

E & PH (1949) Department.

(Ms) SERIES.

G.O. NO. 882 Edu - p-34

Dated

26-3-1949

closed
78

[Despatch Abstract.]

Stationery Office - Additional Staff -
Supply of paper for Electoral rolls -
Employment - 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.

C. No.

Department.

Scott. II-74

List of records put up

Number.	Date.	Department.	Signature of Clerk putting up the paper.	Signature of Clerk removing the paper.

IP.T.O.

-2-

may be left to the discretion of the Superintendent of Stationery, to suit the exigencies of work. It is not possible to state at this stage how many Warehousemen and coolies would be required for packing work.

In view of the additional work involved and the promptitude required in the compliance of the indents relating to Elections, the additional staff asked for is quite essential. As the indents are expected ~~xxxx~~ shortly it is requested that Government will be pleased to sanction the appointment of the additional staff from 1-4-1949 for a period of 6 months or for the duration for which supplies have to be made for elections, whichever is earlier.

As for the stocking of paper orders have been placed for the manufacture and supply of 750 tons of paper of News Printing paper in Double Foolscap size exclusively for Election Work and supplies are expected to be received in three lots during April and May 1949. As these consignments are an addition to the regular supplies received special arrangements have to be made for their conveyance. The transport work will be done either by engaging hired lorries or by contract system whichever is advantageous to Government.

for Superintendent of Stationery.

C.No.21744

SUB:- STATIONERY OFFICE - Additional staff - Supply of paper for electoral rolls - Employment - Sanctioned.

REF:- From the Superintendent of Stationery, No.Dl.3063/49-1-, dated 15-3-1949.

ORDER (MS) NO. 882 EDN., DATED 26-3-49

Sanction is accorded to the employment in the office of the Superintendent of Stationery, Madras, of one upper division clerk and two lower division clerks for a period of 3 months from the date of appointment for work connected with the supply of paper to private printing presses for printing electoral rolls. Sanction is also accorded to the employment during the same period of warehousemen and coolies at the usual rates allowed to such class of employees, the number of men so employed being restricted to the actual needs.

2. The proposal of the Superintendent to arrange for the transport of paper either by engaging hired lorries or by contract system, whichever is advantageous to Govt., is also approved.

To

The Supdt. of Stationery
The A.G. thro' Fin.
Copy to Public (Ele.) Dept.

[1 spare copy]

1 U.D. 80-160-101

26

100

137

67.5

24

7

98.543

29.5-5

432.5

1297.5 or 1300 for 3 months

Sub: Electoral Rolls - Printing - Working relating to the supply of paper on indents from Collectors in districts - Stationery Office - Additional Staff - Proposals.

C.No. 21744, from the Supdt. of Stationery,
No. D.1-3063/49-1 d/ 15-3-49.

The Supdt. of Stationery requests that in connection with the work relating to the supply of paper to private Presses for printing electoral rolls, the following staff may be sanctioned for a period of six months from 1-4-49 or for the duration for which supplies have to be made for elections, whichever is earlier:

One Upper Dn. Clerk,
Three Lower Dn. Clerks,
and a suitable number of Warehousemen and coolies according to necessity.

As for the indefiniteness in the number of warehousemen and coolies to be employed, the Supdt. of Stationery states that it is not possible to state at this stage how many warehousemen and coolies would be required by him for packing work, etc. and therefore it may be left to the discretion of the Supdt. of Stationery to suit the exigencies of work. *The proposal of the Supdt. may be accepted.*
The Supdt. of Stationery has also referred to the supply of 750 tons of newsprinting paper in double Foolscap size expected to be received shortly during April and May 1949 and for these special arrangements have to be made for their conveyance. He also says that transport work will be done either by engaging hired ~~vehicles~~ lorries or by contract system whichever is advantageous to Government. As the Supdt. has not asked specific orders on this

C.No. 21744

ORDER (MS) NO. 882

REF: From the Superintendent of Stationery,
No. D.1-3063/49-1, dated 15-3-1949.

SUB: Stationery Office - Additional staff - Supply of paper for electoral rolls - Employment - Sanctioned.

Sanction is accorded to the employment in the office of the Superintendent of Stationery, Madras, of one upper division clerk and two lower division clerks for a period of 6 months from the date of appointment for work connected with the supply of paper to private printing presses for printing electoral rolls. Sanction is also accorded to the employment during the same period of warehousemen and coolies at the usual rates allowed to such class of employees, the number of men so employed being restricted to the actual needs.

