

Education and Public Health

(194 9) Department.

Ms. SERIES.

G.O. NO. 313 Edn.

Dated 7-2-1949.

Closed

M

Import

[Despatch Abstract.]

Establishment-Government Press-Revision of the scales of pay of the cash-keeper and Assistant Cash-Keeper-Refused Employment of an additional shroff-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	686	Edn	28.3.52				
Ms	51	P.W	5-1-59				

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

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

No. 40/Mis-47 dated 16th November 1948.

Sir,

Sub: Revision of the scales of pay of the Cash-keeper and Assistant Cash-keeper, Government Press, Madras.

I have to state that there had been a marked discontent in the Cash Section of the Government Press. Several representations were made by the Union for prompt and early disbursement of monthly salaries of labourers for which I have brought out a scheme for the disbursements of salaries on the 1st pay day of each month which receiving due consideration by Government and I expect early order thereon in regard to procuring small coins as well as allowance proposed to the pay disbursing officers with retrospective effect who discharged this responsible work with extreme satisfaction.

2. The revision of the scales of pay of these posts sanctioned in G.O.No. 78 Finance dated 6-2-1947 is not in conformity either with the due responsibilities in the matter of cash burdened by the holders of these posts or heavy and difficult duties performed by them. An extract of my proposals in this behalf submitted in my letter No. 40/Mis-47 dated 27-5-1948 for revision of the post of Cash-keeper to be designated as "Chief Cash-keeper" on a scale of Rs 140-190 abruptly negatived in G.O.No. 2295 Edn., dated 13-9-1948 is enclosed with a request to Government to examine the question afresh and to treat these posts as special to Government Press. In brief, it may be mentioned that the Cash-keepers of the Press are fully engaged throughout the month working beyond normal working hours also having heavy strain physically and mentally as is incumbent on the part of their duties that they should safeguard a heavy amount of cash and properly disburse same without any shortage etc., for which they are accountable. Their duties are shown below.-

1. Disbursement of monthly salaries on the first pay day of month.
2. " Day-Extra and Contingent Establishment.
3. " Overtime allowances.
4. " Supplemental claims of pay and allowances.
5. Preparation of all contingent bills of stores and other expenses.
6. " Contingent bills for printing at Private Presses.
7. Payment for small amounts of Stores, purchases, cooly wages etc. and recouping same at regular intervals through Office Contingent bills.
8. Maintenance of Cash Abstract Book.
9. " Contingent Registers for Stores and Printing at Private Presses.
10. Remittances of Cash Receipts to the Bank at frequent intervals.

11. Disbursement

11. Disbursements of undisbursed pay and allowances throughout the month.
12. Preparation of Gazetted Officers Pay Bills etc.
13. Attending to correspondences connected with contingent bills.
14. Answering Audit objections.

L.B. - Much time is taken away for going to the Reserve Bank of India for cashing cheques received and making remittances.

3. A heavy amount of cash to the extent of Rs 1,20,000 is being handled by them during the first week alone of every month, apart from other payments throughout the month for over 1800 men. The security furnished by the Cash-keeper is for Rs 2,000/- and of the Assistant Cash-keeper for Rs 1,000/- in the form of Fidelity Bonds, the premia for which they have to pay whereas other clerks of similar scales who are not entrusted with this responsibility are free from such expenses. /A

4. During the period of revision of scales, it was apparently presumed that these posts of Cash-keepers would have received special consideration in the matter of revision of their scales of pay, but Government Press having been classed as a "B" Class Office, these posts underwent revision as a Common scale applicable to other clerks doing clerical work.

