11

Sectt. II-27—104,000—4-11-40.

Education (1950) Department.

MS SERIES. (1) desp per Supdt.

G.O. NO. 2939

Dated 1-11-50.

~~[illegible]~~

15

[Despatch Abstract.]

Govt. Press. Temporary Additional Staff for work connected with the despatch of the G.M.F. Journals. 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	2953	Edn.	12.11.51				

E

OFFICE OF THE SUPERINTENDENT, GOVERNMENT PRESS, MADRAS.

No. IPDM-99. (2) Dated 20th April 1950.

ASSISTANT SECRETARY
26 APL 1950
EDUCATION DEPARTMENT

From

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

To

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

Sir,

8597

Sub: Government Press - Temporary additional staff for the distribution of Grow More Food Journal - sanction requested.

I submit that prior to ~~Superintendent~~ September, 1949, the Grow More Food Journals were printed only in two languages viz., Tamil and Telugu and the number of copies printed and the number of units despatched were as follows:-

August 1949.

Language.	No. of Copies printed.	No. of Units despatched.
Tamil	6,000	5,711
Telugu	18,000	12,303
		18,014

The staff sanctioned for the distribution of these journals was only 4 Despatchers on Rs 35-65. Consequent on the printing of Grow More Food Journals in Malayalam and Kannada languages in G.O.No. 2227 (MS) Development, dated 25-4-1949 the printing and distribution work increased as follows:-

A

Language.	No. of Copies printed.	No. of Units Despatched.
September'49.		
Tamil	6,500	25,144
Telugu	18,500	
Malayalam	1,200	
Kannada	1,400	
October'49.		
Tamil	7,870	28,289
Telugu	19,180	
Malayalam	1,200	
Kannada	1,400	

As the work of distribution has increased, Government were addressed in this Office letter IPDM/99, dated 11-11-49 to sanction an additional staff of one Despatching Clerk on Rs 45-90 but Government were pleased to sanction only one additional despatcher on Rs 35-65 for a period of 6 months in G.O.Ms.No. 3730 Edn., dated 3-12-1949.

The distribution of these journals is progressively increasing month after month as will be seen from

the

A on plank

September — 25144
October — 28289

the statement put up below:-

Month.	Tamil.	Telugu	Kannada	Malayalam	Total No. of Units despatched.
Novr. '49	8,900	24,100	1,780	1,200	34,840
Decr. 49	11,000	34,300	2,300	1,200	42,802
Jan. '50	11,020	42,400	2,640	1,665	56,933
Feb. '50	12,540	51,550	3,300	2,915	68,777
Mar. '50	14,600	65,450	3,350	2,380	84,658

Y

It will be seen that the number of units despatched has increased from 18,014 in August 1949 to 28,289 in October 1949 and to 84,658 in March 1950. Thus the work has increased to about 300%. It is not possible to cope up with the work with the existing staff of only 5 despatchers on Rs.35-65.

X

As indicated by the Director of Agriculture, Madras in his letter No.J.L.1.85/49 dated 23-2-1950 to the Secretary to Government Food and Agriculture Department, Fort St. George, Madras (copy enclosed) there is every likelihood of these journals being printed and distributed as follows by March 1951.

p 3 below

Tamil	50,000
Telugu	2,00,000
Malayalam	12,000
Kannada	12,000
	2,74,000

The proposal has been approved vide [illegible] 39 Dev. d 17-4-50

It is therefore submitted that Government will be pleased to sanction the following additional staff with immediate effect to cope up with the 300% increase in the work of distribution of these journals at present.

1 Despatch Clerk on Rs.45--90.
3 Despatchers on Rs.35--65.
3 Packing attendants Rs.24--35.

N

The services of these packing attendants will be utilised to cut the address slips individually, to paste them on all the 84,658 wrappers and to affix postage stamps on them.

A

In this connection, I beg to submit that the following journals and gazette are being despatched from the Press.

Women's Welfare Journals, English, Tamil and Telugu	3,200 copies per month.
Madras Information six languages	13,200 " "
Grow More Food Journals Four languages	84,658 units "
Fort St. George Gazettes	5,314 units of supply per week.

1,06,042

84

The wrappers for the respective monthly issues and for Fort St. George Gazette are being received in the Binding department from the Information and Publicity Despatch section with address slips and postage stamps duly pasted and affixed on the wrappers. The services of Binders are utilized for wrapping these journals and Gazettes before they are finally sent to Post Office for despatch. As the services of skilled workmen viz., Binders are utilized on non-productive work, I request that Government may be pleased to sanction 10 posts of packing attendants (un-skilled workman) on Rs 24-35 to do this wrapping work in the Binding department. Employment of Binders on unskilled work like wrapping of journals is partly responsible for accumulation and arrears of work in the Binding department.

