26995

Classn
of
Inft

Education (1950) Dept.

22

G. O. Ms. No. 1248 Edn

19 - 4 - 1950.

Abstract.

Govt. Press - Delegation of powers to Gazetted officers in the Govt. Press - Orders passed.

Further papers

G.O. Ms. 2862, Pub (Ser), dated 27-6-50.
G.O. Ms. 2863, Pub (Ser), dated 27/6/50.

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

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

No. Accts/64/49-50

Dated:- 12-10-1949.

2

14 OCT 1949

79687 Ⓛ

Sir,

Sub:- Government Press - Delegation of Powers to Gazetted Officers in the Government Press - Proposals - Sanction solicited.

I have to state that the Superintendent, Government Press, Madras as the administrative head of the Government Press has several functions to perform. Though I am not declared as the Head of the Department, I am invested in all matters concerning, expenditure, purchase of stores, budget, services, leave, pension, write off of losses with powers generally exercised by the Head of a Department. With the merger of the Pudukkottai State with the Government of Madras the administration of the Pudukkottai Branch Press has also been taken over by me. In G.O No.Ms.1380 Edn. dated 4th May 1949, I have been declared as a Public Works Disburser. Labour has of late awakened to its rights and not a day passes without a deputation of the labour representative waiting on me for improvement of their conditions of working. The new Factories Act which has come into force from 1-4-1949 has laid down conditions in the hours of work and other matters concerning factory labour and these conditions have to be fulfilled, and attended to. Besides I go on daily inspection of the Branch Presses in the City, Penitentiary Branch Press, Mount Road Book Depot, High Court Branch Press and occasionally to Pudukkottai Branch Press. These occupy a large portion of my time and added to this, I am saddled with too much of desk work. In fact all matters of a routine character and passing of bills for payments to private parties are attended to and passed by me. I therefore propose to arrange re-distribution of the work among the Gazetted Officers under me and delegate them with some of the powers now exercised by me without in any way affecting the efficiency of administration so that, I may have more time to devote to major issues particularly on the technical side of printing as also, matters connected with the running of a big labour organization like the Government Press.

The delegation proposed are given below:-

Service Matters.

Appointments of menials and men under inferior service, peons and attenders are now made by me. I propose that powers of appointment, punishment and dismissal of these classes of Government servants may be delegated to my Personal Assistant subject to any appeal to me in cases of dismissal. For this amendment is necessary to the Service Manual. (vide page 184 - Annexure 'A' to Madras Inferior Service Manual Volume III and page 60 of Service Manual Volume under Office Establishment at Madras and Ootacamund - item iii Attenders and members of the Inferior Service)

134

Leave

All leave under F.R., Madras Leave, Industrial Employees Leave Rules are to be sanctioned by me being the competent authority. Nearly hundreds of leave applications are received by me as the number of employees range over 2000 and most of them are not eligible for casual leave under the Industrial Employees Leave Rules. I therefore propose that powers may be delegated as indicated below and necessary amendments to S.R. under F.R.66 may be issued thus reducing the number of cases coming to me for disposal.

Authority empowered to grant leave other than Special Disability leave. (1)	Govt. Servants to whom Leave other than special disability may be granted. (2)	Extent of Power.
	II Non-Gazetted Officers.	
Deputy or Asst. Superintendent, Government Press including Electrical & Mechanical Engineer, Government Press.	Members under the Government Press Subordinate Service	Leave granted should not exceed 1 month at a time or one month in a Calendar year subject to the condition that th is no extra cost to Government.

(1)	(2)	
Personal Assistant to the Superintendent, Government Press.	Members of the Ministerial staff	Leave granted should not exceed 1 month at a time or one month in a Calendar year subject to the condition that there is no extra cost to Government.

Financial powers - Purchases.

At present all bills irrespective of amounts involved for payments to private parties are passed by me. Of late the number of bills have considerably increased. The total expenditure has increased three to four times the pre-war level. Most of the articles relating to printing stores are purchased from the Contractors whose tenders have been approved by Government. The rates are firm and the materials supplied are tested and approved by the officer in charge of Stores. I propose that passing of ~~each~~ such bills may be safely delegated to my Personal Assistant.

As regards purchases other than tendered items ~~these~~ are made after calling for quotations and the lowest quotation is only ordered by me for purchase. Such purchases do not exceed Rs.500/- being the limit up to which Superintendent is empowered to purchase. The passing of bills for such purchases may be entrusted to my Personal Assistant and contingent bills issued to parties on my behalf.

Repairs and Petty purchases less than Rs.50/-

Repairs to Machinery and petty purchases not exceeding Rs.50/- may be manned by me and in regard to these items the rules do not insist on calling for tenders, vide instructions 18 under Art 124 of Madras Financial Code and Rule 2 Appendix 9 of Madras Financial Code Volume II. As these purchases in the rules are generally designed to meet urgent requirements, I propose that my Deputy Superintendents and Electrical & Mechanical Engineer may be empowered to authorize such expenditure up to a limit of Rs.25/- provided it is certified that these are urgent and any delay in purchase would prove detrimental to quick execution of work. Bills for such expenditure would be scrutinized by the Chief Accountant before finally passed by the Personal Assistant and endorsed to private parties.

Bills for printing at local Presses.

