[illegible]

D.O. No 287

D.O. No. 397

Madras 5th May 1897

CHIEF SECRETARY
7 MAY 1897
GOVERNMENT OF MADRAS

My dear [illegible]

I am in receipt of yours of the 3rd instant.

I find that with the aid of four Typewriters in the Office I can turn out as much work as I could formerly with twice that number of copyists.

The ordinary rate of writing by a Copyist (for work such as letters) is about 15 words per minute, whilst a good Typist can turn out rather more than 30 words per minute

I

Dnt pnt

I think that with constant practice a man of ordinary intelligence should be able to turn out 30 words per minute in about 4 months.

Yours truly

L. Barclay

A.P. Morgan

The Honble Mr J.F. Price

D.O. No 398

P. ORR & SONS,
MADRAS.

Madras, 5th May 1897.

12/5/97

My dear Mr Price,

In reply to yours of 3rd instant, I consider one fairly efficient Typewriter should do the work of 3 Copyists and be equal to atleast 4 Clerks writing to dictation.

I gave a lad of about 20, son of a blacksmith who had some education at the Christian College, a Remington Typewriter on a Monday morning and gave him no instruction whatever, and yet on the following Sunday he gave me 25 pages copied (from Manuscript) of foolscap printed matter with comparatively few mistakes. He can typewrite from copy about 40 words a minute but a quick hand should do 70 or 80, while great experts can manage 100 a minute. A Clerk should, I think be able to learn to use a typewriter fairly in a month and I cannot understand the need of having typewriting classes which seem to be the Zenith to which "Technical" education has attained in Madras!

Yours faithfully
[illegible] Orr

Print

D.O. No. 399 3

BINNY & Co
MADRAS.

Madras, 5th. May., 1897.

Rd 7.5.97

My dear Price

I am in receipt of your letter of the 3rd. Instant and in reply, it is difficult to say what reduction in the number of copying clerks has been effected in our Office by the use of typewriting machines, as through the ever increasing work we have not actually dismissed our old copyists having found them other employment. Speaking generally an ordinary typist will get through at least twice as much work as a good copyist. Of course a great deal depends on the ability of the persons employed as typists, but if they are fairly sharp and have had some little experience as to the terms and expressions used, they ought, after a little training to be able to write from 40 to 50 words per minute or even more. With one month's practice a typist should be sufficiently conversant to manipulate a type writing machine and be able to write in a satisfactory manner, say 30 words per minute; everything after depends on practice.

I am sorry I cannot give you the saving we have effected but we pay our typists from Rs 15/- to Rs 25/- per mensem, for a good neat long-hand writer (male) we should have to pay about Rs 40/- per mensem and the lady typist should easily do double the work.

We employ 9 typists in all at present and they do the great bulk of the copying work. The advantage to the reader of long manuscripts when written in type we consider incalculable in our business and we never

allow

Print

allow a letter of any length, or importance, to leave the Office in long-hand.

It must not be lost sight of that considerably more words can be got on the same size paper in type and in addition to this is the saving in pens and ink. In addition as many as 50 copies can be expeditiously taken by means of a Duplicator such as the "Neo-Cyclostyle" or other contrivance at a very small cost.

We only employ lady typists in our Office, we find them quieter, more punctual in attendance, and for a typists work, with their lighter touch and defter fingers, much more efficient than men, further their labour is much cheaper. We are offering our ladies inducements to learn short hand and when they acquire this they should be much more efficient than now.

You do not mention whether you have adopted any particular machine but it may interest you that in our Office we find the "Smith Premier" the most efficient, though we also use the "Remington", "Bar-lock", "New Hammond" and "Densmore".

This letter is written on a "Smith Premier" and I hope the copyist's head will not be turned by the flattering remarks above and lead to a demand for higher pay !

Yours sincly
C. B. Simkins

The Honble Mr J.F.Price.

D.O. No. 400. 4

Arbuthnot & Co.,
Madras.

London House,
P. Macfadyen & Co.,
Winchester House,
Old Broad Street, E.C.

Madras. 5th May, 1897.

Recd 8/5/97

The Hon'ble Mr F.Price,C.S.I.
Ootacamund.

My dear Price,

In answer to your letter of 3rd instant,although since the introduction of the 3 type writing machines we use there has not been any reduction in our Staff of copying clerks,this is simply due to the work to be done having very largely increased.

We consider that a competent operator should turn out at least from two to three times as much as an ordinary copyist.

With constant daily practice it would take an average clerk about two or three months to learn the use of the machine,and he could in another three months become proficient enough to do really good work.

Yrs sincerely
George G. Arbuthnot.

3.

for immense rates at which mercantile offices like ours cannot secure clerks writing good hands excepts an occasional youngster who soon wants promotion.

Trusting above may be of any use to you

Yours truly

G. J. Yorke

[G./9]
500—18-2-97.

7

Finl (1897) Department.

D. O. No. 415

Ref

Who have still to reply to the D.O. & memos in G.O. R 525 of 26.4.97?

C.W.S
15/5/97

From

E. P. Oakshott Esqre.

D. O.

Replies are still due ~~to~~ from Mr. H. C. King & Rajagopal and to ~~the~~ all the memos in the G.O. viz from I.G. Regn., Bd. of Rev (L.R) & (Settlmt) and L & M. Dept.

RC
17.5.97.

Send reminders to these.

sent
RC.
18.5.97

No.

Dated 11th May 1897

Received 13th " "

Registered " "

Enclosures

Spare copies

SUBJECT.

Expressing his views on the saving effected by the introduction of Type-writers.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

8

D.O. No. 415

SPENCER & C^o.
PRINCIPALS
Eugène P. Oakshott. ~~H. C. Conner.~~ | ~~A. E. Finch.~~ A. W. D. Oakes.

WINE MERCHANTS
AND
General Mess Purveyors.

MADRAS. BANGALORE. OOTACAMUND.

16

Ootacamund 11th May 1897.

Dear Mr Price,

Your letter of 3rd instant, I received here last evening.

Our experience as to the economy effected by the use of Typewriting machines, has not been satisfactory, and we have ceased to make use of them.

With good copyists (and there are plenty to be had) at salaries ranging from 10/- to 15/- per month, the Typewriters in this country, are not in it.

As to the time a man ought to take to learn typewriting, it would all depend on the ability of the man.

We have found the native Clerks we tried, regular duffers, but I have seen exceptions.

There are not very many firms in Madras who make use of Typewriting Machines, and those that do so, I imagine simply wish to be in the fashion and up to date, there is certainly no economy in it.

Yours Sincerely
E. Oakshott

J. F. Price Esqr.

Financial (1897) Department.

Lb

CURRENT No. 1611

From The Local and Muncl: Deptt.

Order

No. 959 L. Mis.

Dated 19-5-97.

Received 25-5-97

Registered 25-5-97

Enclosures -

Spare copies -

SUBJECT.

Establishment -

Informing the Financial Departt. of the number and pay of the Copyist Establt. of the Local & Muncl: Departt.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

---

[25]
2,000—28-4-97

CURRENT No. 1611

LOCAL AND MUNICIPAL DEPARTMENT.

9

PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ the following paper :—

From the Financial Department, No. 955, dated 1st May 1897, requesting the Local and Municipal Department to report the number and pay of its copyist establishment.

Order No. 959 L.Mis., dated 19" May 1897.

The Financial Department will be informed that the copyist establishment of the Local and Municipal Department consists of five clerks - one on Rs 20, one on Rs 18, one on Rs 16, one on Rs 14 and one on Rs 12 as shown in the Appendix to G.O. No. 339 Financial, dated 5" December 1896.

(True extract)

for Secretary to Government.

To

The Financial Department.

~~Revenue~~ (1897) Department.

Financial

CURRENT No. ~~4203~~ 1665

Fil

23-5-97

From the Board of Revenue
(Land Revenue).

Endorsement (Rev) no. 1028 of 28th May 97.
~~Order~~

Transferred to the Financial Department.

G. Stokes.
Ag. Secretary to Govt.

Recd 31-5-97
Regd 1/6/97.

Note The memo was issued direct to the Board of Rev (LR) from the Financial Dept.

CA.
24 May 97

CS
26/5/97

No. 1792. Mis:

Dated 15 May 1897.
Received 19.5.97
Registered 20.5.97
Enclosures
Spare copies

SUBJECT.

Stating ~~that~~ when the Board will be able to report on the reduction feasible in the Copyists' establishment of its office in consequence of the introduction of typewriter.

16/5

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT No. 1665.

2,000
28-1-97.

REVENUE BOARD OFFICE.
MADRAS.

Proceedings of the Board of Revenue

(Land Revenue),

Dated 15th May 1897.

No. 1792. Miscellaneous.

READ — Memorandum from Government, Financial Department, No. 954, dated 1st May 1897.

A

Resolution:— The Board regrets that it is not in a position as yet to recommend any reduction in its staff of Copyists. Only two typewriting machines have been supplied to the Board in this Department and it is not possible with this number to save much writing labor, especially as the men who operate on the machines have not had more than a year's regular practice on them. Should the Government be pleased to authorize the Superintendent of Stationery to supply this office with a 3rd machine, the Board will be able to effect a reduction in the Copyists' establishment in about six months from the date of such supply.

vide C.No. 2247

/ True extract /

Secretary.

