

(1)

closed

Sec. 11-27-60,004-17-11-48.

Education and Public Health

(1949) Department.

Ms. SERIES.

G.O. NO. 2021, Education.

Dated 24-6-1949.

piece

closed
to

Super

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0.1.15.

plg. 677 for A

[Despatch Abstract.]

Government Press - Reorganisation of the Accounts and Despatch
Sections - Temporary Staff - Continuance sanctioned.

Back Papers.

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

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Ms.	1240	Edn.	31.5.52				

From R. Siddique, Esq., Superintendent, Government Press, Madras. To The Secretary to Government, Education & P.H. Department, Fort St. George, Madras.

No. 40-mis/47. Dated 4th April 1949.

Sir, Sub: Re-organization - Accounts and Despatch Sections of the Government Press.

I have to state that the question of revision of Establishment was originally taken up so early as May 1945 and the imperative necessity thereof was reiterated and proposals submitted in this office letter No. 40/Mis/47, dated 24-1-1947 for the re-organization of the Accounts and Despatch Section as a permanent measure explaining at length the justification for re-organization on account of heavy flow of work. Government in their orders issued in G.O.No. Ms. 823 Edn., dated 8-4-1948 while accepting the proposals for continuing the Despatch Section, reduced the number of posts to 43 only against 114 asked for.

2. I may state that in the Ministerial service attached to Government Press, the grades of pay are very low and chances for promotion are few and far between, when compared with other offices in the Presidency. As such members of the ministerial service attempt to get out of the Press when better appointments are offered elsewhere so much so that out of 56 posts I have now only 16 permanent and 40 temporary hands appointed under emergency provisions to carry on the work of the administrative sections. As has already been pointed out in letter No. 40/Mis/47, dated 24-1-1947 it will not be reasonable to re-call those that are on other duty in other departments of Government on a higher status than that obtainable in the Press during the normal course. This is due mainly that flow of promotions from Lower Division to Upper Division are curtailed on account of the limited number of Upper Division posts. Considering these facts, I have stated in my letter No.SBC, dated 19-11-1948, that I would submit my report on the working of the ministerial section later, but requested Government to bring those posts attached to the Despatch section, sanctioned in G.O.No. 823, Edn., dated 8-4-1948 and ordered to be continued for a further period of 6 months in G.O.No. Mis.2986 Edn., dated 27-11-1948 under the Government Press Subordinate Service on a permanent basis, as they have been in existence for over 5 years or more and some of the incumbents holding them have put in a period of service ranging from 5 to 12 years in a temporary capacity.

3. The work of this Despatch Section is heavy and every one has to carry on the duties assigned to him with responsibility attached thereto. It will not therefore be proper to deny them the aspiration of a permanent footing in the Press. Moreover their services cannot be replaced by inexperienced men. At the same time considerable experience gained by them should be utilised with advantage to Government. This Despatch section has also rendered a very good account of its working during October and

November

November 1948 in the matter of distribution of millions of Enumeration forms for the coming elections, working day and night for over 25 days without even overtime allowances. The maximum pressure is thrown on this section to keep their work current in the interest of service.

4. The question of increased establishment was engaging the attention of Government from 1945 and Government while according sanction, have been granting the minimum number of posts only on a temporary basis to cope up with the pressure of work. On account of the several new schemes that have been brought in on account of the post-war re-construction, I am not in a position to effect any retrenchment in the existing staff. But such of the temporary staff sanctioned on account of the working of the new schemes like Rationing etc., will be dispensed with, when no longer considered necessary.

5. In consideration of the permanent nature of the work on which these men are employed and in view of the heavy rush of work ahead on account of the Prohibition, re-introduction of district wide rationing and the additional responsibility on account of the Electoral Rolls work in near future also, I request that Government may be pleased to sanction the following posts on a permanent basis under the Government Press Subordinate Service, with effect from the date of appointment of the persons to the respective posts. This sanction I may submit will not cost any additional expenditure to Government but will be an incentive to the men who are discharging their duties loyally.