The bills cover payments of printers bills throughout the Presidency. Payments of the bills are governed by rates specified in tenders approved by me after scrutiny by Assistant Superintendent in charge of the Computing Section. The scrutiny of the technical aspect of bills are made by the Computing section in charge of a Chief Computor and the other matters of procedure regarding claims laid down in Code rules are scrutinized by my Chief Accountant before it is finally passed by me. With the introduction of rationing and printing of Electoral rolls and the diversion of printing of High Court cases at local Presses the number of bills have considerably increased. These bills are passed by me and contingent bills in favour of the parties concerned are issued by the Personal Assistant. In view of the fact that the technical aspect and other audit requirements are checked by responsible assistants such as the Chief Computor and Chief Accountant, I propose that powers to pass such bills relating to the printing at private presses generally may be delegated to my Personal Assistant.

Miscellaneous.

Besides various matters concerning the direct administration of the Press I have to verify bills for charges of Binding incurred by various Government offices, to offer opinion regarding the tender for printing executed by private printers to local bodies and to check bills for printing work done on behalf of Madras, Andhra and Annamalai Universities (vide para 231, 233 and 237 of the Printing Manual). At present replies to such references are approved after scrutiny by my Assistant Superintendent. I propose that in future the Assistant

Superintendent

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3 3.

Superintendent in charge of this work may be empowered to deal with such cases finally and cases of dispute will require my orders.

Government Branch Press - Pudukkottai.

The Branch Press is in charge of a non-Gazetted Officer who is not conversant with account matters nor the clerical staff at Pudukkottai are fully conversant with the procedure regarding preparation of bills etc. All bills, establishment bills, contingent bills are sent to me for passing orders, after being scrutinized by my Chief Accountant besides his normal duties. This may be continued till the necessary additional staff proposed to Government which is now under consideration by Government is sanctioned.

I request that Government may be pleased to approve of these proposals and early orders issued.

R Siddique
13.10.49

Superintendent.

L.S. 12/10

Telephonic Message.

From

The Superintendent.
E & PH ~~Govt~~ (G) Dept

To U

The Personal Asst.
to the S.G.P.

Issued
9/11

Sub: Govt Press. Delegation of powers to Gazetted officers in the Press. Proposals.

Ref: S.G.P.'s letter No. Acts/64/49-50 d 12-10-49.

Please refer to the G.O. in which the post of the Personal Asst. to the S.G.P. was created.

8/11/49.

8/11/49

5 7 EPH/C2

Sub: Govt. Press - Delegation of powers to Gazetted Assts. in the Govt. Press - Proposals.

Ref: From the S.G.P. No. Accts/64-49.50 d. 12/10/49

56 5 p1CF
23/12

Memo. No. 79667 C2/49-1 Edn d 22.12.49.

A copy of the reference cited is forwarded to the Special Officer for Reorganisation of the Govt. Press. Madras. He is requested to offer his remarks on the proposals contained therein at an early date.

SD 21/12/49

22/12/49

22/12

To

The ~~Collector of Madras~~ Special Officer for Reorganisation of the Govt. Press, Madras.

D/10/1/50
11/5/1/50 (with encl)

Copy of pp 1-3 CF

C2 6 3

From
Sri V.V. Subramaniam, I.C.S.,
Collector of Madras and
Special Officer for
Re-organization of Government
Press, Madras.

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

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No. Roc.1/50-S.O., dated 25th January 1950.

6601

26 JAN 1950
28

Sir,

Sub: Government Press - Delegation of powers to Gazetted Assistants in the Government Press - Proposals - submitted.

Ref: Education and Public Health Department Memorandum No. 79667 C2/49-1 Edn., dated 22nd December 1949. p.7 cf

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With reference to the Government Memorandum quoted above, I submit the following remarks:-

I agree with the Superintendent, Government Press that his desk work on routine papers should be reduced to the minimum possible, so that he may be able to devote more time to supervision in the factory and checking the work of his subordinates. The delegations, proposed by the Superintendent, Government Press may be approved subject to the following modifications:-

(a) Service matters:- Appointments of menials, men in inferior service, peons and Attenders are unimportant items of work and they need not come to the Superintendent, Government Press. The work may be delegated to the Personal Assistant as proposed. The powers of punishment may likewise be delegated. In the case of persons working in pensionable posts - as distinct from posts paid from Contingencies - the powers of dismissal or removal from service may be reserved to the Superintendent, Government Press. p 1 ante

(b) Leave The delegation may be made as proposed, subject to the modification that all cases of leave on half average pay or leave on loss of pay are submitted to the Superintendent, Government Press. This will help him to keep an eye on malingering. p 1 ante

(c) Financial Powers - Purchases.- I do not think that the power to pass bills should be delegated in toto. Though it may be that most of the articles are purchased from Contractors whose tenders have been approved by the Government, it is desirable that the Superintendent, Government Press passes the more important bills. I suggest that bills in respect of items the total cost of which exceeds Rs 200/- may come to the Superintendent, Government Press and the others may be passed by his Personal Assistant.

p 2 ante (d) Repairs and petty purchases less than Rs 50/- The delegation may be made as proposed.

do (e) Bills for printing at local presses.- I think that the more important bills should continue to come to the Superintendent, Government Press so that he may ha a general watch over the matter. Bills in respec

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--:2:--

of items the total cost of which exceeds Rs 200/- may come to the Superintendent, Government Press and the others may be passed by the Personal Assistant.

(6) **Miscellaneous**.- The delegation proposed under this head may be approved, subject to the condition that where the amount involved exceeds Rs 500/-, the matter should be put up to the Superintendent, Government Press.

p.2 ante

(9) **Government Branch Press, Pudukottai**. The proposal may be approved.

p.3 ante

V.V. Subramanian
25.1.50.

Special Officer for
the Re-organization of Government
Press, Madras.

2/25.1.50

11

Education Department (E.)

Government Press- Delegation of powers to Gazetted officers in the Govt. Press- Orders passed.