To
The Secretary to Govt.,
Rev: Deptt.

[F./28]
1,000—25-11-96.

Financial (1897) Department.

CURRENT No. 1763.

Ref. This belongs to the G.S. file re Typewriting. How does the matter stand? Who have still to reply? When did reminders last go.
Cwd
12/6/97

Ca. Replies are still due from Mr. H.C. King and Rajagopal and also from the I.G. of Registration & the Bd. of Rev (Settlement Deptt.)
Remrs. were last sent on 18.5.97.
Please see the Depts. note on Do. 415/97
~~Order~~ DM
12.6.97

written to the DM
12.6.97

Ask the H/M to remind him
Cwd
12/6/97

Then send another to these two
Cwd
12/6/97

Remrs. sent 16.6.97

From
The Govt. of Bombay
Financial Dept.

No. 2484

Dated 7th June 1897
Received 10th - do -
Registered 11th - do -
Enclosures -
Spare copies. -

SUBJECT.

Stating that the introduction of typewriting machines has not as yet resulted in any reduction of establishments

BACK PAPERS.

G.O.	No.	Department.	Date.
	525	Finl	26.4.97 R (Abs)

FURTHER PAPERS.

G.O.	No.	Department.	Date.

12

CURRENT No 1763

Finl

No. 2484 of 1897.

Financial Department.

Bombay Castle, 7th June 1897.

CHIEF SECRETARY'S
10 JUN 1897
GOVERNMENT OF MADRAS

From

A. M. T. Jackson, Esquire, I. C. S.,
Under Secretary to the Government of
Bombay;

To

The Chief Secretary to the Government of
Madras.

B

Sir,

I am directed to acknowledge the receipt of your letter No. R/525, dated 26th April 1897 and in reply to state that -- type-writing machines have been introduced experimentally in a few offices in this Presidency but the experience gained has not as yet led to any reduction of establishments, though --- greater despatch of work, clearness in writing, saving of -- stationery and some relief to hard-worked copying establishments are understood to have resulted from the use of these -- machines. The Superintendent of Stationery in this Presidency has been asked to ascertain from the officers to whom typewriters have been supplied, how far the supply is likely to -- lead to saving in clerical establishments and stationery and on receipt and consideration of his report a further communication will be addressed to you.

I have the honour to be,

Sir,

Your most obedient Servant,

AMTJackson

Under Secretary to Government.

mhr

[G./9]
500—15-2-97.

(189) Department.

D. O. No. 545

C.C. Replies are now due from
(1) Mr. H. C. King, the IG. of Regis-
tration and the Bd. of Rev
(Settlement Dept.)
Rmrs. were last sent to the
two latter on 14. 6. 97.

Dll
3-7-97

~~D. O.~~ Send them another &
then send papers to Mr.
D'Cruz for getting up a note

Rmr. sent
Dll
5-7-95

CMS
5/7/97

reminder sent
to Settlement Dept

draft
27/10/97

From
M. R. Ry.
N. C. Rajagopala Chariar.

No.

Dated 29th June 1897
Received 30 " "
Registered 1st July "
Enclosures
Spare copies

SUBJECT.

Giving his opinion on the savings affected by the introduction of Typewriters

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

66
30/6/97

D.O. No. 545

M A D R A S,

29th June 1897.

Dear Sir,

In reply to your letter dated 30th April, forwarding for my opinion a Government Circular on the subject of Typewriting, I would state that a Typist who has passed the Intermediate Examination should be able to turn work at least three times as quickly as an ordinary Copyist. Further more the Typist can make as many as six copies at the same time which of course increases his value in cases where a Copyist has to make duplicates.

As to the second question about the time required for learning Typewriting, this depends upon the time that a man is able to devote to the subject. If a person should devote four hours a day he can become a good Typist in four months; but if he can only devote an hour a day, it will take him one year to manipulate a Machine with skill and rapidity.

I remain,
Dear Sir,
Yours sincerely,
N. C. Rajagopala Chari

C. Clarke Esq.

Financial (1897) Department.

CURRENT No. 2247

hAl/24/7

From

The Rev: Dept.

Order

No. 3657 Rev.

Dated 16 July

Received 23-7-97

Registered 24-7-97

Enclosures 1

Spare copies

SUBJECT.

Recording with remark B. P. communicating to all Collectors & Conservators of Forests, G. O. re: supply of typewriters to public offices.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

REVENUE DEPARTMENT.

1897.

Board of Revenue

(Land Revenue),

MADRAS.

Printed July 6th.

Proceedings, No. 186, 31st May 1897.

MAY.

Communicating to all Collectors and Conservators of Forests Government Order stating that applications for the supply of tpye-writers should invariably be accompanied by proposals for the reduction of copyists' establishments, and returning certain applications to the Board of Revenue with reference to the above ruling.

PROCEEDINGS OF THE BOARD OF REVENUE

(LAND REVENUE).

READ—the following Government Order, Mis. No. 2539, Revenue, dated 18th May 1897 :—

Read—Proceedings of the Board of Revenue (Land Revenue), Mis. No. 1313, dated 7th April 1897.

ABSTRACT.—Submitting for the sanction of Government letter from the Collector of Madras and recommending the supply of a type-writer for the use of the Deputy Collector, and requesting the Collector to state whether any reduction of establishment will be rendered feasible by the supply of a machine.

Read—Proceedings of the Board of Revenue (Land Revenue), Mis. No. 1529, dated 27th April 1897.

ABSTRACT.—Submitting for the sanction of Government letter from the Collector of Kistna and recommending supply of a type-writer for the use of the Collector and informing the Collector of South Arcot that the Board will be prepared to recommend the supply of a type-writing machine to him if he can secure the services of a type-writing copyist.

Read—Proceedings of the Board of Revenue (Land Revenue), Mis. No. 1666, dated 7th May 1897.

ABSTRACT.—Submitting to Government in continuation of Board's Proceedings, Mis. No. 1313, dated 7th April 1897, letter from the Collector of Madras reporting that it would not be possible to dispense with any clerk by the supply of a type-writing machine for the use of the Deputy Collector's office.

Read—the following letter from J. K. BATTEN, Esq., Collector of Kistna, to the Secretary to the Commissioners of Land Revenue, dated Masulipatam, 12th May 1897, R. C. No. 2245-Ver. :—

In reply to paragraph 2 of Board's Proceedings, Mis. No. 1529, Land Revenue, dated 27th April 1897, I have the honour to state that it is difficult to forecast, without experience of the working of the type-writer in this office, how far the establishment may be reduced. The type-writer was indented for for the benefit principally of the English and Abkári branches and the Vernacular branch, where one and three fair copyists respectively are at work. The work is so heavy that these copyists have to work overtime daily and on holidays. The type-writer is intended to give the relief to which these copyists are justly entitled, and to improve the style of the fair copies issuing from this office. I request permission to submit my report about the reduction of establishment after the type-writer has been at work in this office for some time.

2. No type-writing copyist is available locally, but one will be advertised for if the Board permits it.

Order—*Mis. No. 2539, Revenue, dated 18th May 1897.*

The Government considers that all applications for the supply of type-writers should invariably be accompanied by proposals for reduction of copyists' establishments to take effect, however, three months after the supply of the machines so that time may be allowed for the copyists to get accustomed to their use.

2. The applications received with the Proceedings read above will be returned to the Board of Revenue with the foregoing remarks.

(True Extract.)

(Signed) G. STOKES,
Ag. Secretary to Government.

To the Board of Revenue (Land Revenue), with enclosures.
Copy to the Board of Revenue (Separate Revenue).
" " " (Revenue Settlement, Land Records and Agriculture).
" " Financial Department.

RESOLUTION—No. 186, dated 31st May 1897.

Communicated to all Collectors and Conservators of Forests for information and guidance.

2. The Collector of Kistna will be informed with reference to paragraph 2 of his letter that he can himself call for applications and select a suitable type-writing copyist.

3. The Board requests that Government will be pleased to allow the following to be substituted for the corresponding passage in the last sentence of Board's Proceedings, No. 1792, dated 15th instant: "The Board will be able to effect a reduction of one hand in its copyists' establishment in about three months from the date of such supply."

(True Copies and Extract.)

(Signed) N. S. BRODIE,
Acting Secretary.

To the Secretary to Government, Revenue Department.
" the Collector of Kistna.
" all other Collectors
" the Conservators of Forests.
" Forest Section.

Exd. A. F. Eccleston.

1897
Fin
1
2247

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16 CURRENT No. 2247

F./16 2,000—25-5-97.

REVENUE DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read

copy attached

Read Proceedings of the Board of Revenue (Land Revenue), dated 31st May 1897, No.186.

ZoZo:Z:oZoZ

Order thereon No.3657 Mis. dated 16th July 1897.

Recorded.

2. The alteration in Board's Proceedings No.1792 dated 15th May 1897 referred to in paragraph 3 of the Proceedings read above, will be made in the Financial Department to which that - Board's Proceedings was transferred by endorsement No.1028, Revenue, dated 28th May 1897.

