

EDUCATION (155) DEPARTMENT.

Muraw
WS

Mr. STRIPS.



1099



G.O. No. 1099 Edn.

Dated 9-4-50

Estt. Office of the D.P.I. - Faircopying and
despatch Section - continuance of draft and
employment of school clerk sanctioned

by no 378 Edn
Ms 14.2.49

G.O. No. 96 Edn.
2-3-51.

EDUCATION DEPARTMENT.



From The Director of Public Instruction,
Madras.

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

No. C. 179 C6/50 Dt. 27-2-1950.

15350

Sir,

Subject:-

Establishment- Office of the Director of Public Instruction, Madras- Fair copying and despatch section- Continuance of temporary staff and sanction of additional posts- Requested for.

(S) Ref:- G.O. No. Ms. 378 Edn. dated 14-2-1949.

(S) The sanction accorded for the ^{appointment} apportionment of the following temporary staff for the fair copying and despatch sections of my office (sanctioned in G.O. quoted above expires on 28-2-1950 A.N.

- 1) 1 Lower Division Clerk.
- 2) 2 Typists.
- 3) 1 Attender.

The above additional staff was sanctioned when the number of fair copies typed was as follows:-

August 1948.	-	9724.
September 1948.	-	9697.
October "	-	8125.
November "	-	10506.
December "	-	10057.

The work in the fair copying and despatch section has also considerably increased, on account of introduction of various schemes (and there are now 19 sections in the office) as may be seen from the statistics furnished below:-

January 1949	-	10617.	July 1949	-	11539.
February "	-	10856.	August "	-	10998.
March "	-	11799.	September '49	-	10769.
April "	-	10256.	October 1949.	-	11921.
May "	-	11423.	November "	-	11873.
June "	-	11648.	December "	-	11957.

11957
10057
1900

As there are 19 sections in the office, at the rate of one typist for each section, in an average 19 typists may be required. To cope with the increased work, it becomes very often necessary to augment the strength of the sections by posting clerks from other sections, which arrangement affects the work of other sections.

The sanctioned strength of the section is 15 typists and

Two readers and two examiners for comparing (i.e. 4 clerks) are essentially required while the existing post is only one clerk for the section.

(1) to sanction the continuance of the sanctioned staff for a period of one year from 1-3-1950 and

Yours faithfully,

A.S./28-2.

the 28/2

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Two readers and two examiners for copying (L.D. clerks) are essentially required with the existing staff of one clerk for the section.

In the circumstances explained above, I have the honor to request that the Government may be pleased

(1) to sanction the continuance of the sanctioned staff for a period of one year from 1-1-1950 and

(2) in addition to sanction a section for the fresh appointment of atleast two more typists and three lower division clerks.

Yours faithfully,

For Director of Public Instruction.

1-1-50

(4)

Edu. H.P. H. Dept

T. M. No 15350 H/50 Edu D 16/3/50

over
urgent

From
Mr. Secy to Govt,
Edu Dept

Issued

16/3/50

To
Mr. D.P.I.

31/3/50

Office of the D.P.I. - Addl. Staff for the
fair copying section

Ref Director's letter no. 17966/50 D.
D. 27.2.50.

Please furnish information regarding the details of the existing staff (typing and L.D. clerks) in the fair copying section and the daily average number of pages typed by each of the typists in that section during 1948 and 1949.

Pk. 1010
10/3/50

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10/3/50

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION, MADRAS.

TELEPHONIC MESSAGE (BY POST) DATED 20--3--1950.

FROM

THE DIRECTOR OF PUBLIC INSTRUCTION,
M A D R A S.

The Assistant Secretary,
Education Department, M a d r a s.

REF: Your Telephonic Message dated 14--3--1950.

The details of the existing staff (Typists and Lower Division Clerks) working in the Fair Copying section is as follows:-

Typists .. 15
Lower Division
Clerks.. 2

Now there are 19 sections and atleast each section requires one typist. During 1948-49 each typist has typed about 20 to 25 pages in single line space per day excluding the statements and returns furnished hereunder:--

- (1) Absentee statements (Collegiate branch, School Assistants, Deputy Inspectors - Men's branch).
- (2) -do- Women's branch.
- (3) Statements and returns relating to the Technical Education Officer.
- (4) Office routine forms (Viz. Grant form, Equipment form, Building grant form etc. etc.)
- (5) Statements in connection with Public Instruction Report.
- (6) Special work such as taking of copies of special reports - special reports on Education etc.
- (7) Proposals regarding Visual, Basic, Technic^{al} and Adult Education Schemes.