5/19/4

pp1-3 cf

From the S.G.P. No.Accts/64/49-50 dated 12-10-49

p.9-10 cf

From the S.O. for Reorganisation of the Govt. Press, Madras, No.Roc 1/50 S.O. dated 25-1-50.

Order/MS.No. 1248 Edn. dated 19.4.50.

p.1 cf

~~The S.G.P. has brought to the notice of Govt. that he is burdened with too much correspondence work in addition to other administrative, technical and supervisory work of the Presses under his control. He has therefore proposed to delegate to the Gazetted officers under him some of the powers now exercised by him.~~ The Govt. have examined the proposals in consultation with the S.O. for Reorganisation of the Govt. Press and pass the following orders:-

of the S.G.P for the delegation of powers to the gazetted officers under his control,

1. Service matters.

The Govt. direct that the P.A. to the S.G.P. ~~may~~ will be the appointing authority and the authority competent to impose all kinds of penalties on the inferior Govt. servants in the Govt. Press. The S.G.P. ~~may~~ will be the appellate authority in respect of the above categories of Govt. servants in the Press.

pp1-2 of Sectional Notes

M

The S.G.P. is requested to submit necessary draft amendments to the relevant special rules and the Madras Civil Service (C.C. & A) Rules in due course.

2. Leave.

pp. 3-4 Sectional notes

The Govt. do not approve the proposal of the S.G.P., that the P.A. to the S.G.P. should be delegated with the power of granting leave to all members of the Ministerial staff. They consider that it is sufficient to invest the P.A. with the power to sanction leave to L.D. clerks and typists on Rs. 45-90 The proposals of the S.G.P. as modified by the Govt. will stand as follows:-

Authority empowered to

p.t.o.

Authority empowered to grant leave other than special disability leave.	Govt. servants to whom leave other than special disability leave may be granted.	Extent of power.
(1)	(2)	(3)
	II Non-Gazetted Officers.	
Deputy or Asst. S.G.P. including Electrical and Mechanical Engineer, Govt. Press.	Members under the Madras Government Press Subordinate Service.	Leave granted should not exceed one month at a time or one month in a calendar year subject to the condition that there is no extra cost to Govt.
Personal Asst. to the S.G.P.	Lower Division Clerks and Typists in the Govt. Press on Rs. 45-90.	-dO- All cases of leave on half average pay or leave on loss of pay should be submitted to the S.G.P.

pp 3-4 of sectional notes

p 3 N

3. Financial powers- Purchases.

The Govt. approve the proposal of the S.G.P. that the powers to pass Bills in respect of purchases for the Govt. Press may be delegated to his P.A. subject to the condition that the Bills in respect of items, the total cost of which exceeds Rs.200/ on each occasion, should continue to ~~come to the S.G.P.~~ be put up to the S.G.P.

p. 5 of sectional notes

4. Repairs and petty purchases.

The Govt. approve the proposal of the S.G.P. that the Dy. Supdts. and the Electrical and Mech. Engineer may be empowered to authorse expre. on repairs to machinery and petty purchases upto a limit of Rs.25/- on each occasion provided it is certifed that these are urgent and any delay in purchase would prove detrimental to quick execution of work.

p 7 sectional notes

5. Bills for printing at ~~local~~ private presses.

The Govt. approve the proposal of the S.G.P. that powers to pass bills relating to printing at private presses may be delegated to his P.A. subject to the condition that the Bills in respect of items, the total cost of which exceed Rs.200/- on each occasion, should continue to ~~come~~ be put up to the S.G.P.

p. 9 —do—

6. Miscellaneous.

The Govt. accept the proposal of the S.G.P. that in future matters relating to the verification of bills for charges of binding incurred by various Govt. offices, offering advise regarding tenders for printing executed by private parties and the local bodies and checking of bills for printing work done on behalf of the Madras, Annamalai and Andhra Universities, should be dealt with finally by the Asst. Supdt. in charge of the work, subject to the condition that where the amount involved exceeds Rs.500/- ~~and~~ or where there is dispute, the case should be put up to the S.G.P. for orders.

p 11 —do—

p. 11 sectional notes

7. Government Branch Press Pudukottai.

The proposal of the S.G.P. that all bills, establishment and contingent, in respect of the Govt. Branch Press, Pudukottai ~~xxxx~~ may ~~be~~ continue to be sent to him for passing orders after scrutiny by the Chief Accountant, is accepted until further orders.

p 13 Sec. notes

14-4-50

15-4-50

17.4.50.

To the S.G.P.
" " A.G. thro' Fin
" " Fin. Dept.
Public (Ser.) Dept.
2 sc/

15

GOVERNMENT OF MADRAS.
ABSTRACT.
-:-

PUBLIC SERVICES - Subordinate Services - Madras General Subordinate Service and Madras Inferior Service - Government Press - Appointing authorities - Special Rules - Amended.
-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-

PUBLIC (SERVICES) DEPARTMENT.

3 JUL 1950

18155

9

G.O.Ms.No. 2862. Dated the 27th June 1950.

3 (B) Read:- G.O.Ms.No.1243, Education, D/- 19-4-1950.

O R D E R:

The following notifications will be published in the Fort St. George Gazette:-

NOTIFICATIONS.

I.

In exercise of the powers conferred by the proviso to article 309 read with article 313 of the Constitution of India, His Excellency the Governor of Madras hereby makes the following amendment to the Special Rules for the Madras General Subordinate Service (Section 9 of Part III-B of the Service Rules in Volume III of the Madras Services Manual, 1946)-

The amendment hereby made shall be deemed to have come into force on the 19th April 1950.