5. The difficulties experienced in disbursing every time with labourers admit no comparison with any other Cash-keepers in the Residency Offices. As an instance, I suggest that these posts and the duties attached to them may be compared with those in the office of the Commissioner of Police, where the revised scale of pay is Rs 140-190. I would therefore request that Government may be pleased to re-examine the responsibilities and the risk involved in handling Cash and the onerous duties attached to these posts and sanction a special revision of a scale of pay of Rs 140-190 to the Cash-keeper and Rs 80-110 to the Assistant Cash-keeper with retrospective effect from 1-1-1947 in consideration of the fact that these are security posts, the holders of which have to meet also an expenditure from their earnings for furnishing fidelity bonds in lieu of Cash security. /B

6. Due to general increase in the Cash section in the matter of pay disbursements, etc. the employment of an additional Shroff on 30-1-50 is found essential to cope up with the pressure of work, and I request Government may be pleased to accord sanction for same. /M

al-yun
Superintendent.

Enclosure.

3
origl at pages 1-4 of A3
Extract of para 3 of letter No. 40-Mis.-47, dated 27-5-1948 from the Superintendent, Government Press, Madras, to the Secretary to Government, Education and Public Health Department, Fort St. Geo Madras.

3. * * *

not put up
In regard to the post of Cash-keeper (Chief) it was presumed that Government had already accepted the recommendation communicated with G.O.No. Ms. 223 Public Health dated 23-1-1947 and I did not consider it therefore necessary to put forth my reason for the scale of pay of Rs 140-190 for this post.

Chief Cash-keeper. - The pre-1933 scale of pay sanctioned for the post was Rs 85-125. This is a security post, the holder of has to furnish a security of Rs 2,000/-. It was only with very great difficulty I was able to force the present incumbent to take up the post in 1941. Nobody has been willing to take up this onerous post when they could as well get the same scale of pay without running any risk. It is no easy job for the holder of this post in the Government Press. He will have to put up with all sorts of ridicule from the labourers besides running the risk of losing in the hurry payments which he is forced to make on almost all days of the month for fear of labour trouble. This is apart from the heavy risk involved in the heavy cash he is made responsible for both in respect of charges and receipts. Further he is responsible for the preparation of all contingent bills for supplies and services received besides cash payments therefor to the various firms in the City and other routine works of varying nature, Gazetted Officers claims, custody security deposits etc. While Government have been insisting on all kind of safeguards to be exercised in the matter of entrustment of cheques and bills for encashment at banks, it is but fair to properly remunerate the holder of the post of Chief Cashkeeper held by a senior member at great personal risk to himself with no advantage over his juniors who may come to occupy a post carrying the same scale of pay. This anomalous position will all the more be striking in the case of the Chief Cash-keeper of the Government Press. If Government were to realize the gradual increase in his responsibility and risk. When the average monthly disbursement in respect of pay and allowance all in 1932-33 was about Rs 45,000/-, that for 1947-48 was Rs 1,18,000/- figure of Rs 1,09,000 for April 1947 gradually rising to Rs 1,44,000 for March 1948. The disbursement is not in lumpsums of big amounts but of small amounts to a large number of employees working not at single place but at different places, viz., Mint Buildings, High Court Penitentiary and Mount Road Branch. I would therefore request Government both in their own interest and mine to sanction at least a scale of Rs 140-190 for this post.

The Company of Police
Madras City.

The information is required for comparing the port with that in the West. Press.

11/11/2023

19/12/148

P26

6

C.No. 86170/48.

Draft II

E.P.H. (Fi)

Sub. ESH - Govt. Press - Chief Cash-keeper
+ Asst. Cash-keeper - Revision of
Scales of pay - Employment of an
additional Shroff.

Ref. From the S.G.P. No. 40/rus-47 d/ 16.11.48

Memo:- 86170 F1/48-2 Edn d/ 20-12-48

The Supdt., Govt. Press,
Madras, is requested to explain fully
the need for the addl. Shroff asked
for by him in para 6. of his letter
Cited.

To,
The S.G.P.
Madras.

CR.
11/12/48
Jus
Mans

JRM
19/12/48

23/12

8

(A) 4943

Handwritten notes and signatures in the left margin.