(True extract) ✓

For Ag. Secy to Government.

To the Financial Department. ✓
" Board of Revenue (L.R)

Financial (1897) Department.

Pe
For with Cmt
21/9/97

CURRENT No. 2936

CHIEF SECRETARY
20. SEP. 1897
GOVERNMENT OF MADRAS

From J. Thomson Esqr. I.C.S.
Ag. Superintendent of Stationery

Order

No. 1739

Dated 18th September 1897
Received
Registered } 20/9/97
Enclosures
Spare copies

SUBJECT.

Reporting the different patterns of type writers used in several firms in Madras.

BACK PAPERS.

G.O.	No.	Department.	Date.
	495	Hind	25-6-97

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Madras 8th July 1897.

COLLECTOR'S O... JUL 97

STATIONERY OFFICE. No. 4137 JUL. 1897 MADRAS

From,

Messrs. Dymes & Co.,
Madras.

To,

J. N. Atkinson Esq., I.C.S.
Ag. Superintendent of Stationery
MADRAS.

Sir,

We have the honor to acknowledge receipt of your circular of 6th Instant, and in reply beg to inform you that the Typewriter Machine in use in our office is the " Universal Hammond ".

This is the only machine we have used in our office and we find it satisfactory.

We have the honor to be
Sir,
Your Obedient Servants.
Dymes & Co.

A ribbon machine – which gives indistinct letters as shown in this sample
CMS

1897
Finl Dept
Enclos. No 1
To
O. No 2936

CABLE ADDRESS: "OAKES, MADRAS."
A. 1. AND A. B. C. CODES USED.

OAKES & CO., Ld.,
MADRAS AND OOTACAMUND.
ESTABLISHED 1843.

Mount Road,
Madras, 8th July 1897

STATIONERY OFFICE
No. 4162
9 - JUL 1897
MADRAS

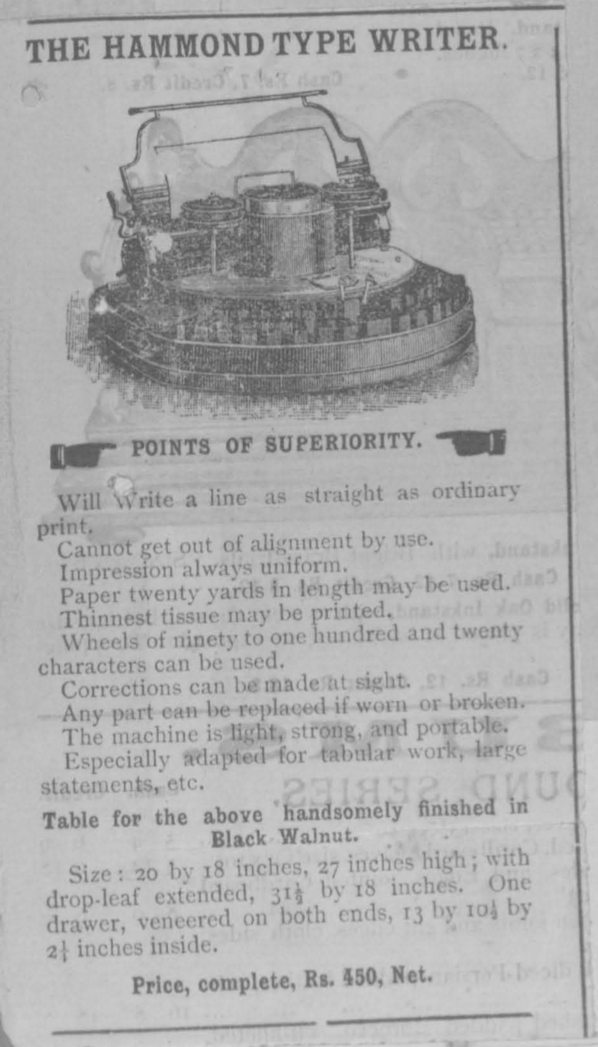
THE AG. SUPERINTENDENT OF STATIONERY
MADRAS.

Sir

In reply to your Circular No.1166 dated the 6th instant, we have the honour to inform you that the only Typewriting Machine used in our Office is the "Hammond" of the work of which this is a specimen. We consider this the best Machine in the market and can supply it at Rs.450 with Table.

The type can be varied by changing the type-wheel. We have two kinds of type-wheels in stock at Rs.20 nett.

We have the honour to be,
Sir,
Your most obedient servants,
FOR OAKES & CO. LD.
MANAGING DIRECTOR.



THE HAMMOND TYPE WRITER.

POINTS OF SUPERIORITY.

Will Write a line as straight as ordinary print.
Cannot get out of alignment by use.
Impression always uniform.
Paper twenty yards in length may be used.
Thinnest tissue may be printed.
Wheels of ninety to one hundred and twenty characters can be used.
Corrections can be made at sight.
Any part can be replaced if worn or broken.
The machine is light, strong, and portable.
Especially adapted for tabular work, large statements, etc.

Table for the above handsomely finished in Black Walnut.

Size: 20 by 18 inches, 27 inches high; with drop-leaf extended, 31½ by 18 inches. One drawer, veneered on both ends, 13 by 10¼ by 2¼ inches inside.

Price, complete, Rs. 450, Net.

STATIONERY OFFICE
No 4157
8 - JUL. 1897
MADRAS

ALL COMMUNICATIONS
TO BE ADDRESSED
"THE MANAGER".

The Agra Bank Limited.

No. 3927 Madras 8th July 1897

The Superintendent
Stationery Office
Madras.

Sir.

In reply to your circular No 1166 of 6 instant we have the honor to state that we have no Type-writer in Constant use in the Office, but the writer has used a "Hammond" machine for many years past for occasional letter writing, and it has given satisfaction and has never required any repairs.

We have the honor to be
Sir
Your most obedt. servt.
W H Gibson
Manager

Inst. Cat

P. ORR & SONS,
MADRAS.

Madras, 8th July 1897

J. N. Atkinson Esq I. C. S.
Ag. Superintendent of Stationery
Madras.

STATIONERY OFFICE
4142
MADRAS

Sir,

Replying to your circular No. 1166 of 6th instant we have the honour to say that we have been using the Remington Standard Type Writer for several years and we have found it thoroughly satisfactory.
We also keep these Type Writers for sale and can supply you with one for Rs 490 or cash Rs 441.

We are Sir,
Yours faithfully
FOR P. ORR & SONS.
Alfred Inman.

Ackn -

All

We send you our catalogue on page 46 of which you will see a description of the Remington Type writers

417
- JUL. 1897
MADRAS

21

Madras. 8th July, 1897.

From

Messrs. Wilson & Co.,
Madras.

To

J. N. Atkinson Esqr: I. C. S.
Ag. Superintendent of Stationery,
Madras.

Sir,

We have the honor to acknowledge receipt of your Circular No.1166 of 6th Instant, and in reply have to inform you that we have in use in our Office both the "Hammond" and the "Remington" Type-writing Machines, We consider the "Hammond" best suited for Office purposes.

We have the honor to be,
Sir,
Your most obedient Servants,

p. p. Wilson & Co
E. J. Shelford

This letter is typed with the "Hammond"
The operator can always see the
work done with the "Hammond" & is
moreover a much neater machine
than the "Remington".

1897
Fin Dept
Enclos. No 9
To
C. No 2986

22

PARRY & CO., MADRAS.
London House:
70, Gracechurch Street, E.C.

Madras, 9th July 1897.

No 4240
12 JUL. 1897
MADRAS.

MADRAS COLLECTOR'S OFFICE
10 JUL 97

J. N. Atkinson Esqr. I.C.S.
Ag. Supdt. of Stationery,
Madras.

Sir,

In reply to your Circular No 1166 dated 6th Instant, we have the honor to state that Type-writing Machines of the Densmore Manufacturing Company are in use in our Office and afford us every satisfaction. We have not tried any other Machine, but the old Bar-lock, and regret we are unable to express any opinion as to which is the best Machine for Office use.

We have the honor to be,
Sir,
Your obedient Servants.
Parry & Co.

ARBUTHNOT & Co.,
MADRAS.

LONDON HOUSE,
P. MACFADYEN & Co.,
WINCHESTER HOUSE,
OLD BROAD STREET, E.C.

STATIONERY OFFICE,
No 4196
10 JUL. 1897
MADRAS.

Madras 9th July, 1897

COLLECTOR'S OFFICE
10 JUL 97

10/7/97

J.N. ATKINSON, ESQ, I.C.S.
Ag: SUPERINTENDENT OF STATIONERY,
MADRAS.

Sir,

In answer to your circular No 1166 of 6th instant which reached us only yesterday the Type Writers we use are all "Yosts". We find them on the whole very satisfactory, and prefer them to the "Remington" which we used to have.

We consider it very desirable that Type-Writers should be made to learn the nature of their machines so that they may understand how to keep them in proper order and clean condition: in fact we ourselves do not consider Type-Writers proficient in their duties unless they are qualified in this sense.

We have the honour to be,
Sir,
Your most obedient servants,

Arbuthnot

24

BINNY Co
MADRAS.

