

Education (1950) Dept

(1)

Gov. Ms. No. 2212 Ed

dated 7.8.50.

(4)

Abstract

Govt. Press. Work taking -
Employment of one temporary by
Division clerk - Sanctioned.

To
The Secretary to Government,
Superintendent,
Government Press, 1 A D A 2, Fort St. George, M A D A 2.

Dated 10th July 1950.

No. 2720

Sir,

Sub: Government Press - Employment of an Upper
Division Clerk for work connected with
the Stock-taking of the Press.

I submit that the initial work of taking the actual
stock of the 7 Composing Sections is finished by the Stock-taking
Officer. Stock-taking of the balance 2 Composing Sections, the
Penitentiary Branch Press, High Court Case List Section and the
Physical verification of the various items in the Line, Mono,
Press and Machine, Binding and Casting Sections of the Central
Press and the Publication Store of the Mount Road Branch Press
shall take about another four months.

2. By the time the Stock-taking Officer finishes the
above, it is necessary that totals of all stock taken so far have
to be worked and checked and in addition completion of the multi-
part items of the 7 Composing Departments in which stock-taking
is finished have to be done, so that when the balance 2 depart-
ments are completed, balance of all items can be struck. Besides
the above abstraction of ledger balances of all items in the Press
book have to be done, so that on completion of the present
physical stock verification, they can be compared with actual
figures and the excess deficiency statement worked out and the
report on stock taking prepared by the Stock-taking Officer. The
above duties are of a highly responsible nature and cannot be
entrusted to an ordinary clerk with safety, for much depends on
the accuracy of this clerk; otherwise the balance sheet prepared
of stock verification shall go in vain. I therefore request
Government to sanction an Upper Division Clerk with the usual
allowances for a period of six months in the first instance. For
comparing figures for the stock-taking in Government Press as
was done during the last stock-taking vide G.O. No. 2385 dated
10-12-1949 and continued thereafter in G.O. No. 644 dated
11-4-1941, G.O. No. 1075 dated 10-7-1941 and G.O. No. 1744
dated 8-11-1941.

Superintendent.

Y/11

C.No. 1111

Sub: Govt. Press. St.

Employment of one temporary U.D. Clerk -
Sanctioned.

Ref: From the S.G.P. No ST/S.O. 810.7.50

Order / Ms. No 2212 Edm. 7/8/50

Sanction is accorded to the
employment in the Govt. Press, of one Upper
Division Clerk on Rs 80-110 plus the usual
allowances, temporarily, ^{upto Rs 412} for a period of six
months in the first instance for work connected
with stock taking in the Press.

27.7.50.

To
Mr. Expd. Govt. Press. Secy.
Mr. A.G. Hm. Fin.
28/7/50

Note: In the circumstances stated by
the S.G.P. on p.1. of, the draft above is submitted
for approval.

24.7.50

25.7.50

Finance may see for acceptance.
Please put up the Rs. in which the
Special Officer for Stock taking was
appointed. Was not some staff sent
for him please?

25.7.50.

Submitted.

Remitted in Edm

p.34 F

p.123 CF

p.34 F

The post of Special officer for Stock taking
was sanctioned in G.O. 3061 Edm & 3.12.48 and
R.N. Chari was appointed in that post in G.O. 2
Edm & 23.8.49. The following addl. ^{technical} staff
was sanctioned for the purpose, in G.O. 3243
& 24.10.49 for work connected with stock taking

is earlier:-

- One Foreman on Rs 45-85
- Two Asst. foremen on Rs 35-65
- One Warehouseman on Rs 35-65 &
- Five coolies on Rs 13-8-0 plus D.A.

p. 3 of (F)

No ministerial staff has so far been sanctioned. The U.D. Clerk now applied for is for the work referred to at A on p.1 of ans may be sanctioned for six months as proposed Finance may see.

27.7.50

27.7.50

67/50

28.7.50

Fin

Finance (E.III)

1941 E/501

28.7.50



p. 3 of and 26

R 50/7MF 18

9 (F) 137/16

1644



3.6.50

2/8/50 En. (E)

The draft on p.1 ante, as now altered with ref. to the fin note above may

5.8.50

3.8.50