

E & PH(1949) Department.

Ms SERIES.

closed
16/18
msy
p-9.07

G.O. NO. 2378 Edn —

Dated 21-7-49.

[Despatch Abstract.]

Sub.:- Story office - Re Commendation
of the R & R. Committee - Two
temporary lower division clerks -
Retrenchment ordered.

Back Papers.

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

Further Papers.

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

From: V.V. Subramaniam, Esq. ~~ONE~~, ICS. To
~~The~~ Superintendent of Stationery,
 Madras at Guindy,
 Madras 15.

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

No.A.2.13931-48 dated 17-1-49.



Retrenchment - Recommendation of the
 ESTABLISHMENT-Secretariat and other offices/- Retrenchment -
 & Reorganisation Committee - orders passed.
 Ref: G.O. Ms. No.3154 Public (Services) Department d/14-12-48.

With reference to orders, passed on the recommendation of the
 Retrenchment and Reorganisation Committee suggesting a reduction of
 12 1/2% of the entire staff existing at present (Gazetted and Non gazetted
 and Permanent and Temporary) in offices other than Secretariat, I have
 to submit that there is only one Gazetted officer (viz.) the Assistant
 Superintendent of Stationery who is assisting me in the administration
 of the Stamp & Stationery Office. The question of reduction in the
 Gazetted staff does not therefore arise.

2. Regarding the Non-Gazetted staff in the Stamp and
 Stationery Office, it was already represented to Government in this
 office letter A.2.9953-47 dated 21-11-47 that the staff in the
 office including the temporary staff sanctioned is quite inadequate
 to cope with the all round increase of work in the office and Government
 have been requested to sanction further additional staff furnishing
 details statistics for the increase of work and is under the
 consideration of Government. In the circumstances I have to submit
 that reduction of staff in this office is not possible.

V.V. Subramaniam

17.1.49

Superintendent of Stationery.

KV.10

25.1.49

Very Urgent

3 PH Dep. (C2)
Memo no. 3690-2 C2 Edy 3 4-3-49

Sub:- Estab - Stationery Office -
Retrenchment - Recommendation
of the R & R Committee

C^{no} 3690, from the Supdt of Stationery,
No. A2-13931-480/17-1-49

The Govt are not prepared to
accept his recommendation that no
retrenchment in ^{his} Staff is
feasible. He is requested to review
the position again and suggest

4
Some retrenchment in his staff.
The reference should be treated as
"Specially urgent"

CR
24/2/49
25/2/49
RM
26/2/49
4/3/49

2.
The Sup
28/2/49
[SC for 47]

From: V.V. Subramaniam, Esq., I.C.S.,
Superintendent of Stationery,
Madras at Guindy,
Madras 15.

5
The Secretary to Government,
Education & Public Health
Department, Madras.

No.A.2.3388/49 dated 9-3-49.



SUB: Establishment - Stationery Office - retrenchment.
REF: Government Memo No.3690 -2.C.2. Education d/ 4-3-49.

The matter is under examination and a final reply will be
sent by the 20th of this month.

KV.10
This may lie over
fill 20/3/49
CR 12/3/49
any

24/3/49
RM
12/3/49

for Superintendent of Stationery.

From V.V.Subramaniam Esq., I.C.S.,
Supdt. of Stationery, (Madras)
at Guindy, Madras 15.

To The Secretary to Govt.,
Education & P.H.Department,
M a d r a s.

No. A-2-3388/49, dated 26th March 1949. 24332



ESTABLISHMENT - Stationery Office - Retrenchment -
Recommendation of the Retrenchment and Re-organiza-
tion Committee -
Ref:- Government Edn. & P.H.Dept. Memo.No.3690-2-C2 Edn.,
dated 4-3-1949. p3 ante

I have personally examined the work in the different sec-
tions of the Stationery Office and consider that two lower division
clerks, from the temporary staff, one in the Accounts section and
one in the Indent section, may be retrenched. The clerk in the
Accounts section will be retrenched with effect from 1-4-1949. --
But as there is some accumulation of arrears in the Indent section,
the clerk in that section will be retrenched after a period of
two months. I request that this may be approved.

There is no scope for retrenching any other post.

R.S.26/3

for SUPERINTENDENT OF STATIONERY.

TSS
26/3

Sub. Stry Office - Recommendation of the R. & R Committee -
Two temporary lower division clerks - Retrenchment
ordered.

From the Supt. of Sty. No A-2388/49
O R D E R No. 2378 Edn. (C2) dated 21.7.49
Ms.

