

Edn (1950) Department.

Ms SERIES.

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G.O. NO.

3203

Dated

1. 12. 50.

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[Despatch Abstract.]

Crank Press - Correspondence Section
Employment of one addl. typist Sometimes

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.	1638	En.	12.6.51				
Ms	3108	En.	29.11.51				
MS	447	Tjt	29.5.52				

C.F. 32.

Department	Received	Registered
From (Name) Janab R. Siddique,	To	
Designation Superintendent,	The Secretary to Government,	
Government Press,	Education Department,	
Station Madras.	Fort St. George, <u>Madras.</u>	



No. 53c/cc-His dated 21st September 1945.
50.81.

Sub: Government Press, Madras - Reorganization of
Correspondence Section - Additional staff.

Requested.

I submit that the work in the Correspondence Section has become very heavy due to all-round increase of work in the Press and also due to creation of new offices during the War period, which stand permanently now, and as a result, the existing staff is not able to cope up with the daily routine work in the Correspondence Section.

2. The number of currents fair-copied and despatched during 1947 to 1949 and 1950 (upto 31st August 1950) are furnished below:-

<u>Year.</u>	<u>No. of currents.</u>
1947-48 ::	25,872
1948 ::	39,432
1949 ::	42,492
1950 upto 31st August, '50 ::	37,993

3. The following are the allocated unit sections in the Government Press, Madras, and the fair-copying, comparing and despatch work relating to each unit is distributed to the subordinate staff detailed there against:-

Existing staff of correspondence section for fair-copying and comparing and despatch work.

- | | |
|--|---------------------------------------|
| 1. Establishment Section. | |
| 2. Pay Bill Section. | |
| 3. Accounts proper. | |
| 4. Commercial Accounts. | |
| 5. Cash Section. | |
| 6. Information & Publicity including
G.C., P.C., P.P.C., L.R.C. and
R.S.G. | 1 Correspondence Clerk.
3 Typists. |
| 7. Despatching Section. | 2 Despatching Clerks. |
| 8. Forms Control. | 2 Despatchers. |
| 9. Stores Section. | 1 Attender. |
| 10. Pudukkottai Branch Press
Administrative Unit. | 1 Peon. |
| 11. Computing Section. | |
| 12. New Unit - Stock-taking Officer
(Plant etc.) | |
| 13. 9 Officers including the
Superintendent, Government Press and | |
| 14. Technical Sections numbering 21. | |

4. Office Circulars, Office Orders, Standing Orders, Notes, Office copies of important letters with statements and enclosures are being typed in addition to the normal routine work in the Correspondence Section, for which statistics have not been maintained to submit to Government explaining the volume of work these would involve. Moreover, the new system of work in all the sections on the re-organized method introduced

of daily currents has increased the work abnormally in the Correspondence Section. For example, transfers postings and appointments from one section to the other or from one post to the other result in the communication of such orders of transfers, postings and appointments to the individual employees concerned, section heads (Foremen etc.) immediate officers (Assistant or Deputy Superintendent), Timekeeper, Pay Bill Section, Establishment Section, etc., and as the Press consists of more than 2,000 employees belonging to 74 categories of posts, the above work alone would demand the services of a couple of typists, two comparing clerks, one Despatcher and one Messenger. I request that Government may be pleased to view the question of increasing the strength of the Correspondence Section favourably with the minimum additional staff required.

5. In this connection, I would also like to invite the kind attention of Government to the fact, that when the Forms Section was transferred from the Stationery Office to the Government Press, Madras, in the year 1932, (Vide G.O.No.Ms.7, Finance dated 9-1-1932) the post of one clerk-cum-typist attached to the Forms Section of the Stationery Office was not transferred to this office along with the rest of the staff. The Correspondence work relating to this additional Forms Section has since (i.e., from the year 1932) been attended to by the staff of this office. The volume of work in the Forms Section has greatly increased consistent with the increase in the number of offices, and the average number of drafts received from this section alone per day is more than 100, and normally, this work will require the services of at least two full-time typists. I have already submitted proposals to Government in my letter No.SBC./A.S.II/50-51 dated 22nd August 1950 for increasing the staff in the Forms Control and Despatch Sections, but the requirements of typists therein has been omitted, which, I request, may please be considered now.

6. I further submit that Government were pleased to sanction the post of a temporary typist, in G.O.No.586, Edn., dated 22nd March 1947 in connection with the re-organization of Accounts and Despatching Sections, but the same was abolished though the other posts sanctioned along with this are being continued.

7. It may also be pointed out that though I requested Government in my letter No.78467/Accts./50 dated 22nd June 1950 to create one post of Stenotypist for taking notes of the Superintendent, Government Press, orders were issued in G.O.No.2014, Edn., dated 13th July 1950 converting one of the existing posts of typists into that of a stenotypist, and this has resulted in a decrease in the number of typists in the correspondence section, thus throwing additional work on the already over-worked typists. Even though the existing staff is attending office extra hours (besides having the assistance of unpaid volunteers), there is inevitable delay in fair-copying, comparing and despatch work relating to daily urgent papers.

8. For the information of Government, I like to submit that the Hon'ble Minister for Education on his visit to the Press had occasion to remark about the inadequacy of staff in the Correspondence Section.

9. In view of the fact that there is an all-round increase in correspondence work, there being no addition to the staff even with the amalgamation of the Forms Section of the Stationery Office with the Government Press, Madras, the abolition of one post of typist sanctioned for re-organization, the conversion of one of the existing posts of typists into that of a stenotypist, correspondence relating to the printing of supplemental Electoral Rolls and checking of bills on account of printing of Electoral Rolls at private presses and also the new scheme of contributory pension Provident Fund and Insurance, I request that Government may be pleased to sanction the following additional staff for the Correspondence Section for a period of one year in the first instance:-

One Senior Despatch Clerk on Rs.80-110.
Two Typists on Rs.45-90.
One Attender on Rs.24-35.

