

close
56
Snpd

Education (1950.) Department.

M.S. SERIES.

G.O. NO. 2001. Rtn. 174

Dated 12. 7. 1950.

13

[Despatch Abstract.]

Growth Press Maintenance of a separate
set of accounts for paper store in the
Commercial Accounts Section ^{Trip} additional
Clerk. 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	1725	P.W.	3-5-55				

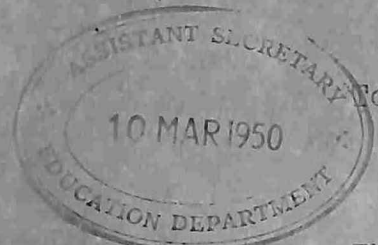
OFFICE OF THE SUPERINTENDENT, GOVERNMENT PRESS, MADRAS.

No. S.B.C./Comm. Accts.

Dated 9th March 1950.

From

Janab R. Siddique,
Superintendent, Government Press,
Mint Buildings, MADRAS.



The Secretary to Government,
Education Department, Fort St. George,
MADRAS.

Thro'

The Special Officer,
Government Press, MADRAS.

Sir,

Sub: Government Press - maintenance of a separate
set of accounts for Paper stock in the
Commercial Accounts Section of the Government
Press - Temporary additional clerk - sanction
requested.

I submit that the Special Officer for the Re-
organization of the Government Press has suggested to
maintain a separate set of accounts for the Receipts and
Issues of Paper in the Commercial Accounts Section of the
Government Press, independent of the accounts now maintained
in the Paper Store Section of the Press, with a view to
facilitate the verification of the Paper stock at any time.

2. I therefore request that Government may kindly
be pleased to sanction an Upper Division Clerk on Rs 80-110
for a period of one year in the first instance with effect
from 1-4-50 as the Special Officer has proposed to open the
new ledgers from 1-4-50.

3. Early orders are requested.

A.M./9-3-1950.

Superintendent.

N. 55-20/50-S.O.

Submitted and recommended.
At present the paper ^{store} accounts in the Press are being maintained
by the Storekeeper who is also in charge of the paper. It is
desirable that the accounts are maintained independently by another
section which has nothing to do with the custody of the paper.
This is one of the recommendations of the Press Enquiry Committee
and the system is also that just what is obtaining in the
Stationery Stores. I request that Government may be pleased to
sanction the post.

S.O.

9.3.50

On the Corr acc to the right of page

to convert the per g storekeeper (80.125) into
L.D.C. and to sanction a U.D.C. at
80.110.

estm.

109.3
270
100
146.3

67.5
24.0
7.0
98.5

101.0
26.0
10.0
137.0
98.5

2355
1463
89.2 x 12

1070.4

Proposed

Very Urgent.

23 1/2
22 3/4

Sub: Govt. Press. Maintenance of a separate
set of accounts for paper store in the Commercial A -
Employment of an addl. clerk.

Ref: From the S.G.P. No. S.B.C/com/Acts 8

9.3.50

Memo. No. 1582 E/50-1 Edm 821-3.50

The S.G.P. is requested to
state whether the existing storekeeper is of ~~an upper~~ the
grade of an U.D. clerk or a Lower Division clerk.

21/2/50

2

The Supdt. Govt. Press
Madras

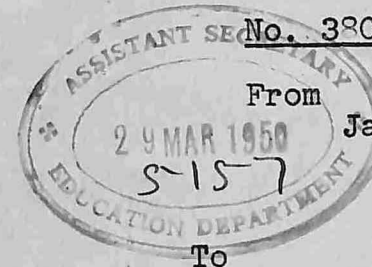
18/3/50

1835

OFFICE OF THE SUPERINTENDENT, GOVERNMENT PRESS, MADRAS.

No. 38091/SBC/Comm. Accts.

Dated 28th March 1950.



From

Janab R. Siddique,
Superintendent, Government Press,
Mint Buildings, M A D R A S.

To

The Secretary to Government,
Education Department, Fort St. George,
M A D R A S.

Sir,

Sub: Government Press - maintenance of separate set
of accounts for paper store - employment of an
additional clerk.

Ref: Memo.No. 1582/E-50-K Edn, dated 21-3-50.

I submit that the existing Store-keeper is of the
grade of an Upper Division Clerk (Rs 80-125).

R. S. A. S. S. S.
28.3.50.

Superintendent.

A.M/28-3-50.

2/28.3.50

Edm/E.

Sub: Govt. Press. Maintenance of a separate set of accounts for paper stock in the Commercial Accounts section of the Govt. Press.

Ref: From the S.G.P. No. SBC/comm Accts &

9.3.50.

