

(T)

L & P# (1949) Department.

Ms SERIES.

G.O. NO.

646 Eam

Dated

8/3/1949

closed

Suppl.

(8)

[Despatch Abstract.]

Books & Publications - Madras Stationery Manual 1949
List of Standardized forms - Revision of Special
officer - Appointed.

Back Papers.

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

Further Papers.

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

pt number
in F1

by
19/1

(K)

Spici
18/1/49

To
The S.G.P

OR
17/1/49
27/1/49

RM
18/1/49

E+P.H.(F)

Sub. Books & Publn. - Madras Stationery Manual
Vol. III - List of Standardized forms - Revision
of Elimination of Various forms & returns
- Recommendations of the R & R. Committee
Special Staff.

Read again G.O. No. 3311, Edn. 1, D 28.12.1948

Memo no. 3276 F1/48-1-1 Edn. 1 18-1-49.

The attention of the S.G.P.
is invited to para 4 of the G.O. cited
& he is requested to submit his
proposals for the to Govt. at an
early date.

From R. Siddique, Esq., Superintendent, Government Press, Madras.
To The Secretary to Government, Education and Public Health Deptt., Fort St. George, Madras.
No. 94 - Msi Dated 20th January 1949.

Sir,

Sub: Books and Publications - Madras Stationery Manual Volume III - List of Standardized forms - Revision of elimination of various forms and returns - Recommendations of the Retrenchment and Re-organization Committee - Special staff - appointment of.

Ref: G.O.Ms.No. 3311 Edn., dated 28-12-1948.

With reference to the above, I am proposing to appoint Sri. A.D. Dhanapaul Chetty, Office Manager who has experience of Forms work as Special Officer to take up the revision of the Stationery Manual Volume III. During the course of revision, the elimination of various forms and returns found obsolete or superfluous will be considered in consultation with the heads of departments and Departments of the Secretariat. As the Volume of work to be done is very heavy I am assessing that a minimum period of 18 months will be essential to complete this work. However, every effort will be made to finish it earlier, provided the several departments with which I have to deal with, attend to prompt compliance of information required by this office.

2. Among the Establishment proposed I am to modify that the posts of Head Computer on Rs 90-150 and Lower Division Clerk on Rs 45-90 may be substituted as Head Forms Despatcher and Despatch Clerk respectively on the same scales of pay sanctioned as I consider that such category of staff will be very helpful in expediting the work.

3 I am therefore to request that Government may be pleased to approve of my proposals and issue orders early approving the appointment of Sri A.D. Dhanapaul Chetty so as to enable me to commence the work at once.

Superintendent.

4

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

To *h* *(4)*
The Secretary to Government,
Education & Public Health Dept.,
Fort St. George, Madras.

No. 94/Mis.

Dated 25-1-1949.

5974 Sir,



Sub: Books and Publications - Madras Stationery
Manual Volume III - List of standardized
forms - Revision and elimination of various
forms and Returns etc. - Special staff -
appointment of.

Ref: Education & Public Health Department Memo.
No. 3276-F1/48-1 Edn., dated 18-1-1949.

plg
My proposals for the appointment of a Special Officer
for the revision of the Madras Stationery Manual Volume III
etc., have already been submitted to Government in my letter
No. 94/Mis., dated 20-1-1949.

RGM.

R. Siddique
26.1.49
Superintendent.

lsu
26/1

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(4)

F.P.H. (F)

Sub: Books & Publications - Madras Stationery
Manual vol III - List of Standardized
Forms - Revision of - Special Officer -
Appointed.

for
N 35/10
p 34

(K)

Read again: G.O. (M) No. 3311 Edn. dated 28-12-1948

Read also: From the S.G.P. No. 94/M 20-1-1949

Order (M) 646

Edn. dated 8/8/49

Under the proviso to sub-
Section (2) of Section 241 of the Govt. of India
Act, 1935, H.E. the Governor of Madras ^{considers}
~~that~~ ^(in condoning service) the post of a Special Officer, ^(a non-gazetted post) Sanctioned
in G.O. (M) No. 3311 Edn. dated 28-12-1948 are
~~not suitable for regulation by rules and~~
~~shall be outside the purview of statutory rules~~
~~regulating the conditions of service.~~

para 2 of G.O. 3311 Edn
28-12-48 at (K)

that the post

2. The Govt. ^{approve the proposal in SGP to}
~~and please to appoint~~

Bri A.D. Dhanapaul Chetty, Head Clerk, now
officiating as Office Manager, Govt Press, as
the Special Officer ~~(a non-gazetted post)~~ for work
connected with the Revision of Stationery Manual
Vol III etc. on a fixed pay of Rs 200/- ^{only} p.m. ^{plus}
the usual d.a. instead of on Rs 250/- p.m. Sanctioned
in G.O. (M) No. 3311 Edn. 28-12-1948.

(K)

3. The proposal of the S.G.P. to
change the ^{designation of the} posts of Head Computer on Rs 90-150 and
L.D. Clerk on Rs. 45-90. Sanctioned in the Order cited
do those of Head Forms Despatcher and Despatch
Clerk respectively on the same scales of pay is
also approved.

(K)

4. The SGP is informed that he may
submit proposals in the course of necessary
for the convenience beyond the present ex-
of the staff sanctioned in the G.O. cited.
N. S. I. (M) 21/1/49

To: The S.G.P.
The A.G. M. S. P.
The P. S. Dept.
The P. S. (Sec).
S. S. C.