AMENDMENT.

In Part II of the said Special Rules, in the Annexure to class XXVI, under the heading 'category2', for the entry in column (2) against the item "Government Press", the following shall be substituted, namely:-

"Personal Assistant to the Superintendent, Government Press".

II.

In exercise of the powers conferred by the proviso to article 309 read with article 313 of the Constitution of India, His Excellency the Governor of Madras hereby makss the following amendment to the Special Rules for the Madras Inferior Service (Section 12 of Part III-B of the Service~~s~~ Rules in Volume III of the Madras Services Manual, 1946).

The amendment hereby made shall be deemed to have come into force on the 19th April 1950.

AMENDMENT.

In Annexure A to the said Special Rules, under the heading "Categories 5 and 6", under the sub-heading "Government Press, Madras, including Branch Press at Madras", for the entry in column (2) against the item "Government Press", the following shall be substituted, namely:-

"Personal Assistant to the Superintendent, Government Press".

(By Order of His Excellency the Governor).

K. Ramunni Menon,
CHIEF SECRETARY TO GOVERNMENT.

To the Superintendent, Government Press, Madras.
" " Secretary, Madras Public Service Commission.

p.t.o

14

To the Accountant-General, Madras.
" " Education Department.
" " Legal Department.
" " Superintendent, Government Press for publication of the notifications in the Fort St. George Gazette and issue of correction slips to Volume III of the Madras Services Manual, 1946. (2 copies).

True Copy/Forwarded/By Order.

SUPERINTENDENT.
KM
28.6.50.

pk27650.

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(3) 17-3

3 JUL 1950

18156

10

GOVERNMENT OF MADRAS.
ABSTRACT.

PUBLIC SERVICES - Madras Civil Services (Classification, Control and Appeal) Rules - Appendix relating to Government Press - Amended.
-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-
PUBLIC (SERVICES) DEPARTMENT.

G.O.Ms.No. 2063. Dated the 27th June 1950.

13 (B) Read: G.O.No. 1248, Education, dated 19-4-1950.

ORDER:

The following notification will be published in the Fort St. George Gazette:-

NOTIFICATION.

In exercise of the powers conferred by the proviso to article 309 read with article 313 of the Constitution of India, His Excellency the Governor of Madras hereby makes the following amendments to the Madras Civil Services (Classification, Control and Appeal) Rules in Volume [illegible] of the Madras Services Manual, 1946.

The amendments hereby made shall be deemed to have come into force on the 19th April 1950.

AMENDMENTS.

In the appendix to the said rules, under the heading "Government Press", in the sub-heading "I. Office establishment at Madras and Ootacamund", the words "and Ootacamund" shall be omitted and under the sub-heading as so amended, for item (iii) and the entries relating thereto, the following shall be substituted, namely:-

(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)
"(iii) Attenders and members of the Inferior Service.	Personal Assistant to the Superintendent, Government Press.	Personal Assistant to the Superintendent, Government Press.	Personal Assistant to the Superintendent, Government Press.	Personal Assistant to the Superintendent, Government Press.	Personal Assistant to the Superintendent, Government Press.	Personal Assistant to the Superintendent, Government Press.	Personal Assistant to the Superintendent, Government Press.	Superintendent, Government Press.

(By Order of His Excellency the Governor)

K. Ramunni Menon,
CHIEF SECRETARY TO GOVERNMENT.

To the Superintendent, Government Press, Madras.
" " Accountant-General, Madras.

p.t.o

18

:2:

To the Public (Services A,B & C) sections.
" " Legal Department.
" " Education Department.
" " Chairman, Tribunal for Disciplinary Proceedings.
" " Superintendent, Government Press, for publication of notification in the Fort St. George Gazette and issue of correction slips to Volume I of the Madras Services Manual, 1946. (2 copies).

True Copy/Forwarded/By Order.

pm27650.

SUPERINTENDENT.

XN 28.6.50.

Edn/E.

The ~~modifi~~ amendments issued to the Govt. Press subordinate service Rules and the Madras civil Services (CCA) Rules in the GOs on pp 1-4 ante are consequent on the delegation of certain powers to the P.A to the S.G.P. in G.O. 1248 Edn dated 19.4.50.

M p.11 CF (B)

These may be filed with the papers at (B)

8.7.50.

5/7/50

5-7-5

19

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

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

ASSISTANT SECRETARY 14 JUL 1951 26295 EDUCATION DEPARTMENT

SECRETARY 14 JUL 1951 EDUCATION DEPARTMENT

No. 26/Mis/51-3, dated ~~12th~~ 13. July 1951.

Sir,

Sub: Post of Personal Assistant to the Superintendent, Government Press - Kept in abeyance - Redistribution of work.

Read: G.O.No.Ms. 1793, Education, dated 30-6-1951.

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(D)

(K) In G.O.Ms.No. 1248, Education, dated 19-4-1950, the Government delegated certain powers to Gazetted Officers in the Government Press. In view of the fact that the post of Personal Assistant has been kept in abeyance, those orders need revision. I suggest that orders to the following effect may be issued in supersession of the orders in the above G.O.

(1) Service matters: The Joint Superintendent, Government Press, may be the appointing authority and the authority competent to impose all kinds of penalties on the inferior Government servants in the Government Press and also on members of the Ministerial Establishment. The Superintendent, Government Press will be appellate authority in respect of the above categories of Government servants in the Press.

