	For what purpose.					
Date taken out.	Department.	C. No.	Year.	Initials of Referencer.	Date returned.	Initials of attender.

[Edl./6.]
500-[illegible]-8-97.

Educational (1898.) Department.

ORDINARY MS.

G.O., No. 762

DATED 9.12-98

INDEXED.

C 6-6

[Despatch Abstract.]

Passing orders on Proceedings of the
Dept. regarding the formation of a Sepa
Section composed of typists in all t
larger Govt. Offices in wh. type-writing
are used, the qualification
type writing Clerks etc

BACK PAPERS.

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

FURTHER PAPERS.

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

Educational Current No. 1377

Government {1898} of Madras.

FINANCIAL.

568 dated 2-2-96 copy
3604 21-7-97
7077 5-12-97
Ec

Recd. 18 OCT. 1898 } 1898. Enclosures (1)
Regd. 19-10-98 } Spare copies

G.O., No. 863, 10th October 1898.

OCTOBER.

Type-writing machines.

Directing that in all the larger Government offices in which — are used, there shall be a separate section composed of typists, stating that the patterns of type-workers supplied to public offices will be restricted to the No. 4 Yost and to the latest pattern of the Remington, requesting the Inspector-General of Registration to make further efforts to introduce type-writing into his office, and stating that further orders in regard to the qualifications of type-writing clerks will issue in the Educational Department.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—again the following papers :—

G.O., No. 110, Financial, dated 5th February 1897.

ABSTRACT.—Communicating to the departments of the Secretariat and to certain heads of departments a resolution of the Government of India directing that type-writers should in future be obtained through the Stationery Office instead of by indent on the India Office; and requesting the Superintendent of Stationery to submit his recommendation as to the pattern which should be approved for general supply.

G.O., R. No. 525, Financial, dated 26th April 1897.

G.O., No. 446, Financial, dated 4th June 1897.

ABSTRACT.—Communicating to the departments of the Secretariat and to all heads of departments under the Chief Secretary the ruling of the Revenue Department that all applications for the supply of type-writers should invariably be accompanied by proposals for reduction of copyist establishments.

G.O., No. 495, Financial, dated 25th June 1897.

ABSTRACT.—Informing the Superintendent of Stationery that, before arriving at a decision on the question of the best type-writer for adoption, the Government desires him to place himself in communication with the principal firms in Madras which use type-writers and to report the result of his inquiries.

G.O., R. Nos. 672, 673, Financial, dated 13th June 1898.

Memorandum No. 1291, Financial, dated 20th June 1898.

ABSTRACT.—Calling upon departments to report the savings effected in copyist establishment by the introduction of type-writing machines.

G.O., No. 627, Financial, dated 18th July 1898.

ABSTRACT.—Communicating to the Superintendent of Stationery letters from the Government of Bombay and Mr. Hurley, General Manager, Remington type-writer, London, regarding type-writing machines, with the remark that the decision as to the particular pattern of type-writing machine to be adopted for general supply to public offices in this Presidency will be deferred, pending the receipt of a further communication from the Government of Bombay; and referring Mr. Hurley to the Superintendent of Stationery with reference to his request to select the Remington type-writer for Government work.

READ—also the following paper :—

File of replies to memorandum No. 1291, Financial, dated 20th June 1898.

Print

ORDER—No. 863, Financial, dated 10th October 1898.

The Government directs that in all the larger Government offices in which type-writing machines are used, there shall be a separate section composed of typists. The necessary orders on this point will issue in the respective departments of the Secretariat.

2. In future the patterns of type-writers supplied to public offices will be restricted to the No. 4 Yost and to the latest pattern of the Remington.

3. With reference to his report the Inspector-General of Registration will be requested to make further efforts to introduce type-writing into his office.

4. Further orders in regard to the qualifications of type-writing clerks will issue in the Educational Department.

(True Extract.)

for *Chief Secretary.*

To all Departments of the Secretariat.
,, the Educational Department. ✓ (with notes in original to be [illegible])
,, the Accountant-General.
,, the Superintendent of Stationery.
,, the Inspector-General of Registration.

Exd. A. F. Fcclesion.

[G./24]
1,000—15-12-98.

Educational DEPARTMENT.

C. No. .... From the ...., No. ...., dated .... 189 .

" .... " " ...., " ...., " .... 189 .

" .... " " ...., " ...., " .... 189 .