General Despatch Manager	(1)	- Rs 140-190
Despatching Clerks	.. (8)	- Rs 45-90
Booking Clerk	.. (1)	- Rs 80-110
Warehousemen	.. (2)	- Rs 35-65

In view of my recommendations in paras 2 and 3 above I am to state that Government may be pleased to pass orders early.

R. S. S. S.

Superintendent.

166 3/4
20/4

114

120

Memo. N^o. 26964 G/4-12 dated 19/4/49

Reorganization - Accounts
Despatcher Sanku 2nd 4th
Prin. Repu. 1st 1st 5th
No. 40 M 5 47 9 4. 4. 19 49.

9. The letter was closed.
The S. G. P. has applied for
the permanent establishment of the
present posts with effect from
the date of appointment of the
persons in the respective posts:-
General Despatch Manager 1 Rs. 140-190
Despatching clerks (8) Rs 45-90
Booking clerk (1) Rs 80-110
Warehousemen (2) Rs 35-65.

2/

2 The S. & P. is required to
~~from~~ furnish information regarding the
 following points: —

- (1) The date for which each of
 the posts was originally ^{no. 2} ~~searched~~ ^{searched} ~~the~~ ^{the} ~~posts~~ ^{posts}
- (2) Whether the posts have been
 in existence continuously for a
 period of more than five years
- (3) Whether these posts are required
 for the permanent work of the
 Deptt; and
- (4) Whether there is any of the posts
 which are erected on account of the
 temporary expansion of work ~~due~~ ^{due}
 to the War Office rationing
 scheme which cannot lead to
 be required permanently in the ~~long~~
 near future;

3 2nd attached to the S. & P. is
 also in this connection
 (H) to Memo. no. 16708 E II 48.89
 15.2.48. It is in fact that
 the above said proposals for
 12 1/2 cut in the establishment in
 the Gen. Pur before considering
 the question of permanent retention
 of the staff is question. II

JD
 18/11/48
 19/11/48 S
 19/4

2.
 2nd S & P
 ER. 6/5/49
 6/5/49

From R. Siddique, Esq., Superintendent, Government Press, Madras. To The Secretary to Government, Education & P.H. Department, Fort St. George, Madras. No. 40 - mis/I & P. Dated 16th May 1949.

Sir, Sub: Re-organization - Accounts and Despatch Sections - Government Press, Madras. Ref: Government Memorandum No. 26964 G2/49-1 Edn., dated 19th April 1949 and reminder thereon dated 6-5-1949.

I have to state that the posts referred to in the Government Memorandum read above have been sanctioned in the G.Os. quoted against each and all have been continued year after year from the date of their original sanction.

General Despatch Manager (1) Rs 140-190

Originally sanctioned in G.O.No.Ms.1461 Edn., dated 14-10-1942 and merged in the re-organisation scheme - G.O.No. 823 Edn., dated 8-4-1948.

Despatching Clerks (8) - Rs 45-90.

Three posts of Despatch clerks ^{one} were originally sanctioned in G.O.No.Ms. 26 Edn., dated 8-1-1944 and continued year after year.

One post of Despatch clerk was originally sanctioned in G.O.No.Ms. 1286 Edn., dated 22-8-1945 and continued year after year.

Four posts of Despatch clerks - In G.O.No.Ms.823 Edn., dated 8-4-1948, against 14 posts of Despatchers as per details furnished below, 4 posts of despatch clerks were sanctioned.

Despatchers -

Six posts of Despatchers were sanctioned in G.O.No.Ms. 1461 Edn., dated 14-10-1942 and continued year after year.

Two posts of Despatchers were sanctioned in G.O.No.Ms.524, Edn., dated 7-4-1943 and continued year after year.

Three posts of Despatchers were first sanctioned in G.O.No.Ms. 1544 Edn., dated 12-11-1943 and continued year after year.