Madras, 10th., July, 1897.

The Superintendent of Stationery,
Stationery Office,
MADRAS.

STATIONERY OFFICE,
No. 4199
10 JUL. 1897
MADRAS

Sir,

We have the honor to acknowledge receipt of your Circular No 1168 of the 6th. Instant and in reply to inform you that we have the following makes of type writing machines in use and we place them in the order we accord their merit.

X Smith Premier,
Universal Hammond,
Remington
Densmore,
Bar-lock.

We have recently been advised that the "Maskelyne" is superior to any of the above and we have placed an Indent for a trial machine which we expect to arrive shortly. This machine is an English one, most of the above are American.

We will advise you of the merits of the "Maskelyne" on arrival should you desire it.

We may add that we employ Lady Typists only as they press less heavily on the type, and the life of the machines, which are expensive, is thereby prolonged.

We

20

MADRAS RAILWAY.

No. 9736 AGENT AND MANAGER'S OFFICE.
c/8457
From MADRAS, 13th August 1897

The Ag: Agent and Manager of the
Madras Railway Company.

To
J. N. Atkinson Esqr. I.C.S.
Ag: Superintendent of Stationery
Madras.

5006
AUG. 1897
MADRAS.

Sir,

In reply to your Circular No. 1166, dated the 6th July 1897, received on the 5th instant, I have the honor to inform you that we use in this Office a Hammond Type Writer with universal key-board and find it a very useful machine.

I have the honor to be,
Sir,
Your most obedient Servant
Henry C Webb
Ag: Agent & Manager

Enc/nil.

Wed

1897
Fin. Dept.
Enclos. No 4
To
G.O. No 2936

23

No. 13997/3527

South Indian Railway Co., Ld.
AGENT'S OFFICE,
TRICHINOPOLY, 13th August 1897.

5007
14 AUG 1897
MADRAS

From

THE AGENT.

SOUTH INDIAN RAILWAY.

To

The Ag. Superintendent
of Stationery
Madras

Sir,

In reply to your letter No. 1166 of 6th July 1897, I have the honor to inform you that we have a "Williams" Typewriter in use in our Office, which is the only one we have tried as yet. It has been in constant use for about a year, but is now giving a little trouble as some of the letters have gone out of alignment.

Due to the Unfl. key

Cul

I have the honor to be
Sir
Your most obedient Servant
W. Le Mesurier
for Agent

1897
Finl Dept
Enclos No 7
To
C. No 2986

CURRENT NO 2986

28

Stationery Office,

Madras, 18th September 1897.

No. 1739

From

J. Thomson Esq. I.C.S.,
Ag. SUPERINTENDENT OF STATIONERY,
MADRAS,

To

The Hon'ble Mr. J.F. Price C.S.I.,
Chief Secretary to Government,
Financial Department.

SIR,

With reference to G.O. No.495 Financial dated 25" June 1897, I have the honor to report that I have consulted the marginally firms which use type writers as to which pattern of machine is best suited for office purposes. The patterns used by them are noted against their names. The first eight have only one machine each which is said to have given satisfaction. The ninth and tenth use two machines each -- the former Hammond and Remington and the latter Densmore and Barlock. Of these Hammond and Densmore are preferred. Messrs. Binny & Co., use five pattern + Viz. Smith Premier, Hammond, Remington, Densmore and Barlock and consider

1.	Messrs. Dymes & Co.	Hammond
2.	" Oakes & Co.	Do.
3.	The Agra Bank	Do.
4.	The Madras Railway Co.	Do.
5.	Messrs. P.Orr & Sons	Remington
6.	The Commercial & Land Mortgage Bank.	Do.
7.	The South Indian Railway Co.	Williams
8.	Messrs. Arbuthnot & Co.	Yost
9.	" Wilson & Co.	Hammond & Remington
10.	" Parry & Co.	Densmore & Barlock
11.	" Binny & Co.	Smith Premier Hammond Remington Densmore & Barlock

consider the first the best. They also state that they have recently been advised that an English machine by name Maskelyne is superior to any of the above machines and that they have indented for one for trial.

From the reports received, which are herewith forwarded × in original, no definite information can be gathered on the subject.

× To be returned

I have the honor to be,
Sir,
Your most obedient servant,
Thomson
Ag. Superintendent.

RNo. 672, d/ 13th June 1898.
R.

The Govt of Bombay will be [illegible]

Cw.S.
7.6.98.

Supdt of Stationery
(2536 = 9
387 = 9).
Desp. 17/6/98.

Para 12 of Currents

wr 15/6/98

K

copied & d 15/6/98

Financial Dept:

Letter RNo. 673. d/13 June 1898.

To R

The Secy. to the Govt. of Bombay,
Financial Dept:
Desp. 8/6/98.

Sir,

I am directed to refer to Mr. Jackson's letter No.2484, d/7th June 1897, and to request that with the permission of H.E. the Governor in Council, you will be so good as to furnish me with a copy of the report of the Supt. of Stationery in the Bombay Presy, as to the savings effected in clerical establishments ~~and stationery~~ by the introduction of type-writing machines ~~therein~~.

2 I am also ~~directed~~ to request that you will inform me, with reference to ~~the~~ Govt. of India Finance & Com: resolution No.224 S.R., d/15th Jany. '97, ~~of the pattern of type-writing machine~~ whether ~~which~~ the Govt. of Bombay has approved of any particular pattern of type-writing machine for ~~for~~ general supply to public offices in that Presy.

Cw.S.
7.6.98

A.A.P. 6.6.98.

Appendix A

Memorandum by Dewan Bahadur S. Srinivasa Raghavaiyangar, C.I.E.

The establishment of the office of Inspector-General of Registration is undermanned.

There is no separate clerk for registering papers received in the office. The work is done by the Record Keeper, who has to put up references also. Considerable delay arises in consequence.

Copying department consists of three clerks, and the work is not got through by them as speedily as desirable. One of these clerks accompanies the Inspector-General in his tours. A fourth clerk is necessary. He will also be entrusted with the work of verifying the 409 service registers, received annually for verification and of examining the landed property statements. This work, owing to insufficient establishment, is not done in time.

Statistics bearing on the economic

condition of the population are being collected from the registration records. Their examination, collection and tabulation, involve much labour. A separate clerk is necessary for the purpose.

The work of the Storekeeper has also considerably increased in consequence of the elaborate Stationery rules, and the additional work connected with the Birth, Death and Marriage Registration acts. He requires assistance.

The records in the office have considerably grown, and the only attender in the office is not able to do all the work connected with the arrangement, etc of the records. Another attender is necessary.

There are five peons in the office. The number is insufficient. Two peons always accompany the Inspector-General on tour, another peon is frequently engaged in taking bills etc to the offices of the Accountant General and the Superintendent of the Government Press, and another is entrusted with the

work

work of delivering the town tappal. Oftentimes, on emergent occasions, the office is left without peons. The number of peons accompanying the Inspector-General is insufficient. Three additional peons are necessary.

For the reasons stated above, the existing staff should be strengthened as shown below.

	Rs
1 Clerk for statistical work	50.
1. Copying clerk who will attend to the work of verification of Service registers, etc	30.
1. Registering clerk	35.
1. Attender	10.
3 Peons on Rs 8 each	24
	Rs 149

The pay of the travelling clerk of the office is Rs 80 and is small. The travelling allowances paid to him under the Civil Service Regulations do not cover his actual expenses. He has to be constantly on tour with the Inspector-General for the greater part of the year, and travel with him from place to place. Owing to the multiplication of offices, the distance from one Subregistrar's station to another is, in the majority of cases, not more than twenty miles, and the daily allowance, which alone is admissible for the journeys made, is frequently less than the conveyance hire paid. The next in rank to the Travelling clerk in the office is the Assistant Accountant on Rs.65. Considering the inconveniences of frequent travelling and the necessity for employing a servant, etc, the difference in pay between the two appointments is not such as to render promotion from the one post to the other acceptable. The responsibilities of the travelling clerk are also great, and the pay attached to the post should not be less than Rs 100.

The work of the muchee has also increased. The work, however, is not so heavy as to render the employment of two men necessary. To secure willing work from the present incumbent, a small increase of Rs 2 may be given to him. His present pay is Rs. 10.

In

In my opinion, the additions proposed above to the establishment of the Inspector-General's office are absolutely necessary. The work has grown in various directions, and the present establishment is altogether unable to cope with it. I wanted to take up the reorganisation of the establishment of the Inspector-General's office last, and had I remained at Madras, for a month longer, I would certainly have submitted the above proposals to Government.

(Signed) S. Srinivasa Raghavaiyangar.

(True copy)

Inspr. Genl. of Regn.

consider the first the best. They also state that they

Appendix B.

Redistribution of clerks. The clerical establishment was revised in 1894,[×] but owing to various causes, such as transfers of villages from one sub-district to another, to the rise and fall in registrations, and probably also to mis-calculation in some cases, the original distribution of the staff between the various offices has become unequal, as explained in my circular to District Registrars dated 27th. April 1897, No. 1835 (Copy enclosed marked C.) I have called for the opinions of District Registrars with a view to propose a redistribution of the staff so as to avoid unnecessary expenditure on permanen and temporary establishments.

