

Education (1950) Department.

Ms. SERIES.

closed

G.O. NO. 2625 Edn.

Dated 20-9-1950.

[Despatch Abstract.]

Sub:- Typewriter - Second typewriters for
Govt Arts College, Madras - Supply
sanctioned.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Further Papers.

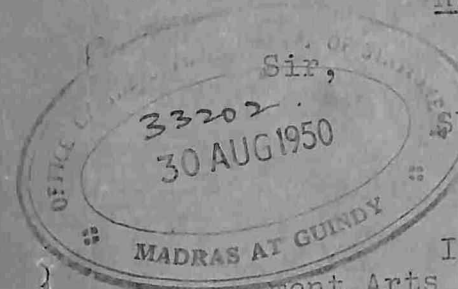
G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

EDUCATION DEPARTMENT.



From The Director of Public Instruction, Madras.

The Secretary to Government, Education Department, Madras.
Through The Superintendent of Stationery, Guindy.
R.O.C.No. 183 H/50 dated 28-8-1950



SUB: Typewriters--Second typewriter for Government Arts College, Madras--Sanction requested.

I have the honour to state that the Principal, Government Arts College, has requested the supply of a second typewriter for the College. He has stated that the volume of typing work has considerably increased as there are about 1200 students on rolls and about 90 members on the staff. In addition to the regular office correspondence work, several notices, circulars, orders, reports, returns, question papers etc., have also to be typed often. A single typist working on a single machine finds it very difficult to cope up with this volume and variety of work. So, the principal suggests that other clerks in the office who are also qualified to type can be asked to do all urgent typing work, if another typewriter is supplied to the College. The supply of a second typewriter would certainly relieve the congestion and prevent avoidable delay in getting through the work.

2. In the circumstances I recommend that a second typewriter is essential in the interest of the College and request that a double foolscap size (Brief Size) Remington typewriter may kindly be sanctioned as a second typewriter for the College though only one post of typist has been sanctioned.

Yours faithfully,

For Director of Public Instruction



Recommend supply for
31.8.50

8/9/50 8/9/50 8/9/50

for acceptance. May 8/9/50

14
The draft order overlay may be accepted
11.2.50 11/8/50

13/9/50
Edm.

Education(E)

Fin. V.O. 78437 Exp B
13.9.50

The draft order overlay
may now issue.



JB
16/9/50
JA
18/9/50

me
9/9/50

(5)