One post of Despatcher was sanctioned in G.O.No.Ms. 26 Edn., dated 8-1-1944 and continued year after year.

Two posts of Despatchers were sanctioned in G.O.No.Ms. 1286 Edn., dated 22-8-1945 and continued year after year.

Booking Clerk (1) - Rs 80-110.

One Despatcher on Rs 35-65 was looking after the duties. Government were pleased to sanction

a Special Pay of Rs 7/- for the person doing the duties of this post in G.O.No.Ms. 1573 Edn., dated 25-10-1944 vide also G.O.No.Ms. 1837 Edn., dated 8-11-1945. This post was converted into one of Booking Clerk on Rs 80-110 in G.O. No. 823 Edn., dated 8-4-1948.

Warehousemen (2) - Rs 35-65.

These posts were created only in G.O.No.Ms. 823 Edn., dated 8-4-1948 - re-organization scheme.

2. It is therefore evident from the above that the following nine posts have been in existence continuously for a period of more than five years.-

General Despatch Manager	..	1
Booking-Clerk	..	1
Despatch Clerks	..	7

Two posts of Warehousemen and one post of Despatch Clerk may be continued as a temporary measure, thus limiting the permanent retention of only the 9 posts referred to above.

3. With a view to effect economy in paper and printing materials by limiting the supply in respect of Fort St. George Gazette, Indian Law Reports, Official Publications, Rubber stamps etc., to the minimum possible, the clerks doing the duties of the above work were placed under the direct supervision and charge of the Despatch-Manager from October 1942. The duties performed by these clerks, viz., Gazette clerks, Law Report Clerk, Publication clerk, Press Paper clerk and Rubber Stamp clerk have been fully dealt with in paras 10 to 15 of my letter No. 40-Mis., dated 24-1-1947 (Re-organization scheme) - In the re-organization scheme also the Despatch Manager continues to supervise and control the work of these clerks in addition to his normal duties of supply of non-standardized forms, registers, etc., distribution of journals, pamphlets of the Information and Publicity Department Women's Welfare, Agriculture, Fire Services, etc., departments. He is also in charge of the temporary staff sanctioned for work connected with the printing and supply of forms, cards, etc., required for rationing, controls and prohibition.

The question of sanctioning the post of the Despatch Manager as a permanent one was also long overdue. The necessity of this post with the resultant responsibility combined with the multifarious duties attached thereto also are onerous and of a permanent nature and their retention on a permanent basis has already been brought out to the notice of the Government.

4. I have already considered the question of 12½% retrenchment and stated in para 2 of my letter No. 183 Ret., dated 29-4-1949 that it is not possible to effect a cut in the expenditure since the Government Press being a service department catering to the needs of Government Offices to cope up with the ever increasing work.

I therefore strongly recommend that as reviewed in para 2 above, the nine posts may be confirmed with retrospective effect from the date of creation and as already pointed out by me this will not involve any additional expenditure to Government.

R. Siddique
Superintendent.
16.5.49.

From
R. Siddique, Esq.,
Superintendent,
Government Press, Madras.

To
The Secretary to Government,
Education & P.H. Department,
Fort St. George, Madras.

No.40/Mis.

Dated:- 2nd June 1949.

Sub:- Government Press - Reorganization of accounts - Despatch Sections - Continuance - Requested.

Ref:- G.O. Ms. No.2986 Edn. dated 27-11-48. - 134/81

I have to state that the sanction accorded to the continuance of the following temporary staff mentioned in the G.O above cited expires on 31-5-1949.

