

E & P.H.

(194<sup>9</sup>) Department.

SERIES.

G.O. NO. Ms.No.247 Education

Dated 2nd February 1949

*closed*  
*N*  
*Supdr.*

*of R S*  
*1618-1071-1111*

(31)

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[Despatch Abstract.]

GOVERNMENT PRESS - Disbursement of pay quickly - Permanent advance  
Temporary increase - 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. |
|------|-----|-------------|-------|------|-----|-------------|-------|
| 1045 | EM  | 6/5/52      |       |      |     |             |       |

## The Madras Government Press Workers' Union.

(Registered & Recognized by Government)

President:

P. R. K. Sarma, B.A., M.L.C.

Cottage No. 4,

Vice-Presidents:

M. Kannappen  
C. Narayanaswami

T.B. SANATORIUM, TAMBARAM,  
MADRAS.

GOVERNMENT PRESS BUILDINGS,

275, Mint Street,

Madras, 11th June, 1948.

Secretary:

R. Ramanujam

Asst. Secretary:

C. Narayanaswami Mudaliyar

Treasurer:

A. P. Pillai

To

The Secretary to Government,  
Education & Publication Dept.,  
GOVERNMENT OF MADRAS, FORT ST. GEORGE,  
MADRAS.

Sir,

44179

The present arrangement in the Government Press for disbursement of salaries is confusing, complicated and giving room to much hardships to the Workers.

The Union Officials have discussed the matter with the Superintendent at length and offered constructive proposals. For example, the Day Extra and Contingent were not paid on the 7th but on the 8th, after much ado and the intervention of the Personal Assistant. Even on the 1st, most must have to be paid. Disbursement is very slow and sometimes Departments have to wait till late. The Superintendent was good enough to assure that he would arrange for payment on the Workspot this month, but he could not. The Union requests that the following arrangement may kindly be made.

(1) Information to Workers on the previous day regarding payment.

(2) Payment at Workspot within the Working Hours and on the specified day.

With the little sacrifice on the Concerned Staff, hardships to Hundreds could be avoided.

Yours faithfully,

*[Signature]*

PRESIDENT.

146+160  
18/6

E4PH.(F)

Enclt. No 44179 G/48-1 Edn dated 10-6-48

Referred to the Superintendent, Government Press

for remarks.

156.48  
176.48

To, The S. G. P.  
Madras.

(with a copy of the petition).

Not impd. The Madras Govt Press Workers' Union has addressed the Govt direct instead of the S.G.P. The remarks of the S.G.P. may be called for in the first instance.

126.48

17/6/48



C. No H4179/48

~~HS~~

3 E & P. F.  
Sub: Government Press Representation from  
The Madras <sup>Govt</sup> Press Workers' Union against  
delay in the disbursement of salaries.

p.t. of

Ref: Govt. Lett. No H4179 F/48-1 Edu  
dated 18-6-48.

~~122~~  
~~127~~

Memo No H4179 F/48-2 Edu dated 12.7.48

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

To,  
The S.G.P. Madras.  
M/4  
13/7/48

Sr  
8.7.48.  
an  
S. 7/48

M  
10/7/48

C.O. 44179/48

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p.1 cf  
p.3 cf

Sub: Government Press - Representation from  
The Madras Govt. Press Workers' Union against  
delay in the disbursement of salaries.

Ref: Govt. Lett. no 44179 F/48-1 Edu dated 18.6.48  
Govt. Memo. no 44179 F/48-2 Edu dated 12.7.48

Memo. no 44179 F/48-3 Edu dated 14.8.48

The attention of The S. G. P. is  
invited to the references cited above  
and he is requested to expedite his  
reply in the matter.

To,  
The S. G. P. Madras  
2/8/48

Dr.  
12/8/48  
av  
13/8/48

mm  
21/8/48

F.S.P.H.  
vi



6434

From

A. Lepper Esq.,

Superintendent,

Government Press, Madras.

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

No. 78/Mis., dated 30-8-1948.

Sub: Government Press - Representation from the Madras  
Government Press Workers' Union against delay in the  
disbursement of salaries.  
Ref: Memorandum.

Ref: Memorandum No. 44179 FL/48-3, dated 14-8-1948.

With reference to the above I regret to state that the complaint of the Union and the Government Endorsement thereon has been mislaid in this office and is not traceable. The payment of salaries has long been a source of worry to me and I have recently placed before Government for approval a scheme by which I propose to pay all workers on one and the same day which, if adopted, will avoid hardship and the dissatisfaction of some departments being paid on different dates. Please see my letter No. 78/Mis., dated 16-8-1948 and I request that orders may be passed sufficiently early to bring the scheme into operation at least for the month of September to be paid in October. I propose to adopt the same procedure for this month also in anticipation of Government's approval though I shall not be able to draw an advance from the Accountant General in order to get sufficient small change.

Superintendent.



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

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

No. 78 Mis.

Dated:- 16th August 1948.



Sub:- Monthly disbursement of salaries to Government Press Employees -  
Procedure adopted and payment of allowance for pay disbursing  
officers - Sanction requested.

I have the honour to state that of late there has been much agitation from the subordinate staff of the Government Press that the monthly salaries for almost all the employees are not disbursed quickly. There have also been representations by the Workers' Union that the workers cannot wait and receive payment of their monthly salaries beyond working hours when disbursement is started. Consequently I had to arrange disbursement within the work rooms and in working hours. This procedure involves more time and to close the entire payment it takes about 4 or 5 days as the Cashier has to disburse about 1800 payments. In the interval I am receiving numerous applications from employees for early payment to meet their urgency for which some reason or other is given, and I have to deal with such applications on their merit, thereby disturbing the Cashier to depart from orderly payment and much time of the Cashier is taken up in proceeding to each department. After a week or 10 days, again the cashier has to revise the acquittance rolls and disburses all undisbursed items of pay not received by the workmen during the time of payment.

