

(1) E & PH (1949) Department.

Ms SERIES.

G.O. NO. 2388/49 Edu

Dated 22-7-49.

closed.
JB

39703/58
P.W.D. 8805/50
5-12-58

[Despatch Abstract.]

Sub: Stationery Manuals - Volume I and II - parts I and II - Revision and Reprinting - Temporary Staff - Sanctioned.

ers.

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

Further Papers.

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

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

No.B.6.1833/49.

Sir,

Stationery Manuals - Volume I and Volume II - parts I and II -
Revision and Reprinting - sanction - requested.

The Stationery Manual, Volume I and Volume II parts I and II were last revised and printed in 1931 under orders of Government issued in G.O.Ms.No.377, Finance dated 8-6-1931 and Finance Department memorandum No.26999-Pen-1 dated 12-10-1931. So far 13 lists of corrections were printed and issued. The Manuals are at present overloaded with corrections and they do not facilitate easy reference, without much waste of time. After the last revision, considerable changes have taken place by way of creation of new departments and issue of general orders with a view of economy in expenditure in Stationery, (Vis.), revision of scale of supply and revision of the units of indents and supply in many departments, substitution of lighter weights of paper in place of heavy weights and limiting the varieties in paper for use in Government and so on. Hence the Stationery Manuals have to be completely revised and reprinted so as to bring it out to accord with the conditions prevailing now. Many rules which have in practice been found unsuitable have to be scrutinized.

The copies of the revised edition of 1931 were exhausted since they were issued to several new offices created. There are still many offices to whom supply of them was ordered by Government but who could not be supplied for want of stock. It is therefore considered necessary to take up the revision and reprint them immediately, particularly so, as the revision and reprinting of Volume III of the Stationery Manual has been taken up and is being attended to by the Superintendent, Government Press with the help of special staff vide G.O.Mis.3311 Education dated 28/12/48.

The work relating to the revision is not capable of being attended to by the existing strength of staff in addition to their normal duties. It requires the undivided attention of a special staff to ensure accuracy. In 1910 the work of revision of Stationery Manual was attended to by a Special establishment consisting of a Special Officer on Rs.300/- two clerks, one Muchi and two peons. For the revision of the Manual in 1931, one Upper Division clerk with special pay and one clerk-typist were employed for nearly 3½ years, i.e from December 1927 to 31-3-1931. But now several new departments and offices have been created on account of introduction of new schemes. The units of supply and the scale etc., require thorough examination and revision, introducing economy in consumption wherever possible. In order that the work of compilation of the revised Manual now may not be spread over a long period, the following special staff is considered necessary exclusively for this work.

1. One Office Assistant of the grade of Manager .. Rs.140-190
2. One Upper division clerk .. Rs.80-110
3. One typist .. Rs.45-90 with special pay
4. One attender, Grade I Rs.24-35

with the usual D.A and H.R.A admissible for the grade.
The revision and reprint proposed to be attended to in this office is for Stationery Manual, Volume I, Stationery Manual, Volume II part I and Stationery Manual, Volume II - part II, (three volumes). Of these Stationery Manual, Volume II part II which relates to appendices pertaining to various departments, involves considerable work since the scales prescribed therein for each Department require close attention to ensure economy in indents and supply of stationery.

The required quantity of white printing paper for the printing of the Manuals can be met from the existing stock without any serious detriment to the normal requirements of the Government of Madras.

I request Government to pass early orders for the revision and reprint of the Manuals and to sanction the staff for the purpose as required above.

Handwritten signature

PK.28.4.

TSS
28/4

for SUPERINTENDENT OF STATIONERY.

$\frac{E \cdot I_u}{I_c}$

Colo Co. has been called
for M-Ro Chester May be
over for a week.

$\frac{JH}{3529}$

$\frac{JH}{4/5/69}$

For $\frac{JH}{10/11/10}$ $\frac{JH}{10/11/10}$ $\frac{JH}{10/11/10}$
The Assoc. Sec. to Gen. 3
Gen. Sec. to Gen. 2
The Assoc. Sec. to Gen. 2
Sgt.