Designation.	No.	Scale of pay.
1) General Despatch Manager	1	Rs.140-5-190
2) Despatch Clerk	8	Rs. 45-90
3) Booking Clerk	1	" 80-110
4) Warehousemen	2	" 35- 65 (each)
5) Accountants	2	" 80-125
6) Superintendent	1	" 80-125
7) General Storekeeper	1	" 80-125
8) Upper Division Clerks	5	" 80-110
Lower Division Clerks	12	" 45- 90
9) Attenders	10	" 24- 35

As regards the posts mentioned in items 1 to 4, I have addressed Government separately regarding their permanent retention. The remaining posts (vide item 5 to 9 above) have been distributed to various sections as indicated below.

As already reported in my proposal vide letter No.40-Mis/47 dated 24-1-47, I have bifurcated the Service Book Section and the nature of duties and the number of posts allotted for each are indicated below.

ESTABLISHMENT - A

No. of temporary clerks.

Accounts, Composing,	1 Upper Division Clerk
Machine and Hand Composing,	2 Lower Division Clerk
Reading,	
Despatching, Day Extra and	
Contingencies, Paper Store.	

B.

Branch Supervision, Press and	1 Upper Division Clerk
Machine, Binding, Electrical	2 Lower Division Clerk
& Mechanical,	
Type Foundry, Factory and Payment of Wages	
Act	

Each section is responsible for recruitment and preparation of pension papers of the respective staff attached to it. Besides they have to deal with various petitions regarding seniority from Press employees. In G.O.No.2127 dated 8-11-46 Government have ordered that promotions which were irregular should be regularised with effect from 1-8-1946 and this has thrown an enormous quantity of work on both the sections.

PAY BILL SECTION.

This section is also bifurcated on the same lines as the Service Book Section. The nature of work was fully explained in my letter No.40 Mis/47 dated 24-1-47 and the following temporary Clerks, 1 Upper Division Clerk & 2 Lower Division Clerks for each section have been allotted.

This section has to deal with the claims for pay and allowances of temporary as well as permanent staff overtime fees, Bonus to Compositors, supplemental claims, travelling allowances and in order to avoid audit objection and irregular claims, one Accountant on Rs.80-125 is posted to do con-current checking, and the heavy pressure of work still continues.

ACCOUNTS-GENERAL

It is one of the most important sections in the Government Press and as above

report

reported in my letter referred to, the work of the section has expanded considerably. I have allotted one Upper Division Clerk to check bills of the advertisement Clerk and Day Book Clerk to avoid objections in pre-audit and test audit and to assist in the preparation of Budget and reappropriation statement.

GENERAL STORES.

The whole Stores is now in charge of the General Store-keeper who is exercising supervision over the various branches of the Store-work elaborately described in my letter 40.Mis/47 dated 24-1-1947.

MOUNT ROAD BRANCH

The increase of work in the Publication Branch has been fully explained in para 17 of my letter cited.

One Superintendent - 80 - 125.

This is in lieu of the existing publication Store-keeper on Rs.80-110 and this cannot be considered as an additional post.

One Accountant on Rs.80-125 has been allotted to the Publication Department to do the following work:-

- 1) Checking of ledgers of publications, receipts and issues.
- 2) Checking of Cash book and the Register of valuables.
- 3) Verification of annual stock-taking and
- 4) Preparation of excess and deficiency statement consequent on stock verification and putting up proposals for write off deficiency.

As the administration Report has to be expedited early, the Accountant at the Publication Depot, Mount Road has full work and is assisted by one Lower Division Clerk. The remaining three Lower Division Clerks have been allotted
1 to sales section
1 to Indent section
and 1 to information and Despatch section to cope up with the additional work and complaints regarding non-receipt of publications, etc.

The ten attenders have been distributed to the section mentioned above. Though the additional temporary staff has enabled me to clear off major portion of the arrears, yet the work cannot be kept upto date, as I could not get the right type of personnel. Major portion of Lower Division Clerks have been recruited under 9 (a) (1) of the General Rules and most of them have not yet reached efficiency. I have already addressed the Service Commission to allot the required number of clerks to fill in the posts in order to replace the 9 (a) (1) clerks by qualified men. In the circumstances I request that Government may be pleased to sanction the continuance of the staff mentioned in items 5 to 9 of para 1 above for one year from 1-6-1949. I have fully examined the question and it is not possible to effect any further cut in the staff.