From the S.G.P. No. 38091/SBC/comm Accts

& 28.3.50

Memo. No. 1582 E/50-3 Edm & 15-4-50

It has been suggested that if the present Store keeper is of the Grade in the Commercial Accounts section in the Govt. Press, is of the grade of an upper division clerk, that post may be converted into that of a lower division clerk, as there will be a substantial reduction of work in his work, consequent on the appointment of a separate clerk for maintaining the accounts of paper stock in that section. The S.G.P. is requested to state whether it will be noted.

Sufficient if ~~the~~ the post of one V.D. clerk's sanctioned
for the maintaining the accounts of paper in the
Commercial Accounts section, converting the ~~present~~ present
post of Storekeeper into that of a L.D. clerk.

To ^{and} ~~my~~ ^{17/5}
One Supdt.
Govt. Press
Madras.

12/4/50
12/4/50
12/4/50

OFFICE OF THE SUPERINTENDENT, GOVERNMENT PRESS, MADRAS.

No. 38091/SBC/Com.

Dated 1st May 1950.

From

Janab R. Siddique,
Superintendent, Government Press,
Mint Buildings, M A D R A S.



The Secretary to Government,
Education Department, Fort St. George,
M A D R A S.

9756 Sir,

Sub: Government Press - Maintenance of a separate
set of accounts for Paper stock in the
Commercial Accounts Section of the Press.

Ref: Memorandum No. 1582 E/50-3 Edn., dated
15th April 1950.

The Storekeeper is not attached to the Commercial Accounts
Section and is in charge of paper store which is quite a different
section. As the Clerk proposed for sanction has to maintain paper
accounts and has to be independent of Paper Storekeeper he will be
attached to the Commercial Accounts Section which has nothing to do
with the custody of paper. The work involves correct accounting
requiring the person appointed to acquire knowledge of accounting
and accuracy in figures and therefore it is a responsible one. I
consider that the scale of pay proposed viz., Rs. 80-110, is reason-
able as it is necessary that a Clerk with some years' experience in
the Press has to be posted to this work. I submit that early
orders may please be issued as the work has to be continued without
arrears as suggested by the Special Officer for Re-organization of
the Government Press.

R. Siddique
1. 5. 50
SUPERINTENDENT.

21.5.50

10/6/50

Fin note on pp 4-5 NF

7 11 Edm
Sub: Govt. Press - Maintenance of
a separate set of Accounts for paper stock in the
Commercial Accounts Section - Addl. clerk - Sanction
Ref: From the S.G.P. No. 38091 SBC Com
1.5.50.

Memo. No. 1582 E/50-5 Edm 5.6.50

The S.G.P. is requested to
~~furnish details of the existing staff in the Commer~~
~~cial Accounts Section in the Govt. Press and to~~
state whether the addl. clerk now proposed for
maintaining the account of paper stock has to
do costing work in addn to keeping ^{also} account
of ~~the~~ ^{in paper} ~~in paper~~. He is ~~also~~ requested to justify
in greater detail ~~why the addl. clerk now~~
~~proposed should be in the upper division and~~
why the existing post of Stores clerk should
continue in the upper division, ^{when} as he will get

In the additional
 clerk proposed in the Commercial
 Account Section need not be in
 the Upper Division if that
 section has already clerks
 in the Upper Divn. — This point
 should also be considered —
 36.50.

Sir,
Sub: Government Press - Maintenance of a separate set of accounts for paper store in the Commercial Accounts Section - additional clerk - sanction.
Ref: Memo.No. 1582/E-50-5 Edn., dated 5-6-50.

Early sanction may be accorded as the additional work has to be carried on without the work falling into arrears.

SUPERINTENDENT

Sub: Govt. Press - Maintenance of a separate set of accounts for paper stock in the Commercial Accounts Section. Temporary Additional clerk - Sanctioned.

Ref: From the S.G.P. No SBC/Comm Accts dated 9.3.50

From the S.O. ~~14~~ N. Div. No. 20/50 S.O. dated 9.3.50.

From the S.G.P. No. 38091/SBC/Comm Accts dated 20.6.50.

Order / Ms. No. ²⁰⁰¹~~120~~ Edn. dated 12/7/50

Sanction is accorded to the employment by the S.G.P. of one Lower Division clerk on Rs 45-90 plus the usual allowances in the Commercial Accounts Section of the Govt. Press, for a period of one year in the first instance, for work connected with the maintenance of separate set of accounts for ^{the stock of paper} ~~paper stock~~ in the Govt. Press.

x on p. 13 of

To The Superintendent
Govt. Press
The A. C. M. Fin.
2 Sc.

87/50
87/50
87/50

10.7.50

18

C.No. 1582 E/50.