M

Early Orders are requested.

R Siddique

Superintendent.

Enc. [illegible] 50

G.O. 739
17-4-50
(3)

ENCLOSURE.

Copy of letter No. J.L.1.85/49, dated 23-2-50 from the Director of Agriculture, Madras, to the Secretary to Government, Food and Agriculture Department, Fort St. George, Madras, and copy to the Supt., Govt. Press, Madras.

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Sub: AGRICULTURE - Grow More Food - Journals in Tamil, Telugu, Kannada and Malayalam - copies to be printed - maximum number - request - approval of.

Ref: Government Memo.No. 4423-K/50-2, dated 6-2-1950, Food and Agriculture Department.

The present position of subscribers etc., for the Grow More Food Journals in all the four regional languages is as follows:-

Language.	Subscribers.	Free issues.			Total.
		Reference copies to Officers.	Complementaries.	Director of Agriculture's Office.	
1.	2.	3.	4.	5.	6.
Malayalam	2805	23	12	25	2915
Kannada	3235	25	15	25	3300
Tamil	13500	288	31	25	13844
Telugu	62040	352	23	25	62440
			Grand total.		82499 or 82500

2. At the existing rate of increase in demand for these journals, it is expected that by March 1951, the requirements may be as follows:-

(a) Malayalam
(b) Kannada .. 12,000 each.

(c) Tamil .. 50,000
(d) Telugu .. 2,00,000

I, therefore, request that permission may be accorded to print the maximum number of copies as noted above.

3. In anticipation of sanction, the Superintendent, Government Press, Madras, is being requested to print 70,255 copies for February 1950 as detailed below:-

Malayalam	..	2,915
Kannada	..	3,300
Tamil	..	12,540
Telugu	..	51,500
Total	..	70,255

-0-

E 22-4-50

As proposed by SGP.

67.5
240
7.0 } LDC
163.8 3 pack. Atten.
237.0 3 sepaters
546.0 10 pack. Attendts.
1045.3
12
12543.6 or

Rs 12,500/= roughly per ann | A

30.6
19.0
5.0
54.6 x 3
163.8

5.0
2.2
7.9 x 3
23.7

30.6
19.0
5.0
54.6 x 10
546.0

proceeding
S ~~Finance~~ (5

[illegible]

158.8 2 sepat.
44.4 } 2 pack.
38.0 } Atten.
10.0
231.0 5 pack. Att.
481.4 x 12
5776.8 or
5,800/ per ann. recurring | X

22.2
19.0
5.0
46.2
231.0

(A) 5 Edn/E.

Sub. Govt. Press – Temporary addl. staff for the distribution of G.M.F. Journals.

pp1-2 CF Ref: From the S.G.P. No 1PDM-99 d 20.4.50.

3/4 5/5

Memo. No. 8597 E/50-1 Edn d 5.5.50.

M on p2 CF

N on p2 NF

The S.G.P. is requested to state whether the ten posts of Packing Attendants on Rs 24-35 ~~mentioned~~ applied for in the last para. of the letter cited includes the three posts reqd. for the work of the distribution of the G.M.F Journals ~~or whether a total of 13 posts are required to be sanctioned for the wrapping work, three for G.M.F Journals and 10 for other publications.~~

6/5 1/5/50 5.5.50

To The S.G.P. 5/8 1/5

Is this [illegible] [illegible] necessary?
3/5/50

E(S)

OFFICE OF THE SUPERINTENDENT, GOVERNMENT PRESS, MADRAS.

ASSISTANT SECRETARY
11356
18 MAY 1950
EDUCATION DEPARTMENT

No.I.P.D.M./58123/99. Dated 10th May, 1950.

From

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

To

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

Sir,

Sub:- Government Press - Temporary additional staff for the distribution of Grow More Food Journals.

p.5 ante Ref:- Memo.No.8597 E/50-1, Edn., dated 5-5-1950.

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I submit that the ten posts of packing attendants on Rs.24--35 applied for in the last pana of my letter No.IPDM-99 dated 20-4-50 are in addition to the three posts required for the work of the distribution of the Grow More Food Journals.

R Siddique
12.5.50

ALS/11/5. E/11.5.50

SUPERINTENDENT.

(6) 9

Edn/E.

Sub: Govt. Press - Temporary additional staff for work connected with the distribution of G.M.F. Journals.

pp1-3 NF

Ref: From the S.G.P. No. IPDM/99 d 20.4.50

19
2916

Memo. No. 8597 E/50-3 Edn d 29.6.50.

The S.G.P. is requested to explain the difference in nature of the duties of the 2 classes of posts Despatchers on Rs 35-65 and Despatch clerks on Rs 45-90 and justify in greater detail the necessity for a post of Despatch clerk on Rs 45-90.