The Retrenchment and Reorganisation Committee
~~has~~ recommended the reduction of 12½% in the strength
of the entire staff in the departments of Government.
The Superintendent of Stationery was requested to submit
~~concrete~~ proposals for reducing staff of his office. He
proposed on examination that ^{one} Lower Division clerk from ^{the} t/
the temporary staff of his office, one in the Accounts
Section and ^{one} in the Indent section ^{might} be retrenched and
that there ^{is} no scope for retrenching any other post ⁱⁿ ~~the~~
his staff. The Govt. accepted the proposal of Super-
intendent of Stationery that ^{the} temporary posts of Lower
Division clerks may be retrenched in satisfaction of
the proposal of the Retrenchment and Reorganization
Committee.

To

The Supdt. of Sty.
The A.G. (thro') Fin.

Copy to Fin. J.D.
S.C. 2. 15/7/49

16/7/49

Sub:- Establishment - Retrenchment -
Recommendation of the Retrenchment and
Reorganization Committee - Stationery Office.

C.No. 3690, from the Supdt. of Stationery,
 No. A.2.13931-48, dated 17-1-49.

With reference to G.O. 3154 Public (Ser),
 dated 14-12-1948, requiring the Heads of Departments
 to submit concrete proposals for reducing their
 establishments, the Supdt. of Stationery has sent
 his reply. He states that the staff in his
 office including temporary staff sanctioned is quite
 inadequate to cope with the all round increase of
 work in his office and the Government have been
 requested to sanction further additional staff
 furnishing detailed statistics for the increase of
 work and in the circumstances it is not possible
 to reduce the staff in his office.

2. It is true that on account of the
 inadequacy of the staff to attend to Khadi work
 an additional staff of one upper division clerk
 and one attender have been sanctioned temporarily to
 cope with the increased work. The question of
 sanctioning ~~an~~ further additional staff asked
 for by him in his letter referred to in the
 current file is ~~under the separate consideration~~
~~of Government.~~ ^{being a pending report from}
^{the Supdt. of Stationery on the question of reorg. committee}
 In the circumstances, there
 seems to be some force in the contention of
 the Supdt. of Stationery that no reduction of
 staff is possible.

The file may be ~~circulated~~ sent to
 Finance and Public (Ser.) for remarks prior to
 circulation.

G.O. No. 169 Edh.
 24-1-1949.



STPH no.
 3690-1 C2
 3.2.49

V.B.
 31/49

By M
 3/2/49
 S. J. J. J.
 7/2/49
 Pub. Secy.

Fin (E.H.) Dept

E.H. note on p. above may be forwarded.
The Superintendent of Stationery has stated that
reduction of staff in his office is not possible.
Dept. have accepted the report of the Superintendent
and have proposed to obtain orders in circulation.

No special remarks are called for in this Dept.
E.H. Dept. may be requested to obtain the order of the Cabinet
in the matter.

The file may be passed on to Pub (Ser) Dept.
u.2.49

u/v

Pub (Ser)

Fin. 0.0.6689/E.H.!

2.49

Pub (Ser) Dept.

May be passed and returned
to E.H. Dept. This department are
concerned only with the retrenchment
in the Sectt.

Pub (Ser. B)

no. 3289/49.

d. 8/2/49.

E & P.H. Department
(C.2)
overleaf

Please see this Department's note and
the note of Finance Department above. For orders
whether the proposal of the Supdt. of Stationery that
no retrenchment in the existing staff is possible may
be accepted. Achi in repon to K also will be taken.

The file may be circulated to H.M. (Education),

and H.P.

BM
26/2/49

u/v

H. (Ser.)
H. (Ser.)

83

Not
Circulate
to H.P.

We made a ~~request~~ similar request with regard to the D.P.I.'s

Office and the Cabinet has turned it back. I think some retrenchment must
be shown. The matter may be examined from that point of view.



Calcutta
u/v

E & P.H. Dept (C.2)

Please see the minute of H.M. (Ser.) above.
The Supdt. of Stationery has separately
promised a report on the reorganization
of his staff which was called for at the instance
of the Honorable Minister vide page 6 n.p.
in the Linked File. For orders whether
that report may be awaited before
sending a reference to him or whether
a reference, as indicated by H.M.,
will be made now.

A draft memo: is however
Sub. for approval.

Jb
25/2

BM
26/2/49 S

f4cf [Issued as Memo: 3690-2 C2 & 4.3.49]

f7 of C No. 24332, from the Supdt. of Hy.
No. A2-3388/49, dated 26.3.1949

SUMMARISING NOTE.