2. I have been considering how to overcome these difficulties and to ensure payment to all workmen on one and the same day or the next day, if left undisbursed on the 1st day of payment. For this purpose, small coins to the extent of Rs.1500/- will be necessary. The permanent advance with the Press, at present, is only Rs.400/- which becomes almost covered by contingent expenses and therefore no surplus cash becomes available to obtain small coins in advance to make ready or commence payment on the 1st day or the 2nd day and pay off the men at a stretch. I would therefore suggest that I may be permitted to draw a sum of Rs.1500/- on an advance Bill during the last week of every month, (between 25th and 31st) under "Advances Recoverable", and this sum will be refunded in any of the establishment bills of this office presented to the Accountant-General during the same week. Hence, this sum of Rs.1500/- drawn only a few days in advance will be utilized for obtaining small coins for disbursement of salaries during the first payment day of the following month.

3. Regarding the arrangements to be followed in future for disbursements of monthly pay, it will be necessary to open four or five counters and to distribute the work among four to five persons from the ministerial staff who possess some experience in handling cash. Regular disbursement will be commenced and paid only during the Press working hours either on the 1st or the 2nd day of the month, provided all the cheques for establishment are received from the Accountant-General in time. This procedure, if given a trial for a few months, will, I presume, work well without any clamour from workers.

4. For effectively carrying out the above proposals, the Cash-keeper will be responsible for allocating and distributing cash and small coins to the Ministerial officers under his charge including himself and shall receive back from them undisbursed balances after check with the acquittance rolls. These persons deputed for pay disbursement for a day or two at the most had to attend to work very early and remain late also for accounting cash, at the same time they should assume an additional responsibility in dealing with cash. I would therefore propose to give each of them an allowance of Rs.10/- each till they finish the disbursements which will be completed within a day or two. This extra expenditure will involve an amount not exceeding Rs.50/- per month and I request that sanction may please be accorded to meet same from the provision under "56 Stationery & Printing - A. General Overhead charges - Pay of Establishments - Allowances and Honoraria".

5. I would also request Government to consider the above proposals and issue early orders so as to enable me to apply them practically for disbursement of salaries commencing from the month of September 1948 onwards. Although this involves an annual extra expenditure of Rs.600/- stated in para 4 above, it is a negligible factor which works out to .03% in relation to the total disbursements approximately amounting to Rs.18,00,000/- annually. In a large Factory like the Government Press where heavy payments are involved the Chief Cash-keeper on an Upper Division scale of Rs.80/- is responsible for custody and disbursement.

E. & P. H.

F

Please see the reply from the S.G.P. on p.T. ante.

The S.G.P. states that the proposals he has submitted to Govt. with his letter no 78/Mis dated 16/8/48 will solve the difficulties may be put into operation in the disbursement of salaries for the month of September to be paid in September. So, this may also be added to the file regarding the proposals of the S.G.P. for the disbursement of salaries which are separately under consideration.

61698

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B



of heavy sums without improving his status, and I have already dealt with in detail in my letter No.40 Mis-47 dated 27-5-1948 recommending a scale of Rs.140-190. This is now under consideration by Government for orders. In the meanwhile, I commend these suggestions in the interest of administrative convenience for the benefit of the working class of the Press.

*alys*  
Superintendent.

L.S. 2/6/48

66971



Sub: Monthly disbursement of salaries to the Government Press Employees  
of: Education and Public Health Department U.O.Note No. 61698 Fl/48-1 dated 1st September 1948.

At the outset I may say that the scheme proposed by me has been put into practice this month and has proved a success to my satisfaction and I believe to the satisfaction of the workers as well. There was however a good deal of inconvenience and trouble experienced in running up to the Currency Office on the forenoon of 2-9-1948, that is to say after cashing establishment cheques on 1-9-1948 for getting the heavy quantity of small changes required and delay in consequence to the disbursement on the 2nd instant. If advance cash to the extent of Rs 1,500/- is made available during the last week of the month for procuring the required small coins, the disbursement could be commenced on the afternoon of the 1st of every month.

The success of the scheme referred to is not a little due to the employment of 5 clerks for disbursement from 5 counters simultaneously. Those employed for disbursements work are well experienced in handling heavy cash payments. Besides, all of them are thoroughly conversant with the preparation of pay acquittance rolls, knowledge of which is absolutely necessary for making successful payments to workers whose emoluments vary month to month due to various reasons such as absences, leave arrangements, deductions, fines, late attendance, etc., and on this account the employment of any men from the technical sections cannot be utilized. Although these clerks may have to come early and work late in order to take up responsibility of receiving cash, making disbursements and agreeing the undisbursed balances with items remaining unpaid and finally handing over the balances to the Chi Cashier, it was not the intention that on account of the extra hours they have to work they are to be remunerated. It is for the extra risk and responsibility assumed by them, as they are deputed to handle twenty to thirty thousand rupees each the allowance in question was recommended. As has been pointed out already the success of the scheme is dependant on these experienced men to be overcautious in carefully handling cash payments without running risks by way of over-payments, etc in which event they will have to make good such amounts it is but fair that they should be shown a fair encouragement so that they may do this duty with enthusiasm.

As regards the suggestion for the preparation of separate rolls for each section, I may state that the rolls now prepared in the Press are for major sections as per Budget classification and costing system of accounting maintained in the Press. Due to this all the acquittance rolls except those relating to productive branches are classified into different categories. The bills now prepared serve the requirements of the system of accounting. Drawing up a number of bills for sub-sections will not only involve much labour but cannot be brought in line with costing accounts.

Any



Any attempt to recast the acquittance rolls under the several sub sections is bound to involve in a change of the principles adopted all along. If as a result of experience gained in the present mode of disbursements after a few months' trial warrants any change, the question as to how far a change in preparation of the rolls would be feasible will be examined. As suggested I shall however send my Chief Cashier to the Central Cash Bureau during the middle of this month to study the system followed there. In the meanwhile, the request to provide with an advance of Rs 1,500/- during the last week of each month and an allowance of Rs 10/- per each disbursement officer not exceeding five persons per month may be sanctioned early.

al-yun  
Superintendent.

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

*in action  
Dp. letter  
sent to him  
17/9/48*

*8* *13*  
Memo. No. 61698/48-2-F, - Edw., dated 17.9.48 (F).

The Ad. of Rev. is requested to report the number of clerks (apart from the Cashier if any) employed for the disbursement of salaries to the staff in its office, and the amounts of money with which <sup>each clerk is</sup> they are entrusted, and the no. of persons to whom he has to disburse pay.

To  
The Ad. of Rev.  
(X) The C. E. P. W. D. (Cal)  
The S. G.  
The D. P. I.  
The D. P. H.