M on p 3 NF

It is not clear how the packing work is beyond the capacity of the Binding ~~section~~ now even after allowing for the ~~increase~~ or 15% of work, when the work has to further done in the Binding section

2. It is considered that if the packing work which is now done by the skilled workmen as Binders is to be entrusted to the Packing attendants applied for, ~~the strength~~ some reduction in the strength of the binding dept should be possible even allowing for the increase in the work caused by the packing of the G.M.F. Journals. The S.G.P. is requested to ~~send a detailed~~ offer remarks ~~report~~ on this points.

3. He is also requested to explain the need for allowing the scale of Rs 24-35 to the Packing attendants and state whether a scale of pay of Rs 18-25 applicable to the Peons will not be sufficient for them with reference to their work.

C on p 5 NF

Reminder 31/7/50

4. ~~A report on the~~ The reply to the above points should be submitted through the Special Officer who is requested to offer his remarks on the Supdt's proposals for addl. staff in ~~the~~ letter cited above.

28.6.50.

To
The ~~Spe~~ Supdt.
Govt. Press.
The Special Officer

~~He is requested to offer his remarks on the S.G.P's letter cited generally and also with special reference to~~

Despr Rw
30/6

24/6/50

50
2765

7

OFFICE OF THE SUPERINTENDENT, GOVERNMENT PRESS, MADRAS.

No.83495/I.P.D.M. Dated 26th August 1950.

ASSISTANT SECRETARY
25970
30 AUG 1950
EDUCATION DEPARTMENT

From

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

To

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

Sir,

Sub: Government Press - Temporary Additional staff for work connected with the distribution of Grow More Food Journals -

p9 ante Ref: Edn.Dept. Memo.No.85975 E/50-3 Edn., dated 29-6-50.

* * *

1 I submit that the duties of a despatching clerk are quite different with that of a despatcher. A despatching clerk has to possess general educational qualification coupled with a knowledge of the technical working of the Press. He should intelligently consolidate the various distribution lists under several districts according to the Regional Languages, and should be efficient to carry out correspondence work without delay and with brevity and to the point. Service postage account should also be maintained by him.

2 The duties of a despatcher in the Grow More Food Section are to maintain the address slips, carry out the corrections, additions and deletions in the address slips. He has to cut the address slips individually and hand them over for pasting on wrappers. He should see to the correct affixing of postage stamps on the address pasted wrappers. So far only five despatchers on Rs.35--65 have been sanctioned to carry on the work in the Grow More Food Journal Section and the necessity of a despatching clerk to carry on with the work enumerated above is very keenly felt. X

3 When the Grow More Food Journals were first printed in the Press in July 1943, all the copies were supplied in bulk to the Director of Agriculture. Individual wrapping of these copies is being done in the Press since August 1945. The wrapping of these journals is being done by binders at the sacrifice of other binding work. The present accumulation of work in the Binding Department is partly due to the diversion of these skilled workmen viz., binders to non-productive work such as wrapping. If the unskilled work like the wrapping of these journals is entrusted to packing attendants, then the skilled workmen viz., binders who were hitherto employed to do wrapping work will be utilised to do productive work and thus reduce the accumulation of work. So no reduction in the strength of the Binding Department should therefore be possible if the packing work which is done by the skilled workmen as Binder is to be entrusted to the packing attendants.

4 At present there are over a lakh of copies to be despatched individually every month and so a lakh of wrappers have to be made ready with address slips and postage stamps affixed thereon. So day in and day out these packing attendants have to paste these address slips and affix postage stamps on these wrappers. More or less their work corresponds with that of Junior binders on Rs.30--1--50. It has therefore been suggested a scale of Rs.24--35 to the packing attendants, a scale which corresponds to the scale of counters (temporary) sanctioned in G.O.Ms.No.3713 Edn., dated 2-12-1949 for rationing work. M

Early sanction of the posts is requested.

R Siddique
29.8.50
SUPERINTENDENT.

als/28/8.

67.5
24.0
7.0 } 1 LDC

158.0 2 Despatchers
382.2 7 Packers.
Jhindah.

6387
12

7664.4 or

7,700 p.a.

verify.

62.5

30.6
19.0
5.0

54.6 (×7)

382.2

Education (E)

Sub: Govt. Press. Temporary additional staff for work connected with the despatch of the G.M.F. Journals - Sanctioned.

p 1 CF Ref: From the S.G.P. No. 1PDM/99 d 20.4.50.
p 11 CF. From the S.G.P. No. 83495/1PDM d 26.8.50.

43
4U

Order 'Ms. No 2939 Edn. dated 1.11.50.