[Signature]
for DIRECTOR OF PUBLIC INSTRUCTION.

RVR.20/3.

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15 15
30 55

Sign - oh
D. - with on

TELEPHONE MESSAGE (BY POST) DATED 20-2-1950.

FROM THE DIRECTOR OF PUBLIC INSTRUCTION, MADRAS.

The Assistant Secretary, Education Department, Madras.

RE: Your telephone message dated 14-2-1950.

The details of the existing staff (Typists and Lower Division Clerks) working in the Fair Copying section is as follows:-

Typists .. 15
Lower Division Clerks .. 2

Now there are 15 sections and at least each section requires one typist. During 1948-49 each typist has typed about 20 to 25 pages in single line space per day excluding the statements and returns furnished hereunder:-

- (1) Absentee statements (College branch, School Assistants, Deputy Inspectors - Men's branch, Women's branch).
- (2) -do- -do- -do-
- (3) Statements and returns relating to the Technical Education Officer.
- (4) Office routine forms (V.S. Grant form, Department form, Building form etc. etc.).
- (5) Statements in connection with Public Instruction Report.
- (6) Special work such as taking of copies of special reports - special reports on education etc.
- (7) Proposals regarding Visual, Aural, Technical and Adult Education Schemes.

FOR DIRECTOR OF PUBLIC INSTRUCTION

WV. 25.2.

Sub: Estt. - Office of the D.P.I. - Fair copying and despatch section - Continuance of staff and employment of an addl. clerk Sanctioned.

Read: Letter from the D.P.I. No.179 CG/50 Dated 27-2-50.

G.O. MS. NO. 1099 EDN. DATED 5-4-50

The Govt. Sanction the continuance for a period of one year from 1-3-50 of the following addl. staff employed in the Office of the D.P.I. with reference to G.O. No. 378, Education, dated 14-2-49.

One Lower Division Clerk.

Two typists.

One Attender.

2. As regards the addl. staff of two more typists and three more lower division clerks proposed by the D.P.I., ^{it is observed} ~~has been~~ ^{now} ~~in view of the acute financial stringency~~ that almost every Govt. office is under-staffed and that the Govt. do not generally entertain proposals for addl. staff, ~~in view of the acute financial stringency~~. There are stenographers ^{to} attached almost every officer in Director's office and it should be possible for ^{these typists} ~~them~~ to help the typing section, when they are ^{not used by the officers} ~~free~~. The Govt., however, sanction, as a special case, the employment of an addl. l.d. clerk for comparing work for a period of six months from the date of appointment.

To The D.P.I.
The A.G. thro' Fin.
s/c.

Recd
21/2/50

31/3/50

1/4/50

1.4.50

(1)

Edw Dept

G. No. 15350 A. From the D. P. S No. 179 C6/50 8.27.25

Office of the D. P. S - Employment of addl. staff.

(3) A

Please see the D. P. S's letter in the of. In the circumstances stated the continuance of the temporary staff sanctioned in G. No. 378 Edn 8/14.2.49 may be allowed for another year from 1.3.50.

B ||

As regards the addl staff of two more typists and three more lower division clerks proposed, it may be pointed out that almost every office is understaffed and that the Govt do not sanction addl staff on account of the utmost need for economy in expenditure. The strength of the typists need not be increased. But it seems that an addl lower division clerk may be sanctioned for comparing work. There are stenographers attached to almost all officers in the Director's office and they can help the typing section when they are free. The file may be sent to the Dir Dept for remarks.

Edw No 15350 MS-1
7/3/50

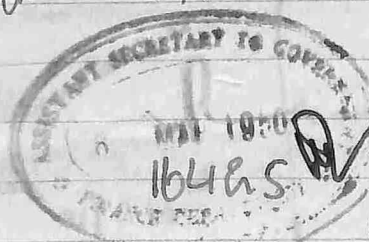
10/7/50

10/7/50

10/7/50

Fin.

Finance (Edw)



(5)

B. about

13/8/50 (5)

The proposals in the file relate to

- (1) the continuance of the temporary staff sanctioned in G.O. NO. 378 Edn 8/14.2.49, for another year from 1-3-50;
- (2) the employment of an addl clerk L.D. clerk in the office of the D.P.S. for comparing work.