Plan report on the
Gen. Sec. searching
a special ship in
the city. office
(1) for the work of
revising the
in 1910
(2) for the revision
of the in 1931
Copies of the Gen. Sec. may
also be sent.

$\frac{JH}{12/5}$

PJP

From
Syed Ahmed Saheb Bahadur, B.Sc., Hons.,
Superintendent of Stationery,
(Madras) at Guindy, Madras 15.

To

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

No. B.6.1833/49.

Dated 19/5/49.

Sir,

Sub: Stationery - Manual Volume I and Volume II part I and II
Revision and reprinting ~~purposes~~ proposals -
Ref: T.M from the Government by post dated 12/5/49.

The special staff for revision of Stationery Manual in 1910 was
sanctioned in G.O.No.459 Finance dated 24/10/1910 and for the revision
taken up in 1927 staff was sanctioned in G.O.No.832 Finance D/-28/11/27.
Copies of these Government Orders are enclosed as desired.

Enclosures: Two

for SUPERINTENDENT OF STATIONERY.

38818



FINANCE

DEPARTMENT.

G.O.No.832

From the Superintendent of Stationery No.Co.3-64-27,
dated 19th September 1927.

Order:-

The Government sanction the grant of a special pay of Rs.15/- (Fifteen) per mensem for a period of four months from 16th December 1927 to one clerk in the Stationery Office, who will be employed on the work of the revision of the Stationery Manual. They also sanction for the same period the employment of a clerk-typist on Rs.40/- (Forty) per mensem. The extra expenditure will be met from the anticipated savings under 46-R(a) Stationery and Printing - Stationery Office - Pay of establishment - Voted."

(By order of the Governor in Council).

E.C. Wood,
Deputy Secretary.

To
The Superintendent of Stationery.

Forwarded/By Order.

Sd/- xx xx
SUPERINTENDENT.

True Copy/

Order-No.459, Financial, dated 24th October 1910.

In the circumstances reported by the Superintendent of Stationery, the Government accept the proposal made in paragraph 2 of his letter R.O.C.No.2619, dated 6th October 1910, to utilize the services of the special officer and his establishment from the 28th October 1910 concurrently on the work of the standardization of forms, and on the revision of the Stationery Manual and the units of supply of stationery.

2. Sanction is accorded to the retention of the establishment under the special officer till the end of the current year.

3. The attention of heads of departments and officers is invited to paragraph 2 of G.O.No.196 Financial, dated 13th May 1910, and they are particularly requested to see that references made from the Stationery Office in connection with the standardization of forms the revision of the Stationery Manual and the units of supply of stationery are treated as specially urgent and replied to with all possible promptness.

4. The Superintendent of Stationery is requested to expedite the submission of the re-appropriation statement called for in paragraph 3 of G.O., No.339, Financial, dated 8th August 1910, and to include in that statement the extra cost involved in the proposals now sanctioned for the retention of the special establishment.

(True Extract)

W.S. Meyer.
Chief Secy

a. No 33038

13/11
43/22-7

Sub ÷ Stationery Manuals - Volume I and
II - parts I and II - Revision and
Reprinting - Staff Sanctioned.

6

Read ÷ From the Supdt of Stgy No. B.6.1833/49
dated 26/27/4/49

Order No. 2388. Edn dated 22.7.49
NS

Sanction is accorded to
the employment, in the office of the Supdt
of Stgy, of the following special staff
for a period of six months from the date
of appointment for the revision and reprint
of Stationery Manual Volume I, Stationery
Manual, Volume II part I and stationery
Manual, Volume II - part II, (three volumes).
(i) One Office Assistant on Rs 140-190; and
(ii) One V.D. Clerk on Rs 80-110

To *[Signature]*
The Supdt of Stgy
The AG. (Ind. Fin)
S.C.-3

*
8/11/49
15/7/49
Note: May be sent to Finance for acceptance

* 2. The Supdt of Stgy is requested to
arrange for a periodical check of
the program work done
once in a month

JS

JS

9

2

~~Reprinting - Temporary staff sanctioned.~~

ORDER:

(1) One Office Assistant on Rs.140-190; and
(2) One Upper Division Clerk on Rs.80-110.

(By order of His Excellency the Governor)

To the Superintendent, of Stationery.
To the Accountant-General through Finance.