10. In considering my above proposals, I also request that Government may be pleased to issue orders authorising the Superintendent of Stationery to arrange for the supply of two new typewriters with the necessary accessories.

R. S. S. S. S.
21-9-50
Superintendent.

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10. In considering my above proposals, I also request that Government may be pleased to issue orders authorizing the Superintendent of Stationery to arrange for the supply of two new typewriters with the necessary accessories.

Superintendent

18/12/50

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Education(E)

Sub: Govt. Press - Correspondence
Section - Employment of one addl. typist -
Sanctioned.

Ref: From the S.G.P. No. SBC/cc-Mis/50-51
dated 21.9.50.

Order JMs. No. 3203 Edn. dated 1-12-50

Sanction is accorded to the employment in the correspondence section of the Govt. Press, Madras, of one addl. typist on Rs 45-90, with the usual allowances; temporarily, for a period of six months in the first instance.

2 Sanction is accorded to the supply by the Supt. of Stationery of one new typewriter to the S.G.P. for the use of the typist sanctioned in para 1 above.

3 The typewriter should be placed in charge of a qualified person and should be returned to the Supt. of Stationery, if at any time such a person ceases to be available, or if for any other reason the machine is no longer required.

4 The S.G.P. is informed that the need for the other staff applied for by him should be reexamined and the Govt addressed again, if necessary, fully justifying the employment of the addl. staff

28.11.50

The Supt. Govt. Press.
The Supt. of Stationery
The A. G. Hon' Finance

28/11/50

23/11/50

24/11/50

25/11/50

Handwritten initials

Sub: Govt. Press. Reorganisation of the Correspondence section. Addl. staff.

pp 1-3 cf

Ref: From the S.G.P. No. SBC/CC Mis/50.8 dated 21.9.50.

The S.G.P. has submitted proposals for the strengthening of the correspondence section of the Govt. Press.

2 The existing and the additional staff proposed are as shown below:-

N on p 2 cf

A on p 1 cf

Existing Staff	Addl. staff proposed.
1 Correspondence clerk	1 Senior Despatch clerk on Rs 80-110.
3 Typists	2 Typists on Rs 45-90.
2 Despatching clerks	1 Attender on Rs 24-35.
2 Despatchers	
1 Attender	
1 Peon.	

para 5, 6 & 7 on p 2 cf

3 It will be seen that the main grievance of the S.G.P., in his proposals, is that the present strength of typists is too inadequate to manage the entire typing work of the section. Even in the existing strength of three typists, he says that the Govt. have converted one of the ^{part of} typists into that of a Stenotypist thereby resulting in the decrease in the number of typists in the correspondence section thus throwing addl work on the already overworked typists.

Co. 2014 SBC & 13.7.50 (G)

4 In the circumstances it is for ~~consideration~~ ^{for a long time} whether an addl. typist on Rs 45-90 may be immediately sanctioned so as to give relief in the fair copying section. As for the other staff, an Administrative officer is about to be appointed in Press and he may be asked to examine the ^{other} proposals for the other staff asked for by the S.G.P. ~~for the other staff~~ A new typist may be sanctioned in the S.G.P. ~~for the other staff~~ These proposals may

A [

X on p 3 cf

A new typist may be sanctioned in the S.G.P. These proposals may

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 GOVERNMENT OF MADRAS

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p on p 2 above

The Superintendent, Govt. Press, has submitted a proposal for the employment of the following staff in the correspondence section of the Govt. Press, Madras:-

- He has also requested sanction for the supply of 2 new typewriters with necessary accessories. Education department point out that two important questions have been raised separately, namely (i) abolition of the Pudukottai Press and (ii) restriction of the work of the Govt. Press to the essential requirements of the Govt.

When these proposals are finalised, there will be need for some retrenchment in the office of the Supdt. Govt. Press. But however it is considered that the decision on the above two questions will take some time. Edn. therefore propose now to sanction an additional typist and an additional typewriter. The extra cost involved in the proposal to employ an additional typist is Rs. 1302 p.a. From the C.F. it is seen that the number of currents faircopied has increased from 25,872 in 1947 to 42,492 in 1949 and that the number of drafts recd. from the Forms Control Section alone which was transferred from the Stationery Office to the Government Press, Madras, in 1932, is more than 100 per day. Further it is stated that consequent on the conversion of one of the posts of typists ~~into~~ into that of steno-typist, additional work has been thrown on the already overworked staff. In the circumstances, Finance may agree to the proposal to employ an addl. typist in the Government Press, Madras for a period of 6 months in the first instance and to supply a typewriter to the typist.

Por p 2 above

X on p 3 above

A on p 1 above

+ York 3 above
pay 67.5
DA 24
HRA 7
Spf pay 10

Mon p 187

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Rs 1302.00 p.a.

X on p 207

E on p 207

21/11/50
21.11.50

Thro' E.B. 19/11/50
re typewriter

Edn/E. Fin no. 93544 E 11/50
21-11-50



Finance agree to the proposal of this dept at A on p. 1 ante. A draft order is sent for approval.

25/11/50

With regard to the other staff the Supt has asked for he may be informed that the need for further additional staff should be reexamined

Do not (in consultation with the Joint Supt.) to the Govt. addressed if necessary, fully justifying the employment of such staff. The draft will be added to after app.

25/11/50

A para has been added to the draft order below and resubmitted for approval.

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29.11.50
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