CR
19/1/49
av
19/2/49

Sub:- BOOKS & PUBLICATIONS - Madras Stationery Manual
Vol. III - List of standardized Forms - Revision -
Special Officer - Appointment of.

Read:- From the S.G.P., No.94/Mis., dated 20-1-1949.

With reference to the orders in G.O.3311, Edn., dated 28-12-1948, the S.G.P. now proposes to appoint Sri A.D.Dhanapaul Chetty, Office Manager, Government Press, as the Special Officer for work connected with the Revision of Stationery Manual - Vol. III. The proposal may be approved. For orders.

It may, in this connection, be noted that Sri Dhanapaul Chetty is only the Head-clerk now officiating as Office Manager and that his pay as Special Officer may, therefore, be fixed at Rs.200/- with reference to 'A' on p.137 c.f. of (K) and the note at p.29 n.f. of (K). For orders.

2. The S.G.P. represents that a minimum period of 18 months is necessary for completion of the work by the staff sanctioned in the order cited. It does not seem necessary to sanction the staff for such a long period. The sanction accorded for six months may stand as it is, and a short extension granted after the lapse of six months, if absolutely necessary - Vide para 2 of typed note on p.27 n.f. of (K). For orders.

3. The Supdt. also requests that the posts of Head Computer on Rs.90-150 and L.D. clerk on Rs.45-90 may be substituted as Head Forms Despatcher and Despatch clerk respectively on the same scales of pay. This may be agreed to. For orders.

4. Another point which arises for consideration is whether any ad hoc rule should be issued in respect of the conditions of service of the post of Special Officer or whether the post may be declared to be outside the purview of Service Rules.

As the post is only temporary, lasting for only six months, no ad hoc rule need, it seems, be framed. The post may perhaps be declared as one not suitable for regulation by rule. For orders.



5. Subject to orders, the remarks of Pub.(Ser.) may be invited u.o. on para 4 above and the remarks of Finance on paras 1-3 above.

Pub(Ser.)

The note of E.P.H. on p. 1 above may be perused & the file passed on to Fin.

7/2/49 B enp 1 ante may be agreed to

7/2/49

W.P.

Fin

Finance(Ser.)



Please see the note E.P.H. and Pub(Ser.) from p. 1 above. The proposals of E.P.H. at K, M and N in paras 1 to 3 enp 1 above may be agreed to in this dept. -

8m 12/2/49

12/2

E.P.H.

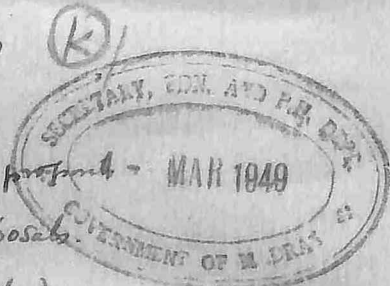
Fi.

11184
DS
E.P.H.
Fin. U.O. 8982/Em. 1
12.2.49

Please see the letter from the S.G.P. on p. 3 of and the notes of Pub(Ser.) and Fin. above. It is proposed to appoint Sri. A.D. Dhanapaul Shetty, Head Clerk, now officiating as Office Manager Govt Press, as the Special Officer for Work Connected with the Revision of Stationery Manual, Vol III etc on a pay of Rs 200/- instead of Rs 250/- p.m. sanctioned in G.O. No. 3311 Edn. dated 28-12-1948. It is also proposed to declare this non-gazetted post as one not suitable for regulation by rule.

The S.G.P. has proposed that the posts of Head Computer on Rs. 90-150 + D.D. Clerk on Rs. 45-90 - Sanctioned in G.O. No 3311 Edn dated 28-12-1948 be changed to those of Head Forms Despatcher and Despatch Clerk respectively on the same scales of pay.

Pub.(Ser.) and Fin. have agreed to these proposals. Subject to orders, the draft below is for approval. The file may be circulated to HTI/Edn, HTI/Press and H.Pr.



CRB 16/2/49 on 19/2/49

21/2/49

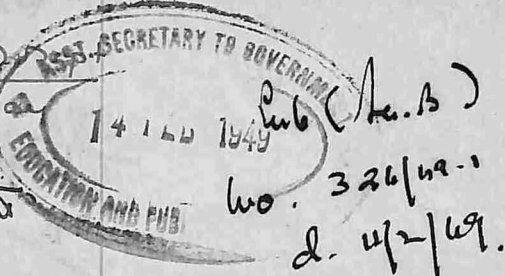
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4/3/49

1st 20/2/49

CRB 22/2/49

CRB 327/49



Pub(Ser.) No. 326/49-1 d. 4/2/49

Bon

you copy to my A.S.

Issue: CRB 4/3/49

Please see the minutes of HTI/Edn & H.Pr. on 2/2/49. The draft order below may now

STP.H.(C2)

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

Sir,
Sub: Books and Publications - Madras Stationery
Manual, Volume III - Revision of -
Ref: G.O.No.Ms. 646, Education and Public Health,
dated 8-3-1949.

I have to state for the information of Government that Stationery Manual, Volume III will be styled as "Printing Manual, Part III" after revision as per para 62(vii) of the Printing Manual, Part I.

R. L. D. D. D.
10-5-14.
Superintendent.

ASS. SECRETARY TO GOVERNMENT
11 MARCH 1941
EDUCATION AND PUBLIC HEALTH DEPT.

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May be the same
Co. 646 2nd of 8 reg
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