*Dpd all  
except 10  
12/9*

*OSM  
16/9/48*

*by  
16/9/48*



Very urgent?

1925

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TO

Dispo  
Re  
16/8

A V.

25/9/48

help  
re/for.



TELEPHONIC MESSAGE BY POST.



70518

From: The Superintendent, Government Press, Madras.  
To: The Secretary to Government, Education and Public Health Department, Fort St. George, Madras.  
Dated: 20th September 1948.

Sub: Monthly disbursement of salaries to Government Press Employees procedure adopted and payment of allowance to pay disbursement Clerks - My letter No.78-Mis., dated 16-8-1948.

Please let me know whether orders of Government may be expected early so as to enable me to make necessary arrangements in advance for obtaining small coins required during the last week of this month.

RGM.

*[Handwritten signature]*

*[Handwritten signature]*  
Superintendent.



7/18

E. & P.H.  
F.

Please see the T.M. from the S.G.P. on p.1. above.  
The file on the subject has been sent to Finance Dept.  
with this Dept's U.O. No. 61698 F/48-3 dated 20.9.48. They may  
be requested to expedite their steps, treat it as urgent

On  
24.9.48  
an  
urgent

nm  
25/9/48. jmr

The file has since been returned to this Deptt. It has been filed

an  
27.9.48

REVENUE DEPARTMENT.  
SUBJECT.

Establishment--Board of Revenue--No. of Clerks employed for the  
disbursement of Salaries to the staff in the office--Information  
furnished.

Board's Dis. 2157K/48

dated 23-9-48.

Station:-Madras.

From  
P.M. Jayarajen Esq., Bar-at-law., I.C.S., Secretary,  
Board of Revenue, Madras.



S. Ram anathan Esq., O.B.E., I.C.S., Commissioner of Land Revenue,  
and Commercial Taxes.

Read:- Government, Education and Public Health Department,  
Memo No. 61698-48-2FI Education dated 17-9-48.

Board's L.Dis:

With reference to the Government Memo cited the  
Board submits that two sets are employed for the disbursement  
of salaries to the staff. The cash keeper and the pay bill clerk  
form one set for disbursing salary to the Superior Servants who  
are about 170 in number. The Assistant cash keeper and another  
clerk in the section constitute another set to disburse pay to  
nearly 60 inferior servants working in this Office.

The amount of salary payable to superior servants.  
will come to Rs. 22,000 while the amount payable to the inferior  
servants will work out to Rs. 3,000 nearly. The clerk disburse  
the salary under the immediate supervision of the cash keeper  
who is in sole charge of this work.

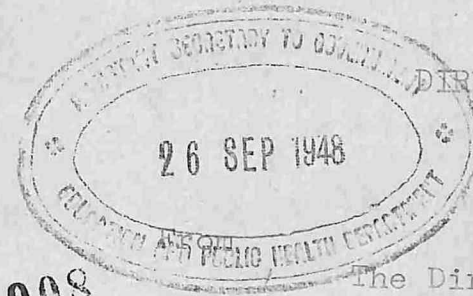
For Secretary.

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

nm  
24/9

CHR 24/9





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ASL

OFFICE OF THE  
DIRECTOR OF PUBLIC INSTRUCTION,  
L.DIS. No. 792/F.1/48.  
\*\*\*

MADRAS: 23rd September 48.

The Director of Public Instruction,  
M a d r a s.

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

Sir,

SUB:- Office of the Director of Public Instruction,  
Madras - Disbursement of salaries to the staff  
etc. - Details furnished:  
REF:- Government Memorandum No. 61698/48-2-P.1. Edn.  
dated the 17th September 1948... *p 13 ante*

One Superintendent and 2 clerks are employed for the  
disbursement of salaries to the staff in my office. There  
is no post of cashier in my office.

They disburse the following amounts:

|                    |                                  |
|--------------------|----------------------------------|
| Superintendents:   | Rs. 1,600 to about 30 members    |
| 2 Clerks (Jointly) | Rs. 12,600 to about 120 members. |

Yours faithfully,

*The Director*

KAN.24/9

for Director of Public Instruction.



From

The Director of Public Health,  
Madras.

To

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

I.Dis.63230-1A dated the 24th September 1948.

Sir,

Reference:- Government Memorandum No.61698/48-2-F.1/Education, dated 17th  
September 1948.

71907

One of the Upper Division Clerks (who is the Cash-keeper and Accounts Clerk of this office) assisted by a Lower Division Clerk attends to the disbursement of salaries to the staff. There is no separate post of Cashier in this office. The amount of money disbursed to the staff is about Rs.14,000/-and the number of persons to whom pay is disbursed is nearly 160.

*[Signature]*  
for Director of Public Health, Madras.

26 SEP 1948 / 25-9. Exd  
*[Signature]*





From MEDICAL DEPARTMENT.

Col. S.L.Bhatia, CIE., MC., MA., MD (Cantab) FRCP (Lond.) FRS (E),  
Surgeon-General with the Govt. of Madras, Madras-6.

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

R.No.80864-G.

Dated 29-9-48.

Sir,

Ref: Government Memorandum No.61698/48-2-F.1.Edn.  
dated 17-9-48 - Disbursement of Salaries.

The cashier who is an upper division clerk is entrusted with the duty of disbursement of salaries. He is assisted by two other clerks. The two clerks are not entrusted with separate amounts of money. The amount of salary to be disbursed every month is about Rs.12,500/- and the number of persons to whom disbursement has to be made is about 140.

Yours faithfully,

*S. L. Bhatia*

for Surgeon-General with the Govt.  
of Madras.

kvr 1-10.



PUBLIC WORKS DEPARTMENT

From

Sri Rao Bahadur  
A.R.Venkatachari, B.E., M.Am.Soc.C.E., I.S.E.,  
Chief Engineer, P.W.D. (General),  
Chepauk, Madras.

To

77755

The Secretary to Government,  
Education & Public Health Department.

Letter No. 1991 Ck/48-1,

dated 15th October 1948.

Sir,

Sub: Disbursement of Cash -

Ref: E.&P.H. Memo.No.61698/48-2-Fl.Edn., d/17-9-48.