Edm/E

Sub: Govt. Press. Maintenance of a separate set of accounts for paper stock in the Commercial Accounts section. Temporary addl. clerk. Sanctioned.

p1 of

9.3.1950.

Ref: From the S.G.P. No. 586/comm. Accts &

50, N-215 No 20/50. 50/ 9-3-50.

Order / Ms. No. Edm &

Sanction is accorded to the employment, by the S.G.P. ~~one~~ of one ^{Lower} ~~Upper~~ Division clerk on Rs. ~~80-110~~ ⁴⁵⁻⁹⁰ plus the usual allowances, in the Commercial Accounts section of the Govt. Press, for a period of one year ^{from 1-4-1950.} in the first instance, for work connected with the maintenance of separate set of accounts for paper stock in the Govt. Press.

To

The Supt. Govt. Press
The A.C. Secy. Fin.
Copy to the Spl. Officer
for Reorganisation
Govt. Press

8/c. p1 of
M

Note: Please see the letter from the S.G.P. and the remarks of the Special Officer for Reorganisation thereon on p.1. of. In the circumstances, stated the draft order above is subd. for approval. Finance may see for acceptance.



Edm No. 1582 E/50/

14-3-50

p1 of

Finance (E.III).

The reference from the Superintendent, Government Press, with the endorsement of the Special Officer, Government Press in the C.F. may be perused. The Special Officer for Government Press has recommended the employment of a separate Upper Division clerk in the Commercial Accounts Section of the Government Press on Rs. 80-110 plus the usual allowances for

period of one year in the first instance to maintain a separate set of accounts for the receipts and issues of paper ^{in the Commercial Accounts Section} independent of the accounts now maintained in the Paper Store Section. Education Department have ^{supported} agreed to the proposal. (The extra cost involved in the proposal works out to Rs. 1,644/- per annum).

At present, the paper store accounts in the Press are being maintained by the Storekeeper who is also in charge of the paper. The present proposal for an additional clerk has been recommended by the Special Officer not because the existing Storekeeper is unable to manage ^{with} the volume of work, but because it is considered desirable that the accounts are maintained independently by another Section. There is no information whether the existing Storekeeper is of the grade of an Upper Division clerk or a Lower Division clerk. If he is of the grade of an Upper Division clerk, this Department may suggest that the post may be converted into that of a Lower Division clerk as there will be a substantial ^{his} ^{consequent on the appointment of a separate clerk} reduction in the work. If, however, he is only a lower division clerk, this Department may advise that the new post to be sanctioned may be only a Lower Division post as there is no justification for employing an Upper Division clerk for work which hitherto formed only a portion of the work of the Storekeeper.

15-3-50
15-3-50

16/3/50

Edn
E.

18/7/50
16/3/50

With reference to A above a draft memo. to the S.G.P. is sub. for approval.

18/3/50

21/3/50

p3 CF (Issued as memo. No. 1582 E/50-1 & 21-3-50)

p5 CF (From the S.G.P. No. 38091/SAC/Comm 8/28/50)

E



The proposal in this file is relative to the employment of a separate Upper Division clerk in the Commercial Accounts section of the Govt. Press on Rs 80-110 plus the usual allowances for a period of one year to maintain a separate

1-1 of

set of accounts for the receipts & issues of paper in that section independent of the accounts for the receipts & issues of paper maintained in the Paper Store Section. Finance advise that at present, the paper store accounts in the Press are being maintained by the Storekeeper who is also in charge of the paper store. No one is functioning as the existing Storekeeper is of the grade of an Upper Division clerk or a Lower Division clerk. It has been ascertained that the existing Storekeeper is of the grade of U.D. clerk (Rs 80-110). Finance Committee suggest that if he is of the grade of an U.D. clerk, this post may be converted into that of a L.D. clerk as there will be a substantial reduction in his work consequent on the appointment of a separate clerk. For once which Finance view may be accepted. If this is accepted, the an U.D. clerk's post for one year may be appointed for maintaining accounts of paper in the Commercial Accounts section & the existing post of Storekeeper (U.D. clerk) may be converted into that of a L.D. clerk. For info. Finance may be agreed. The set may be converted in A above.

1-2 of

1-5 of

A

11/4/50
3-1 of

11/4/50

Edn/E

A draft memo. to the S.G.P. is sub. for

approval

9/4/50

12/4/50

p3 CF (Issued as memo. No. 1582 E/50-3 Edn 8/15-4-50)
p9 CF (From the S.G.P. No. 38091/SAC/Comm 8/1-5-50)

Pls see his dep. to note on pp 203
and the reply in S.C.P. on 1-9-54.
In the existing state, the necessity
for a U.D. clerk is attached to
the Commercial Accounts section as
then established. The file may be
sent to Fin. with reference to this note
on 1-3-54.



