

EDUCATION

(1950) Department.

MS. SERIES.

G.O. NO. 3281, EDUCATION,

3281

Dated 11TH DECEMBER 1950.

[Despatch Abstract.]

GOVERNMENT PRESS - Forms Control and Despatch Sections -
Additional staff - 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. 3131		Eon.	30-11-51.				
M. 157		PW	12.1.55				

25-334



From Janab R. Siddique, Superintendent, Government Press, Madras. To The Secretary to Government, Education Department, Fort St. George, Madras. No. SBC/A.S.II/50-51, dated 22-8-1950.

Sir,

Sub: Government Press, Madras - Re-organization of Forms Control and Despatch Sections - Sanction for additional posts - Requested.

I submit, that there has been a gradual and steady increase in the volume of work of the Forms Control and despatch sections where the indents for the printing and supply of various groups of standardized Forms are scrutinized and copies printed and supplied to all the Indenting Officers and stipulated units Province-wide.

It may be noticed by Government from the Annual Report on the Administration of the Government Press, Madras for 1944-45 that 137 millions of Forms were printed and supplied in that year. From that year there has been steady increase of work alround the sections of Forms Control and despatch branch of this Office. A data showing the year-wise increase of Forms printed and supplied is furnished below for the perusal of Government.

Year.

No. of Forms printed and supplied.

1944-45	137,769,384
1945-46	147,234,355
1946-47	178,185,152
1947-48	236,711,177
1948-49	272,083,837

When the Forms section attached to the Stationery Office, Madras which is mainly responsible for the proper scrutiny of the indents, was amalgamated in 1931 with the Government Press, Madras, there were only 5 Clerks and the number units of indents and supply were only few. The units then were only 800 but they have now increased to 2,150 (i.e. increase of 169%) and this is due to the fact that several new departments and offices are created to function on regular basis. The creation of certain fresh units in addition to the above have increased the work for scrutiny correspondence and despatch of additional indents.

The sales and cost recoverable sections were not under the control of this section at the time of amalgamation of the Forms section and the work pertaining to these sections was then attended to by the despatch section as the number of indents received were few and the amount realized was not appreciable.

Owing to the increase in the number of indents and the amounts realized on supplies made on pre-payment it was found necessary to constitute the Sales and Cost recoverable sections into two separate sections. Each section is in charge of a clerk who scrutinizes the indents, prepares printing orders, despatches and attends to correspondence. In view of the fact that the work in the Sales section has abnormally increased consequent on the creation of several Panchayat Boards and also of the increase in the number of the Central departments and other Offices who indent for Provincial forms and the amount realized is considerable, it is imperative that these two sections should be in charge of Upper Division Clerks assisted by two Lower Division Clerks.

The present limited staff is unable to keep pace with the growing increase of work which has added additional strain, since there has been no increase in staff in proportion to the increase of work.

The work of the P.O.D. Computer has automatically increased and he has now to issue on the whole about 10,000 printing order dockets a year, calculate amount of paper required for all the jobs and give instructions regarding size, nature of binding etc., of every form. He has also to fix the probable sizes and quality of paper to all newly standardized forms in consultation with the Head Despatcher and he is responsible for the maintenance of the standard lists by keeping them up-to-date noting therein revisions, deletions, additions, etc. I have made arrangements for the issue of bills to all cost recoverable officers from this section alone so that the computing work of standardized forms and billing of cost-recoverable officers will be made from one point-the post being attached to the computing section.

Consequent on the steady increase of work and a stationery staff, it is but natural that the existing staff is unable to cope up with the pressure and has resulted in accumulation and arrears of work. As this state of affairs cannot be continued for a long time, I have decided to approach Government for additional staff to relieve pressure and ease the conditions of work.

As the condition of work stands at present, it is incumbent that the establishment in the forms control and despatch sections should be doubled, yet, in the interest of economy, a proportionate strengthening of the section towards efficiency and re-organization as given in the statement enclosed, I request that Government may kindly approve my proposals explained below:-

EXISTING STRENGTH.

ADDITIONAL STAFF.

Despatching Section:-

No. of Posts. Category.

- 1) Head Despatcher (1) - Rs 90-150
- 2) Booking Clerk (1) - Rs 80-110
- 3) Despatchers (24) - Rs 35-65
- 4) P.O.D. Computer (1) - Rs 45-85
- 5) Peons (17) - Rs 18-25
- 6) Coolies (11) - Market rates

- 2 Upper Division Clerks on Rs 80-110
- 2 Lower Division Clerks on Rs 45-90

Forms Control Section:-

- 11 Despatching Clerks on Rs 45-90

- 1) Senior Forms Clerk (1) Rs 80-125
- 2) Lower Division Clerks (8) Rs 45-90
- 3) Despatching Clerks (1) Rs 45-90
- 4) Despatcher (1) Rs 35-65
- 5) Peon (1) Rs 18-25

A.M./23-8.

R. L. D. Singh
25.8.52

SUPERINTENDENT.