× G. O. Nos. 319 & 558 Judicial dd 9th February and 7th March 1894.

✓

Construction of record racks. Applications for extension of record rooms have been received from several offices, but it seemed to me that expenditure in this direction could be avoided in most cases by constructing record racks on the pla adopted in the Board's Office. Every registration offic is now filled with a number of almirahs, rangin from 6 to 7½ feet in height, and the space between them and the roof of the building is left unutilize Every year fresh almirahs are indented for costin on an average Rs 6600[×] per annum. Considerable economy might be effected by putting up racks running up to the roof of the building, the upper portion forming an open rack, and the lower portion be fitted up into a series of almirahs for the deposit of the Registers

×

	Expenditure Rs
1894.95.	7483
1895.96.	7379
1896.97.	5108[×]

× The expenditure in this year was kept down as far as possible pending the consideration of the question of record racks!

1897
First
5
2860

onsider the first the best. They also state that

Registers and Indexes.

Information regarding the dimensions of the existing record rooms, the position of the windows, the number of volumes of the Registers and Indexes, has been called for with a view to frame an estimate for the racks required. (Vide circular dated 3rd. March 1897, No. 1071, marked D.) Many matters of detail such as the position in which the racks should be placed so as to utilize all the available space, and command as much light as possible; what length of the rack should be left for the almirahs and how much for the open racks portion &c, have to be carefully considered before I can submit any definite proposals. Very recently, a District Registrar sent up proposals for extending his record room, stating that there were about thirty two almirahs and that no space was available for thrusting in any more. I called for a plan of the room with dimensions etc, and suggested a re-arrangement of the almirahs in particular rows. This was done, with the result that the Registrar withdrew his application and added that space was now available for 22 more almirahs.

Fly C.

Rebinding of Indexes. The Indexes in all offices have been bound into separate volumes for each year, and the result is that every time a search has to be made in respect of properties situated in any one village, for, say thirty years, no less than thirty volumes have to be taken down from the

Almirahs

almirahs and searched through. It seemed to me that the work of searching would be immensely facilitated if the volumes for the past thirty years are rebound, so that the indexes of each village or a group of villages for the whole period might be bound into one or two volumes. Information has ~~since~~ been called for as to the number of volumes, the cost of rebinding etc. From some of the reports received, it is found that the indexes of a few years prior to 1874-75, may have to be rewritten in some offices.

Prescribing and enforcing a standard of work for the clerks in registration offices. The bulk of the clerical work comprises transcription of documents presented for registration and preparation of Indexes. Each clerk is required to copy a certain number of pages a day, but the actual work turned out varies in different offices. Information has been called for on the subject.

Curtailment of Correspondence. The bulk of the Correspondence in the department is of a routine and Stereotyped nature, and much economy might be effected both in stationery and in the labour of copying by using cyclostyled or printed forms. District Registrars have been asked to send up specimen forms of correspondence between them and Subregistrars.

Simplification of forms. } Though most of the forms in use have been prescribed by the Government of India, there is room for improvement. The headings of the several columns are unnecessarily cumbrous, and even in printing, there is a great waste of Stationery ~~as may be seen from the pages of copies of a single return which often have to be submitted~~.

Specimen forms of documents } In 1895, Mr. Nicholson suggested to my predecessor the desirability of introducing specimen or model forms for adoption by private parties in cases of sales, mortgages etc. Mr. Srinivasa Raghava Aiyangar considered that the suggestion could not be carried out in practice. It will of course be impossible to introduce one stereotyped form, which would be applicable to all districts; but it seems to me that an endeavour might well be made to collect specimen forms of documents now in use in the various registration offices, and try to modify and abbreviate them to suit local conditions. Specimen forms prepared in this way and printed and distributed broadcast might have a chance of being readily adopted by the people. It is remarkable that, while in some offices the documents brought for registration do not cover more than a single page, in many others they extend over two or three pages, even where the transactions are of a simple nature. The smaller the documents, the greater the saving in the labour of copying, which means a saving of expenditure on temporary establishments.

Indexes. There is a very general complaint that the Indexes No. II have of late become practically a transcript of the major portion of the documents which are copied in full in the Registers. No doubt the Indexes should be sufficiently full to obviate, as far as possible the necessity for referring to the Registers; but there is great room for curtailing the work of indexing as at present done. Specimen forms of Indexes, ~~to~~ covering as many cases as possible, should be printed and circulated; and materials are being collected for the purpose. I have noticed many cases in which a full description of the property had been repeated verbatim against every one of the 50 or 60 villages. which were included in the document. In a Sub-district attached to the Nellore District, a lease of Avaram bark (Cassia Auriculata), in 63 villages was indexed against each of the 63 villages and this is not a solitary instance of the kind

Subsidiary Indexes. } These have been prepared only from 1895-96. It seems desirable that

that they should be gradually written up at least for the past 12 or 15 years in districts in which the settlement was effected before that period. The form of this Index is also susceptible of improvement.

Economic Statistics. These returns have enormously increased the work in all offices, and, as stated in para 2 of my letter submitting the administration report for the triennium ending 1895-96, some of the statistics are practically worthless in their present forms, more especially as there are no means of checking them, and, as they are not prepared with reference to any recognised revenue divisions. The registration Sub-districts often comprise villages belonging to two or more revenue tāluks, and the statistics prepared for a whole district do not admit of any correct ~~and~~ or satisfactory conclusions being drawn therefrom. The forms too require revision, and it is also a question whether it would not be sufficient to prepare them once in six years (i.e. for two biennial periods), instead of annually as at present. I am further considering whether it would not be better to give up these statistics altogether, and prepare statements of Sales and mortgages of higher and lower values, leases etc, for a series of years (fifteen or twenty) for each village. At present, statistics showing the holdings, cultivation, crop, revenue demand and

+ G. No. 6138 dated 25 September 1896

and collection etc are maintained by the Revenue Department for each village for purposes of determining the economic condition of the people. These have been prepared, I believe, for the past twenty years or so, and constitute what are known as the Famine Analysis registers. Similar statistics as regards registration in each village would be of immense value, as the two combined would give us a much more accurate knowledge of the condition of different tracts than it would be possible to secure otherwise.

Curtailment of contingent expenditure. The contingent charges amount to a very large figure annually as shown below.

Item.	94-95 Rs	95-96 Rs	96-97 Rs
Contingent expenditure of the Inspector-General and Registrars and sub-Registrars - - - -	1937	1753	1438
Furniture - - - - - -	10223	11888	8200.
Postage paid in cash or by Service labels	9539	9794	9549
Travelling allowances - - -	11483	11326	9390.
Binding of registers and indexes.	4667	4486	4015
Carriage of registers, indexes and Almirahs	8181	8440	5829
Refunds - - - - - -	3249	4492	2710
Petty construction and repairs -	4996	6694	2651
Miscellaneous - - - - -	2978	2942	2863.
Total Rs	57,253.	61,815	46,645.

I venture to think that by close and constant scrutiny, it would be possible to effect some reduction. But for this purpose it would be necessary to compare the expenditure under the various items in each of the 423 offices, with reference to the amount of work etc in each. The existing staff cannot possibly undertake this work. To take one item for instance, binding charges, it struck me that it would be more economical to employ a trained muchi on Rs ×10 a month in each Registrar's office who might periodically visit the Sub-districts ~~also~~, and attend to the binding work. The cost, including materials &c, would be less than the present cost, while the work would be much more satisfactorily

× without prospects of pension

consider the first the best. They also state that

satisfactorily done than under the present system of contract. With a view to reduce postage charges, I have ordered Registrars not to send up copies of Sub-registrar's letters in ordinary cases, but to send on the originals with brief remarks of their own.

__Destruction of records in Sub-registrar's and Registrar's offices.__ There is no difficulty as regards periodical returns; but in regard to general correspondence, the existing orders require that all letters sent and letters received should be permanently retained except those which are purely of a routine character. In the absence of anything to guide them as to what should be treated as routine and what as important, the Registrars have practically done nothing in the way of destroying useless correspondence. Reports have been called for in my Circular No. 1739, dated 21st april 1897 (marked as appendix E), and a complete list has to be prepared of the different descriptions of correspondence which might be destroyed after some years.

P. Rajaratnam
I.G.R.
10.5.97

2860

Appendix C

Registration Department.

Proceedings of the Inspector-General.

G. No. 1835 dated 27th April 1897.
Madras.

In his Proceedings, G. No. 7589, dated 30th November 1896, the Inspector-General called for reports as to the redistribution of the clerical staff with reference to the actual amount of work now being turned out in different offices. These reports are still due from a few districts. Since the date of the Proceedings, the Inspector-General has had an opportunity of inspecting several subregistry offices, and he is fully satisfied that, by a proper redistribution of the clerical staff and efficient control of its work on the part of the registering officers, the employment of section writers could be avoided to a very considerable extent. To enable the Inspector-General to determine how the redistribution can best be effected, all District Registrars are requested to revise their proposals and furnish with their final report a statement in the accompanying form showing the work done in each Subregistry office. They should also state whether any and what reductions could be carried out in their own offices.