Sanction is accorded for the employment in the Govt. Press, Madras of the following temporary additional staff, for a period of six months in the first instance for work connected with the distribution of the G.M.F. Journals:-

N on p 12 N.F.

One Despatch clerk on Rs 45-90 plus DA & HRA.
Two Despatchers on Rs 35-65 each " "
Two Packing Attendants on Rs 24-35 each " "

2. The S.G.P. is informed that the post of Despatch clerk sanctioned in para 1 above, should be retrenched when there is appreciable reduction in the work.

A on p. 11 N.F.

3. The Govt. also sanction the employment for the same period, of five Packing Attendants (unskilled) on Rs 24-35 each with D.A and H.R.A., in the Binding Dept. for work connected with the packing of Journals and Gazettes despatched from the Press.

M on p. 12 N.F.

14.10.50.

18.10.50.

To
The S.G.P.
The A.G. Madras
2 S/c.

JB
16.10.50

1

Edn/E.

C. No. 8597 E/50.

Sub: Govt. Press. Temporary addl staff for work connected with the distribution of G.M.F. Journals. Sanctioned.

Ref: From the S.G.P. No. 1 PDM/99 d 20.4.50
Fr the S.G.P. . . . 5-8123/99 d 10.5.50.

Order/Ms. No. Edn d

Sanction is accorded to the employment in the Govt. Press of the following temporary addl. staff for a period of six months in the first instance, for work connected with the distribution of the G.M.F. Journals:-

N on p2 cf

(1) One Despatch clerk on Rs 45-90 with D.A. & H.R.A.
(2) Three Despatchers on Rs 35-65 each "
(3) Three Packing Attendants on Rs 24-35 each "

The Govt. also sanction the employment for the same period of ~~ten~~ 2 Packing attendants (unskilled) on Rs 24-35 each with D.A & H.R.A. in the binding dept. ~~for a period of six months~~ for work connected with the packing of the journals and Gazettes despatched from the Press.

M on p2 cf

25.5.50

To
The S.G.P.
The A.G. Ori Fin
2 Sc.

28/5/50

JA 24.5.50

Note: The number of units to which the G.M.F. Journals are despatched has increased from 18.014 in August 49 to 28,289 in October 1949 and to 84.658 in March 1950. In G.O. 739 ~~Dev~~ F&A d 17.4.50 the Govt. have fixed the maximum number of copies of the Journals to be printed in future at 2,62.000. In the circumstances the addl. staff applied for by the S.G.P. at N on p.2

X on p2 cf

Ⓥ

E(III)

C.F. seems justified and may be sanctioned for a ~~period~~ period of six months in the first instance. | A

2 The ~~ten paid post~~ services of Binders are now utilised for wrapping the journals and Gazettes and the employment of ten packing attendants in the binding dept. is intended to relieve the Binders of this unproductive work so that their services may be fully utilised for productive work. The ~~ten~~ posts of Packing attendants on Rs 24-35 each may also be sanctioned. | B

M on p 2 CF

The draft on p. 1 ante is for approval. Food & Agri. and Finance may see for acceptance

23/5/50.

JD 24.5.50

25.5.50

26/5/50

Food & Agr. | Fin.

Edn. No 8597/50 26.5.50

F.A / K

The draft order overleaf may be accepted and the file passed on to Fin.

29/5. 29.5.50

ADDITIONAL ASSISTANT SECRETARY
34966
27 MAY 1950
FOOD AND AGRICULTURE DEPT.

Recd with K on 29.5.50.

31/5/50 Fin. FIN

F.A. No 36966 K/ 31.5.50

FIN (E III)

ADDITIONAL DEPUTY SECRETARY
31 MAY 1950
FINANCE DEPARTMENT
40053 F

N on p 2 cf

The reference from the S.G.P. on pp 1.2 cf and the notes on pp 1.2 above may be perused. The S.G.P. has proposed the employment of the following addl. staff in the Govt. Press in connection with the distribution of Grow More Food journals — in the several

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languages.

N on p 2 cf

1 Despatch Clerk on Rs 45--90

3 Despatchers on Rs 35--65

3 Packing Attendants on Rs 24--35, and

M on p 2 cf

10 Packing Attendants on Rs 24--35 to do wrapping work. (unskilled)

A and B on pp 1. 2 above

Education have agreed to the proposals. The addl expenditure to Govt. in the above proposals will work out to Rs 12,500 roundly per annum recurring. While agreeing to the proposal, Education have stated that the staff may be sanctioned for a period of 6 months in the first instance.