Edm. Lp. 1582 E/50-4
11.5.50

The Special Officer for the Govt. Press has recommended the employment of a separate U.D. Clerk in the Commercial Accounts Section of the Govt. Press on Rs 80--110 for maintaining a separate set of accounts for the receipts and issues of paper in the Commercial Accounts Section independent of the accounts now maintained in the Paper Store section. The paper store accounts in the Press are now maintained by the Storekeeper who is also in charge of the paper. The Storekeeper is of the U.D. scale Rs 80--125. This dept. held that, if a separate post of U.D. Clerk is sanctioned for the Commercial Accounts Section, the existing post in Paper Store Accounts may be converted into that of a L.D. Clerk, as there will be substantial reduction in work. The S.G.P. says that the clerk proposed for the Commercial Accounts Section has to be independent of Paper Storekeeper, and that Paper Storekeeper is not attached to Commercial Accounts Section. He also says that the work of the clerk proposed for Commercial Accounts Section involves correct accounting. It has not been shown why an U.D. Clerk is requested for the work which will consist of only keeping an account of the receipt and issue of paper, and that there does not appear to be any need for special knowledge of accounts unless costing work is to be done. Further, the addl. clerk proposed in Commercial Accounts Section need not be in the Upper Division if the section has already clerks in Upper

105.50
255

105.50

Finance (RM)

T up 1/4

P. 5-9

P. up 2 alone

P. 9-9

X up 9-9

A

B

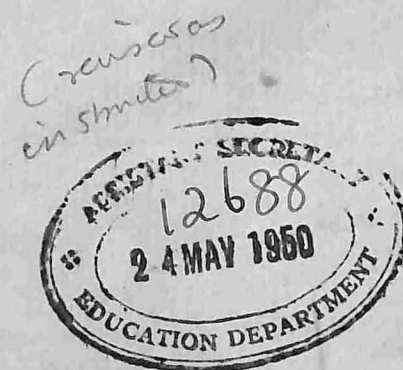
Division. The Finance Dept. are unable to agree to the creation of a post of U.D. Clerk without adequate justification. If Education wish to press, detailed information may be called for as to why the post of Paper Store Clerk should be in the Upper Division as he will get relief on the appointment of the proposed clerk in the Commercial Accounts Section and also on the points referred to at 'A' and 'B' above.

34100
27/5/50

28/5/50

19.5.50

27/5/50



30/5/50

36.50

Please see the note of Fin. from p. 4 and with reference to the points referred to at A, B, and C above, the S.G.P. may perhaps be consulted again.

Subject to orders a draft memo. to the S.G.P. is submitted for approval.

pp 11-12 (Issued as memo. No. 1582 E/50-5 & 5-6)
p 13 (From the S.G.P. No. 32091/SBC/Comm/Act & proposed)

The S.G.P. states that the proposed post of clerk in the Commercial Accounts Section is an independent seat which has nothing to do with the store clerk who will not get any relief by the appointment of the clerk proposed. The S.G.P. also agrees to the creation of a L.D. clerk's post in the Commercial Accounts section instead of a U.D. post as originally proposed. The need for this is supported. Finance may see with reference to note on pp 4-5 ante.



Edm. Lp. 1582 E/50-6
27/6/50

27/6/50

27.600

Fin

Fin (Att)
(Pw. Finance Note on p. 4.5 above)

He has to the S.G.P. and
his reply thereto on pp. 11, 13 of and the further
notes on p. 5 above may be perused.

A. on p. 4 above.

It is now stated that
the clerk proposed is solely engaged in the
maintaining of accounts of stock of paper and
that he is not engaged in writing work.

B. on pp 4.5 above.

The S.G.P. has merely stated
that the work is of a responsible nature and
that a U.D. clerk is necessary. But he has
not furnished information as to whether
there are any other clerks in the upper division
in the Commercial Accounts section. He has
however agreed to the employment of a lower
division clerk to maintain accounts of stock
of paper.

A. on p 13 of

Y on p 13 of

X on p 13 of

Education have supported
S.G.P. proposal.

p 5 above.

Finance may agree to the
proposal at X on p. 13 of. The period of sanction
to be for one year in the instance. (The
via Corr Unit to B. 1200. Roundly p. 9)

700
577/50 M

2/50

700
577/50 Edm



Fin. Co
448900007
5-7-50

Edm/E

Finance agree to the employment
of a Lower Division clerk for a period of
one year in the first instance in the last,
Press for the maintenance of a separate
set of Account for the Paper Store in the
Commercial Accounts section, as supported
by this dept. A draft order is submitted for
approval.

M above

A on p 5 ante

Issued on 12.20.50
912.7.50

10.7.50. X 10.7.50