2. Item (1) above:- In G.O. NO. 378 Edn 8/14.2.49 the Govt sanctioned the continuance for a period of one year from 1-3-49 of the following addl staff employed in the office of the D.P.S. for attending to the increase of work in the Fair Copying and Dispatch section:-

One L.D. clerk.

Two Typists.

One Attender.

In the circumstances explained by the D.P.D on p1 CF, Finance may agree to the continuance of the above staff, for a further period of one year from 1-3-50.

Item (2) on p1 above:- In support of his proposal for the employment of addl staff, the D.P.D has furnished statistics of the number of fair copies typed in his office as a whole for the last 5 months in 1948, and for the full year 1949. From pp 7-13 CF of Hq (B), it is observed that the fair copying section of the D.P.D's office consists of 5 typists and one L.D. clerk. The actual number of pages typed in this fair-copying section alone by these 5 typists in a day, is not known. In the absence of this information it does not seem possible to judge whether all the five typists in this section are fully engaged in the typing work and whether any of them cannot assist the L.D. clerk in such section in comparing work, ~~is~~ when they are not actually doing typing work. The D.P.D's proposal for the employment of addl staff in his office was negatived only recently in October 1949. There does not therefore appear to be a strong case for the employment of any addl staff at present. If however Edn Deptt wish to press for the proposal, they may be requested to obtain information regarding the details of the existing staff (typists and L.D. clerks) in the fair-copying section and the daily average number of pages typed by each of the ~~five~~ typists in that ~~fair-copying~~ section during 1948 and 1949.



10/3/50
2d (A)
Admpt order's dated for approval.

1820

10/3/50



Edn. no. 1535 A/50-2
23/3/50

X This represents only the addl staff sanctioned not the full staff of the section.

9 p15 CF

A

10/3/50



FIN. NO. 21315/R/III

Edn. Dept.

Please see the note of the Finance Dept. on pages 1 - 2 ante. The information required by Finance at A on the previous page has been obtained and will be found on page 7cf. It has been ascertained from experienced typists in this Dept. that typing 20 to 25 pages in single line space ^{per day} is too much for a typist and that 15 pages in single line space will give sufficient work for a typist during office hours. In the circumstances the Finance Dept. may be requested to reconsider their ~~present~~ view.

22/3/50

20/3/50

Finance (Edn)

(Per finance note on pp 1-2 above)

With reference to this dept's note at 'A' on p2 above, the post copy of the telephonic message from the D.P.D in p7 CF and the notes above may be perused.

The fair-copying section in the office of the D.P.D consists of 15 typists and 2 L.D. clerks. It is stated that during 1948-49, each typist has typed about 20 to 25 pages in single line space per day excluding the statements and returns detailed at 'A' on p7 CF. As all the typists in this section seem to be fully engaged in typing work and the total number of pages typed per day ranges from 300 to 375, finance may agree to the employment of an addl L.D. clerk in this section for comparing work. The post may be sanctioned temporarily for a period of 6 months, and the position reviewed before the end of the period. The extra cost involved will be Rs 1,200/2 roundly p.a.

25/3/50

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Education Department (A).

In his letter on p. 1 c.f. ^{has} The D.P.I. proposed

(1) the continuance of the temporary additional staff sanctioned for the fair copying section in his office namely, 1 l.d. clerk, 2 typists and 1 attender for another year from 1-3-50; and

(2) the employment of a further addl. staff of 2 typists and 3 l.d. clerks.

Item (1) above: This Dept. suggested that the staff might be continued for another year from 1-3-50. Finance Dept. have agreed to this proposal.

Item (2) above: For the reasons explained in para 2 of this Department's note on p. 1 ante it was suggested that ~~only~~ one addl. l.d. clerk ^{might} ~~be~~ be sanctioned. At first the Fin. Dept. disagreed with this proposal, but subsequently they have agreed that an addl. l.d. clerk may be sanctioned for a period of six months. The suggestion of Fin. may be accepted. and the post may be sanctioned for six months. A draft order is submitted for approval. H.M. (E & L) may see.

15-350 R/c

15-350 R/c

13 of

12 ante

12 ante

13 ante

H.M. (E & L)