Usually the Cash-keeper of this office with the assistance of another clerk attends to the disbursement of salaries to the staff. The total amount to be disbursed will be approximately Rs.20,000/- and the number of persons to whom disbursements will be made will be about 200.

S.S.16/10.

C. Nayar  
for Chief Engineer, P.W.D.





Copy of letter No. 78/Mis/Accts., dated 10-7-1948 from the Superintendent, Government Press, Madras, to the Secretary to Government, Edn. & Public Health Department, Fort St. George.

Sub:- Cashing of Bills and remitting Government money - employment of personnels.

M / With reference to para 2 of Government Memorandum No. 30016 G1/48 P.H., dated 3-5-1948, I have the honour to state that all cash transactions in the Government Press in the Mint Buildings are entrusted to a staff consisting of a Chief Cashkeeper, one Assistant Cash-keeper and a Shroff and at the Mount Road Branch Press to an Assistant Cash-keeper. The post of the Chief Cash-keeper carries a security of Rs.2,000/-, that of the Assistant Cash-keeper at the Central Press and Mount Road Branch a security of Rs.1,000/- and Rs.500/- respectively and that of the Shroff a security of Rs.100/-.

2. In the matter of encashment of Cheques and remittances into the Bank the following arrangement is generally followed:-

An amount (i) up to Rs.500/- is entrusted to the Shroff.

(ii) from Rs.500/- to Rs.5,000/- is entrusted to the Assistant Cashkeeper and Shroff

(iii) from Rs.5,000 to Rs.1,00,000 and above is entrusted to the Chief Cashkeeper assisted by the Asst. Cashkeeper and Shroff.

3. The cash transactions of the Government Press especially in the matter of payment of salaries and allowances are heavy especially during the first half of the month. Cheques to the tune of about Rs. 1,20,000/- have to be cashed and disbursed in small sums during the first week of the month. The encashment of the cheques and carrying over the same from the Bank to the Central Press and Branches for disbursement are done at great personal risks in addition. It has not been generally found possible to find out a hand of 10 years' service fixed in G.O. No. 246, Finance, dated 17-3-48 to take up the post of Assistant Cash-keeper and only because of the necessity to furnish securities but also of the risks attached thereto. Further, these posts being at present in the Lower Division, no permanent clerk in the Lower Division with the prescribed service would like to take up the post with added responsibility attached thereto.

B / 4. I would therefore suggest that the existing procedure adopted in the Government Press may continue but the status of the Assistant Cashkeepers and Shroff should be increased to that of Upper Division Clerks in the case of Assistant Cash-keepers and the scale of pay of the shroff revised to Rs.45-90 for Government to expect the fulfilment of the duties entrusted to them besides affording me facilities for recruitment of personnel of the proper type without giving room for dissatisfaction among them.

/True copy/

--oOo--



D.O.No. 78-Mis.



Government Press,  
Madras, 14th October 1948.

Dear Mr. Subramaniam,

Sub: Monthly disbursement of salaries to Government Press employees.

Ref: My letter No. 78/Mis. dated 16-8-1948.

I have to invite a reference to the above and to request that you may kindly press Government for the issue of early orders with retrospective effect from 1-9-1948 for meeting an expenditure of Rs.50/- per mensem on account of allowance for persons who are entrusted with cash for disbursing the monthly salaries. This arrangement brought into force from September 1948 onwards proved very successful.

In all cases except composing which the cashier pays himself payment is made in the departments themselves at very considerable risk to the clerk concerned and the number of payments exceed 200 in each case.

The advance requested for therein for the purpose of obtaining small coins is also essential without which regular disbursements cannot be made in a large establishment like the Government Press. Regarding the suggestion in Education and Public Health Department Memorandum No. 61698 F1/48-4 dated 25-9-1948 addressed to the Accountant-General, Madras viz., increasing the permanent advance to Rs.1200/- on the 27th of any months and bringing down the same to Rs.400/- by the 5th of the following month. I am of opinion that the surplus amount of Rs.800/- available may not be sufficient to meet the purpose as the cash in respect of permanent advance of Rs.400/- will remain covered by Contingent expenses.

I am therefore to add that either the drawal of an advance of Rs.1,500/- at the end of the month to be refunded in any one of the month end establishment bills

of



30/32  
(2)

of this office as suggested in para 2 of my letter quoted above or in the alternative to increase the permanent advance to Rs.1,900/- at the end of the month and bringing it down to Rs.400/- will only meet the requirements, leaving an amount of Rs.1,500/- for converting into small coins.

Yours sincerely,

alyan

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

C. No. 61698/48

15/10  
22/10

p. 15. of

33 E.S.P.H.  
F  
Draft 18  
Sub: Government Press - Monthly disbursement of salaries to Government Press employees - Advance to obtain small coins.

Ref: Govt. Memo No. 61698 F/48-4 Edu dated 25.9.48

Memo. No. 61698 F/48-5 Edu dated 21.10.48

The attention of the A.G. is invited to the Govt. Memo. cited above and he is requested to expedite his reply.

To,  
The A.G. Madras  
20.10.48  
in  
20.10.48

21/10/48



3/11/48

சென்னை நகராட்சித் துறைமுகத்துறை : 242  
சென்னை நகராட்சித் துறைமுகத்துறை : 242  
சென்னை நகராட்சித் துறைமுகத்துறை : 242

சென்னை நகராட்சித் துறைமுகத்துறை : 242  
சென்னை நகராட்சித் துறைமுகத்துறை : 242  
சென்னை நகராட்சித் துறைமுகத்துறை : 242

சென்னை நகராட்சித் துறைமுகத்துறை : 242  
சென்னை நகராட்சித் துறைமுகத்துறை : 242  
சென்னை நகராட்சித் துறைமுகத்துறை : 242

24/11/48

24/11/48

NOT 2A. S. & P. 592

OFFICE OF THE ACCOUNTANT-GENERAL, MADRAS.



Fort St. George, dated 2nd November 1948.

Enclosure

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

81180

Sub: Government Press - Advance to obtain  
small coins.  
Ref: Govt. Memo No. 61698 F1/48-4 Edn d/25-9-48.

