4.48

6/4/48 S/ 7/4/48

H.M. (Edn.)

25251

SECRETARY, EDN. AND P.H. DEPT.
8 - APR 1948
GOVERNMENT OF MADRAS

TSA
7-4-48

(Issued as G.O.Ms. No. 823 Edn. d. 8.4.48)

Despatched to Hon. Ministers
15/4/48

The draft summarising note below is for approval

AV
14.4.48

14/4/48 S 14/4/48

[illegible]

P.T.O.

E&P. H
F1

~~A draft memo to the S.G.P is Submitted for approval.~~

The summarising note has been issued to all concerned. For preparing a supplementary statement of expr for the Legislature, the S.G.P may be consulted as to the probable expr during the current year. The draft memo below is for appl. Finance may see it before issue.

22/4

ar
26-4-48

27/4/48

Finance ETII

E & P. H. U.O. No.
6686/F1(47)-13
28/4/48

(Previous note of Finance on p27 above)

The note of E.P.H above and the draft memo may be perused and the case returned to E.P.H

30.4.48
30/4/48

E-PH

ASST. SECRETARY TO GOVERNMENT
28 APR 1948
32915
FINANCE DEPARTMENT

Fin. no
32915 E III-1
30/4/48

E.P.H

~~circulate please.~~ Issue

1/5/48

ASST. SECRETARY TO GOVERNMENT
1 MAY 1948
EDUCATION AND PUBLIC HEALTH DEPT.
32164

E&P.H
F1

39

C 6686/47.

Govt. Press - Proposals for reorganisation of Accounts & Despatch Sections and revision of Scales of pay of Certain posts - estimate of expenditure.

Ref: G.O. Ms. No. 823 (Edu) d. 8.4.48.

2/5
3/5

Memo. No. 6686/F1/47-14 Edn. d. 1-5-48.

The Supt. Govt. Press is requested to report urgently the extra expenditure likely to be incurred during the current year on account of the orders cited above and how it is proposed to meet it.

To. The S.G.P.

26/4
ar
26-4-48

27/4/48

E&P.H
F1

3
40

C. 6686/47

12/5

Govt. Press - Proposals for reorganisation of Accounts & Despatch Sections and revision of Scales of pay of Certain posts - Estimate of expenditure.

p.l.c.f - Memo. No. 6686/F1/47-14. Edn. d. 1-5-48.

Memo. No. 6686/F1/47-15 Edn. d. 11/5/48.

The ~~S.G.P is req~~ attention of the S.G.P is invited to the memo cited above and he is requested to expedite his reply to it.

To.
The S.G.P.

15-5-48

10/5
ar
10.5.48

11/5/48

91 41 5

ASST. SECRETARY TO GOVERNMENT
EDUCATION AND PUBLIC HEALTH DEPT.
18 MAY 1948

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

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

-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-

No.29/Mis/S.B.C., dated 17-5-1948.

p. Bank

36787

Sir,

Ref: Education and Public Health Department Memorandum No. 6686/F1/47-15 Edn., dated 11-5-1948.

Sub: Government Press, Proposals for reorganization of Accounts and Despatch section and revision of scales of pay of certain posts - Estimate of Expenditure.

With reference to the above I have the honour to state that the extra expenditure likely to be incurred during the current year will be reported on receipt of orders clarifying certain points raised in this office letter No.29-S.B.C/Mis., dated 4-5-1948.

Separately with Committee

E and P. H Deptt.
F1

The S.G.P. may be reminded if necessary

a lepper

Superintendent,

ow 10.6.48

a̍v
19.5.48

BM
21/5/48

E & P.H.
F1

42 7

C No 6686 F1/48

16

8/1/6

Sub: Government Press - Proposals for reorganisation of Accounts and Despatch Sections and Revision of Scales of pay of Certain posts - Estimate of expenditure.

p.5 cf.

Ref: From the S.G.P. No 29/Mis/S.B.C. dated 17-5-48

Memo. No 6686 F1/47-16 Edn. dated 18.6.48.

The attention of the S.G.P. is invited to ~~the~~ his letter cited above and he is requested to expedite the ~~submission of his report, as promised in it~~ his reply to Govt Memo No 6686 (F1/47)-14 Edn dated 1.5.48

p.5 cf

To,
The S.G.P. Madras.

p1cf
17.6.48

av
17.6.48

BM
18/6/48

22-6-48

4/28 20/7

C.No. 6686/F1/48

Sub: Government Press - Proposals for reorganisation of Accounts and Despatch Sections and revision of scales of pay of certain posts - Estimate of expenditure.

p. 5 cf
p. 7 cf

Ref: From the S.G.P. No. 29/Mis/S.B.C. dated 17-5-48
Govt. Memo. No. 6686 F1/47-16 Edn dated 18-6-48

Memo. No. 6686 F1/47-17 Edn dated 19.7.48.