2 The figures given below will show at a glance how unequally the clerical staff is at present distributed.

Subregistry office.	No. of clerks	Registrations. in 1895-96	Collections.
Arcot	3	3462	4150.
Gudiyattam	3	2121	3026
Manjakuppam	3	1698	2186
Panruti	4	2491	3527.
Pudupettai	3	2099	2220
Kurinchippadi	4	2962	3039.
Tindivanam	4	2878	3162.
Tirukkoyilur	3	3301	3773.
Villupuram	4	2324	2765.

P. Rajaratnam
Inspr. Genl. of Regn.

To All District Registrars.

D.W.

(P.T.O.

Form of Statement.

Name of Sub-Registry office	Present strength of clerks	No. of documents registered in		No. of pages in the registers in 1896-97 ⊗	No. of pages in volumes I, II and III ⊗	Miscellaneous work in 1896-97							Remarks.
						No. of searches		No. of encumbrance certificates	Copies granted		Copies sent to other offices		
		1895-96	1896-97			Single	General		No.	Pages ⊗	No.	Pages ⊗	

⊗ Note:— In giving the total, fractions of pages actually covered by each document should be counted as $\frac{1}{4}$, $\frac{1}{3}$, $\frac{1}{2}$, $\frac{2}{3}$, $\frac{3}{4}$ as the case may be.

1897
File
3
2860

Appendix D

Registration Department.

Proceedings of the Inspector-General.

G. No. 1071 dated 3rd March 1897.

Madras.

The Inspector-General has recently received several applications for extending the record rooms in registration offices owing to the insufficiency of the accommodation at present available. He considers, however, that the difficulty could be met by providing record racks running up to the roof, the lower portion of the rack being converted into a series of almirahs with doors and locks etc, and the upper portion forming an open rack. To enable the Inspector-General to decide as to the dimensions of the combined rack, Registrars and Subregistrars of all offices, where the existing accommodation is found to be insufficient, are requested to send a rough plan showing the dimensions of the record room (length, breadth and height), the position of the doors and windows and the distances between them and the walls and the height of the windows from the floor. In giving the height of the room (from the floor to roof) the depth of the beam should be excluded.

2. The Registering officers should also state the number of almirahs at present in use, the number of volumes of the different Registers, file books and indexes, the number of each kind having the same height and width.

3. The reports called for should be furnished only in the case of offices for which Government buildings have been provided. The reports of Subregistrars should be sent through the Registrars who should forward them in original with their remarks. The number of Government Order sanctioning the construction of the office should also be quoted in each case.

(Signed) P. Rajaratna Mudaliyar.
Inspector-General of Registration.

AR

To
All Registering Officers.

Appendix E

Registration Department.
Proceedings of the Inspector-General.

Read letter from the Registrar of Tinnevelly, No: 1665, dated 10th April 1897, requesting instructions regarding the destruction of Routine Correspondence files relating to his office prior to 1889-90.

G. No 1739 dated 21st April 1897.
Madras.

In his recent tours, the Inspector-General noticed that a very large amount of the correspondence in Registrars' and Subregistrars' offices is of a very routine nature, and such as might well be destroyed after one to three years. But, before issuing definite orders, he desires to be furnished with the opinion of the District Registrars as to the several heads under which the correspondence might be grouped and the period after which the papers might be destroyed.

2. In the Registrar's offices, the Fort St George Gazette files are maintained for several years. This appears to be quite unnecessary. The sheets containing notifications relating to changes in the jurisdiction of registering officers, to stamp duty, to appointments and transfers of registering offices and the Supplements containing Bills and Acts may be taken out and filed separately, and the remaining gazettes destroyed after one or two years.

Rajaratna mr
Inspr Genl of Regn

Ad

To
The Registrar of Tinnevelly.
Copy to all other Registrars.

1897
Finl Dept.
Enclos. No 2
G. N. 2860

1897
File Dept.
No. 1
2860

CURRENT No. 2860

Registration Department.

G. No. 5307

From

The Hon'ble P. Rajaratna Mudaliyar,
Dewan Bahadur,
Inspector-General of Registration,
Madras,

To

The Hon'ble Mr. J. F. Price, C.S.I.,
Chief Secretary to Government,
Ootacamund.

Madras, 10 September 1897.

Sir,

With reference to Government memorandum No. 953, dated 1st May last, I regret to report that the result of the further experience gained since the date of my letter of the 28th August 1896, No. 5482, has not been such as to enable me to recommend any reduction in the establishment in this office, in consequence of the introduction of type-writing machines. I obtained the services of two good typists from the Government Secretariat, and also of some men employed in mercantile firms, and tried them successively for several days, but they were unable to copy faster than the fastest copyist in my office. Some of the typists themselves were able to copy faster with their quills than with the machine.

In offices, where two or three copies have to be made, the use of the Typewriter will certainly be of great advantage in saving the labour of copying, but, in my office, it is very seldom that letters or orders have to be communicated to more than one officer at a time. Where circular instructions have to be issued, at least twenty two copies are required for distribution to District Registrars, and over 450 copies if the orders have to be communicated to sub-registrars also. In such cases, the circulars are either cyclostyled, or printed at the Government Press, as not more than four copies can be taken off the Type-writer.

2. In some books published on the use of the Yost Typewriter, reference is made to what is called the "duplicating" or

"manifolding"

"manifolding" process, by which, it is said, "hundreds of fac simile copies of any writing can be quickly and very economically produced". With a view to find out how far this was practicable, I consulted some experts on the subject, and they promised to show me how the "duplicating" could be effected; but, although I have waited some months, and sent my Head clerk to remind them, they have not fulfilled their promises. But, even if the process is successfully carried out, it will not be possible to effect any reduction in my office establishment, as the existing strength, which was fixed twelve years ago, has been found to be utterly inadequate to meet present requirements. Both Mr. Hannett and his successor, Mr. Srinivasa Raghavaiyangar, who had had long experience of the working of the department in all its details, felt convinced that the Central office required to be materially strengthened, and the latter officer was actually preparing to address Government on the subject, but was unfortunately called away to Baroda before he had time to formulate his proposals. He, however

Para 4 of letter to Government, T. No. 4590, dated 11th September 1894.

G. O no 2378 Judl
d 1-10-94
original of I.G's letter
transfd [illegible]

took the connected papers with him and has now furnished me with a memorandum in which he strongly recommends the appointment of three additional hands, exclusive of peons and attenders. A copy of the memorandum, marked A, is submitted for the consideration and orders of Government.

Vide page 320 of this file

3. Excluding the Manager, on Rs 200, the present establishment consists of only twelve hands, as shown in the margin. The travelling clerk, in addition to accompanying the Inspector-General on tour, has to maintain a complete list of establishment, comprising 22 District Registrars, 387 special subregistrars and 1207 clerks, corrected up to date; note leaves, transfers etc, and see to the printing of the list of Registrars and Subregistrars every year; he has also to verify the service registers of Registrars and Subregistrars (409 in number); to keep a list of villages transferred from one subdistrict to another, and also lists of applications from Subregistrars for transfers and of applications from candidates for appointments in the department, which are received by hundreds. The Head Accountant and three Assistants look after the account work. Six men, including the Head Clerk on Rs 50, attend to the correspondence branch, — two clerks being set apart for copying; one for registering all papers etc received in the office, putting up references, and arranging the records with the aid of the only attender in the office; one for despatching papers, and one for indexing; the Head Clerk himself doing the duty of an Examiner. This leaves one more man who is in charge of the stores, and who has full work in checking the indents received from various offices, issuing forms, registers and other stores. A glance at the distribution briefly indicated above, and the marginal figures showing the number of letters received and disposed of will, I trust, convince Government of the utter inadequacy of the existing staff.

1.	Head Accountant	on Rs 130.
1.	Travelling Clerk	" " 80.
1.	Second Accountant	" " 65.
1.	Head Clerk	" " 50.
1.	Record Keeper	" " 45.
1.	Indexer	" " 40.
1.	Storekeeper	" " 35.
1.	Assistant Clerk	" " 35.
1.	Assistant Accountant	" " 30.
1.	Despatching clerk	" " 25.
1.	Assistant Clerk	" " 25.
1.	Assistant Accountant	" " 25.

	Letters	
	received	sent out.
1894..	12850	13979.
1895..	13103	13750.
1896..	13832	13975.

4. The state of the records is anything but

satisfactory, and no wonder if one man has to do the work of a registering clerk, referencer and record-keeper — all combined. The copying department is also weak, and when I joined the department more than a year ago, I found that it frequently took four to five days before drafts could be fair copied and issued. Some improvement has been effected by using printed forms for correspondence in cases of appointments, transfers, leaves etc, but, with only two copyists and with no one to examine fair copies except the Head Clerk himself, speedy despatch of work must necessarily be impeded. The account branch has to audit the departmental receipts; to scrutinize the monthly accounts of expenditure submitted by District Registrars, the contingent charges, Travelling allowance and Commission bills; to examine the monthly returns of work submitted by the several officers, including the checking of the classification of documents registered by District officers, and of the Stamp duty paid on them; to prepare all the statements required for the annual administration report, the annual budgets of receipts and charges and applications for pensions or

gratuity

gratuity for retired servants. When it is remembered that the number of monthly returns received in this branch amount to nearly 5200 a year, and the annual returns to 936; that the Travelling Allowance and Contingent charges (or charges other than those relating to establishments) amount to over Rs 50,000 a year (vide details given in Appendix XV of the Administration Report), I certainly think that the present staff of four men, including the Head Accountant, is insufficient to secure efficient check.