A on p 4 cf

A on p 2 above

X on p 2 cf

The S.G.P. has stated that the existing staff, viz. 5 Despatchers, cannot cope up with the present work, which has increased by 300% in March 1950 more than what it was in Octob 1949. From the statistics furnished at 'Y' on p.2 CF. it is seen that there is a gradual increase in the number of copies printed in the different languages and the number of units despatched from November 1949 to March 1950. It may be conceded that some relief is necessary. But the demand of the S.G.P. in the present case appears excessive. With reference to the present difficult ways and means position of Govt. and the need for the strictest economy in all possible directions it seems desirable to minimise the extra staff to be sanctioned ~~and in view of the high cost involved,~~

Y on p 2 cf

O N and M on p 2 cf

2. The proposals are examined below.

N on p 2 cf

M X on p 2 cf

Despatch Clerk. It is not known what exactly are the duties of the Despatchers and how the necessity for a despatch cler on a higher scale of pay has arisen now. There are already 5 Despatchers attending to distribution of G.M.F. journals. The need for a Despatch clerk needs more detailed justification. ~~in case xx it is considered now essential.~~ ~~There is also no information as to whether there are any other supervisory heads over the work of Despatch Sections. Full details regarding the existing arrangements in the Despatch Secton may be furnished if it is proposed to pres for a L.D. Clerk. Finance are not now convinced of the need for the post and Finance may advise against this part of the proposal.~~

Despatchers' posts carry a scale of pay of Rs 35-65, while a pay scale of Rs 45-90 is proposed for the despatching clerk. The SGP may be asked to explain the difference in nature of the duties of the 2 classes of posts & justify the necessity for a post ~~of~~ on Rs 45-90

3 Despatchers. These are required over and abov

the ~~xxxx~~ existing strength of five Despatchers.

Finance may suggest that 2 Despatchers may be sanctioned for a period of 6 months instead of 3 proposed.

3 Packing Attendants. There are apparently no Packing Attendants at present. Finance may suggest that two Packing Attendants may be sanctioned.

The SGP may try this to start with and ask for another despatcher if it is not found possible to manage with 2 addl despatchers and 2 addl packing attendants.
Fro
9/6/50

X on p2 cf

The scale of pay proposed viz., Rs 24--35 for the packing attendants appears high compared with their duties. The Attenders in the offices are paid the scale of Rs 24--35. This scale cannot, it seems, be allowed to the Packing Attendants now proposed. The work of Packing Attendants ~~will not be so~~ is different from that ~~of the responsible a~~ ~~difficult~~, as ~~that~~ of Attenders. In the circumstances, it seems sufficient if they are allowed the peon's scale of Rs 18--25.

N on p2 cf

These men are required to cut the address slips & paste them on wrappers & affix stamps thereon. The scale of pay of peons would seem suffl for this work.

X

10 Packing Attendants. for wrapping work. Finance may agree to 5 Packing Attendants for a period of 6 months. The scale of pay may be only Rs 18--25 as stated above. This work was hitherto being attended to by the Binders. The S.G.P. wants to employ the Binders on more useful work and he considers that they should not be asked to do the non-productive work leaving their work in arrears.

N on p 2 cf

X above
Place below
Fro
9.6.50

N on p. 2 cf

3. If the suggestions of this department are accepted, the addl. expenditure to Govt. will be reduced to Rs 5,800 p.a. and it is sufficient if the case is circulated to H.M(Edn.), H.M(Fin) and H.C.M. as the ~~xx~~ cost exceeds Rs 5,000, non-recurring.

X on p 4 cf

9.6.50
12/6/50

DS
Edn

10 Packing attendants. The S.G.P. has stated that the work is now done in the Binding Section, ~~and~~ that skilled workmen as Binders are not necessary for the work & that this work is partly responsible for accumulation of arrears of work in the Binding Section. It is not known how long the work has been done by the Binding Section. If it was possible to do this work for a long time in the Binding Section it is difficult to admit that the work

E

A

C

~~is~~ is beyond the capacity of the Binding Section even allowing for the increase in work caused by the packing of G.M.F. Journals. If 10 addl packing attendants are to be allowed, it should be possible to make some reduction in the strength of the Binding Section. A report may be called for from the S.G.P. on this point. The Edn. Deptt. may also consider whether the Spl. G.M.'s remarks may be called for on the proposals in this case generally and also with special reference to the ~~special~~ point at 'A' above & ~~[illegible]~~ on the need for allowing a scale of pay of Rs 24-35 to packing attendants.

Fro
9.6.50
Edn.

Fin. Wo
40053 [illegible]
9-6-50.