The Retrenchment and Re-organisation Committee has recommended a reduction of 12½% in the strength of the entire staff in the departments of Government. The Superintendent of Stationery at first stated that no retrenchment was possible while on the other hand he needed additional staff. The Supdt. was again requested to suggest ^{some} retrenchment in his staff. In reply, he has stated that 2 lower division clerks for the temporary staff, one in the Accts. section and one in the Indent section may be retrenched ((i.e.) from 1-4-1949 and 1-6-1949 respectively) and that there is no scope for retrenching any other post in his staff. In the circumstances it is for orders whether the proposal of the Supdt. of Stationery may be accepted or whether this should be placed before the Cabinet. The file may be circulated to H.M(Edn.), H.M(Fin.) and H.Pr.

It may be agreed, without reference to Cabinet, that two lower division clerks may be retrenched. At the same time the general question of the progress of retrenchment according to the recommendations of the R.&R. Committee may deserve to be reviewed by the Cabinet. In this case, as in the case of other Heads of Departments, the same ground is pressed that the work has increased and staff cannot be reduced without affecting efficiency. It is not possible, on one hand, to examine this ground without facts and figures, and on the other to ignore it without the risk of administrative break down. It would appear that some formula should be evolved with reference to which the work and the staff can be measured with confidence and ease. The following formulae appear to be available:

- (1) Average of references per staff during the last

With reference to our Memo: on page 3 c.f. based on H.M.'s orders on page 3 ante, the Superintendent of Stationery has reported that 2 lower division clerks from the temporary staff, one in the Accounts Section and one in the indent section may be retrenched. He states that the clerk in the Accounts Section will be retrenched with effect from 1-4-49 and the clerk in the Indent Section will be retrenched after a period of two months, as there is accumulation of arrears in the Indent Section and that there is no scope for retrenching any other post in his staff. For orders whether the recommendation of the Superintendent of Stationery may be accepted.

- 2 The file may be sent to Finance u.o. for remarks.

Handwritten notes:
The 3 minutes G.A. (Finn)
on pp. 2-3 along with reply from the Supdt. of Stn. on p. 7 of and the notes above may be perused. The proposals at A. alone may be agreed to in this dept. A.P.H. may be requested to obtain the orders of the Cabinet with the letter B. ~~The case after a report received from the Supdt. of Stationery that the clerk in the Indent Section has been actually retrenched may be ordered to be abolished from 1-6-1949.~~

24 P.H. no.
3690-3 C2
1-4-49
Edn. (with L7)



FIN. no. 22062/20.1



Handwritten: 1-4-49, 1-6-49, 1-7-49

Handwritten: J.B. 23.5.49

Handwritten: 24/5/49

Handwritten: H.M. (Edn.)
H.M. (Fin.)
H.M.

Handwritten: A/

Handwritten: E 80

three years. This formula has the advantage that it institutes comparison with the same kind of work during the course of a sufficiently long period in order to show whether the staff is working less or more. The formula may however be defective if the staff three years ago was less or more than the actual requirements. In respect of the technical staff, the unit for comparison will have to be different in each case. Generally this should not present any difficulty as some kind of prescribed scales have already been laid down.

(2) A standard number of references per head for all departments according to which retrenchment may be effected as necessary. The difficulties here may be firstly that general standards cannot be fixed because the work varies in different offices. This is however not a real objection because taking big and small the items of work should be generally the same in respect of all office work. The second difficulty may be how to fix the standard. This can be done on the basis of the averages of representative offices over a period of two or three years. This formula seems to be ^{logically} originally a sound one; whether it will be practical, ~~it~~ it deserves to be considered.

(3) To insist a 12 1/2 per cent cut on the entire staff, the officer ~~being~~ concerned being told that it is inevitable and it should decide itself which staff should be retrenched. This formula which ^{is} the one recommended by the Committee has apparently not worked.

If formulae (1) and (2) ~~are~~ accepted they should also be applied to supervisory and the officer's staff in respect of whom there is greater disparity between different offices.

Finance may see before circulation.

Finance

24
25

P.T.O.

E & P. H. V. 0 N 03690/49-4



Fin (E. III).

The file relates to the question of making a reduction of staff in the office of the Superintendent of Stationery with reference to the general orders in S.O. 3154 Pub (Ser) 8/14-12-48. It will be seen from the summarising note on p. 5 above that the only reduction considered possible is to retrench 2 posts of lower division clerks. The Super. of Stationery's letter on p. 7 c.f. may in this connection be perused. In the circumstances stated therein, it seems that his recommendation may be accepted.

As the office of the Super. of Stationery is a small one & as in two or three similar cases circulation to the Cabinet has been dispensed with, Fin. may agree with E.P.H. that the abolition of the 2 posts of l.d. clerks may be ordered in this case after circulation to H.Ms. Edr. & Fin. & Hon'ble Premier & that reference to the Cabinet need not be made may be waived with the approval of HMs.