5. Since 1885, there has been no increase in the numerical strength of the office, though the number of registration offices has risen from 338 to 423, and the number of registrations from 584224 to 824946. The registrations exceeded the last figure in each of the four years preceding. These increases necessarily led to a very large increase in the work of the Central office, and the increase would have been much greater but for the judicious measures adopted by the late Inspector General to curtail correspondence by delegating additional powers to District Registrars in respect of appointments, transfers, suspensions and dismissals of all inferior

servants, the grant of leave to clerks, appointment of substitutes for them and awarding them punishments, such as fines and suspensions. There are still many other directions in which improvements and economies could be effected in the department; — some of these are indicated in Appendix B to this letter to which I beg to invite *special* attention; — but it is impossible to carry out these improvements unless the central office is provided with an adequate staff.

6. The first step necessary towards the reorganisation of my office is the appointment of a Personal Assistant who, as a gazetted officer, will be able to relieve me of a mass of routine work to which I have to devote a considerable portion of my time at present. The appointment of such an officer has already been approved by the Government of India in its letter, communicated in G.O., No. 1323, Judicial, dated 15th August 1896, and pending the submission of the revised scheme in the course of this month, I beg to suggest that the present Manager, who has been in the office for

about

about eleven years, and is thoroughly acquainted with all branches of work may be gazetted as Personal Assistant. His present pay is Rs 200, and adding the local allowance of Rs 50, provided in the scheme, his consolidated pay may be fixed at Rs 250, which is within the power of the Local Government to sanction, under article 93 of the Civil Service Regulations. Provision has also been made by Government in its budget for 1897-98 for the appointment of this officer.

7. When the Personal Assistant is appointed, it seems doubtful whether a Manager on Rs 200 need also be retained. Mr. Srinivasa Raghavaiyangar was of opinion that he should, and he has evidently contemplated his retention on this pay in framing his proposals for increase. I think myself that the pay of the Manager might be reduced to Rs 150, and his designation changed to Superintendent or Head Clerk. The Head Accountant's pay may be fixed at Rs 125, (the present incumbent being granted a personal allowance of Rs 5 a month), and two new men appointed on Rs 100 and Rs 80

respectively. In a large and growing department like the Registration, it is essential to have a number of fairly well paid men who could be trusted to efficiently audit the expenditure which has a constant tendency to increase, and to assist in working out details of schemes for effecting economies and improvements in various directions (*vide* Appendix B). The recent orders of Government regarding the utilisation of registration statistics in dealing with questions connected with the economic condition of the people have entailed the preparation of a number of statements, which, to be of value, must be carefully checked and intelligently analysed. For this purpose, it would be desirable to have a higher paid accountant than one on Rs 50 proposed by Mr. Srinivasa Raghavaiyangar. I would, therefore, propose the following establishment in lieu of that recommended by Dewan Bahadur S. Srinivasa Raghavaiyangar.

Pay.	Number		
	as per present scale.	as proposed by the late Inspector-General	as proposed by the present Inspector-General.
Rs. 200	1	1	"
150	"	"	1
130	1	1	"
125	"	"	1
100	"	1	1
80	1	"	2
65	1	1	"
60	"	"	1
50	1	2	1
45	1	1	1
40	1	1	1
35	2	3	2
30	1	2	1
25	3	3	2
Two copyists on Rs 20 & 18.	"	"	2.
Total	13	16	16.

Total cost of superior servants.	Rs 785	920	918.
Cost of inferior servants.	.. 86	122[×]	122[×]
	Rs. 871	1042	1040.

871
169 × 12
2008

[×] Includes increase of pay to muchee (from Rs 10 to Rs 12), pay of one additional attender on Rs 10 and of three peons on Rs 8 each.

It will be seen that, instead of adding three men to the lower grades, as recommended by Mr. Srinivasa Raghavaiyangar, I provide for appointing two men in the higher grades, one on Rs100 and one on Rs80. I propose meeting the increased cost by a reduction in the pay of the Manager, Head Accountant, and Second Accountant, by reducing one man on Rs25 and employing a special staff of copyists on Rs20 and Rs18, as in the Board and Government offices. Except in the case of the Head Accountant, who will have to be given a personal allowance of Rs5 a month, the other reductions can be easily carried out as the post of Travelling clerk on Rs80 has not been permanently filled up. Excluding the Personal Assistant, but including the menials, the total cost of the establishment as revised by me amounts to Rs 1040 per mensem or Rs2 less than that proposed by Mr. S. Srinivasa Raghavaiyangar. If the proposals meet with the approval of Government, I shall submit the usual proposition statement.

8. I much regret the delay in the submission of this report. It was due partly to my endeavours to find out how far the process of duplicating referred to in para 2 above, could be carried out with the typewriting machines, and partly to my not having received Mr. S. Srinivasa Raghavaiyangar's memorandum until within a few weeks ago. If the duplicating process is successfully carried out, it might be possible to dispense with one or two of the additional hands now proposed. Meanwhile, I request that I may be permitted to return one of the two typewriting machines supplied to this office, one for the Registration branch and another for the Birth, Death and Marriage department.

I have the honor to be

Sir

Your most obedient servant

Insp. Genl. of Regn.

Financial (1898) Department.

CURRENT No. 1387

Rif
The file is with
the Resolution
re copyists [illegible]
[illegible]

CHIEF SECRETARIAT
12 MAY 1898
GOVERNMENT OF MADRAS

From The A/ Supdt of Stationery
Madras

Order

No. 863

Dated 10 May 1898

Received 12 " "

Registered 12 "

Enclosures —

Spare copies —

SUBJECT.

Requesting that early orders may be passed on the subject of the pattern of Type Writers to be adopted for use in public offices.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Current No. 1387 6130

Stationery Office,

Madras, 10 May 1898.

No. 863

From

J.N.Atkinson Esq. I.C.S.,
Ag. SUPERINTENDENT OF STATIONERY,
MADRAS,

To

The Hon'ble Mr. A.T.Arundel I.C.S.,
Chief Secretary to Government,
Financial Department.

SIR,

I have the honour to invite your attention to this Office letter No.1739 dated 18th. September 1897 and to request that early orders may be passed on the subject of the pattern of Typewriter to be adopted for use in public Offices.

I have the honour to be,
Sir,
Your most obedient servant,
J.N. Atkinson
Ag. Superintendent.

RK

[G./25]
1,000-22-11-97.

Financial DEPARTMENT

D. O. Nos. 397, 398, 399, 400, 408, 415, C. Nos. 1611, 1665 and 1763; D.O. No. 545 and C. Nos. 2247 and 2860.

SUBJECT.

~~HIS EXCELLENCY THE GOVERNOR.~~

~~THE HON'BLE SIR HENRY BLISS, K.C.I.E.~~

~~THE HON'BLE MR. CROSE, C.I.E.~~

~~Reduction in Copyist Establishments consequent on introduction~~ of ~~type-writers.~~

Type-writers in Govt Offices

FOR ORDERS.

Note. - This file has been awaiting a reply from the Board of Rev: (Rev:Settlement) to memo No.956 dated 1st May 1897, to which no reply has yet been received in spite of reminders issued on 14-6-97, 30-7-97, 1-10-97, 27-10-97, 7-3-98 and 30-3-98. As the file has been held over for some time without any satisfactory result for this reply, it is proposed not to wait any longer.

Before

Cud. 1.6.98

D.O. No. 249, dated 3rd May 1897

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

⊖ Page 1 of Currents
⊠ Page 3 of Currents
÷ Page 5 of Currents

⁏ Page 2 of Currents
% Page 4 of Currents
φ Page 13 of Currents

⊕ Short-hand Reporter to Legislative Council

XII

In Financial memo No. 1323, dated 6th July 1896, certain heads of departments were requested to report the savings effected under copyist establishments by the introduction of type-writers. Some officers replied that no reduction was possible, while a few others stated that sufficient experience had not been gained to warrant any reduction in copyist establishments. It was then decided to consult the principal firms in Madras and the Bombay Govt. as to the result of their experience in the matter. Attention is solicited to the notes flagged II.

2. Of the firms consulted Messrs Barclay ⊖ & Morgan, Binny ⊠ & Co., and Parry ÷ & Co. state that an ordinary typist can perform at least twice as much work as a copyist. Messrs. Orr ⁏ & Sons and Arbuthnot % & Co. and M.R.Ry. ⊕ N.C. Rajagopala φ Chariar are of opinion that a fairly efficient typist or one who has passed the intermediate examination ought to be

able to do the work of three copyists. Messrs. Binny & Co. add that lady typists, with their lighter touch and d~~r~~efter fingers, are found to be much more efficient than men and that their labour is also much cheaper. Messrs Spencer & Co's experience as to the economy effected by the use of type-writers has not been satisfactory.