Education Deptt.(E)

ASSISTANT SECRETARY
12 JUN 1950
15316
EDUCATION DEPARTMENT

Please see Finance note on pp 2-5 ante.

p.p1-2 cf

From the statistics given on pp 1-2 cf, it is seen that the work of distribution of the G.M.F. Journals has considerably increased. The ~~no.~~ number of units to which the Journals are despatched has increased from 25,144 in Septr. 49 to 84,658 in March 1950. Thus the work has increased by about 300%

Statements on pp 1 and 2 cf

2. The existing staff consists of only 5 despatcher on Rs.35-65. To cope with the 300% increase in the work the S.G.P. has asked only for the following additional staff:

N on p 2 cf

1 Despatch clerk on Rs.45-90
3 Despatchers on Rs.35-65
3 Packing attendants on 24-35.

The service of the packing attendants, it is stated, will be utilised to cut the address slips individually and paste

6

them on the 84,658 wrappers and to fix postage stamps on them. Finance have offered the following remarks:-

1 Despatch clerk on Rs.45-90.

Finance ask for the necessity for a Despatch clerk on Rs.45-90. It is submitted that it will take some time before we receive a reply from the S.G.P. We may perhaps press for a Despatcher on Rs.35-65 instead of a Despatch clerk on Rs.45-90. para 2 p.3 NF

2 Three Despatchers on Rs.35--65.

Finance agree to the sanction of two despatchers on Rs 35-65 for a period of 6 months instead of the three applied for. This may perhaps be accepted. p. 4 NF

3 Three Packing Attendants on Rs.24-35.

Finance are not satisfied with the necessity for a scale of pay of Rs.24-35 for the Packing Attendants. They are inclined to sanction 2 additional Packing Attendants on ~~the~~ Peons' scale of pay of Rs.18-25. But it is submitted that these attendants are required to do some literate work. They are expected to know some English as they have to cut the address slips properly and affix the necessary stamps which involve some responsibility. We may perhaps press for the scale of Rs.24-35 in their case, while agreeing with Finance view to sanction 2 posts only instead of the 3 applied for.

p. 4 NF

A on p2 CF

A

p. 4 NF

4 Ten Packing attendants on Rs 24-35

Finance state that if 10 additional Packing attendants are to be allowed it should be possible to make some reduction of staff in the binding section and that a report may be called for from the S.G.P. on this point and also on the need for allowing a scale of Rs.24-35 to the Packing attendants. p5 NF

The S.G.P. states that the services of the

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(12)

7

binders are utilised for wrapping the journals before they are finally sent to the post office for despatch. As these Binders (skilled workmen) have been utilised for wrapping work, it is partly responsible for accumulation of work in the Binding department. Since Binding work is also in arrears on accout of utilising the services of certain Binders for the wrapping work of the publications, We may perhaps sanction atleast 5 Packing attendants on Rs.24-35 for wrapping work without delay so that the Binders may be utilised for their legitimate work. ~~Finance may see again.~~

M on p2 cf

If it is considered that the remarks of the S.G.P. and the Spl.Officer should be called for before sanctioning any additional staff immediately the draft memo below is submitted for approval.

JP 27/6/50.

The memo below may first issue & the Supt's & SO's remarks obtained. 28.6.50

/6/50

p. 9 cF (Issued as Memo. No. 8597E/50-3 Edn d 28.6.50)

p11 cf (From the S.G.P. No. 83495/1PDM d 26.8.50)

Edn/E

With reference to Finance note on pp 2-5 ante please see the letter from the S.G.P. on page 11 cf. The points raised by Finance in their note are examined below:

p11 cf

~~1. Despatcher clerk on Rs.45-90~~
~~3 Despatchers on Rs.35-65~~
~~3 Packing Attendants on Rs.24-35, and~~
~~10 Packing Attendants on Rs.24-35 to do wrapping (unskilled) work.~~

One Despatching clerk on Rs 35-65

The S.G.P. in paras 1 & 2 of his letter on page 11 cf. has explained the differences in the duties of a Despatch clerk and a Despatcher. It is stated that there are only 5 Despatchers on Rs.35-65 and the need for a Despatching clerk in Rs.45-90 is keenly felt for the G.M.F. Journals section. As

M on p3 ante

para 2 p11 cf

E III

As there ~~are~~ is no despatching clerk in this section this Deptt. may press for a Despatching clerk on Rs.45-90.

11.9.50. K

2. Three Despatchers on Rs.35-65.

Finance agree to the sanction of only 2 Despatchers on Rs.35-65 instead of 3 applied for. This may perhaps be accepted.

Z p4 ante

3. Three ~~Parking~~ Packing attendants. on Rs.24-35.

The S.G.P. states that there are over a lakh of copies to be despatched individually every month and so a lakh of wrappers have to be made ready with address slips and postage stamps fixed thereon.

para 4 p11 CF

These packing attendants are required to do some literate work and are expected to know some English as they have to cut the address slips properly and affix necessary stamps which involves some responsibility. We may press for the scale of Rs.24-35 in their case while agreeing with Finance view to sanction only 2 post instead of 3 applied for.