2. In this connection, Secy. E.P.H. has suggested for consideration the adoption of certain formulae in deciding the extent to which retrenchment of staff can be effected in the various departments - vide pp. 5-6 above. It is noted that in most departments the Smt. have already decided on the extent to which the cut of 12 1/2% in staff referred to in S.O. 3154 Pub (Ser) 8/14-12-48 can be given effect to; and in the remaining cases Fin. have opened

Remarks

22/5/49
34534
25 MAY 1949
GOVT OF MADRAS

remarks on the concerned files, which have been returned to the departments. The Rett. & Reorganization Committee had made specific recommendations for reduction or reorganization of staff in certain depts. & orders have been passed by the depts. on those recommendations.

In addition to these specific recommendations, the Committee also advised a reduction of 12 1/2% in the strength of staff in the various depts. It would naturally be difficult to make all of a sudden 12 1/2% cut in staff without loss of efficiency. The formulation of any definite principles as suggested by Secy. E.P.H. capable of application in regard to the implementing of the 12 1/2% cut (see go. at 'A') is beset with difficulties & it does not also seem necessary to take up this question at present, having regard to the fact that the examination of the question is nearly over - being one or two depts.

3. E.P.H. may be requested to let Pub (Ser) also see, as the general question of application of that dept.'s order at fl. (A) is involved.

26/5/49

The file may be sent to Public (Service) with reference to A above.

26/5/49

26/6/49 Pub (Ser) A



X

A

Through E. II
26.5.49
E.P.H. Fin. no. 34534/E II. 2
27.5.49



41028
E & P.H. no. 3690/48-c2
316/49

Pahlser) 6
no. 1868/491
8-6-49



Fin. no. 37808/E II. 1
11.6.49



Pub (Ser) Dept.
May be perused and returned to E.P.H. thro' Fin. The attention of the Fin. Dept. may be invited to the no. note at (P).

4/6/49 8167/49
26/6/49

Previous Fin note on 17-8 above)
The notes of Pub (Ser) above may be perused and case returned to E.P.H. No further remarks. Sam to be called for.
11.6.49

This definitely C2.
Please see the Secy's note in p-5 ante & the Fin Dept. note especially at X on p-8 ante. Fin agree to write this dept. that the abolition of the 2 posts of L.D. clerks may be ordered in this case without after circulation to H.M. Secy. & Fin & Hon. the Premier & that the reference to the Cabinet may be waived with the approval of the H.M. Secy. The file may be circulated to H.M. (E & L) & Fin & H. Pr.

20/6/49

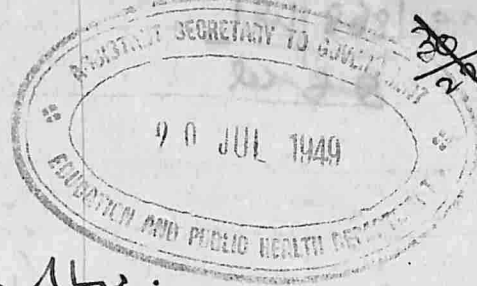
P.D.

May accept the recommendation of the Collector that two lower division clerks may be retrenched in satisfaction of the proposals arising from the R.&R. Committee.

H.M.(E.&L.)

H.M.(Fin)

H.Pr.



A dupl. order is submitted. Finance may now begin issue.

157 up.

16/7/49

2 cu

58PHUONO 3690/49-1(22)
16.7.49.

FIN (E.H.)

(Finance saw last on p.9 above)

The orders in circulation above and the draft order below may be perused and the order returned to E.P.H.

18.7.49
19.7.49

Issue
20/7/49

E.H.H.

FIN. NO. 47165/E.H.1
19.7.49



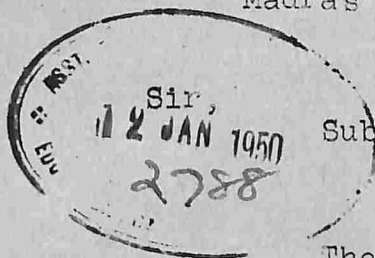
55755



From The Superintendent of Stationery, (Madras) at Guindy, Madras 15.

To The Asst. Secretary to Govt. Edu. & P.H. Dept. Madras

No.B.1-18133 Dated 15.7.49



Sub: TYPEWRITER / DUPLICATOR - New Remington File 11
Serial No. J.148719 Supplied - File Number intimated

The above new typewriter / Duplicator supplied to you has been given "F. 9460" as its permanent file number. Please refer this file number in future correspondence relating to the machine.

141

E.H.H.

For Superintendent of Stationery. P.T.O.

EdP.H. (cs)

May be filed with (F)

TAR
12.1.1950

①
12/1/50

DM
16.1
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EdP

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