(2) Leave: Orders may be issued to the following effect:

Authority empowered to grant leave other than special disability leave. (1)	Government servants to whom leave other than special disability leave may be granted. (2)	Extent of power. (3)
Deputy Superintendents, Assistant Superintendents, Government Press including Electrical and Mechanical Engineer Government Press.	Members of the Madras Government Press Subordinate service.	Leave granted should not exceed one month at a time or one month in a calendar year (excluding casual leave) subject to the condition that there is no extra cost to the Government. All casual leave.
(1)	(2)	(3)
Joint Superintendent, Government Press.	Ministerial Staff and Inferior staff.	Full powers.

(3) ~~Final~~ Financial powers - Purchase: Powers to pass bills in respect of purchases for the Government Press may be delegated to the Joint Superintendent.

(4) Repairs and petty purchases: The Deputy Superintendents and Electrical and Mechanical Engineer may continue to be empowered as before to authorise expenditure on repairs to the machinery and petty purchases up to a limit of Rs 25/- on each occasion provided it is certified that these are urgent and any delay in purchase would prove detrimental to quick execution of work. Above this limit, power will be exercised by the Superintendent.

(5) Bills for printing at Private Presses: Powers to pass bills relating to printing at Private Presses may be delegated to the Joint Superintendent.

6. Miscellaneous

(6) Miscellaneous: Matters relating to verification of bills for charges of binding incurred by various Government offices, offering advice regarding tenders for printing executed by Private parties and the local bodies and checking of bills for printing work done on behalf of the Madras, Annamalai and Andhra Universities may be dealt with finally by the Assistant Superintendent in charge of the work as before, subject to the condition that where the amount involved exceeds Rs 500/- or where there is dispute the case should be put up to the Superintendent, Government Press for orders.

14 JUL 1951
EDUCATION

(7) Government Branch Press, Pudukottai: All bills, Establishment and Contingent, in respect of the Government Branch Press, Pudukottai may be passed by the Joint Superintendent.

The Joint Superintendent may, in addition, be in charge of the following matters:

(i) All Service matters
(ii) All Account matters
(iii) All Purchase and tenders
(iv) Cash book
(v) Budget and Control of Expenditure
(vi) General correspondence.
(vii) Supervision of Mount Road Branch

On all the important files falling under the above categories the Superintendent will be consulted.

3. This distribution is being given effect to immediately in the interest of work which would otherwise be held up for want of a proper delegation. I request therefore that the Government may be pleased to approve these proposals with the retrospective effect from 10-7-1951.

M

R Siddique
12.7.51.
Superintendent.

$\frac{2}{12/7}$.

Edn(E)

The original ~~Dr~~ G.O. 1248 Edn. dt. 19.4.50 which is required for this ~~file~~ is put up in another file & sent to Public (Ser) u.o. ~~This~~ may lie over till the file ⊗ returns from Publ(Ser) or till 20.8.51 whichever is earlier.

Tu/8/51

⊗ (P.A's portabion file) / 25304 C/51 sent on 9/8/51

$\frac{2}{14 DS2}$ PER 14/8/51

21

Education Dept.(E).

Memo. No. 26995 E/51-2 Edn. dated 3.9.51

12

Govt. Press--Post of P.A. to the Supt.--Kept in abeyance--Re-distribution of work.

From the S.G.P. no. 26/Mis/51-3 dt. 13.7.51.

Consequent on the orders in G.O.(Ms.) No. 1793 Edn. dated 30-6-51, keeping the post of the Personal Assistant to the S.G.P. in abeyance, the Govt., in supersession of the orders in G.O.(Ms) No. 1248 Edn. dated 19-4-50, approve the proposals contained in his letter cited for the delegation of certain powers to the Gazetted Officers in the Govt. Press. The action of the Supt. in having given effect to the proposals from 10-7-51 in anticipation of the sanction of Govt. is also approved.

2. The S.G.P. is requested to submit the necessary draft amendments to the relevant special rules and the Madras Civil Service (C.C. & A.) Rules in due course.

8/9/51

To
The S.G.P.
" A.G. thro' Fin
Fin. Dept.
Pub. Ser Dept.
2 5/1

with copy of G.O.
Approved
3/8/51
PER
3/8/51

Ranganathan

D

K

22/

Education Department (E)

Memo No. E/ Edn. dated

Govt. Press - Post of P.A. to the Supdt. - Kept in abeyance
Re-distribution of work.

From the S.G.P. No.26/Mis/51-3 dated 13-7-51.

Consequent on the orders in G.O.Ms.No.1793 Edn. dated 30-6-51 keeping the post of the Personal Assistant to S.G.P. in abeyance, in supersession of the orders in G.O.Ms.No.1248 Edn. dated 19-4-50, the Govt., approve the proposals of the S.G.P. contained in his letter cited above for the delegation of certain powers to the Gazetted Officers in the Govt. Press. The action of the Supdt. in having given effect to the proposals from 10-7-51, in anticipation of the sanction of Govt. is also approved.

20.8.51

21/8/51

21/8/51 S

22/8

To the S.G.P.
A.G. thro' Fin.
Fin. Deptt. (with copy of cf.)
Pub.(Ser) Deptt.

Note:- Public (Ser.) and Finance may see before issue.

21/8/51 S

Pub (Ser)
Fin

SENIOR ASSISTANT SECRETARY, FINANCE DEPARTMENT, GOVERNMENT OF MADRAS
61972
24 AUG 1951

21/8/51

Fin. no 26995 E/51
22.8.51.

ASSISTANT SECRETARY TO P... PUBLIC DEPARTMENT
3092
23 AUG 1951

Public (Services) Deptt.

The draft above may be perused and the file passed on to Finance. Education will, no doubt, consider the question of issuing amendments to the service rules including C.C.A. rules, if any, consequent on the delegation of powers in the Memo. above.

