

Edm (19450) Department.

Ms SERIES.

G.O. NO. Ms 635/50 Edm

Dated 28.2.50

34
closed
50

(6)

[Despatch Abstract.]

Sub: Stationery Manuals Vol I and
parts I & II - Revision and
Reprinting temporary staff
continuance sanctioned.

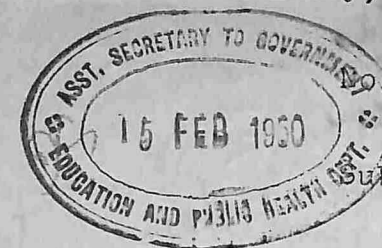
Back Papers.

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

Further Papers.

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

From: The Superintendent of Stationery, Madras at Guindy, Madras.15. To: The Secretary to Government, Education and Public Health Department, Madras.



A.1. 4567/50.

dated: 11-2-50.

Sub: Stationery - Manuals - Volume I and II Parts I and II - revision and re-printing - special staff - continuance - sanction - requested -

Ref: G.O. No. Ms. 2388 Education dated 22-7-49. p-79 (v)

In the Government Order cited above sanction was accorded to the employment of the following special staff for a period of six months from the date of appointment for the revision of Stationery Manual Volume I, and Volume II Parts I and II (three Volumes). 1. One Office Assistant on Rs. 140-190 and

2. One Upper - Division clerk on Rs. 80-110. 1. One Office Assistant entered on his duties from 1-9-49 and the Upper-Division clerk was posted from 13-10-49 after the Office Assistant had made a preliminary examination of the files relating to the previous revision of the Manual. The revision of Volume I of the Manual is now complete and the draft is under scrutiny.

The revision of Volume II consisting of two parts remains to be done. Part I contains appendices, relating to the list of stationery articles stocked and supplied by the Stationery Office, list of officers entitled to supply of stationery free of cost, and also on payment by cash or book adjustment. It also contains appendices in which instructions for packing various patterns of typewriters are given. The various forms used in the Stationery Office also find a place in this part. Part II contains appendices for each department in which the list of units of indenting officers and the list of special articles and the scale of supply of stationery and clothing are included. On account of the several changes introduced in the kind of stationery articles to be supplied, on account of the war, these two parts require minute scrutiny item by item to determine where and what changes should be introduced. It is also considered desirable to separate the portion relating to clothing from the present Volume II and have it as a separate volume.

As the work involved cannot be completed within the present period of sanction, I request that Government may be pleased to accord sanction for the continuance of the special staff for a further period of three months from 1-3-50, the date on which the original sanction expires.

Rg.11. *ts*
18/2

15/2
for Superintendent of Staty.

(102) 117

E & P

Sub-stationery Manuals - Vol I and Vol
No. 11 parts I & II - Revision and
temporary staff - continuance

34/2

p-10

p-74 (U)

Read ÷ From the Supdt of Stry No. A1. 4
date

G.O. Ms. No. 2388 Edn date 22.7.49

Order/ Ms No. 635. Education dated 28.2.50

In the circumstances state
by the Supdt of Stry in his letter read
above, sanction is accorded to the
continuance of the entire staff sanction

in the G.O. read above for a further period
of 3 months from 1.3.50 or till the work
The Supdt of Stry revision and reprinting is finished whichever
The A.G. is earlier.

S cs for S.F.

20/2

21/2/50

21/2/50

The Supdt of Stry is informed that
no further extension will be sanction

21/2/50

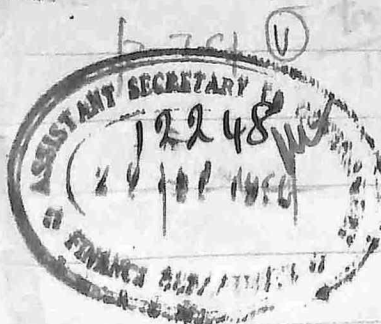
21/2/50

E & P

Note. The Supdt of Stry requests Govt to sanction
the continuance of the staff by 1 Office assistant
and 1 U.D. clerk originally sanctioned in
G.O. Ms. 2388 Edn of 22.7.49 for a further
period of 3 months. In the circumstances
stated in his letter on page 1 of, his proposal
to the continuance of staff for a further period
of 3 months may be agreed to. Subject to
a draft order is submitted. Finance may see
for acceptance.

21/2/50

21/2/50



E & P Ms. No. 11731/50
21-2-50

20/2

21/2/50

FIN (E112)

Please see the letter from the
of Stationery in the Y. The draft order
of way be accepted subject to the additions
made in pencil therein. remark that
if dt. of Stationery may be informed that
the extension will be sanctioned.

A
23/2/50

23/2/50

E & P.H.

E & P.H. (C2)

FIN. V. O.
12248/E112-1
23-2-50



Please see the note of Finance
above. The draft overleaf is amplified
as per instructions of Finance at A above
and it may now issue.

27/2/50

27/2

56
8-15

OFFICE OF THE

Date 19

Hours 28 Minutes

TELEPHONIC MESSAGE.

From

The Supdt.
Govt. Stationery
Office, Guindy

To The Secy. to Govt.
E & P.H.

Sub. Estt. Temp. revision of Stationery
Manual + reprinting Spl. staff
one office asst. and one u.p.
clerk - sanction ~~and~~ retention.

Ref. G. O. No. Ms. 2388 Bdn. dt.

22.7.49.

My ref. A.1 4567/49 dt. 11.2.50

Sanction for the retention of
the post of ~~post~~ one office Asst.
+ one u.p. clerk expires on 28.2.50.
I have addressed in my above ref.
~~ref~~ for the retention of the staff

[Please write on both sides.]

2 C.F. 304.

[Faint, illegible handwriting on lined paper]

C.F. 304. 3

OFFICE OF THE

Date 194 . Hours Minutes

TELEPHONIC MESSAGE.

From To 8

beyond 1.3.50 as sanctioned for
the retention is not ^{yet been} ~~being~~ received
I request early orders in the
matter of I am continuing the
staff in anticipation of Govt.
sanction beyond 1.3.50 to avoid
dislocation of work.

[Signature]

[Please write on both sides.]

~~13~~

2

C.F. 304.

Edm (E)

Orders are being
issued and this may be
added to file

~~13~~
1/3/50

~~13~~
2/3/50

~~13~~
1/3/50