E

Financial (1898) Department.

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G.O., No. 863

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[Despatch Abstract.]

ype-writing machines

Directing that in all the larger Govt offices in which — are used there shall be a separate section composed of typists, stating that the patterns of type-writers supplied to public offices will be restricted to the No 4 Yost & to the latest pattern of the Remington, requesting the I.G. of Registration to make further ~~reports~~ efforts to introduce type-writing into his office & stating that further orders in regard to the qualifications of type-writing clerks will issue in the Edul. deptt.

The Notes
in these Proceedings have been printed.

BACK PAPERS.

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

FURTHER PAPERS.

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

Government {1898} of Madras.

FINANCIAL.

} 1898. *Enclosures*
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
departments a resolution of the Government of India directing that type-writers sho
future be obtained through the Stationery Office instead of by indent on the India Office
requesting the Superintendent of Stationery to submit his recommendation as to the p
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 depa
ments under the Chief Secretary the ruling of the Revenue Department that all applications
the supply of type-writers should invariably be accompanied by proposals for reduction of copy
establishments.

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

Abstract.—Informing the Superintendent of Stationery that, before arriving at a decisio
on the question of the best type-writer for adoption, the Government desires him to place h
in communication with the principal firms in Madras which use type-writers and to rep
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.

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.)

G. STOKES,
Chief Secretary.

To all Departments of the Secretariat.
,, the Educational Department.
,, the Accountant-General.
,, the Superintendent of Stationery.
,, the Inspector-General of Registration.

Exd. A. F. Foolesion.

NOTES CONNECTED WITH G.O., No. 863, FINANCIAL, DATED 10TH OCTOBER 1898.

FINANCIAL DEPARTMENT.

File of Replies to Official Memorandum No. 1291, *Financial, dated* 20*th June* 1898, *calling upon departments to report the savings effected in copyist establishment by the introduction of typewriting machines.*

Copy of Demi-official from the Hon'ble Sir Henry Bliss, to the Chief Secretary, dated 13*th July* 1898.

When the Remington Typewriter Agent was here the other day he represented to me that Government had ordered that only Yost typewriters should be used in Government offices, and protested. I therefore asked deWinton to look at his machine and hear what he had to say. Here is deWinton's reply. Will you have it put with the other papers about the best sort of machine to order, which question, it appears, awaits a reply from the Bombay Government?

I am not impressed by the fact, if fact it is, that many more Remington typewriters are used in America and elsewhere than other kinds, for as the Remington was the first in the field by a good many years it is only natural that more of them should be in use than of other kinds. But, having had considerable opportunity of observing both the old Remington and the latest development of the Yost, I am bound to confess that this latest Remington is an immense improvement on the old one, and I won't say it is not better than the Yost. The great advantages of the Yost seem to me to be (1) it has no ribbon, and (2) it has a separate key for each letter. But we can await reply from Bombay.

Copy of Demi-official from W. B. deWinton, Esq., to the Hon'ble Sir Henry Bliss, dated 26*th July* 1898.

With reference to your open letter of July 23rd, brought by Mr. Hurley, the travelling representative of the Remington Standard Typewriter, I write to say that on Friday last Mr. Hurley worked his typewriter in my presence, and my typewriting clerk worked the "Williams," which is the typewriter in use in my office. After receipt of your letter I had a "Yost" machine brought up on Monday and worked by its usual operator. I have had no experience of typewriters, and can therefore only give the opinion formed by the above inspection, which is that the Remington is beyond a doubt the most up-to-date machine of the three and is constructed on the most scientific principle. It follows from this that, once learnt, it is manipulated with less manual labour and with less wear and tear to itself. The many mechanical devices employed make it, I think, the most difficult of the three machines for a beginner, but this is only a question of a few days, and personally if I had to buy a typewriter for myself I should undoubtedly get a Remington. This is apparently the opinion of the typewritng world, for in America, as I am informed on independent authority, it has nearly ousted all other machines, and in Great Britain it is used in most, if not all, of the Government offices and railways. I have no hesitation, therefore, in recommending it for use in Government offices in this Presidency. But I see no reason for specifying any particular machine, and prohibiting all others. All the Remington wants is "a fair field and no labour" instead of being "side-tracked" as Mr. Hurley expresses it. I cannot, however, find any such Government Order as the one you refer to, as prescribing the "Yost" as the machine to be used in Government offices. When I applied for a copy the Chief Assistant in the Chief Secretariat replies: "there is no order prescribing the use of the Yost machine in Government offices—the latest order on the subject is that the Government will defer orders on the question of the kind of machine to be used until the Bombay Government which has been addressed reports the kind of machine prescribed for use in Government offices in that Presidency."