R. K. Singh
3.6.48.

Superintendent.
2/6.

L.S.

E.P.H (C2)

Sub: Govt. Press - Reorganisation of the Accounts and Despatch Sections - Temporary Staff. Continuance sanctioned.

Ref: G.O. No. 823 Edn & 8.4.48.

G.O. No. 2986 Edn & 27.11.48.

From the S.G.P. No. 40 Mis & 2.6.1949.

ORDER (Mis) No 2021 EDN. DATED. 24.6.49

Sanction is accorded to the continuance in the Govt. Press of the following staff sanctioned in G.O. 823 Edn & 8.4.48 for a further period of one year from 1.6.1949:-

- (1) One Despatch Manager on Rs 140-5-190.
- (2) Eight Despatch clerks on Rs 45-90.
- (3) One Booking clerk on Rs 80-110.
- (4) Two Warehousemen on Rs 35-65. (Each)
- (5) Two Accountants on Rs. 80-125
- (6) One Superintendent on Rs 80-125
- (7) One General Store keeper on Rs 80-125
- (8) Five Upper Division clerks on Rs 80-110.
- Twelve Lower Division clerks on Rs 45-90.
9. Ten Attenders on Rs 24-35.

To the S.G.P. A.G. thro' Admince.

S.C.

The proposed 2 the S.G.P. that the following posts may be retained as is not approved:-
1) Despatch Manager
2) Booking clerk
3) 7 Despatch clerk

16/6/49

12

C.No 42702 C2/49.

E.P.H (C2)

Sub: Govt. Press - Reorganisation of Accounts and Despatch Sections - Temporary staff continuance.

Ref: From the S.G.P. No. 40 M/s 2.6.49.

In G.O 823 Edn 8.4.48 the Govt. sanctioned the employment of certain temporary staff in the Govt. Press for the Accounts and Despatch Sections for a period of six months from the date of appointment. The above staff was continued for a further period of six months.

In G.O. 2986 Edn. 8.29.11.48.

The sanction for the continuance of the staff expires on 31.5.49. and the S.G.P. has now requested that the staff may be continued for a period of one year more from 1.6.49. He has also submitted the report on the working of the reorganised sections.

called for in para. 6. of G.O. 823 Edn 8.4.48.

on p.1 of

It may be noted that the S.G.P.'s statement that he has applied for the permanent retention of the posts in items 1-4 on p.1 of is not correct as in his modified proposals on p.8, he asked for the permanent retention of the posts in following posts:

1. General Despatch Manager (1)
2. Working clerk (1)
3. Despatch clerks (7).

Though this department supported the proposal for the permanent retention of 1 Despatch Manager and 3 despatch clerks, Finance were against their permanent retention. This dept. propose to accept the view of Finance. These posts may also be continued for a further period of one year, temporarily.

A draft order is subd. for approval. Finance may see for acceptance before issue.



E.P.H.U.O. 42702 C2/491
17.6.49

15648

16/6/49

Fin (RM) sept.

The draft order below may be accepted.

led en
20019 206.19

21.6.49

Issued
22/6/49

E. P. H.

Fin. No. 40028/21.6.49



E & P.H. (C2.)

Sub: Reorganisation - Accounts and Despatch Section - Govt. Press - Permanent retention of certain posts.

Ref: From the S.G.P.No.40 Mis/47 dated 4-4-49
Govt. Memo.No.26964-C2/49-1.dated 19-4-49.
From the S.G.P.No.40 Mis/II & P. d/-16-5-49.