A on p2 CF

X

N The peons' scale of pay will not suffice - The attender's scale of Rs 24-35 is necessary for these posts
11.9.50.

4. Ten packing attendants on Rs.24-35.

These ~~paking~~ Packing attendants are proposed to be sanctioned in the Despatch section consequent on the utilisation of the services of the Binders for productive work instead of wrapping work as hitherto done by them.

Finance state that if 10 additional packing attendants are to be allowed it should be possible to make some reduction in the Binding section.

A on p5 ante

The S.G.P. states that the accumulation in the binding section is due to the utilisation of the services of the Binders for the non-productive wrapping work and since the Binding work is also in arrears, the binders will now be utilised for productive work ~~and thus~~ for reducing the accumulation in the binding deptt, and no retrenchment is therefore possible. The S.G.P.'s ~~says~~ views may be accepted. We may perhaps sanction 5 packing attendants on Rs.24-35 in place of the 10 applied for.

M on p2 CF + para 3 p.11 CF

M

The file may be sent to Finance U.O. for remarks with reference to their note on pp 2-5 ante.

11.9.50 A. 12.9. Fin.

9/9/50 9 95

12 SEP 1950
29/29

Edn. U.O. 8597 E/50-4

-9-

(13)

Finance(E.III)Department.

(Previous Finance note on p.2-5 above).

The reference from the S.G.P. on p.11 C.F. in reply to Memo. on p.9 C.F. and the further notes from the bottom of page 7 above may be perused.

With reference to the remarks of this Department at 'M' on p.3 above, the S.G.P. has specified the duties of the Despatching Clerk and those of the Despatchers and has urged the necessity for a Despatching Clerk on Rs.45-90.

paras 1 & 2 on p11 cf

X on p11 cf

A on p8 above

Education have agreed to this proposal. Finance may also, in view of the reasons now stated, agree to this part of the proposal subject to the remark that, when there is an appreciable reduction in the number of units, to which the G.M.P. journals are to be despatched, the post of Despatching clerk ~~will~~ should be retrenched. The period of sanction may be for 6 months from the date of appointment or till the necessity ceases whichever is earlier.

A 11.9.50

Education have agreed to the suggestions of this department at 'Y' on p.4 above. No further remarks are called for. The period of sanction in this case may also be for 6 months in the first instance as in the case of despatching clerk referred to above.

A above

'A' on p.5 above.

The S.G.P. has now stated, that no reduction in the strength of Binding department will be possible, if the packing work at present done by the skilled workmen is entrusted to the packing attendants for the reason that the binders will be utilised to do productive work and reduce the accumulation of work in the binding department.

para 3 on p11 cf

Education have accepted the views of S.G.P. Finance also need not object to Education accepting the views of S.G.P. in the matter of reduction of strength in the Binding department.

M on p8 above

O para 3 on p11 cf

E

'C' on p.5 above.

C on p5 above.

This department suggested that it would seem sufficient if the packing Attendants now proposed to be employed were allowed the peons' scale of pay viz. Rs.18-½A-25 instead of Rs.24-35 proposed by S.G.P. and recommended by Education. The S.G.P. has now stated that the work of packing attendants now proposed more or less correspond~~s~~ with that of Junior Binders on Rs.30-1-50, and he has recommended the scale of Rs.24-35 to the packing attendants on the analogy of the pay of Counters(temporary) sanctioned in G.O.3713 Education dated 2-12-49 for rationing work.

N on p2 cf
B on p 21 above.

para 4 on p11 cf

p 2 of (M)

Education observe that the peon's scale of pay will not suffice, and they consider that the attender's scale of Rs.24-35 is necessary for the packing attendants in view of the position at X on p.8 above. This Department may agree to allow the scale of Rs.24-35 proposed.

X on p 8 above.

21.9.50

Education now propose to ~~agree to~~ sanction the employment of 5 packing attendants on Rs.24-35 instead of 10 originally agreed to by ~~him~~ them. Finance may agree to the proposal. The extra ~~cost of~~ expenditure to Government will then come to Rs.7700 roundly per annum.

N
B on p 2 above.

21/9/50

A
Spl. working on p12 cf.

Education may consider whether the proposal may not be considered in connection with the Part II Schemes. If the above suggestion ~~does not appear~~ is not ~~to be~~ feasible ~~one~~, this Department need not object to the proposal being introduced in the current year itself, in which case it is necessary to circulate the case to H.M.(Edn.) H.M.(Finance) and H.C.M. before issue of Orders as the ~~extra~~ cost exceeds Rs.5000/- recurring p.a.