--- p. 15 ante

Establishment cheques relating to a particular month, if they are ready for delivery, are post-dated and issued on the day previous to the first working day of the succeeding month after the Bank hours, to enable drawing officers to discharge and to present them at the Bank on the first working day. As the arrangement, which is already in force, should meet the requirements of the Superintendent, Govt. Press, the question of increasing the Permanent advance of the Press for the purpose does not arise.

It is, however, pointed out that the issue of post-dated cheques in the manner stated in para 1 above would be possible only if the Superintendent, Government Press arranges to send the establishment bills sufficiently in advance as prescribed in Art 73 of the M.F.C Vol. I.

*Kemkaranayam*

Assistant Accounts Officer.

*62*

GM

26

OFFICE OF THE ACCOUNTS  
GOVERNMENT OF MADRAS

*[Faint, mostly illegible handwritten text in Tamil script, likely bleed-through from the reverse side of the page.]*

C. no 61698/48

109/11  
20/11  
p. 9 of  
p. 35 of

20 37 ESP#  
F  
Sub: Government Press - Delay in the  
disbursement of salaries - Advance  
to obtain small coins.

Ref: From the S. G. P. no 78/Ms dated 16.8.48  
From the A. G. no T24, S. G. P. 598 dated 2.11.48

Promo. no 61698 F. /et- 7 Edn dated 26.11.48

A copy of the letter from the A. G.  
cited above is forwarded to the S. G. P. for  
and he is requested to offer his remarks.  
at an early date

To,  
The S. G. P. Madras.  
(with a copy of p. 35 of)

*[Handwritten signature/initials]*  
27/11

24.11.48  
ar  
24.11.48  
RM  
25/11/48  
20/11/48



38

Handwritten notes in Tamil script, likely a memorandum or report.

24/8/1948

Handwritten notes in Tamil script, dated 24/8/1948.

Handwritten notes in Tamil script, dated 24/8/1948.

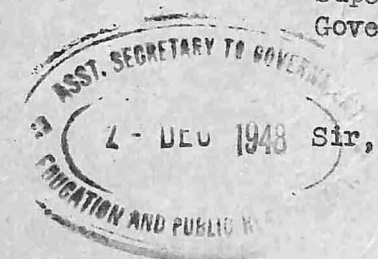
Handwritten notes in Tamil script, dated 24/8/1948.

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

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

No.78/Mis.

Dated:- 30-11-1948.



Sub:- Government Press - Delay in the disbursement of salaries - Advance to obtain small coins -

Ref:- Government Memorandum No.61698 F.1/48-7 Edn. dated 26-11-1948.

With reference to the above, I have to state that I have no further remarks to offer than those stated in my U.O reply No.78/Mis dated 8-9-1948 and D.O.No.78/Mis dated 14-10-1948.

2. As stated by the Accountant-General, Madras, it will only be possible for me to cash the Establishment cheques on the 1st working day of the month at about 3 p.m and then obtain the necessary small coins from the Currency Office the 2nd working day when only cash becomes available for obtaining small coins. Therefore disbursement of salaries to the employees can be commenced only on the afternoon of the 2nd working day.

3. In view of the difficulty experienced due to non-availability of small coins for disbursing salaries on the 1st day, it is a matter for serious consideration of Government whether a large amount of cash amounting to over Rs.1,10,000 can be kept locked up without adequate safety, and yet not be able to pay the employees on the 1st working day for want of small coins.

L.S.

Handwritten signature and date 30-11-48, with the title Superintendent.



000 61698/108

I am aware  
there has been  
marked discontent  
among the workers  
over this. L.G.

adre to y.  
 period May 1900  
 to taken to by  
 to work day.  
 y

A: on p. 10 f

$\beta'$  on p. & cf.

W on p 2 of

for my  
self. 1/2  
Sept. 9. 1/2



proposal of the S.G.P. to give an allowance of Rs.10/- p.m. to each of the five clerks to be entrusted with the work of disbursement is not acceptable as it will create an inconvenient precedent. The proposal, if approved, will amount to payment of overtime allowance to ministerial staff. In almost all the offices, the ministerial staff (some if not all) work for longer hours, i.e., overtime. They may also agitate for such additional remuneration. Further during the time the clerks are engaged in this work, they will not be doing their normal duties. // The pay can be disbursed quickly if separately acquittance rolls are prepared for different sections or departments and a responsible person in <sup>each</sup> section entrusted with the <sup>actual</sup> disbursement of pay to the staff in the section as is done in the Secretariat. Perhaps the Superintendent may be asked to send his Chief Cash-keeper to the Secretariat to study the system followed here <sup>in the central cash Bureau</sup> and examine whether it will be practicable to adopt a similar system. He may see the note u.o.

PM 30/9/48  
Cms 66971 from the SGP. no 2 of this dated 8-9-48.  
E. & P. H. U. O. no 61698 F. / 48.1  
1-9-48.  
pp 11-12 CF

Please see the reply from SGP to the above note at pp 11-12 CF.

He says that the scheme proposed by him for payment of salaries of the staff in the P. & S. has already been put into practice and has proved a success. This is satisfactory. He requests that his proposal for an advance cash of Rs.1500. to be adjusted in the next bill may be approved. His proposal may be approved.

He reiterates his proposal for payment of adf remuneration to the five clerks attending to his work (to be paid an allowance of Rs.10 p.m. each) on account of extra work and responsibility assumed by them. In all our offices, the clerks dealing with payment, etc. are not given any extra allowance. The extra work will be for a few days in a month.



85985  
Sp. (a. i. B. memo) 17/9/48  
E. & P. H. U. O. no 61698 F. / 48.3  
20/9/48

Under the circumstances, the proposal of the SGP for payment of Rs.10 p.m. each to the five clerks in question need not be approved. It is a matter of principle. The suggestion made by the SGP to adopt the arrangement existing in the Secretariat, where SGP staff are paid Rs.10 p.m. for overtime, is not for consideration. He has proposed to send his Chief Cashier to the Secretariat during his absence to study the system followed here. The remarks of the SGP may be noted. The remarks of the Finance Department may be noted. PM 30/9/48

Extract of Secy's query:-  
"R'oup. Dault:- How do the numbers and the amounts compare with those in the Press?"  
M. V. S.  
13/9/48.