SC
23.8.51

R

Thro' Ser B

Pub (Ser) no 3092/51
24/8/51

23/8/51

24/8/51

2/

E

Fin (B&G)

~~The draft Memo. on p 1 above may be accepted. As the post of the Personal Asst to the S.G.P is kept in abeyance pending issue of further orders, it does not seem necessary to issue any amendment to the service rules till the issue of public orders in the matter. The case may be returned to Education.~~ ~~through Public~~.

28/8/51

(D)

ASSISTANT SECRETARY
30 AUG 1951
33689
EDUCATION DEPARTMENT

27.8.51. 27.8.51.

28/8/51

Edn

E

Fin. 61977 BG/51
28/8/51

The notes of Public (Ser) Dept. on p1 ante and that of Fin. dept. above may be perused. With ref. to A on p1 ante, the Supt. Govt. Press may perhaps be asked to submit the necessary draft amendments in due course. Subject to approval this has been included in the draft memo. subd. below. ~~For orders as to issue~~ After issue, the papers may be filed with the original of (K).

EPH/C2

C. No. 79667 C2/49.

Sectional Notes

14

(a) **Service matters:**

Remarks of the S.G.P.

Appointments of menials and men under inferior service, peons and attenders are now made by me. I propose that powers of appointment, punishment and dismissal of these classes of Government servants may be delegated to my Personal Assistant subject to any appeal to me in case of dismissal. For this, amendment is necessary to the Service Manual. (vide page 184 - Annexure 'A' to Madras Inferior Service Manual Volume III and page 60 of Service Manual Volume I under Office Establishment at Madras and Ootacamund - item iii Attenders and members of the Inferior Service)

14

Remarks of the Special Officer:

Appointments of menials, men in inferior service, peons and attenders are unimportant items of work and they need not come to the Superintendent, Government Press. The work may be delegated to the Personal Assistant as proposed. The powers of punishment may likewise be delegated. In the case of persons working in pensionable posts - as distinct from posts paid from Contingencies - the powers of dismissal or removal from service may be reserved to the Superintendent, Government Press.

B

Office note

The proposal of the S.O. may be accepted.

1/3/50

2-3-50

S 3/3

Public (Services) Department.

Education propose that the powers of appointment and punishment of menials, and attenders in non-pensionable posts paid from contingencies may be delegated to the P.A. to the Superintendent, Government Press, while the powers of punishment of persons of the above categories ~~on~~ in pensionable posts should continue to be with the Superintendent, Government Press.

As the menials paid from contingencies are not governed by statutory rules they may be governed by executive orders. Only regular employees governed by the statutory rules need be brought under the delegations by amending the rules.

[Despatch Abstract.]

The S.O. suggests that the S.G.P. may be delegated with the powers of dismissal and removal from service of inferior servants and attenders in pensionable posts. This will result in appeals to Govt. which may not be desirable. This dept. may therefore suggest that the Personal Assistant may be the appointing authority and the competent authority to impose all penalties on the above categories of Govt. servants, and that the S.G.P. may be the appellate authority.

B ap. p. auth

M

15.3.50

This will involve amendments to the relevant Special Rules and the M.C.S. (C.C.& A) Rules. While issuing final orders in this file, Education may be requested to ask the S.G.P. to submit necessary draft amendments to the relevant special rules and M.C.S. (C.C.& A) Rules.

N

13/3/50

15.3.50

SS 14.3.50

Edn (E)

Please see the notes of Public Service on pp. 1-2 supra. The proposal of Public at M also may be accepted. N also has been noted.

JB 31 3 50

1-4-50

1.6.50

(P.T.O.)

15

(b) **Leave:**

Remarks of the S.G.P.

All leave under F.R., Madras Leave, Industrial Employees Leave Rules are to be sanctioned by me being the competent authority. Nearly hundreds of leave applications are received by me as the number of employees range over 2000 and most them are not eligible for casual leave under the Industrial Employees Leave Rules. I therefore propose that powers may be delegated as indicated below and necessary amendments to S.R. under F.R. 66 may be issued thus reducing the number of cases coming to me for disposal.

Authority empowered to grant leave other than Special Disability leave. (1)	Govt. Servants to whom leave other than special disability may be granted. (2)	Extent of power. (3)
	II Non-Gazetted Officers.	
Deputy or Asst. Superintendent Government Press including Electrical & Mechanical Engineer, Government Press.	Members under the Government Press Subordinate Service.	Leave granted should not exceed 1 month at a time or 1 month in a calendar year [subject to the condition that there is no extra cost to Govt.] A
Personal Assistant to the Supdt., Govt. Press.	Members of the Ministerial staff.	--do--

----

Remarks of the Special Officer:

The delegation may be made as proposed, subject to the modification that all cases of leave on half average pay or leave on loss of pay are submitted to the Superintendent, Government Press. This will help him to keep an eye on malingering.

Office note

The proposal of the Supdt. may be accepted subject to the conditions suggested by the S.O.

2) The ~~words~~ condition at "A" above seems to be unnecessary in view of the fact that a substitute may ordinarily have to be employed in a leave vacancy.

3 Members of the ministerial staff in the Press are borne in the scales of Rs 45-70, 80-110, 80-125, 140-190 and 190-260. The P.A is in the scale of Rs 250-300. It would seem sufficient to invest the P.A with power to sanction leave to lower division

JB 1 3 50

(P.T.O.)

to exercise the power in respect of members of the staff borne in the higher scales; the no. of such persons is only 16.

2/3/50

S 3/3

Public (Services) Department.