Superintendent

RCB/22-7

Sub: Stationery Manuals - Volume I and II parts I and II - Revision and reprinting - Sanctioned

Read:- From the Supdt. of Stry. No.B.6.1833/49 dated 26-4-49.

The Supdt. of Stationery requested Govt. to sanction the following special staff exclusively for the revision of Stationery Manual Vol.1 and Volume II and parts I & II.

1. One Office Assistant of the grade of Manager ..Rs.140-190
2. One Upper division clerk -- Rs.80-110
3. One typist .. Rs.45-90 with special pay
4. One attender, Grade I Rs.24-35 with the usual D.A. and H.R.A. admissible for the grade.

2. The reasons which ^{necessitate} necessitate the revision of the Stationery manual ^{has been set out by the Supdt. Stry.} stated are as follows:- as follows:-

(1) The Stry. Manual was last revised and printed in 1931 under orders of Govt. in G.O.No.373 Finance dated 8-6-31.

(2) Thirteen lists of corrections were printed and issued and the manual are at present over-loaded with corrections and do not facilitate easy reference without much waste of time.

(3) After the last revision considerable changes have taken place by way of creation of new Deptts. and issue of gl. orders with a view of economy in expenditure in Stry. viz., revision of the scale of supply and revision of the units of indents and supply in many deptts. substitution of a lighter weight of paper in place of heavy weight and limiting the varieties of paper for use in Govt. and so on.

(4) Many rules which have in practise been found unsuitable have to be ~~san~~ scrutinised.

(5) The copies of revised edition of 1931 were exhausted since they were issued to several new offices created and many offices ^{are still} await to be supplied.

(6) The reprinting of the Manual Vol.III of Stry. Manual has been taken up by S.G.P. with the help of special staff and therefore the revision

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G.O. 33112
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(P.t.)

seems to be urgent.

(7) The work relating to the revision of Manual cannot be attended to by the existing staff as in the revision of the Manual 1931, one U.D. clerk with the special pay and clerk typist was employed nearly for 3½ years. The work of revision of Volume I and Part II which relates to various appendices pertaining to various Depts. involves considerable work since the scale prescribed therein for each Deptt. require close attention to ensure economy in Indents and supply of stationery.

3. It is submitted that in the circumstances explained by the S./S. the staff proposed for the work may be sanctioned for one year in the first instance. The present volume of the Stationery Manual which was last revised in 1931 should be, it is submitted, it is considered ancient and useless and should be revised without further delay.

The file may be sent to Fin. ~~once~~ for remarks.

Finance (E.III) Dept.

The proposal is for the employment of the following staff for a period of one year for the revision of Stationery Manuals, Vol. I and II and Parts I and II:-

Staff	Average pay Rs	D.A. Rs	H.R.A. Rs
1 Office Asst. (140-190)	173.3	38	
1 U.D. Clerk (80-110)	101.0	26	10
1 Typist (45-90)	67.5	24	7
1 Attender (24-35)	30.6	19	5
	382.4	107	22

i.e. 511.4 p.m. or 6,137 p.a.

For the reasons explained in their note at pp.1-2 above

E.&P.H. support the proposal.

2. It is submitted that, in the circumstances explained, Finance may agree to the employment of additional staff in the

Office of the Supdt. of Stationery subject to the following remarks:-

(a) The necessity for the employment of an additional typist ~~and an attender~~ for the work is not clear. As there will, presumably, be a ~~little~~ typing work, such as typing correction slips to be sent to the Press etc. it does not seem necessary to sanction a full-time typist for this work. ~~It seems~~ ^{which} could very well be distributed amongst the existing typists in the office of the Supdt. of Stationery.

(b) The case for the employment of an attender is still weaker. It is not usual to sanction attenders for work connected with reprinting of ~~orders~~ ^{Codes} or manuals. It may be mentioned in this connection, that in Finance only an additional U.D. clerk was sanctioned for the work connected with the reprinting of the Financial Codes, Vol. I and II, Accounts Code, Vol. I and II and Treasury Code, Volumes I and II and that for the work of reprinting the Fundamental Rules and the Manual of Special Pay and Allowances, ^{Vol. I} also an U.D. clerk only was sanctioned. Therefore, Finance may advise against the employment of a typist and an attender. (The cost of the proposal will be reduced to Rs 4,180 p.a., if this Department's suggestion above is accepted.)