Subd. that there is no information available here about the number of clerks employed in other offices for the disbursement of salaries or the amounts with which they are entrusted. Perhaps a few Heads of Dept. like the Secy of Revenue, the C. E., P. W. D. (Genl.), the S. G., the D. P. I. and the D. P. H. may be consulted in the matter. A draft memo, is subd. below for approval. 2. As the proposal at P'oup. Dault seems to be urgent, the file may be sent to Finance for remarks on that proposal, after issue of the draft memo, below.

PM 16/9/48  
16/9/48 S  
16/9/48



Fin (EXPA)

Please see the notes of E.P.H. on pp 1-3 above.

2 In the circumstances stated Finance may agree to the proposal to permit the S.G.P. to draw an advance of Rs 1500/- in the last week of every month, to be adjusted in the next establishment bill i.e. the pay bill relating to the month. (The advance will be treated as a temporary advance for a specific purpose - see Article 99, MFC, Vol I)

Para 2 above and para. 2 at the bottom of p. 3 above

Please see below 25.9.48 p 47 of R.C. 34

24.9.48 ~~24-9-48~~ ~~24-9-48~~ Art. 99, MFC, Vol I, Contemplates the grant of a temporary advance for the purpose of meeting contingent expenditure of a specific kind or on a specific occasion. The advance in question is not for meeting any contingent expenditure. It is required for getting small coins required for disbursement of pay at the beginning of a month. The proposal to draw the amount of Rs 1500 in the last week of a month and to adjust it in an est. pay bill presented at the A.G.'s Office immediately afterwards amounts to drawal of a portion of a month's pay in advance. This seems objectionable and the A.G. is likely to raise an audit objection. Further, the acceptance of the proposal, even as a special case, is likely to lead to similar requests from big offices who will be experiencing the same difficulty.

The proper course therefore is to increase the permanent advance of Rs 400, say by Rs 1000 to Rs 1400 and to stamp all vouchers against the permanent advance of Rs 400 in the last week of each month so that a sum of Rs 1200 at least will be available in the form of cash for obtaining small coins. It may be stipulated that the special permanent advance of Rs 1000 drawn at the end of each month should be refunded on the first working day of each month to the credit of permanent advances. Even this proposal requires the concurrence of the Accountant General. E.P.H. may be requested to consult

changed into Special as requested by E.P.H. informally 24.9.48

(Similar action is being taken by C.C. Secy)

(This amount may be sufficient for the purpose of getting small coins for the first day)

25.9.48

Consult the A.G. in the matter before issuing orders.

Rs 259.48 \$

I think that the difficulty can be met if the A.G. can arrange for one of the establishment cheques amounting to Rs 1500 approximately to be issued on the last working day of a month so that the Supt. can arrange to get small coins for this amount on the forenoon of the 1st & disbursement can be made on the 1st & 2nd. The A.G. may be consulted whether he cannot arrange this.

If this is not possible, we may pass an order increasing the permanent advance by about Rs 1200 between the 27th of any month and the 5th of the following month & the S.P. will have to see that the advance is brought down to the normal by the 5th of every month at the latest.



6  
The AG. may offer his remarks on this alternative also.

25.9.48 E & PH.

Please see the remarks of Finance at pp 4-6 above. Mr G. may be consulted on the proposals suggested therein.

A draft memo is under for approval

ar 25/9/48 S. M. for.

[Memo no. 61698 7/48 - 4 E & PH dated 25.9.48] p154

from the B & Revenue. L Dis no 2157 1/48 dated 23.9.48 p194  
" " D-P-I L Dis no 792 17.1/48 dated 23.9.48 p214  
" " D-P-H L Dis no 63-230-1A dated 20.9.48 p234

2 Edn. & P.H. (G1).  
Subj:- Madras Financial Code - Cashing of bills or remitting Govt. money - Employment of clerks, peons, etc.- Further instructions - Amendment.

Fi  
Extract of N.F.

XX

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XX

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The Superintendent, Govt. Press, in connection with his suggestions has stated that the status of the assistant Cash-keepers and shroff should be raised, to induce them to carry out the duties entrusted to them. Extract of the letter may be given to FI Section for separate action.

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XX

To  
FI Section with a copy of the refce. from the S.G.P.

C.O. Coorey,  
27-9-48.  
Joint Secretary.

C. P. Linganna Chetty  
Superintendent.  
28/9/48



Please see the extract of note on p. 7 and the S.G.P.'s letter at p. 25 of. The proposals for the upgrading of the posts of Asst. Cashkeeper and Shroff mentioned therein may be examined after the receipt of the replies from the S.G. and the C.E. P.W.D. (1) to the memo on p. 13 of. (Replies from the B.D. Rev., the D.P.I. and the D.D. H. have been received - vide pp. 19-23 of) It will be over until 20/10/48

av  
5/10/48

DM  
6/10/48

Please see the D.O. letter from the S.G.P. on pp. 29-30 of. The replies from the C.E. P.W.D. (Genl) and the A.G. have not yet been received and they may be reminded. The draft memo. Reminders below are for approval.

Dr  
20.10.48  
av  
20/10/48

Approved in the drafts

There has been no increase of staff with the increase in the number of staff employed in the P.W.D. is large as it is an industrial concern consisting of a large number of workers. If the payment has to be made quickly, the S.G.P. has to defunct more staff for the work or to ask for addl. staff if necessary. There is no case for firing extra. Remunera him to the staff employed in making the payments for one or two days. There is also no case for upgrading of

27 9  
The file relates to the proposals of the S.G.P. for speedy payment of salaries to the establishments in the Govt. P.W.D. The Complaint is that the previous arrangement for disbursement of salaries was unsatisfactory resulting in delay of payments. The S.G.P. has now opened about five counters for payment of salaries. He requests that each of the clerks assisting in the payment may be paid Rs 10 each per month. He has also proposed that the status of the Shroff and Asst. Cashkeeper in the P.W.D. should be increased as at B. on p. 29 of. The encashment of cheques & remittances are now done by the Cashkeeper, Asst. Cashkeeper and Shroff. A sum of about Rs 1,20,000 has to be disbursed as salaries and allowances. About 1800 payments in all have to be made. Please see the statement at 'B' for particulars about the number of staff employed and the amount of salaries disbursed to them in a few big offices. The payment in the P.W.D. is large as it is an industrial concern consisting of a large number of workers. If the payment has to be made quickly, the S.G.P. has to defunct more staff for the work or to ask for addl. staff if necessary. There is no case for firing extra. Remunera him to the staff employed in making the payments for one or two days. There is also no case for upgrading of



The ports of Shroff and the Asst Cashkeeper in the present state of financial stringency. The proposals of the SGP may not therefore be approved.