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As stated above I see no reason for prescribing any machine. I would merely recommend heads of offices to obtain a Remington when they require another machine and have it to fight its own battle. I may add that the Remington has an office in Madras where all repairs can be executed. I believe its price to be as low, if not lower, than other machines, but on this I have no very certain information.

For the Chief Secretary—

The replies to Financial memorandum No. 1323, dated 6th July 1896, requesting departments of the Secretariat and heads of departments, supplied with type-writers, to report the savings under copyist establishments which had been, or would be, effected by the introduction of the machines, are dealt with in the note in G.O., R. No. 525, Financial, dated 26th April 1897.

2. Some officers replied that no reduction was possible, while 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† Government, as to the result of their experience in the matter.

* Demi-official circular, dated 3rd May 1897.

† Notes in G.O., R. No. 525, dated 26th April 1897.

3. The opinions of the various firms consulted are summarized in the note with G.O., R. Nos. 672, 673, Financial, dated 13th June 1898.

4. The Bombay Government reported that type-writing machines had been introduced experimentally in a few offices in that Presidency, but that the experience gained had not led to any reduction of establishment. It promised to communicate further on the subject on receipt of the report called for from the Superintendent of Stationery. The Bombay Government was reminded in letter, R. No. 673, Financial, dated 13th June 1898. But on the 9th July the Superintendent's report was still due—*vide* letter from the Bombay Government, No. 3079, Financial, dated 9th July 1898, recorded in G.O., No. 627, Financial, dated 18th July 1898.

5. It was decided in the notes in G.O., R. No. 525, Financial, dated 26th April 1897, to defer for future consideration the question of reducing the copyist establishments in the Public Works Department (Irrigation and General branches) and in the Revenue Department, and the Honourable Member called for information regarding certain other departments. This information is contained in the note with G.O., R. Nos. 672, 673, Financial, dated 13th June 1898.

6. As a considerable period had elapsed since the introduction of type-writers, departments of the Secretariat and heads of departments, who had been supplied with machines, were requested with reference to memorandum No. 1323, Financial, dated 6th July 1896, to report the savings under copyist establishment which had been effected; and, in cases where no such reduction had occurred, to explain the necessity for maintaining existing copyist establishments. The replies to this memorandum [No. 1291, Financial, dated 20th June 1898], are now submitted for orders.

7. For convenience of reference the summaries of the original reports will be reproduced below with the Honourable Member's remarks thereon, the contents of the present reports being appended thereafter.

8. The Public Works Department (Irrigation) stated in its original report that the introduction of type-writers had not effected any saving of labour but had secured neatness; that the number of clerks employed on copying work was only three and did not admit of reduction; and that in the Tank Restoration Scheme branch there were only two clerks who used the typewriter, but as these had also other work to do, it was not possible to make any reduction there.

The Honourable Member remarked thereon:—"This seems absurd. I should say that two of their five copyists should be reduced. However let us wait and see."

The Acting Chief Engineer for Irrigation now says that *no* saving has been effected; that there are only two copyists in his office, one of whom is also employed as a circuit clerk when the Chief Engineer is on tour or at Ootacamund, so that generally there is only one copyist at Madras to attend to all the copying and type-writing work; and that the typewriters have secured neatness and facilitate work whenever more than one copy of a document is required, which however is seldom the case in his office

In the Tank Restoration branch only two clerks use the type-writer. These have other work to do, not suited to the machine, and it has not been found possible to make any reduction.

9. *The Public Works Department (Railway Branch)—Original Report.*—Since the introduction of typewriters the copyist establishment has been reduced from seven to three, resulting in a saving of Rs. 62–8–0 *per mensem.* In paragraph 12 of the note it was observed: "This reduction could not, it is thought, have been entirely due to the introduction of type-writers; the establishment must have previously been over-manned."

The Honourable Member remarked thereon:—"I don't see why not. It is in accordance with what I have always heard of typewriters."

Present Report.—No further reduction possible. On the contrary, owing to increase of work on account of new lines of railway, extra establishment may probably soon be required. The Secretary points out that his office is paid from Imperial, not Provincial funds. This fact, however, does not, it is submitted, concern the question at issue.

