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Education (1950) Department.

Ms SERIES.

closed
No
Supt

G.O. NO. 2014 / Edn

1

Dated

13. 7. 1950.

Sp 1-3 of and Sp 1-2 n f - A

(5)

[Despatch Abstract.]

Govt. Press - Establishment - Conversion
of one post of typist into that of a sten.
typist - 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.
Memo No. 2850	D/56 P.W.		7-5-56				
Mes	146	P.W.	10-1-59				
M.S.	447	T&T	29-5-72				

No. 78467/50/Accts.

From

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

To

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

Through

The Special Officer for Re-organization of
Government Press, MADRAS.

Dated 22nd June 1950.

Sir,

Sub: Government Press - Establishment -
Sanction of Stenographer to Super-
intendent, Government Press - requested.

I submit that the Superintendent, Government Press is functioning in all matters concerning service, Financial etc., as the head of a department though he is not declared as such. He is the head of the Government Press at Madras and also of the Branch Press at Pudukottah which has been merged with the Government Press, Madras consequent on the merger of Pudukottah State. There are about 2,000 non-gazetted employees and 8 Gazetted officers under me. As a result of the implementation of the recommendations of the Enquiry Committee each of the Gazetted Officers under me is to maintain a diary and submit them to me daily. These are to be reviewed by me and I have to make remarks and note them for future guidance and instructions. Besides confidential reports of Gazetted officers and of non-gazetted ranks in the higher ranks are to be maintained by me. Confidential references from Government are also to be attended to by me, apart from the work due to be done for the Confidential printing section of the Press, which I manage myself without entrusting the same to any other Gazetted Officer. This involves much clerical work and takes much of my time which could be devoted for supervision and inspection of the Factory. In the circumstances I submit that the services of a Stenographer to assist me in the discharge of my duties of a Confidential nature are essential. The existing typists have already sufficient work and I therefore request that an additional post of Stenographer to the Superintendent, Government Press with Shorthand allowance may be sanctioned for one year to start with.

SUPERINTENDENT.

Submitted.

I strongly recommend this request.
The S.G.P. has so much technical and administrative work to attend to, that he must have a stenotypist in order to get through his work quickly.
F. V. Sbravani
S.O. 22.6.50

Sub: Govt. Press. Establishment-
Conversion of one post of typist into that of a
Steno. ~~typist~~ ^{typist}, ~~Sanctioned~~ as a temporary measure.
Sanctioned.

Ref: Form the S.G.P. No. 78487/50 Acts
dated 22.6.50.

Order / Ms. No. 2014 Edm. 13/7/50

Sanction is accorded to the
Conversion of one post of typist in the Govt. Press
Madras, into that of a Steno. ~~typist~~ ^{typist} on Rs 45-90
plus shorthand special pay according to qualification
and the usual allowances, temporarily for a
period of one year in the first instance for
attending to the ~~Stenography~~ ^{shorthand} work of the Supt. Govt. Press

11.7.50

107/50

107/50

X mp 2 NF

The Supt. Govt. Press
The A.C. Min. Fin
2 P.C.

107/50

From

Janab A. Siddique,
Superintendent,
Government Press, MADRAS.

To

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

Through

The Special Officer for Re-organization of
Government Press, MADRAS.

Dated 22nd June 1950.

Sir,

Sub: Government Press - Establishment -
Sanction of Stenographer to Supt.
intendent, Government Press - requested.

I submit that the Superintendent, Government Press is functioning in all matters concerning service, financial etc., as the head of a department though he is not declared as such. He is the head of the Government Press at Madras and also of the Press at Pondicherry which has been merged with the Government Press, Madras consequent on the merger of Pondicherry State. There are about 2,000 non-gazetted employees and 8 gazetted officers under me. As a result of the implementation of the recommendations of the Enquiry Committee of the Government Press, I have to make remarks and note them for future guidance and instructions. Besides confidential reports of gazetted officers and of non-gazetted ranks in the higher ranks are to be maintained by me. Confidential references from Government are also to be attended to by me, apart from the work and to be done for the confidential printing section of the Press, which I manage myself without entrusting the same to any other gazetted officer. This involves much clerical work and takes much of my time which could be devoted for supervision and inspection of the factory. In the circumstances I submit that the services of a stenographer to assist me in the discharge of my duties of a confidential nature are essential. The existing typists have already sufficient work and I therefore request that an additional post of Stenographer to the Superintendent, Government Press with shorthand allowance may be sanctioned for one year to start with.

SUPERINTENDENT

C.No. 17153E/50

Edn/E

Sub: Govt. Press Establishment -
Sanction of a Stenographer to the S.G.P.
Ref: From the S.G.P. No. 78467/50/
Acts & 22.6.50.

In the circumstances explained in this letter, the S.G.P. requests that a Stenographer with shorthand allowance may be granted sanction to him for a period of one year. He states that the existing typists have already sufficient work.

2 The Special Officer (Sr. V.V. Subramaniam I.C.S) has strongly supported his request. He states that ^{the S.G.P.} ~~he~~ has so much technical and administrative work to attend to ~~and~~ that he must have a stenotypist in order to get through his work quickly.

3 The S.G.P. has not till now been given a separate Stenographer and he has been managing the duties so long. ~~It may be noted that there may be clerks in the Govt. Press knowing shorthand and typewriting and it may be possible for the S.G.P. to utilise a clerk knowing shorthand and typewriting, granting him, if necessary, the shorthand special pay. A separate Stenographer does not seem to be necessary.~~

Finance may see for remarks.

Jb 55
27

Now however, in view of the considerable increase of work in the Press of the Amalgamated of the Pudukottai Press, the Superintendent's work & responsibilities have become more onerous - the need for a Steno-typist for him may therefore

accepted

There are at present
5 typists in the office -
the Press -

The proposal which is
supported by the S.O. may
also be supported by this Dept.
Fin. may see -

286.50 S.

I think we can convert one ^{of five} typists into
a sten. typist post. & try. If suitable S.O. can undertake
it stenographer would say.

Fin.

Fin (K.M.)

The letter from the S.O.
with the remarks of the Special Officer with
of and the notes on pp 1, 2 show way be
pursued. I want way agree with the proposal
of a sten. Secretary above subject to the remark
that the period of conversion may be ^{one} year
to start with. (The entire cost with the proposal works
out to B. 360/- per annum)

46.50 m
47.50

577.50 Con.

Edm/E

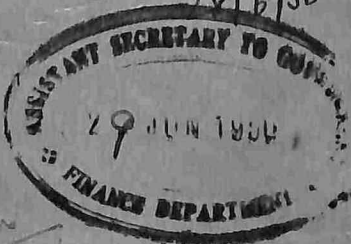
Finance agree to the proposal for the
conversion of one post of typist in the Craft Press
into that of a stenotypist for a period of one
year to start with.

A. draft order is submitted for approval

127.50 S. B. 127.50

Edm. No. 17153 E/507

2816/50



To 577.50

49057 m

Edm
49057 Edm
5.7.50

18662