3. Both Messrs Orr & Sons and Binny & Co. consider that a clerk should be able to learn to us~~ing~~e a type-writer fairly in a month. In the opinion of Messrs Parry & Co a person ought to be able to type as quickly as he can write after about six weeks' practice, further progress being a matter of experience and natural aptitude. Messrs Arbuthnot & Co. state that, with constant daily practice, an ordinary clerk can learn the use of the machine in two or three months and become proficient enough to do really good work in another three months. M.R.Ry. N.C. Rajagopala Chari considers that it will take four months for a person to become a good typist if he devotes four hours a day, and one year if he can devote only an hour a day.

4. Messrs Barclay & Morgan add that, with constant practice, a typist should be able to turn out 30 words per minute in about four months, the ordinary rate of writing by a copyist (for work such as letters) being about 15 words

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Page 1 of Currents

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per minute. Messrs. Binny & Co. observe that a typist can, after a little experience, write from 40 to 50 words a minute especially if he is sharp. Messrs. P Orr & Sons state that a quick hand can type-write 70 or 80 words, while great experts can manage 100 a minute. Messrs Parry & Co. report that their best typist who does not consider himself proficient can write only 40 words a minute under favourable conditions and that for short letters, handwriting is just as quick as type-writing.

5. The Bombay Govt. reported that type-writing machines have been introduced experimentally in a few offices in that Presidency but that the experience gained has not led to any reduction of establishment. It promised to make a further communication on the subject on receipt of the report called for from the Supt. of Stationery. This communication has not yet been received.

6. It is observed that the questions of reducing the copyist establishments in the P.W.D. (Irrigation and General branches) and the Rev. Dept. was deferred for future consideration in the previous note on the subject flagged D. The additional information required by the H.M. as regards certain depts. is given in the following paragraphs:-

7. The copyist establishment of the L & M Dept. consists of five clerks one on Rs.20, one on Rs.18, one on Rs.16, one on Rs. 14, and one on Rs. 12.

8. The subjoined statement gives

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D

pp 64-65 of GOR 525 Jml 26.4.97

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the particulars of the establishment of the Supt. of Stationery:-

1 Manager..............	Rs. 150
1 Storekeeper.........	,, 100
1 Head Accountant........	,, 60
Clerks and Storekeepers	
1........................	,, 40
2........................	,, 35
2........................	,, 30
1........................	,, 25
5........................	,, 20
4........................	,, 17½

9. The Board of Revenue (L.R.) states that it is not possible to save much writing labour by using type-writers, only two machines having been supplied and the clerks using them not having had more than a year's regular practice. If a third machine is supplied, the Board will be able to effect a reduction of one hand in ~~the~~ its copyist establishment in about three months from date of such ~~such~~ supply.

Pages 10 and 16 of Currents

10. The Inspector General of Registration reports that the further experience gained by him in the working of type-writers does not warrant his recommending any reduction in his office establishment, the typists whose services ~~had been~~ were procured from the Govt. Office and mercantile firms being unable to copy faster than the fastest copyist in his office. Moreover the existing strength of his office establishment which was fixed twelve years ago is found to be utterly inadequate to meet present requirements. The Inspector General, accordingly, submitted proposals ~~in this letter~~ for strengthening his office establishment and observed that if the manifolding

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process is successfully carried out, it might be possible to dispense with one or two of the additional hands ~~now~~ proposed. Meanwhile, he requested permission to return one of the two typewriters supplied to his office. This representation was considered when the Registration Budget was passed last year and it was decided in para. 2 of of G.O. No. 957, Financial, dated 19th November 1897, that in the existing state of the financ~~ial~~es c~~risis~~ this increase of establishment could not be sanctioned.

11 It will be seen from the foregoing summaries of the replies received ~~that the~~ opinions of the mercantile firms as regards the powers of a typist are rather varied but that on the whole there is an agreement that the introduction of typewriting should ~~be capable of making a~~ reduc~~tion in~~e copyist establishments. Messrs. Orr & Sons' estimate of a typist - 70 or 80 words a minute - is, it is thought, not based on practical experience. At all events such men must be very rare. The experience in this office, where typewriting machines have been in use for several years, is That with ~~now that we have~~ efficient typists, the copying work of the office is turned out much quicker and ~~that~~ there is a considerable saving in work. This partly arises from the use of the manifolding process which of

course is an absolute saving. The use of the Mimeograph, which the Supt. of Stationery has not found to answer at Madras but which serves admirably at Ootacamund, ~~and would~~ should bring about more satisfactory results still. But at the same time it is to be remembered that in the Sectt. ~~a~~ large numbers of ~~the~~ long notes for orders and of the long draft orders are ~~at~~ now ~~present~~ typewritten. Thus, the effect of the introduction of typewriting machines, in the Chief Sectt. at all events has been to put more work on the copyists. But this work, as well as the rest of the copying work, is now done by a smaller establishment by one hand than we had before the introduction of the machines (for we reduced our copyist branch by one ~~man~~ hand after ~~their introduction~~ some experience had been gained by copyists in the manipulation of type-writing machines). The manifest advantages of not only placing papers before Secretaries and Members in ~~a legible form~~ type ~~and~~ but also of having the records neat ~~and easily referred to~~ need ~~not~~ only be ~~dwelt upon~~ referred to. ~~and~~ It is submitted that the Chief Secretariat has done as much as it can be expected to in this matter. In view of the length of time that has elapsed since the supply of type-writers to some of ~~the~~ offices, it is submitted that heads of departments, who were requested in Official Memorandum No. 1323, d/6th July 1896, to report on the subject of savings effected by the introduction of type-writing machines should again be requested to do so. Their experience

XII

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will have been greater now; the hitherto great difficulty with them must have been, as it was in the Chief Sectt., to obtain efficient type-writers. These men are procurable now.

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13 The Bombay Govt. might also be reminded of letter R.No.525 Finl., d/ 26th April 1897 and requested to furnish the information therein asked for, if now available.

12 G.O.No.446, d/4th June 1897, contains the ruling that all applications for the supply of type-writers ~~should~~ shall invariably be accompanied by proposals for reduction of copyist establishments, to take effect three months after the supply of the machines. This G.O. was passed after the enquiries started on the note flagged II and it recognizes the principle that the introduction of typewriters must result in reductions of copyist establishments. It is only therefore as regards offices which were supplied with type-writers before the issue of that order that further action is really necessary and the officers concerned will now be able to furnish much more reliable reports.

14 Closely connected with this subject is the pattern of type-writers to be introduced in public offices,

The Govt. of India in paragraph 2 of its resolution No.224 S.R., d/15th Jany. 1897, directed that Stationery

G.O. No. 110 dd 5-2-92

Offices should, instead of supplying various descriptions of type-writers, confine the supply to one approved pattern. The Supt. of Stationery, Madras, was thereupon requested to submit a report on the subject. The majority of e the officers consulted by him stated that the "Yost" No. 4 which had been supplied to them was working satisfactorily. ~~As~~ These officers had had no occasion to try different patterns of type-writers, and the Supt. was unable to express any definite opinion on the subject. As, however, the "Yost" No. 4 was ~~reported on favourably by most of the officers consulted by the Supt.~~ ~~and was~~ generally approved of and used in the Bengal Presidency, he suggested that the same might be adopted for general supply in this Presidency until some other machine was found by experience to be better suited for office purposes. The Supt. was then desired to submit a further report after consulting the principal firms in Madras.

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G.O.No.495 Finl., d/25th June 1897

15 From the Supt's. report it will be seen that the "Hammond" has been exclusively used by Messrs. Dymes & Co., Oakes & Co., the Agra Bank and the Madras Railway Co. and is reported to work satisfactorily. Messrs. Wilson & Co. who have used both the "Hammond" and the "Remington", consider the former to be best suited for office purposes, but Messrs. Orr & Sons and the Commercial and Land Mortgage Bank (Ld.) who have tried only the "Remington" pronounce the same to be satisfactory. Messrs. Arbuthnot & Co: prefer, however, the Yost to the Remington

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Pages 20 & 25 of currents

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Messrs. Parry & Co: state that the Densmore which is in use in their office has given them every satisfaction. As they have not tried any other machine, but the old "Bar-lock" they are unable to state which is the best machine for office use.

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The "Williams" which has been in use for about a year in the office of the South Indian Railway Co: is stated to give a little trouble, the letters getting out of alighment.

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Messrs. Binny: & Co: prefer the "Smith Premier" to the "Hammond", "Remington", "Densmore" and "Bar-lock" which are all used by them. The firm mentions the "Maskelyne" which is an English machine and is reported to be superior to any of the above machines which are, most of them, American. The firm employes lady typists only as they press less heavily on the type and the life of the machines, which are expensive, is thereby prolonged.

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The Supt. of Stationery has nothing to add to the subject He merely states that no definite information can be gathered from the reports referred to above.

16 The "Yost" No.4 is the only pattern used in the Chief Secretariat.

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F.C. 2634/98 (Capt)
F.C. 1911/98 (Bombay Govt)

Judl DEPARTMENT
No. 1672-3
13-6-1908