The attention of the S.G.P. is invited to the references cited above and he is requested to state when his reply in the matter may be expected by the Govt.

To
The S.G.P. Madras.

16.7.48
21/7/48
17/7/48
19/7/48

59257

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

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

-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-

No. 29/S.B.C/Mis., dated 6th August 1948.

Sir,

Sub: Government Press - Proposal for Re-organization of Account
and Despatch Section and Revision of Scale of Pay of
Certain publications - Estimate of expenditure -
Ref: G.O.Ms.No. 823 Edn., dated 8-4-1948. (H)

p. 1 cf.

With reference to Education and Public Health Department Memorandum No. 6686/F1/47-14 Edn., dated 1st May 1948 on the subject cited, I have the honour to state that orders in the G.O. on the Re-organisation of Accounts and Despatch Sections of my office have been given effect to from 1st June 1948. The estimated expenditure for six months from 1-6-48 is Rs 6,500/- and Rs 9,700/-, if the temporary sanction of the establishment is extended for the whole of the current year. The extra expenditure will be met by Re-appropriat

Superintendent.

RN 6/8

45 E. & P.H.
F1

Please see the reply from the S.G.P. on p. 11. Cf.

Go No 823 Edn dated 8.4.48 is put in a file sent in circulation. This may lie over until 21.9.48.

av
11.9.48

14.10.48

[illegible] 823 Edn dated [illegible] has [illegible] put up [illegible] to Finance [illegible] until 26 [illegible]

27.10.48

27.10.48

E. & P.H.
F1

46

C No 6686/47

U.O. Note No

Edn dated

To,
Finance Dept
(B.G)

Four copies of the note for the Supplementary Estimate of Expenditure may be sent to Finance.

19.11.48

av
19.11.48

Cleared P.H. U.O. No. 6686/48 - F1 - 19. 23. 11. 48.

ASST. SECRETARY TO GOVERNMENT
24 NOV 1948
100946 B.G.
FINANCE DEPARTMENT

Fin (B.G) Dept.

copies of the note on Supply Estimate of expre. have been received in this dept. The file may be returned to E. PH Dept.

25/11/48

25.11.48

25.11.48

E. & P.H.
F1

The papers may be filed with G.O. Ms. No 823 Edn dated 8.4.48.

Finance U.O. 100946/B.G. 48-1
25.11.48

ASST. SECRETARY
NOV 1948
88231
EDUCATION AND PUBLIC HEALTH DEPT.

26.11.48

av
27.11.48

47

Education and P.H.(Fl) Deptt.

C.No.6686.47.

SUPPLEMENTARY ESTIMATE OF EXPENDITURE for 1948-9.

GRANT XXX - Stationery and Printing.

...

Summary.

Major Head.	Minor Head.	Sub-head of appropriation.	Estimated amount of further expenditure for 1948-9.	
			Charged. Rs.	Voted. Rs.
56.Stationery and Printing.	d.Government Presses,Madras.	A.General Overhead charges. 2.Pay of Establishments.	...	100 (token)

Explanatory Note.

The Superintendent, Government Press, submitted proposals for the employment of additional staff in connection with the reorganisation of ~~and improvements to~~ the Accounts and Despatch Sections of the Government Press. The Government recognised the need for the reorganisation and sanctioned some additional staff to cope with the increased work in those sections for a period of six months in the first instance.

(11)

The extra cost to Government on account of the reorganisation scheme sanctioned is Rs.13,000 a year. The expenditure likely to be incurred on the scheme during the current year will be met by reappropriation from savings by reappropriation. As the expenditure is on a 'New Service', a token appropriation of Rs.100 is included in the Supplementary Estimate.

Shr
27.10.48

27.10.48

A 48 BE IV

Edn. and P.H.(Fl) Deptt.

C.No.6686.47.

GOVERNMENT PRESS - Proposal for Reorganisation of Despatch and Account Sections - Estimate of expenditure.

p.11 c.f.

From the Superintendent, Government Press, No.29/SBC/Mis dated the 6th August 1948.

...

Please see the letter from the Superintendent, Government Press, on p.11 c.f. The Superintendent, Government Press, has stated that the expenditure in the current year will be Rs.9,700/- and that this will be met by re-appropriation. As the expenditure is on a 'New Service' a token amount of Rs.100/- has to be included in the supplementary estimate of expenditure for 1948-9 to be placed before the Legislature. The draft below is submitted for approval.

May be sent to Finance for acceptance.

27.10.48

27.10.48

7

E.&P.H. U.O. No.
6686 F1/47-18
29.10.48

Fin (B.G.) Dept.

The draft Note ~~for obtaining~~ on a supply Stt of expr. below may be accepted and the case returned to E.P.H. Dept.