As regards the arrangement for getting small coins, the SGP requests that he may be permitted to draw an advance of Rs 1500 at the last week of the month to be adjusted in any one of the month-end establishments bills for that month.

The permanent advance of Rs 400 may be increased to Rs 1900 at the end of the month and reduced to the ordinary amount (Rs 400) by the first week of the next month.

Finance pp 4-5 ante object to the proposal for drawing of advance to get small coins. The

A.G. who was consulted in the matter says that establishment cheques which are ready for delivery are post-dated and issued on the day previous to the first working day of the succeeding month.

After the Bank hours, to enable drawing of cheques to discharge & present them at the Bank on the first working day and that under this arrangement already in force, it should be possible for the SGP to meet the requirements of the Pms.

The question of increasing the permanent advance does not therefore arise.

In the circumstances, the SGP may be told to present the establishment bills in accordance with the advance as prescribed in Article 73 of the 1947 Act and so that the AG may issue the cheques as at A' above.

Finance may see 7 in case may see

9. 9/11/48  
I agree with the proposal.

9. 9/11/48  
I do not see that this will help him in the difficulty of drawing money from the establishment bills.

my friend  
has an  
arrangement  
made of making  
him pay  
the 5th of the month.

for remarks, the of circulation  
9.11.48  
9/11/48

E.S.P.H. U.O.O.O.E  
61698 Fi/48-6  
10-11-48



P on pp 10-11 above

R. 18/11/48

Finance (Expt)

(Previous Finance note on pp 4-6 above)

The letter from the A.G. on p. 35 cf. and the note of the Exptt on pp 9-11 above may be perused.

It will be seen from the A.G.'s letter that if the arrangement suggested by him is adopted, it should be possible for the SGP to obtain the required quantity of small change on the 1st of the month for disbursement on the same day or the next day. But the Exptt Secy. considers that this will not help the S.G.P. to get over the difficulty and that arrangement may be made as indicated by the Finance Secretary at 'T' on p. 5 above, namely increasing the permanent advance by about Rs 1200 between the 27th of any month and the 5th of the next month. Finance need not object to the proposal of the Exptt. Secretary; but may suggest that before the alternative suggested by Secy at 'T' on p 5 above is considered, the



the remarks of the SGP on the A.G's letter may be obtained. If the S.G.P. considers the arrangement sufficient to meet his purpose, it will obviate the need for increasing the permanent advance held by him.

17.11.48 R on p 9 above The whole time of a Court servant is at the disposal of the for which pay is Rs 10/- per month. There seems therefore no reason for paying a few clerks an allowance of Rs 10/- per month for the disbursement of salaries to the staff in & Court press. After all the present work will be for a day or which payments are made. In actual all offices payments are made by the clerks attached to the Cashier section & no special remuneration is paid to them because they had to stay for longer hours. In view however of the fact that the payment of any remuneration to the staff in the press for the disbursement of salaries will create an unpleasant precedent. Fin may advise against the proposal.

S.R. 17.11.48

Please see the note of Finance on pp 11-12 above. As regards 'A' above, a draft memo. to the S.G.P. is submitted for approval.

24.11.48 Finance do not appear to be prepared to pay the staff doing the disbursement of salaries, an allowance for the work. It may be that the view of Finance may be agreed to or whether the proposal should be pressed.

Thro' CSR.

E-PH

71  
919. NO 978552A/108-6  
18.11.48.



9 words, p. 10, p. 9  
view of the fact that the  
the staff doing the disbursement  
of salaries, an allowance for the  
work. It may be that the view  
of Finance may be agreed to or  
whether the proposal should be  
pressed.

page 37 of  
page 39 of

[Memo. No. 61698 F/48-8-Edw., dated 26.11.1948]

Agrees the S.G.P. No. 78/Mis., dated 30.11.1948.

With reference to A' of Finance note on p. 12 ante, please see the Memo. on page 37 of and the S.G.P.'s reply on page 39 of. It may be seen from the Supt's letter that the arrangement suggested by the A.G. at page 33 of will not be satisfactory enough. Hence the alternative arrangement proposed by Fin. Secy. at T' on page 5 ante will have to be adopted as already suggested at P' on pages 10-11 ante and since agreed to by Finance. But even in respect of this arrangement, attention is invited to the S.G.P.'s remarks at A' on page 31 of, which will show that the Supt. appears to have misunderstood that it is proposed to increase the permanent advance from Rs. 800 to Rs. 1200 only. But this is not the case. The proposal is to increase it by Rs. 1200, that is, from Rs. 400 to Rs. 1600. It is presumed that this will satisfy the S.G.P.

Before orders are taken in circulation, Finance may see for remarks, if any.

11/12/48

E+P.H.U.O. 61698 F/48-8  
14.12.48



Finance (Expt)  
(Previous finance note on pp 11-12 above)

The remarks of the S.G.P. on the A.G's letter on p 39 of and the further note of E.P.H. above may be perused.



14

As the S.G.P. considers the arrangement suggested by the A to unsatisfactory, E.P.H. propose to sanction the alternative proposal of increasing the permanent advance by Rs 1200. This has already been agreed to by this Dept. (Cf. for Secy's note on Pgs 5-6 above and the for Dept's note on Pgs 11-12 above)

Edw. & P.H. now press for the payment of the allowance suggested at "Ran" to a above. They may be requested to take orders in Circulation including 401 (Fin). This dept. agrees to do need.

16/12/48  
16/12/48  
17/12/48  
19/12  
E & P.H.

Thro' C.S.R.

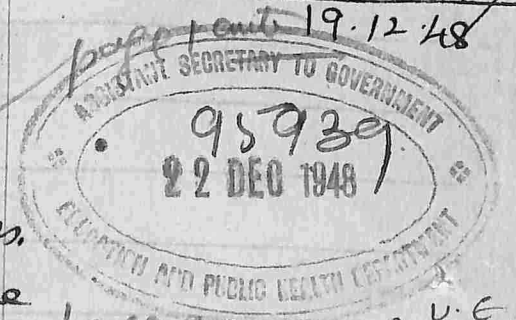
16/12/48

The A.G. is not in favour of the suggestion to increase the permanent advance.