A 80 863 fmd

" 1377 " " the Financial Dept., " ...., " Dec. 10 1898.

2

Order:- No. 762, d/9.12.98.

The D. P. I. and Commissioner for Govt. Examinations will be requested to report on paragraph 1 of the Financial order read above.

2. It has been suggeste to Govt. that a knowledg of type-writing or of Shorthand might be required of applicants for Government Clerkship &c. in certain offices. The Director is requested to report his views on the

suggestions

suggestion, stating whether and, if so, in what way and to what extent it might be feasible to adopt it in the course of a year or two.

3. The D.P.I. will also be requested to ascertain from the Principal of the Lawrence Asylum whether some of the girls of the Asylum cannot be trained in type-writing.

To the D.P.I.
Financial Dept.

[$\frac{G}{24}$]
100-14-2-98.

1.

DEPARTMENT.

Papers to be read in Proceedings:—

Again G.O., dated 189 , No.
Again G.O., dated 189 , No.
Current No. of 189 , dated , from
" " " 189 , " , "
" " 1377 " 1898, " 10th October , " the Financial Departt.

Asst Secy, Please check again para. 2. Do not both H.E. & Hon. Mr. A. decline to accept the view put forward in the passage marked

ORDER. No. 762 D/ 9.12.98

Mis.

See below for para. 2.

~~The Fin. Dept. says nothing about Shorthand~~

The D.P.I. and the Commissioner for Govt. Examinations will be requested to report on para 1 of the Financial order read above.

2. ~~As it appears to~~ The Govt. considers that it would be an advantage if the Subordinate clerks in its service had a ~~fair~~ good knowledge of type-writing and Short hand writing, ~~the Govt.~~ and ~~considers~~ that it may be found possible to make a rule ~~a rule may be made~~ to the effect that no one entering the more important offices in the Presidency, including those of Collectors, after a fixed date about two years hence, shall be allowed to rise to more than ~~say~~ Rs 25 a month unless he passes the advanced standard in type writing, ~~or~~ or to more than Rs 50 a month unless he passes the Advanced standard in Short hand.

2.

Before however final orders are issued, the D.P.I will ~~therefore~~ be requested to report on this matter, and to state in what way and to what extent it will be possible in the course of a year or two to require a knowledge of type writing and short hand from applicants for clerkships. ~~It may probably be not possible to fix the advanced standard in these cases.~~

3. The D.P.I will also be requested to ascertain from the Principal of the Lawrence Asylum whether some of the (Asylum) girls of the cannot be trained in typewriting.

Prd 1/12/98 To the D.P.I } Fin. Dept. } aE 3/12/98. W.I 8/12/98

Despatched 10/12/98

note.

Para 4 of the Financial order requires further orders to be issued in the Educational Depart regarding the qualifications of typewriting Clerks, but attention is solicited to G.O. No 87 Ed d/ 1st Feby 1897 and to G.O. No 344 Ed d/ 1st July 1897 under which candidates for the post of typewriting Clerks should pass the Govt. technical examination in typewriting - Elementary Examination if the pay of the post is less than Rs 20 and the intermediate, if the pay is Rs 20 or upwards. Under G.O. No 727 Judl d/ 26th March 1894, Shorthand writers in District Courts can draw allowances of Rs 15 and Rs 30 according as they are qualified by the Elementary

C

D

or the intermediate grade in Short h writing. It is presumed that nothing f is now necessary.

Prd 1/12/98

aE 3/12/98

[L. & M. Dept. 500—20-4-98.]

NOTE FOR THE

2. It has been suggested to Govt. that a knowledge of typewriting or of Shorthand might be required of applicants ~~and copyists posts~~ for Govt. Clerkships &c in certain offices. The Director is requested to report his views on the suggestion, stating whether & if so, in what way & to what extent it ~~would~~ might be feasible to adopt it in the course of a year or two.

W.I

When given for copying ____
When copied ____
When examined ____ } 189 .
When signed ____

READ AGAIN G.O., No DATED
189 .

CURRENT NO.

ENCLOSURES TO C. NO.

ORDER OF GOVERNMENT. .. .. .. A A A A A A A

LETTER OF GOVERNMENT,

STATEMENT WITH DITTO

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.

N.B.—
A = Copy in full.
B = Not to be copied.
P = Copy abstract only.
Q = Copy heading only.