5/11/48

4.11.48

5.11.48

E&PH

ASST. SECRETARY TO GOVERNMENT
2- NOV 1948
9550
FINANCE DEPARTMENT

Finance u.o 9550/B/48
5-11-48.

E.&P.H.
F1

copies of

The draft below may now issue.

15.11.48

15.11.48

16/11/48

82253

GOVERNMENT OF MADRAS
Education and Public Health Department
G.O.Ms. No. 825 Edn. dated the 8th April 1948.

--

Government Press - Proposals for reorganisation of Accounts and Despatch Sections and revision of scales of pay of certain posts Orders passed.

-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X

:READ:

From the Superintendent Government Press No.40 Mis-47 dated
24-1-1947 and 6-8-1947.
From the Superintendent Government Press No.103-Mis dated 7-2-47.

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Order:

In January 1947 the Superintendent, Government Press, submitted to Government proposals for the reorganisation of the Accounts and the Despatch Sections of the Government Press. The proposals were for -

(i the raising of the status of office of the Government Press to that of "A" class.

(ii) the employment of additional staff for the Despatch and the Accounts Sections with a view to reorganising the work of these sections and in order to cope with the increased work therein, and

(iii) revision of the scales of pay of certain ministerial posts in the Press.

2. The Government have considered the proposals referred to above and have decided that they cannot approve the Superintendent's proposal for the raising of the status of the office of the Government Press to that of "A" Class.

3. The Government sanction additional posts as indicated hereunder for the office of the Government Press for a period of six months with effect from the date of appointment:-

(i) one general Despatch Manager on Rs. 140-5-190 in lieu of the existing Despatch Manager on Rs. 150/-

(ii) Eight Despatch Clerks on Rs. 45-90 in lieu of seven despatchers on Rs. 35-65.

(iii) One Booking Clerk on Rs. 60-110

(iv) Two additional warehousemen on Rs. 35-65

(v) Two Accountants on Rs. 60-125 (for pay bills and publication Depot)

(vi) One Superintendent on Rs. 60-125

(Non-Gazetted Assistant for Publication Branch in lieu of the existing Storekeeper)

(vii) One General Store Keeper on Rs. 60-125

(viii) Five Upper Division Clerks and Twelve Lower Division Clerks) In lieu of the existing four Lower Division Clerks.

(ix) Ten Attenders.

4. The Government regret that they cannot approve the proposals submitted by the Superintendent in his letters cited above, for the revision of the scales of pay of the posts referred to in these letters. They consider that the scales of pay specified below are adequate for the posts in question. Formal

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orders revising the scales of pay of the post, where necessary will issue in the Finance Department.

Posts.	Scales of pay.
Accountants	Rs. 80-125
Superintendents (Non-Gazetted Assistant for the publication Branch)	Rs. 80-125
General Store-Keeper	Rs. 80-125
Office Manager	Rs. 190-240(Existing scale)
Head-Clerk	Rs. 140-190(Existing scale)
(Chief Accountant)	Rs. 140-5-190
Chief Cash-keeper	Rs. 80-125.

5. The expenditure will be debited to "56-Stationery and printing c. Government Press -Pay of Establishments- Voted". The Accountant-General is requested to admit the expenditure in audit pending provision of funds.

6. The Superintendent is requested to take necessary action to reorganise the sections concerned on receipt of these orders, and to submit a report to Government in due course on the working of the reorganis~~xxxx~~ed sections.

(By order of His Excellency the Governor)

M.V. SUBRAHMANIAN,
Secretary to Government.

To the Superintendent Government Press.
To the Accountant-General through Finance.
" " Finance Department.

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True copy-Forwarded-By Order

Superintendent.

Education and P.H. Department (F)

SUPPLEMENTARY ESTIMATE OF EXPENDITURE FOR 1948-9.

GRANT XIX - Stationery and Printing.

SUMMARY.

Major Head.	Minor Head.	Sub-head of appropriation.	Estimated amount of further expenditure for 1948-9.	
			Charged Rs.	Voted. Rs.
56.Stationery and Printing.	c. Government Press, Madras.	A.General Overhead charges. 2. Pay of Establishments.	..	100 (token)

EXPLANATORY NOTE.

The Superintendent, Government Press, submitted proposals for the employment of additional staff in connection with the reorganisation of the Accounts and Despatch Sections of the Government Press. The Government recognised the need for the reorganisation and sanctioned some additional staff to cope with the increased work in these sections for a period of six months in the first instance.

The extra cost to Government on account of the reorganisation scheme sanctioned is Rs.13,000 a year. The expenditure of Rs.9,700 likely to be incurred on the scheme during the current year will be met by reappropriation from savings within the grant. As the expenditure is on a 'New Service', a ~~kkk~~ token appropriation of Rs.100 is included in the Supplementary Estimate.