From

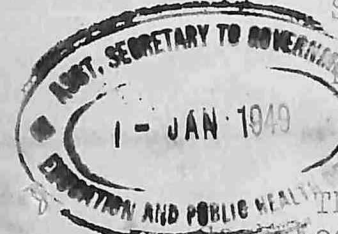
Sri Rao Bahadur
P. K. Monnappa, I.P.
Commissioner of Police,
Egmore, Madras.

To

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

RE NO. 41859/A3/48 dated 5th January, 1949.

Sir,



Sub:- Establishment - Government Press - Chief Cash Keeper and Assistant Cash Keeper- Revision of scales of pay.
Ref:- Government Education and Public Health Department Memorandum No.86170 F.1/48-1, Edn., dated 20-12-48.

The information regarding the nature of the work done by the Cash-keeper attached to my office, his duties and responsibilities, is furnished in the enclosed Annexure.

Yours faithfully,

Handwritten notes:
The reply from the S.G.P. re. the need for an addl. Cash-keeper may be awarded till 21.1.1949.
CSF
HHS

Signature: Monnappa
Commissioner of Police.

Annexure.

Work of the Cash-Keeper.

A Presentation of bills at the Accountant-General's Office counter through a messenger and getting cheques therefor. On an average about 20 bills are sent per month, the maximum number at a time being 60. Bills from different sections of the office are collected and entered in a Register before despatch to the Accountant-General. When the tokens are received, their numbers are noted in the register against each bill and kept in safe custody. Similarly in respect of receipts in T and A form 4 A. Every day these tokens are sent to Accountant-General with the receipts after noting in the register till the respective bills are cashed. When either the tokens with receipts are returned or cheques received, corresponding entries are made in this register.

Encashment of cheques received from the Accountant-General.

B This amounts to approximately Rs.3,00,000/- per mensem.

Remittance of cash into Bank.

C Separate chalans have to be prepared for different heads of accounts and different amounts as are suited for accounting. About 30 to 40 chalans are prepared every week under the various heads of account.

Other items of work.

Custody of cash, maintenance of main account, cash book, manure account, cash book, Langerkhana cash book, Mess cashbook. Writing of cheques on personal Ledger accounts, custody and disposal of unclaimed properties, Refund bills, correspondence relating to all money transactions and unclaimed properties. Disbursement of cash to Inspectors and firms through messengers - Direct disbursement in office, Petty contingencies, General Provident Fund final withdrawal, advances of Travelling Allowance and Pay, payment of leave salary and other undisbursed amounts due to casualities, refunds of motor vehicles tax to the public, house rent of Inspectors and miscellaneous items.

Watching of receipts for all payments. Watching recurrence of advances sending reminders to various section of the office to disburse pending items getting the attestation of a Gazetted officer for in the cash book and contingent registers.

NOTE:- He has furnished security of Rs.2000/-

CSF
7/1/49

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

To *F1*
The Secretary to Government,
Education & Public Health Department,
Fort St. George, Madras.

No.40-Mis/47.

Dated 6-1-1949.

Sir,

Sub: Establishment - Government Press - Employment
of an additional shroff.

With reference to Government Memorandum No.86170-F1/48-2 E dated 20-12-1948, I am to state that there has been a great increase in the number of payments made to the growing strength of the employees of the Government Press and its branches due to the varied nature of claims such as salaries to permanent, Day Extra Contingent Establishment, Overtime allowances, difference of Dearness Allowance on account of increased earning due to overt supplemental and arrear claims to the entire staff due to refix tion in the revised scales of pay. These payments are so spread out that the services of the shroff are fully engaged throughout the month to attend to this portion of his duties alone in assisting the Cashkeepers to make the above payments.

2. Besides the above, the shroff has to make cash payments of Rs.25/- and less and to deliver contingent bills for higher amounts to local firms contractors etc., for supplies made which together will be about a hundred in a month.

3. Another important duty entrusted to the shroff is to present all establishment bills and other claims at the Accountant General's Office, as and when they are ready, wait there and receive cheques for them in time, cashing of cheques of Rs.500/- and below at the Reserve Bank, to escort and help the Cashkeeper in cashing heavier amounts at the bank. In addition, he has to bring heavy changes from Issue Branch of the Reserve Bank of India at Mylapore as often necessary to facilitate payments.