Summarising note.

There have been much agitation and marked discontent among the workers of the Govt. Press over the delay in the disbursement of their salaries. The workers and their union want the salaries to be paid on the 1st or the 2nd working day of every month during office hours. The S.G.P. has therefore opened five counters each in charge of a clerk to assist the Cash-keeper, the Cash-keeper and the Shroff in the disbursement of salaries. At the very first trial during September 1948, the above arrangement was found to be successful to the satisfaction of the S.G.P. and it is believed, to the satisfaction of the workers as well. It is, therefore, proposed to accord approval to the above arrangement.

2. The S.G.P. has made the following proposals



page 7 of CSR v.c. 22/12/48

B'at p. 11 of

proposals in this connection:-

(i) In order to get over the difficulty in obtaining small coins in sufficient quantities for commencing disbursement on the first itself, the S.G.P. may be permitted to draw a sum of Rs. 1500/- on an advance bill during the last week of every month under "Advances Repayable", and to refund it in any of the establishment bills presented during the same week.

(ii) Each of the five clerks in charge of the disbursement counters may be paid an allowance of Rs.10 p.m., not so much for the extra hours of work that will have to be put in by them as for the extra risk and responsibility assumed by them in having to handle about 20 to 30 thousand rupees each and tender accounts for the same.

(iii) The Asst. Cash-keeper may be raised to the status of an upper-division clerk and the scale of pay of the shroff may be revised as Rs.45-3-60-2-90.

3. The S.G.P.'s proposal in item(i) above was not agreed to by Finance as it would amount to drawal of a portion of a months' pay bill in advance and would therefore, be objected to in audit. Fin. Secretary however suggested that the difficulty might be got over by either of the two following methods and that the Accountant-General might be consulted on them, before adopting any of them:-

(1) The A.G. can arrange for one of the establishment cheques amounting to Rs.1500/- approximately, to be issued on the last working day of the previous month, so that the S.G.P. can arrange to get small coins for this amount on the forenoon of the 1st working day of the month.

(2) The permanent advance of Rs.400/- with the S.G.P. may be temporarily increased by Rs.1200 between the 27th of any month and the 5th of the following month and the S.G.P. should see that the advance is brought down to the normal by

H'at page 9 of

B'at page 9 of

A'at p. 11 of

para 4 on page 2 of

page 4 ante

pages 5-6 ante

S'at p. 5 ante

T'at page 5-6 ante



16  
the 5th at the latest.

These suggestions were put to the A.G. and he agreed to the suggestion (1). But the S.G.P., <sup>alt</sup> like this Department, that this arrangement would not be much helpful to him as the staff will have to run about for small coins only on the 1st and the disbursement can be begun only on the 2nd. This department has, therefore, proposed that suggestion No.(2) of Secretary, Fin., may be approved. Finance have accepted this proposal.

4.As regards the proposal in item (ii) of para 2 above, attention is invited to the statement at (B) containing figures representing the strength of the staff, the no. of disbursing staff and the amount of salaries disbursed, in some of the big offices in the city and in the Govt. Press. It will be seen that the figures for the other offices <sup>bear</sup> — no comparison with those for the Press. This Department has, therefore, <sup>suggested</sup> ~~proposed~~ that this proposal may also be approved. Finance, however, object to it on the grounds mentioned at page 12 ante. But it is not for the extra hours of work, as assumed by Fin., that the allowance is recommended. It is for the extra <sup>work</sup> ~~work~~ and additional responsibility devolving on the clerks engaged in the disbursement of such large amounts to so huge a staff that the allowance is proposed to be paid. The practice in other offices cannot be applied here. This department therefore press this proposal for the payment of an allowance of Rs.10/- p.m. to each of the five clerks put in charge of the disbursement counters.

5. The proposal in item (iii) of para 2 above need not be accepted.

6. The file may now be circulated to H.M.(Edn) and H.M.(Fin.) for orders whether the proposals in paras 3 and 4 above may be approved.

page 15  
page 15  
x p'at p. 10 ante  
page 39

page 13 ante  
page 14 ante

P'at p. 9 ante

A'at p. 11  
page 12 ante

A'at p. 11

P'at p. 9 ante  
P'at p. 12 ante

M'at p. 10 ante



the file may be circulated to H.M.(Edn) with ref. to the minutes of H.M.(Fin) at p.16 ante

6/1/49  
6/1/49 S  
18A  
20.1.49



E+P.H.(F.)

A draft order is submitted below for approval. Fin. may see for acceptance and also say whether any extracts need to be sent to them for further action with ref. to para 1 of the draft order.

A

Dpt. 20/1/49

25/1/49 S

E+P.H. No. 61698 F/48-9  
26/1/1949.



Finance (ExpA)

(Last Finance note on pp 13-14 above)

The summarising note of B at on pp 14-16 above, the orders in circulation at the foot of p. 16 above and the draft order may be perused. With reference to A above it is submitted that no extracts need be sent to this Dept. as no further action is necessary in this Dept. with reference to para 1 of the draft order.

Fin. w.o.  
5040/ExpA/49-1  
29.1.49.



14A  
28.1.49

Thro L.S.R.

29.1.49  
ExpA (F.) Dept.

the draft may now issue  
21/2/49

See view in 18A  
accepted. 30.1.49



The first part of the memorandum is to H. M. (Edw.)  
 (with reference to the minutes of H. M. (Edw.) at 10:15 a.m.)  
 2/11/19

The second part of the memorandum is to H. M. (Edw.)  
 (with reference to the minutes of H. M. (Edw.) at 10:15 a.m.)  
 2/11/19

P-20/7 29/10 1919  
 2/11/19

(A) Finance (Edw.)  
 (with reference to the minutes of H. M. (Edw.) at 10:15 a.m.)  
 The memorandum is to H. M. (Edw.)  
 (with reference to the minutes of H. M. (Edw.) at 10:15 a.m.)  
 2/11/19

(A) Finance (Edw.)

2/11/19

The third part of the memorandum is to H. M. (Edw.)  
 (with reference to the minutes of H. M. (Edw.) at 10:15 a.m.)  
 2/11/19