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Education (1950) Department.

Ms SERIES.

G.O. NO. 2472

Dated

2. 9. 1950.

~~Ref + 9 = 300 & 100 = 300 = A~~
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[Despatch Abstract.]

Govt. Press. Time keeping office - One
Temporary Addl. Junior time keeper - 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.
M	2355	En	4.9.57				

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

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

-x-

No. 112/SBC/Mis-50, dated 31st May 1950.

Sir,
Sub: Time Office Establishment - Proposals for
re-organisation - Government Press, Madras -
Approval of Government requested.

I submit, that the existing strength of the Time Office is one Senior Timekeeper on scale of pay of Rs 40-2-60-EB-1-70 and two Junior Timekeepers on Rs 35-2-55-EB-1-65 and this establishment sanctioned in 1922, remains unexpanded, although there has been a definite increase in the personnel of this Press. However, the time-keeping section was allowed, since a long time, to utilise the services of two Warehousemen (whose scale of pay is Rs 35-65 corresponding to that of Junior Time-keeper) without approaching Government for sanction of additional staff. Even with the strength of five (1 Senior Timekeeper plus 2 Junior Timekeepers plus 2 Warehousemen) the timekeeping establishment has not been functioning efficiently due to the pressure of work there.

With reference to Note 29 dated 19-4-1950 (vide copy enclosed) of the Special Officer for the Re-organization of the Government Press, Madras, the two Warehousemen doing duties as Timekeepers for the last many years were transferred to the appropriate place (Paper Store Department) in setting right the anomaly. The position of the time Office Establishment has become worse and the functioning of Establishment and Pay Bills Sections are dislocated in disposing of leave memos and checking of attendance registers in respect of 2,000 employees received from the Time Office with relevant entries therein for preparing the salaries Bill and the submission to the Accountant-General in time. Claim of periodical increments, preparation of annual leave statements due to Accountant-General, writing up of correct leave entries in the Service Books and Rolls in respect of all the employees of the Press, preparation of monthly salaries Bill and disposing of daily leave memos are depended entirely on the working of the Time Office Establishment.

For the perusal and consideration of Government, I furnish below some of the items of work attended to by the Time-keeping Section.

1. Writing of 17 Attendance registers for about 1,800 employees. (Prior to the introduction of salary system the attendance registers of the Composing Departments were maintained by the respective departments).
2. To check daily the 1,800 tokens dropped by the employees to ensure late comings and absence both in the mornings and evenings.
3. To look after the time recorder regarding the attendance, late coming etc. of Linotype Operators, Monotype Keyboard Operators and those working on shifts.
4. To prepare compilation statements of hand and machine compositors for use in the Computing section.
5. To prepare a statement of late attendance of all the employees for submission to the Superintendent

8. To furnish annual attendance of all employees to S.B.C.
for the preparation of increment certificate

Endt. N. No. 54/50 - S.O. 21-7-50.

Resubmitted.

Since the S.G.P. staffs, Kats two warehousemen
were "doomed" from 1952 from some the Section
that Section which has all along been managing
without the 2 warehousemen, ~~that~~ though they were
born in the establishment, ~~that~~ they may be able to
go on without them. The S.G.P. may be asked
to state whether the two warehousemen's posts may
now be abolished.

V.V. Raghavaram

1/7/50

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To

The Secretary to Govt.,
Education Department,
Fort St. George, Madras.

Memo. No. 15046 E/50-2 Edu dated 10.7.50

Encl (2)

27/10/50
M: Gov. Pres. - Trin.
offi staff - Reorganish. Ref.
let for the S.G.P. No. 112 / S.B.C.
M/50 of 31.5.50.

It is observed that
his post of warehouseman was
created in 1922 for some one
sachi ~~who was~~ to
do the duties of his keeper.
~~and that~~ As that sachi
has been managing within the
his warehouse for all these
years, the S.G.P. is requested to
state why these two posts of
warehousemen should not be
abolished.

27/10/50
S.G.P.
8.75

8.750.

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

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

-x-

No. 89729/SBC-Mis/50-51, dated 7-8-1950.

Sub: Government Press - Time Office staff -
Re-organisation -
Ref: Government Memorandum No. 15046 E/50-2 Edn.,
dated 10-7-1950.