2. The proposal of the Superintendent to arrange for the transport of paper either by engaging hired lorries or by contract system, whichever is advantageous to Govt. is also approved.

The Supdt. of Stationery
The A.G. Secy. Fin.
Copy to Public (File) Dept.
I spare copy

point, no mention need be made in the orders to be issued on the reference.

3 The file may be sent to Public (Elections) and Finance for remarks.

J.D. 23.3.49
D.M. 22/3/49 S
Public (Elec) Dept.
Finance (Clerk)
fin.

The proposals of the L.P.H. Dept. in paras 1 & 2 in their note above may be agreed to in this dept. and the file passed on to Finance.

22.3.49
23/3/49

STPH up.
21744-1 C2
22-3-1949



The paper is all coming by steamer, and the first consignment is expected at the Madras Harbour on 10.4.49. The distribution of the paper to the printing presses can, I think, be completed by the end of June, 49. I would suggest, however, that the staff clerks asked for may be appointed sanctioned up to the end of June next; they may be appointed early in April.

23.3.49.

Fin.

Fin (Elec) Dept.

Elemo. 2312/4A-1
23.3.49.



Notes on pp. 1-2 above may be perused. In connection with the work relating

to the supply of paper to private presses for printing Electoral Rolls, the Superintendent of Stationery has proposed:

(a) the employment for a period of 6 months from 1.4.49 of the following staff:

1 U.D. Clerk
3 L.D. Clerk and
a suitable number of warehousemen and coolies according to necessity, and

(b) the transport of paper consignments either by engaging ^{hired} carriers or by contract system whichever is advantageous to Govt.

STPH have supported the proposal regarding staff. Public Dept. who are in charge of election work, have suggested that the staff may be sanctioned up to the end of June 1949. The cost on account of the Ministerial staff referred to in (a) above is about Rs. 1300 for three months.

2. (a) above.

Warehousemen and Coolies. This Dept. may agree to the employment of warehousemen and coolies subject to the remark that they should be paid the usual rate allowed to such class of employees and that the number of men to be employed should be limited to the actual needs.

Ministerial Staff. U.D. Clerk.

Supply of Stationery to depts, offices ⁱⁿ is not a new kind of work and there is already sufficient staff in the Stationery office. It is stated that the upper division clerk is intended to supervise the work of the three lower clerks proposed. The work relating to the supply of paper is more routine and mechanical and as there is already supervisory staff in the Stationery office for the supply of Stationery etc. there does not seem to be any necessity for employing an upper division clerk.

M on p 1 cf

D on p 2 cf

K on p 1 above

S on p 2 above

peru. warehouseman p 2 cf

20.3.49

S on p 1 cf

Fin may agree to one U.D. Clerk

10.3.49

to merely to supervise this routine work. This Dept
may advise that the U.D. Clerk proposed may be
disallowed

3 L.D. Clerks. The Supdt. of Machinery
has stated that one L.D. Clerk will check indent
and attend to correspondence arising on them, and
another L.D. Clerk will attend to posting and maintaining
of accounts relating to the supply and that the
third Clerk will attend to despatch of the
indent, booking, and obtaining railway receipts etc.

The work relating to checking indents and correspondence
arising on them does not seem to require the services
of a full time Clerk. The correspondence arising on
the indents may not be much and complicated.

This ^{work} is more routine and can be attended to by the
other two L.D. Clerks. This Dept. may agree to
the employment of 2 L.D. Clerks against 3 proposed
by the Supdt. of Machinery. The cost on account
of the 2 L.D. Clerks is about Rs. 590 for 3 months.

3 L.D. Clerks on p 3 above. The proposal of the
Supdt. of Machinery may be accepted in this Dept.
The file may be returned to E.H.H.

24.3.49

24.3.49

24.3.49

E.H.H.

Est. H. Dept. (C2)

Please see the Finance Dept's note
on pages 3 & 4 above. A draft order is
Sub. for approval

25/3/49

25/3/49

26/3/49

(ai) ✓
shy.

for perusal

S. up / C

Av. 985 x 273

25.3.49

5.04.49

24.3.49

24.3.49

24.3.49

Fin. D.O. 19728/E.H.H. - 1

25.3.49

24.3.49

23.3.49
[Issued]