4. It has been pointed out in para 1 above how the service of the shroff are fully engaged throughout the month for disbursement of salaries and other allowances while for the varied nature of the other no less important work described in paras 2 and 3, the shroff is practically ~~not~~ ^{unable} to attend to. The entire work is now somehow got through by the Cash section sometimes with the help of inexperienced peons and attenders at great risk. This state of affairs cannot be allowed to continue and due to the growth of the number and bulk of payments and other duties connected therewith the employment of an additional shroff is very keenly felt and hence sanction of Government was sought for.

CSR
12/1/49

RGM.

The main file is being sent to 7 in its return may be awaited.

for
20/1/49

EST. H. (F)

R. Siddique
8.1.49
Superintendent.

Sub. Establishment - Govt Press - Revision of the Scales of pay of the Cash-keeper + Asst. Cash-keeper - Refuse Employment of an additional Shroff - ~~order passed~~ Sanctioned.

54
7
p/cy
p/cy

Ref. Form the Sg.P, No. 40/r-47 d/ 16.11.1948
" " " " , No. 40/r-47 d/ 6.1.1949.

Order (r) 3/3 Edn. 17 2/49

Sanction is accorded for the employment of an additional Shroff ^{upto Rs. 30-1-50} for one year from the date of appointment.
2. The Govt ^{see objection to approval} ~~2.0~~ the proposal of the Sg.P. to revise the Scales of pay of the Cash-keeper + Asst. Cash-keeper in the Govt Press. with ~~with~~ the ~~Complied with~~

To,
The Sg.P.
The Ab. (Pam. 1000)
The Fin. Dept
(S/c) (Pam. 1000)
The
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C.R.
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DM
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W
4/1/49

Subj: - Establishment - Govt. Press - ^{Chief} Cash Keeper and Assistant Cash-Keeper - Revision of scales of pay - Employment of an additional shroff.

From the S.G.P., No. 40/Mis. 47, dated 16. 11. 1948.

pages 1-2 of

paras 1-5 on pages 1-2 of

para 6 on page 2 of

Secy's note at p. 8 of

A' & B' on page 2 of

C' on page 2 of

Examination by
the Comr. of
the Govt. Press
in the
funds
by

In his letter at pages 1-2 of, the S.G.P. requests (i) that the question of revising the scales of pay of the Chief Cash-Keeper and Assistant Cash-Keeper may be re-examined and the scales revised as Rs. 140-190 and Rs. 80-110 respectively; and (ii), that an additional shroff on Rs. 30-1-50 may be sanctioned.

2. As regards proposal (i) above, attention is invited to the note on pages 7-8 of No. 2295, Edw., dated 13. 9. 1948, in which the same proposal, in so far as it related to the Chief Cash-Keeper was examined. It was considered that there were no strong grounds for the revision of the scale of pay asked for. The only additional grounds now put forward are that the Chief Cash-Keeper has to incur some expenditure from his earnings for furnishing fidelity bonds by way of premium for it, and that the responsibilities are even greater than those of Cash-Keeper in other offices, for instance, the office of the Comr. of Police, who are paid Rs. 140-190. It is for orders whether these addl. grounds will be considered sufficient for re-opening the question.

If the question is not to be reconsidered as regards the Chief Cash-Keeper, the proposal in regard to the Asst. Cash-Keeper would also fall to the ground. For orders.

3. The S.G.P. has not fully explained the need for the addl. Shroff asked for by him. He may be asked to do so, before the proposal is in para. 1 on page 1 ante is considered. For orders.

See annex see before
DM
12/1/49
11/1/49

With ref. to Secy's orders in the margin overleaf, the Commr of Police, Madras City, may first be consulted as regards the duties and responsibilities of the Cash-keeper attached to his office. A draft memo is subd. below for approval.