The S.G.P. requests that the following posts in the ministerial staff of the Govt. Press may be made permanent with effect from the date of appointment of the persons in the respective posts:-

- (1) General Despatch Manager (1) Rs.140-190
- (2) Despatching clerks (7) Rs.45-90
- (3) Booking clerk (1) Rs.80-110

K mp 846 / A

2. The post of the Despatch Manager was originally sanctioned in G.O.1461 Edn. dated 14-10-42 ^{in connection with} on account of the publication of war leaflets, and war reviews, etc. The post has to be continued on account of the creation of various new offices and consequent supply of various forms and registers in connection with Procurement and Rationing and other Miscellaneous schemes set out below:

Civil Supplies - Procurement and Rationing, Statutory and Informal, Rice, Sugar, cloth etc.

K mp 206 G

A mp 346 G

Transport, small savings schemes, Paper control, Motor spirit and Type Rationing, Motor Vehicles Fire Services, Cloth Control, I.W.CC. etc. It may also be noted that 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 December 1942 was about 14½ lakhs (or 58 lakhs a year) whereas for six months from April to September 1946 it was 14 crores. Thus the work of the despatch section seems to be a permanent feature and the necessity for the retention of the post of the Despatch Manager on a permanent basis seems obvious. For orders whether the post of the Despatch Manager may be made permanent from the date of appointment as recommended by the Superintendent, Govt. Press. The post has been in existence for over 6½ years.

34. The S.G.P. recommends the permanent retention of the

the posts of seven despatch clerks. But from his statement given on p.7 c.f. it will be seen ~~ent~~ that only three posts of despatch clerks were sanctioned in January 1944 and only these posts can be regarded as having been in existence for over 5 years. This deptt. may recommend the retention of three posts of despatch clerks for the present.

48. As for the permanent ~~ben-t~~ retention of the Booking clerk the S.G.P. states that the post of the Booking clerk as such was created on 8-4-48 and it is not clear how the Booking clerk can be made permanent within a year of the creation of the post. This post may be continued on a temporary basis.

5. As for the question of 12½ per cent reduction of staff on account of Retrenchment and Reorganisation proposals of Govt. the S.G.P. has already sent a reply stating that it is not possible for curtailment of expenditure, in view of the growing and increasing work in the Press. This has been dealt with separately and submitted.

6 The file may be sent to Finance U.O. for remarks.

ERH.U.O. 26964 C2/49-2

3.6.49

Finance (E.III) Dept.

The proposal of the E.&P.H. Dept. is for the permanent retention of the following staff of the Despatch section, in the Govt. Press, created and continued ^{from 4 Jan 1944 to 1942} for work connected with Procurement of Rationing:-

(1) General Manager on Rs 140-190.

(2) 8 Despatch clerks on Rs 45-90.

(3) Booking Clerk on Rs 80-110.

As regards the question of 12½% reduction of staff,

the S.G.P. has stated that it is not possible to reduce any of the staff of his Dept. office.

2. It is submitted that the staff referred to above has been mainly doing work connected with Statutory Rationing and other Controls. Rationing of food and Control of other

commodities are bound to disappear after some-time.

I agree Therefore, in view of the temporary nature of the work, (on which the staff in question is employed,) there does not seem to be any justification for considering its permanent retention.

This Dept. may advise accordingly.



Please see the notes of Finance on pp 2-3 above. Finance do not agree to the retention of any of the posts mentioned at A on p.1. above, as the staff have been employed in connection with work connected with Statutory Rationing and other control measures which are bound to disappear after some time.

3 The S.G.P. has applied separately for the continuance of the staff sanctioned in G.O. 2986 Edn B 27/48 which includes the staff mentioned at A on p.1. above. Action has been taken separately for the continuance of the staff temporarily.

3 This department may agree with Finance and turn down the proposal for permanent retention of any of the staff. A sentence to this effect may be added to the draft in the L.F. This may be amalgamated with the L.F. after the issue of the draft.



Para 1 of E.P.H. note on p.1 above
X 7 Dr clerks
PSC

Para 5 in E.P.H. note on p.1 above

13.6.49
15.6.49

16/6/49