The proposals concern Finance. That department may therefore see for remarks, if any. No remarks seem called for in this department.

13/3/50.

15.3.50

14.3.50

Finance (C.S.R.) Deptt.

The delegations proposed at 'K' and 'M' on page 3 above ~~h~~as modified by the Special Officer and the Education Department may be accepted subject to the following remarks:-

Education consider that the delegation referred to at 'K' & M on page 3 above may be sanctioned without the condition referred to at 'A' overleaf. That condition is designed to secure economy and is ~~proposed~~ laid down in connection with ~~the~~ similar delegations to the D.M.Os. and S.Es. Finance may therefore advise that the condition at 'A' on page 3 above may be retained as proposed by the Special Officer.

Cf item (6) under I Gazetted officers in SR ~~6~~ FR 66 and items (5), (11), (12), (16) (17) etc under II N.G. officers in SR to FR 66 pp 44 to 45 Bk 154

21.3.50 21.3.50

28/3/50

Edn (E)

Please see the A.S.O.'s note on pp 3-4 supra and the remarks of Fin. thereon. Finance accepts the proposals of this deptt except with reference to the omission of A on p 3 ante. Finance view in this regard may be accepted.

31.3.50

1-4-50

1.4.50

16

(c) **Financial powers - Purchases**:
Remarks of the S.G.P.

p 2 f

At present all bills irrespective of amounts involved for payments to private parties are passed by me. Of late the number of bills have considerably increased. The total expenditure has increased three to four times the pre-war level. Most of the articles relating to printing stores are purchased from the Contractors whose tenders have been approved by Government. The rates are firm and the materials supplied are tested and approved by the officer in charge of Stores. I propose that passing of such bills may be safely delegated to my Personal Assistant.

As regards purchases other than tendered items, they are made after calling for quotations and the lowest quotation is only ordered by me for purchase. Such purchases do not exceed Rs 500/- being the limit up to which Superintendent is empowered to purchase. The passing of bills for such purchases may be entrusted to my Personal Assistant and contingent bills issued to parties on my behalf.

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p 9 f

Remarks of the Special Officer:

I do not think that the power to pass bills should be delegated in toto. Though it may be that most of the articles are purchased from Contractors whose tenders have been approved by the Government, it is desirable that the Superintendent, Government Press passes the more important bills. I suggest that bills in respect of items the total cost of which exceeds Rs.200/- may come to the Superintendent Government Press and the others may be passed by ~~t~~his personal Assistant.

A

Office note

The proposed delegation as modified by the S.O. may be accepted.

1.3.50

2/3/50

S 3/3

Finance (Exp A)

Finance also may agree to the proposed delegation as modified by the Special Officer at 'A' above.

18.3.50

19.3.50

23.3.50

Edn (E)

No remarks

31.3.50

1-4-50

1.4.50

7

17

(d) Repairs and petty purchases less than Rs 50/-

Remarks of the S.G.P.

p 2 cf

Repairs to Machinery and petty purchases not exceeding Rs 50/- may be manned by me and in regard to these items the rules do not insist on calling for tenders, vide instructions 18 under Art 124 of Madras Financial Code and Rule 2 Appendix 9 of Madras Financial Code Volume II. As these purchases in the rules are generally designed to meet urgent requirements, I propose that my Deputy Superintendents and Electrical and Mechanical Engineer may be empowered to authorise such expenditure up to a limit of Rs 25/- provided it is certified that these are urgent and any delay in purchase would prove detrimental to quick execution of work. Bills for such expenditure would be scrutinised by the Chief Accountant before finally passed by the Personal Assistant and endorsed to private parties.

---

p 9 cf

Remarks of the Special Officer:

The delegation may be made as proposed.

Office

The delegation proposed by the S.G.P. may be accepted.

1/3/50

2/3/50

S 3/3

Fin (Sect B)

Finance may also agree to the delegation as proposed by the S.G.P.

20.3.50

22/3/50

23/3/50

K.3

Edn (E)

No remarks

31/3/50

1-4-50

2/4/50

(e) **Bills for printing at local Presses:**

Remarks of the S.G.P.

The bills cover payments of printers' bills throughout the Presidency. Payments of the bills are governed by rates specified in tenders approved by me after scrutiny by Asstt. Superintendent in charge of the Computing Section. The scrutiny of the technical aspect of bills are made by the computing section in charge of a Chief Computor and the other matters of procedure regarding claims laid down in Code rules are scrutinised by my Chief Accountant before it is finally passed by me. With the introduction of rationing and printing of Electoral rolls and the diversion of printing of High Court cases at local presses, the number of bills have considerably increased. These bills are passed by me and contingent bills in favour of the parties concerned are issued by the Personal Assistant. In view of the fact that the technical aspect and other audit requirements are checked by responsible assistants such as the Chief Computor and Chief Accountant, I propose that powers to pass such bills relating to the printing at private presses generally may be delegated to my Personal Assistant.

Remarks of the Special Officer:

pages 9-10 c.f.

A

I think that the more important bills should continue to come to the Superintendent, Government Press so that he may have a general watch over the matter. Bills in respect of items the total cost of which exceeds Rs.200/- may come to the Superintendent, Government Press and the others may be passed by the Personal Assistant.

Office note

The proposed delegation as modified by the S/O. may be accepted

1.3.50 2/3/50 S 3/3

Fin (Exp. A).

Finance also may agree to the proposed delegation as modified by the Special officer at 'A' above.

19.3.50 B 23.3.50

Econ (E)

No remarks.

JD 31.3.50 1-4-50 2/4/50

(b) **Miscellaneous:**

Remarks of the S.G.P.