M

21.9.50

10 m
19,950

21.9.50

Edn

7912 9/50
21.9.50

ASSISTANT SECRETARY
25 SEP 1950
2927
EDUCATION DEPARTMENT

Edn. Deptt.(E)

The file relates to the increase of temporary additional staff in the Govt.Press for attending to the increase in the work relating to the distribution of ~~Gro~~ Grow More Food Journals. The S.G.P. has brought to the notice of Govt. that the number of units to which the Grow More Food Journals are despatched has increased by about 300% in Marbh 1950 as compared with the figures for October 1949 and has asked for the following additional staff:—

X on p2 cf.

- ✓ 1 Despatch clerk on Rs. 45-90
- ✓ 3 Despatchers on Rs. 35-65
- ✓ 3 Packing attendants ~~on Rs.~~ on Rs. 24-35 each
- 10 Packing attendants on Rs.24-35 each to do wrapping work.

N on p 2 cf

M on p2. cf

1. Despatch clerk on Rs.45-90

It is stated that there are only 5 despatchers now in the Grow More Food Section and hence the need for a despatch clerk is keenly felt. Finance also agree to the sanction of one Despatch clerk subject to the condition that when there is appreciable reduction in the work, the post should be retrenched.

X on p11 cf

A on p9 ante

A

This department may agree.

3 Despatchers on Rs.35-65 each and 3 Packing attendants on Rs.24-35 each.

Finance agree to sanction only 2 additional Despathhers and 2 additional Packing attendants in the place of three posts applied in each category. This may be agreed to.

Y on p.4 ante

10 Packing Attendants on Rs.24-35 each.

It is stated that the services of the Binders are now utilised for doing wrapping work and the employment of the additional Packing Attendants is intended to relieve the Binders of this unproductive work so that their services may be utilised for productive Binding work. The S.G.P. who was consulted whether any reduction in the strength of the binding deptt. would be possible consequent on the sanction of additional packing attendants exclusively for

M on p2 cf

para. 2 p9 cf.

12

~~E~~. No. 8597/50-E

packing work, has stated that the binding work is also in arrears and ~~as~~ these binders who will be relieved of the Packing work will be utilised for clearing the accumulation of binding work that no reduction in the Binding deptt. is possible. It is proposed to sanction only 5 packing attendants in the place of 10 applied by the S.G.P. Finance agree. The 5 additional posts of Packing attendants may be sanctioned.

para 3 p.11 cf.

M

3 The following statement shows in one view the additional staff asked for by the S.G.P. and that proposed to be sanctioned in consultation with Finance:

N

Staff asked for by the S.G.P. (1)	Staff proposed to be sanctioned. (2)
1 Despatch clerk on Rs.45-90	One despatch clerk on Rs.45-90
3 Despatchers on Rs. ~~45-90~~ 35-65 each	Two despatchers on Rs.35-65 each
3 Packing attendants on Rs. ~~35-65~~ 24-35 each	Two Packing attendants on Rs. ~~35-65~~ 24-35 each
10 Packing attendants on Rs. ~~35-65~~ 24-35 each for doing wrapping work.	Five Packing attendants on Rs. ~~35-65~~ 24-35 each for doing wrapping work.

N & M on p.2 cf.

4 Finance suggest that the proposal may be considered as Part II Scheme for 1951-52. As the S.G.P. requests early orders, it is for consideration whether the proposal may be introduced in the current year itself. If this is agreed to, the file may be circulated to H.M.(E.& L.) H.M.(Finance), and H.C.M. for orders as the extra cost exceeds Rs.5000 per annum.

M on p10 ante
The proposals as now modified may be approved
4.10.50

HM on p.10 ante
7/10

3.10

4.10.50

HM (E&L)

HM (Fin)

HCM

Hm E&L
Hm Fin
HCM.

7/10

N.Y.A
11.X

12/10

3/10/50

SECRETARY
13 OCT 1950
EDUCATION DEPARTMENT

E

(15)

E III

Edn/E

Please see the notes and orders in circulation on pp 11-12 ante.

2/ A draft order is submd. for approval. Fin may see before issue.

18/10/50

14.10.50

16/10/50

20/10 Fin

Edn. No. 8597 E/50-5
24-10-50

ADDITIONAL DEPUTY SECRETARY
88681
25 OCT 1950
E III
FINANCE DEPARTMENT

Finance (E III)

(Pre Finance note on pp 9-10 above)

The orders in circulation on p12 above and the further note of Edn may be perused. The draft order below may be accepted.

26/X/50
27/10/50

27/X/50 Edn

Fin. u.o. 88681 E III/50-1
27-10-50.
33701

Edn/E.

The draft order below may now issue.

31.10.50

30/10/50

30/10/50