I submit that though the two posts of Warehousemen were loaned from other sections of this Office to do the duties of Timekeepers, the affected sections were compensated by the employment of un-paid volunteers from time to time and they were provided for in the leave vacancies. It is submitted in this connection that whenever there is heavy pressure of work either in the Accounts or Despatch sections Government are approached for additional hands. In case Government negative the creation of additional posts, the Superintendent Government Press has to resort to the employment of un-paid volunteers to push the work through. I submit the information of Government that after the re-organisation of the Press by the Special Officer there is an allround increase of work both in the clerical and other technical sections and as almost all the proposals submitted to Government for additional hands are not considered for sanction, the employment of un-paid volunteers to get through the work in the interest of administration, has to be resorted to.

Under the above circumstances, I request Government not to abolish any of the posts existing in the Government Press, Madras and sanction the additional staff required in the Time Office.

A.M./8-8.

SUPERINTENDENT.

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From
The Secretary to Government,
Superintendent,
Government Press, Madras.
No. 1032/SBC-Ms/50-51, dated 7-7-1950.
Sub: Government Press - Time Office staff -
Re: Government Memorandum No. 15046 E/50-51, dated 10-7-1950.

I admit that though the two posts of Watchman were loaned from other sections of this Office to the duties of Timekeepers, the affected sections were compensated by the employment of unpaid volunteers from time to time and they were provided for in the leave vacancies. It is admitted in this connection that whenever there is heavy pressure of work either in the Accounts or Research section, Government are approached for additional hands. In some Government departments the creation of additional posts, the Superintendent of Government Press has to resort to the employment of unpaid volunteers to run the work through. I admit the information of Government that after the re-organisation of the Press by a Special Officer there is an almost increase of work both in the clerical and other technical sections and as a result of the proposals submitted to Government for additional hands are not considered for sanction, the employment of unpaid volunteers to run through the work in the interest of administration, has to be resorted to.

Under the above circumstances, I request Government not to abolish any of the posts existing in the Government Press, and sanction the additional staff required in the time office.

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ppl-2 LF

Edm.
Sub: Govt. Press - Time Keeping Office.
One temporary addl. Junior Time keeper -
Sanctioned.
Ref: From the S.G.P. No. 112 SBC Ms/50 831
Order / Ms. No. 2472. Edm. dated 2-9-50.

X on p 2 NF

Sanction is accorded to the employment in the Govt Press Madras of one additional Junior Time keeper on Rs 35-65 plus the usual allowances, temporarily, for a period of one year in the first instance.

2/9
30/8/50

The Gov. agree with the S.G.P. that the posts of two watchmen referred to in his No. 89729 / SBC / Ms / 50 / 51 of 7800 One A.C. Mr. P. M. was in the abolished.

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3185

1.9.50

Sub: Govt. Press. Time office establishment. Reorganisation. Addl. staff. employment.

Ref: From the S.G.P. No. 112 SBC Mis-50. dated 31.5.50 and No. 89729 SBC Mis/50.51 & 7.8.50.

The S.G.P. has submitted proposals for employment of addl. staff in the Time Office in the Govt. Press. Madras. The details of the existing and the proposed staff are given below:-

Existing Staff.

1. Senior Timekeeper
Rs 40-70.

2. Junior Timekeepers
Rs 35-65

2. Warehousemen loaned
from other depts since 1922
(now transferred to the
appropriate section).

Proposed Staff.

1 Senior Timekeeper
Rs 40-70.

5 Junior Timekeepers
Rs 35-65.

2. In view of the increase in work the time keeping section was allowed to utilise the services of ~~the~~ two warehousemen from other depts. These two warehousemen have since been transferred to the appropriate sections, which is stated to have worsened the position of the ~~Time Office~~ staff in the Time Office which has remained unexpanded since 1922 although there has been definite increase in the personnel of the Govt. Press Madras. The grant of casual leave to all the employees in the Govt. Press² is also stated to have increased the work in the Time Office.

3 In Memo. No. 15046 E/50-2 Edm & 10.7.50, the S.G.P. was asked to state why the two posts of Warehousemen who were loaned to the Time Office should not be abolished as the section to which they ~~originally~~ belong to has been continuing with

M on p.2 CF.

ppl-2 CF

Gov. 1238 Edm/18.4.50

(V)

p5 CF