Besides various matters concerning the direct administration of the Press I have to verify bills for charges of Binding incurred by various Government offices, to offer opinion regarding the tender for printing executed by private printers to local bodies and to check bills for printing work done on behalf of Madras, Andhra and Annamalai Universities (vide para 231, 233 and 237 of the Printing Manual). At present replies to such references are approved after scrutiny by my Assistant Superintendent. I propose that in future the Assistant Superintendent in charge of this work may be empowered to deal with such cases finally and cases of dispute will require my orders.

Remarks of the Special Officer:

The delegation proposed under this head may be approved, subject to the condition that where the amount involved exceeds Rs.500/- the matter should be put up to the Superintendent, Government Press-

Office note

The S.O.'s proposal may be accepted.

1.3.50

2/3/50

S 3/3

Finance (Exp A)

The Special Officer's recommendation may be accepted in Finance also.

20.3.50

20.3.50

23.3.50

Edn (E)

No remarks

31.3.50

1-4-50

20

(9) **Government Branch Press - Pudukkottai:**

Remarks of the S.G.P.

The Branch Press is in charge of a non-Gazetted officer who is not conversant with account matters nor the clerical staff at Pudukkottai are fully conversant with the procedure regarding preparation of bills etc. All bills, establishment bills, contingent bills are sent to me for passing orders, after being scrutinised by my Chief Accountant besides his normal duties. This may be continued till the necessary additional staff proposed to Govt. which is now under consideration by Government is sanctioned

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7-3-4

Remarks of the Special Officer:

prof The proposal may be approved.

Office note.

The S.G.P.'s proposal may be accepted.

1.3.50

2/3/50

5/3

Fin (Exp A)

No remarks are called for in Fin.

20.3.50

20.3.50.

23.3.50

Edn (E)

No remarks.

31.3.50

1-4-50

End

Edn. & P.H. Dept. (C2)

From the S.G.P. No. Accts/64/49-50, dated 12-10-49

21

Subject: Government Press - Delegation of powers to Gazetted officers in the Govt. Press.

The S.G.P. brings to the notice of Government that he is saddled with too much desk work in addition to the multifarious duties connected with the Factories Act, ~~doing~~ inspection of branch Presses in the City - the Penitentiary, Mount Road Book Depot, High Court Branch Press, the administration of Puddukotta Branch Press and receiving deputation of Government Press Workers' Union regarding the improvement of their conditions of working. He therefore proposes to arrange re-distribution of the work among the gazetted officers under him and delegate them with some of the powers now exercised by him without in any way affecting the efficiency of administration so that he may have more time to devote to major issues, particularly on the technical side of printing as also matters connected with the running of a big labour organisation like the Government Press. The proposals have been examined in the sectional notes below.

The S.G.P may be informed that he should exercise control over the gazetted officers even after the delegation of powers and that he should require them to put up important papers for his approval.

7-12-49

Public (Services) & Finance may see for remarks.

J.D.
6/12/49

7-12-49

S | Pub

The appointment of the Special Officer will relieve the SGP to some extent. In any case, we should have the views of S.O. at what stage the proposals regarding S.O

8/12

The Special Officer has not yet been appoint

May lie over.

8/12/49

9-12-49

S | C 9/12

2

E

EPH
C2

The Special Officer has since been appointed. The letter from the S.G.P. in the C.F. may be referred to the S.O. for remarks.

A draft ~~[illegible]~~ Memo is subd. below for approval.

21.12.49.

22/12/49

S 22/12

(Issued as memo. No. 79667 C2/49-1 Edn d 22.12.49) p7 CF
(From the Spl. Officer No. Roc 1/50 SO. d 25-1.50) p9 CF

Sectional notes has been put up below with reference to the remarks of the Special Officer. Finance may see for remarks. Pub (Services) may also see with reference to paras (and 3) 2 of sectl notes

X

1.3.50

2/3/50

S 3/3 Pub (Ser)

Fin

EPH U.O. 79667 E/50-2
3.3.50.

Public (Services) Department.

X above:—

This Department's remarks have been ~~noted~~ added on ~~at~~ pages 1-2 and 4 ~~[illegible]~~ of the sectional notes below. After orders are passed thereon, the file may be passed on to Finance.

14.3.50.

ASSISTANT SECRETARY TO GOVERNMENT
1017
4 MAR 1950
CHIEF SECRETARIAT

13/3/50

14.3.50

15.3.50

Fin

Finance (Exp A)

Pub (Ser) U.O.
No. 1017/50-1
15.3.50.

The remarks of this department are added to the Sectional Notes before. After orders are passed them, the file may be returned to Edn.

~~AS2~~/A.D.S./D.S.

22/3/50
Edn

CSR
Exp B

ASSISTANT SECRETARY TO GOVERNMENT
18456 EA
MAR 1950

Finance U.O. 18456 Exp B-1
23.3.50

3

Edn (E)

Please see this draft and notes on p1 and with the notes of Pub. (Services) & Fin. et seq. Attention is invited to the Finance ~~[illegible]~~ notes on pp. 2, 4, 5, 7, 9, 11 & 13 of the sectional notes. A draft will be put up after orders are passed.

9/4

31.3.50

1-4-50

S
1.4.50.

3/4.

Edn/E.

A draft order is submitted for approval. The draft which is self explanatory may be circulated to H.M. (E.L.)

14/4/50

14.4.50

15-4-50

S
17.4.50

18/4

H.M. (E.&L.)

10 APL 1950
EDUCATION DEPARTMENT

~~7~~
~~17/57~~
~~M~~