2. As regards 'P' above, a draft memo to the S.G.P. is subd. below for approval.

DM
14/1/49
19/1/49
 [Memo. No. 86170/48-2 - F-1 - Edu., dated 20.1.2.1948]
 From the Commr of Police, re. No. 41859/A3/48, dated 5.1.1948.

With reference to Secy's orders at page 1 ante, attention is invited to the Memo on page 5 of and the reply of the Commr of Police at page 7 of. On a comparison of the work between of the two Cash-keepers, it may be seen that the nature of the work turned out by both is much the same but that the volume and gravity of the work of the Cash-keeper of the Office of the Commr of Police appear to be greater than that of the Cash-keeper of the Govt. Press; for, the former deals with cheques (presumably for disbursement of salaries and allowances) amounting to Rs. 3,00,000/- per mensem while the latter has to his credit only the disbursement of salaries up to Rs. 1,44,000 or just half of what the other is doing. On this basis, the various other items of work connected with the office should be simpler in the Govt. Press than in the office of

x Draft I
⊙ Draft II

x in the Govt Press
x in the Office of the Commr of Police
Wide para 2 of the C.O.P. on page 9 of the Memo on page 9 of

B' on page 9 of
A' on page 9 of

office of the Commr of Police. A comparison of these items on basis of figures is not possible as the S.G.P. has not furnished figures - such as those given by the Commr of Police at 'A' and 'C' on page 9 of. It is for orders whether these figures should be called for from the S.G.P. or whether the basis referred to at 'A' on page 2 ante will be deemed sufficient for judging the work of the Cash-keeper of the Govt. Press and, if so, the proposal for removing his scale of pay and that of the Asst. Cash-keeper may be ~~of pay may be~~ turned down of an. *Shroff*

2. As regards the addl. ~~Shroff~~ it will be dealt with on receipt of S.G.P.'s reply to the memo on page 7 of.

DM
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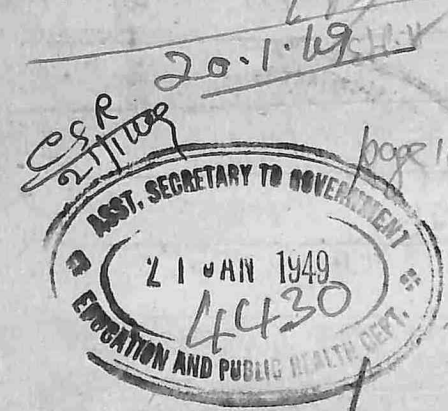
M
Wide para 2 on page 1 ante
para 3 of 2 ante

DM
21/1/49

E.P.H.U.O. 86170 F/48-3
 19.1.1949



A
 W.U.O. 3445/E11.1
 20.1.49



E.P.H.U.O. 86170 F/48-4

DM
26/1/1949
26/1/49

The note of E.H.H. from p. 1 above may be perused. This draft may agree with the views of E.H.H. at 'M' above. As regards para 2 of the note above, no remarks are called for in this draft at this stage.

DM
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FIN (KIP)

(Pre. Fin. notes on pp 3 above).

The Case has now been sent to this dept. with reference to the proposal for the appointment of an additional shroff on a scale of Rs. 30-50 in the office of the S.G.P. (The extra cost works out to Rs. ⁸⁴ ~~22~~ p.a.)

The Cash Section in the office of the S.G.P. consists of one Chief Cash-keeper, one Asst. Cash-keeper and one shroff for the reasons stated ^{in para 6 of p. 2 of} p. 11 of the S.G.P. Considers that an additional shroff is necessary. E.P.H. dept. support the proposal. In the circumstances explained by the S.G.P., his proposal may be accepted subject to the remark that the period of sanctioning be reduced to one year in the first instance.

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E+P.H.(F)

Previous notes of this dept on pp 1-3 anti may be perused. W.v.t. 'M' on p. 3 anti and 'B' above, a draft order is submitted for approval.

~~Fin. may see for acceptance.~~

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