3. It may be suggested ^{for the} ~~further~~ consideration of E.&P.H., that the additional staff may be sanctioned for 6 months in the first instance and that ^{if} the work is not completed during this period, the continuance of the staff for a few months more may ^{then} be considered. It also seems necessary that a periodical check of the progress of work done should be made; say, once in a month, E.&P.H. may be requested to inform the Supdt. of Stationery to make arrangements for this.

4. As the extra cost involved in the proposal, as modified by this ~~dept.~~ ^{Dept.} exceeds Rs 3,000 p.a., H.M. (Fin.) should see.

If, however, E.&P.H. wish to press for the ^{additional} employment of the entire staff proposed by the Supdt.

Stationery, the case will (as the cost exceeds Rs 5,000 p.a.) ~~in that case~~ have to be referred to the S.F.C. and the Cabinet, before orders are issued.

MR 11.6.49

13/6/49

E.H.

FIN. O. 32711/ENR. 1

13.6.49



E & P.H. Deptt. (C2)

45456

The proposal in this file relates to the employment of Special staff exclusively for the revision of ~~stay~~ ^{Stationery} Manual Vol I & II and Parts I & II for the reasons summarised on pages 1 & 2 ante. The Superintendent of Stationery has ~~requested~~ ^{asked for} the employment of the following staff:

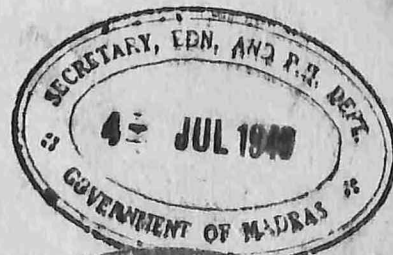
- (1) One office Assistant on Rs. 140 - 190
- (2) One U.D. Clerk on Rs. 80-110
- (3) One Typist on Rs. 45 -90 with spl. pay.

and (4) 1 Attender -Grade I Rs. 24-35 with usual D.A. & H.R.A.

In the circumstances stated by Finance on page 3 ante, Finance advise against the employment of a typist and attender, and this is accepted, the proposed cost is reduced 4180/ per annum. If however the entire proposals of the Supdt. of Stationery is accepted the case will have to refer to the S.F.C. and the Cabinet.

It seems sufficient if an office Assistant and the U.D. clerk sanctioned in the ~~1st~~ ^{first} instant for 6 months to start the work.

The file may be circulated to H.M. ~~(Fin)~~ and Education. ~~Law & Finance~~



00.3/30

27.6.49

28/6/49

Proposals accepted by Finance
14.7.49 (E & L)
14.07.49 (Fin) 14.7.49

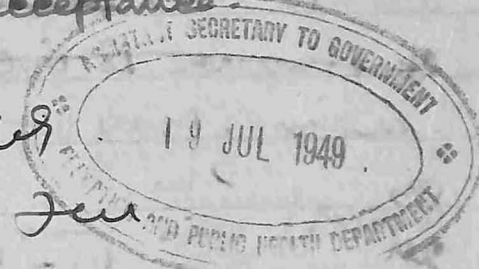


E & P.H. O. NO. 32038/49
15.7.49

55391

FIN. O. 46592/ENR. 1
18.7.49

Draft is submitted for approval. May be sent to Finance for acceptance.



FIN (ENR)

(Pre. Finance note on pp 3-4 above)

The further note of E & P.H. and the orders in circulation on p. 4 above may be perused. The draft over below may be accepted. Subject to the remarks that the suggestion of this dept at p. 3 above may be incorporated in the draft.

16.7.49

18.7.49 E.H.

E & P. H (C2).

Please see the Finance note on page 5 ante. ~~The incorporation of remarks of Finance is incorporated in the draft memo. May be accepted.~~

The draft order may issue
as proposed to be amended
by Finance.

Issued as ^{Order} Memo No. 2388 dated 22.7.49.

Issued as ^{Order} Memo No. 2388 dated 22.7.49.