20/8

26/8

10/9

Mem. No 25334 E/50-1 Edn dated 26-9-50

For. P. R. Reorganise
Forms Control - Despatch
S. A. - Admin. Staff - Ref
L. M. S. B. C. / A. S. II / 50-51

22.8.52

The S. A. P. has

applied for the following additional staff
for the Despatch & Forms Control
sections:-

- 2 U. D. clerks - Rs 80-110
- 2 L. D. clerks - Rs 45-90
- 11 Despatching clerks - Rs 45-90

It is observed that there is already 8 L. D. clerks & 1 despatch clerk in the section besides the staff. The S. A. P. is requested to justify in detail supply by

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 statistics, the necessity of the additional staff appears to be more in the district of work to be allocated to them. It is also requested to be examined with reference to the absolute minimum additional staff to cope up with the work without delay. ~~There is~~ An early reply is required.

JB
 22/9/50
 259.50

Mr. In order to meet the Assoc. Secy. will visit the Press, after a reply is received from the Press, who refer to the Soc's records etc. supported by Mr. from Secy.

JB
 22/9/50
 259.50

He is also requested to specify the nature of the duties of the existing staff of the two sections & also the duties which will be done by the clerks proposed.

2. The S.C.P.

No plan -
 259.50

C.F. 32.

In reply, please quote number, date and short title.

32880
 24 OCT 1950

DEPARTMENT.

Received Registered

From (Name) Janab R. Siddique,
 (Designation) Superintendent, Government Press,
 Post Box _____, (Station) Madras.
 Telegraphic Address _____

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

No. 130622/HD dated 16th October 1950

Sir,

* Sub: Government Press - Reorganization of Forms Control and Despatch Sections - Additional staff.
 Ref: Government Memorandum No. 25334-E/50-1 dated 26th September 1950.

ENCLOSURES

SPARE COPIES

I submit that the proposals for additional staff for reorganization of the Forms and Control and Despatch Sections were based mainly on the abnormal increase in the work of these two sections.

2. There are at present 8 Lower division clerks and one despatch clerk engaged in the Forms Control section. In the Despatch Sections, there are 24 despatchers including the staff at the Penitentiary Branch Press. The Forms Control Section deals with the receipt, scrutiny and consolidation of indents from the various units. From 1944, the number of units increased from 1,200 to 2,150 as at present. All these are attended to by the existing staff. The section is divided into 9 divisions with proportionate unit of indents distributed among them. It is to be said here that the despatcher clerk, who should be looking after the duties of receipts, maintenance and distribution of indents, keeping of Fair Copy Register, attendance register, Register of indents and Register of articles received and other registers is now asked to do the duties of a Lower division clerk. The head of the section with the assistance of a despatcher is doing these duties. The strength being static since 1943, the department is finding it very difficult to scrutinize and consolidate the indents, with the result that delay is unavoidable. Out of these 9 sections, two sections dealing with cost recoverable offices and saleable items are being more hard-pressed. The Lower division clerks are unable to cope up with the increase in units and demands, and the verification and checking up of costs, add additional burden. These two sections involve a greater responsibility and work, and it is for this that two Upper division clerks in addition are proposed. The two Lower division clerks proposed will work with the existing residual seven sections, further split into lesser unit offices for quicker execution of work. The Despatch clerk will be relieved to do his legitimate duties enunciated above. The Forms Control Section will have 10 Lower division clerks and 2 Upper Division clerks and one Despatch clerk besides the Senior Forms clerk. The final correspondence with offices are also dealt with by this section. The addition proposed therefore is the barest minimum required to just ease the present situation, and

P.T.O.

get on with the work that has increased threefold.

3. The despatch section deals with the issue of printing orders with instructions for the various stages as per prescription for the execution of the work; maintenance of samples of every printed form; despatches to all the units of supply as per the distribution statements received from the Forms Control; to reply all correspondence addressed to the Superintendent, Government Press, Madras, regards stages and despatch to the forms control section for final reply; watch and remind and expedite work in various stages in the Press, maintain the work book pertaining to all standardized forms; despatch of non-standardized forms to mufassal; dealing with cheque books, Motor Vehicle forms, District Gazettes, elections, etc; dealing with all the local deliveries within the City limits and all kinds of work and tappals; and maintenance of stock of various forms for Provincial, cost recoverable and saleable departments. This includes despatches at the Penitentiary Branch and the stock room there.

4. The strength in this Department since 1943 is also static. The work has progressively increased since 1943 from a total despatch of 137,769,384 forms and registers to 272,083,837. The despatch of parcels and goods, which was only at an average 150 to 200 has now increased to 300-400. The despatchers are absolutely not able to cope up with the despatches, much less attend to the correspondence and maintenance of stock ledgers and sectional files. This section is at present split into 8 sub-sections at Mint, and four sections at the Penitentiary Branch Press. There are three stock rooms for Provincial and saleable forms. Threedespatchers are allotted for despatches of cost recoverable and saleable forms. Three are allotted for non-standardized and local delivery work. Weighment of parcels, preparation of credit notes and maintenance of the complete work-book of receipts at the Head Despatching, and for the maintenance of upto date samples, the other three are allotted. The despatchers find it impossible with the two-fold increase in work to attend to despatch itself. Heavy arrears is the result, besides frequent complaints of not even a reply for the delay due to the inability to attend to correspondence. With the additional 11 despatch clerk each to attend to correspondence will be allotted a despatch clerk. An additional section is also intended maintenance of work to date. The present number of unequal intended to be formed by redistributing the present number of sub-sections. On an average, each will be getting 200 offices. The residual two Despatch clerks are intended for the Penitentiary Branch Press with the four despatchers assisting them. At the Penitentiary Branch, the number is reduced because suitable convict labour is being utilized whenever it is available.

5. The Forms Control and the Despatch Sections' work has had a progressive increase of work, the staff remaining constant throughout. This resulted in arrears of work and consequential dislocation of the cycle of indents with complaints throughout the Presidency. Normally, the increase in work which is about 150 and 100% necessitates a proportionate addition, but taking into consideration the strenuous work put in by the staff and economy in recurring expenditure, I have reduced my requirements to the absolute minimum. I feel that a further reduction in the requirements would not be in the interests of work and promptness in despatches.

6. In the circumstances stated above, I request that Government may pass early orders, so that the present strain and delay in execution may be eased as quickly as possible.

A. K. Digne
Superintendent.

vrl6x.

5/16/11

Sub: Govt. Press. Forms Control and Despatch Sections. Addl. staff. Sanctioned.

Ref: from the S.G.P. No. SAC/As II/50-51 dated 22.8.50.

From the S.G.P. No. 130622/H.D. dated 16.10.50.

Order JMs. No 3281 Edn. dated 11-12-50.

Sanction is accorded to the employment of the following additional staff in the Forms Control and Despatch Sections of the Govt. Press, Madras, temporarily for a period of one year in the first instance.

Two Lower Division clerks on Rs 45-90 each.

Two Despatching clerks on Rs 45-90 each.

2 The staff will in addition draw the usual allowances admissible to them.

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The Superintendent
Govt. Press
No A.C. Mrs. K. R.
S/c

3 The expenditure should be debited to the relevant sub-head under "St. Stationery and Printing - III. Printing - d. Govt. Presses, Madras".

C.No. 32880 E/50.

Edm/E.

Sub: Govt. Press - Reorganisation of Forms Control and Despatch Sections - Addl. staff.

pp 1-2 cf

Ref: From the S.G.P. No. SBC/As II/50-51 dated 22.8.50.

pp 5-6 cf

From the S.G.P. No. 130622/H.D. dated 16.10.50.

The S.G.P. has submitted proposals for the strengthening of the ~~comp~~ forms control and Despatch Sections of the Govt. Press, Madras.

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

Existing Staff	Addl. staff proposed.
<u>Despatching Section:-</u>	
1 Head Despatcher on B 90-150.	
1 Booking clerk on B 80-110	
24 Despatchers on B 35-65	2 Upper Division clerks on B 80-110
1 Computer on B 45-85	2 L.D. Clerks on B 45-90
17 Peons on B 18-25	11 Despatching clerks on B 45-90.
11 Cooks at market rates.	
<u>Forms Control Section:-</u>	
1 Senior Forms clerk on B 80-125	
8 Lower Division clerks on B 45-90	
1 Despatching clerk on B 45-90	
1 Despatcher on B 35-65	
1 Peon on B 18-25	

The proposals for addl. staff in the Forms Control and Despatching sections are based mainly on the ~~ab~~ abnormal increase of work in these two sections. As regards the Forms Control Section, which deals with the receipt ^{it is stated that} scrutiny and consolidation of indents from various units, the number of units has increased from 1,200 in 1944 to 2,150 at present. Similarly in the

N on p 2 cf

N on p 5 cf

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Edn/E

Please see the orders in circulation on p. 3 ante.

A draft order sanctioning the staff referred to at A on p. 3 ante is sent for approval Finance may see before issue

29.11.50
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J. u

Fin (E III)

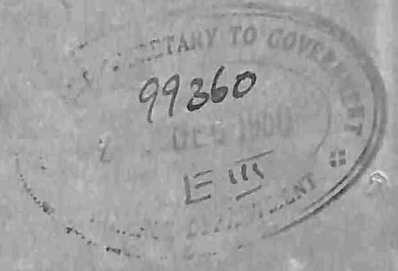
(previous Fin. note on pp 2-3 above)
The further note of Edn. and orders Edn. 10 25334 9/50-3
in circulation on p 3 above may be perused. 2.12.50

The draft order below may be accepted as slightly amended in pencil.

5-12-50
71250

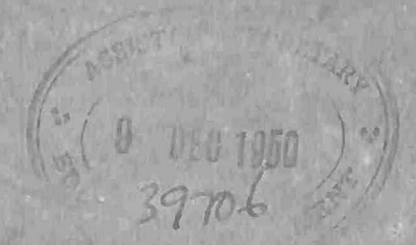
8.12.50

Edn. (E)



Done as amended Edn. Fin. no. 99360 E III 1501
8-12-50

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