10. *The Public Works Department (General Branch)—Original Report.*—No reduction possible as the copying is done by an examiner and four clerks who are not employed exclusively on copying, but have other work to do. Few of the clerks can type quicker than they can copy by hand. There is therefore but little saving except when many copies of the same letter are required. This is seldom the case.

The Secretary strongly deprecated any reduction and considered that the strength and efficiency of a head office should be such that except in extraordinary circumstances delays are impossible, and pointed out that delay in a head office means delay in the working of a whole department, which is likely to become demoralised in consequence.

Honourable Member's note thereon—"Considering the large number of petty "orders which are printed in the Public Works Department, I should say a considerable reduction might be made. But this department seems to be peculiarly afflicted "with Secretaries who have never learned to write in a legible way, for I notice that "it is but rarely that the Secretary's handwriting comes before one. I should say the "establishment was susceptible of considerable reduction. On the other hand, there "has been a great deal of marine work of late. We can wait and see what information "the Chief Secretary can collect."

Present Report.—There being no separate copying establishment in the office, the use of the type-writer does not admit of any reduction in the number of clerks employed, which is barely sufficient for current work, and scarcely admits of leave being granted. If more than one man is absent at a time, as is unavoidable sometimes, the engagement of substitutes becomes a necessity.

10a. *The Presidency Port Officer* stated in his first report that, as there are no persons in his office exclusively engaged as copyists, the copying work being distributed among the different clerks who have each of them a section of other work to do, no reduction was feasible. He proposed, however, to effect a saving by abolishing the post of a carpenter on Rs. 17½ and of a godown-keeper on Rs. 10 and bringing the latter on the establishment as copyists on Rs. 15, he having been trained to the work and performing it in a very satisfactory manner. This arrangement involving a saving of Rs. 12–8–0 *per mensem* was therefore sanctioned with effect from the 19th August 1896 on the understanding that the services of the carpenter referred to were dispensed with on or before that date.

G.O., R. No. 526, Financial, dated 26th April 1897.

G.O., R. No. 767, Financial, dated 14th June 1897.

The present report runs—"No separate copyist establishment has ever been maintained. . . consequently no saving has been effected, the extra charge of Rs. 5 being met from (the) pay sanctioned for an office carpenter whose post has not been filled."

11. *The Revenue Department* on the present as well as the previous occasion refers to G.O., No. 408, Revenue, dated 25th January 1897. The reorganization of

the copying establishment sanctioned in that order had effect from the 10th February 1897—*vide* G.O., Mis. No. 1133, Revenue, dated 25th February 1897. These orders are recorded in G.O., R. No. 353, Financial, dated 22nd March 1897.

The reorganization did away with—

	RS.
1 clerk	25
1 „	20
1 „	17½
2 temporary clerks	20

and substituted therefor five typists on Rs. 15—25.

Such of the typists as have passed no technical examination in type-writing will get Rs. 15 *per mensem* only. On passing the elementary examination, their pay will be raised by annual increments of Re. 1 up to a maximum of Rs. 19 and similarly from Rs. 20 to Rs. 25 on passing the Intermediate. The rearrangement involves therefore a small increase which, however, is indefinite as it will vary with the examination qualifications of the typists entertained.

A special shorthand allowance of Rs. 30 *per mensem* has been attached to one of the five posts of typists. In regard to this allowance, the Honourable Member observed—"This seems an extravagance. However we can wait and see."

12. *The Inspector-General of Prisons* in his previous report said that although according to the establishment list of his department there was only one copyist in his office, yet two clerks had to be employed on copying work and that with so small a number, it was unlikely that a reduction would ever be possible. He considered, however, that the typewriter would not be wasted if it enabled letters issuing from the office to be read with greater ease.

In his present report, the Inspector-General reiterates what he said before and adds—"Correspondence having, through many causes, largely increased in the last few years, the supply of the machine has enabled this office to cope with the work without any application for additional establishment being necessary, but the reduction of one of the two copyists would not be possible."

13. *The Surgeon-General* previously reported that he had carefully watched the outturn of work in his office, but was unable to recommend any reduction in his copyist establishment, already limited, and at times unable to cope with the work required of it. Any attempt at reduction, he considered, would cripple the office, more especially since the distribution of Civil Medical forms and books had been delegated to it without any additional establishment, under G.O., No. 1222, Public, dated 14th November 1896.

With reference to this last-mentioned circumstance, the Honourable Member wrote—"There is an excuse in this case."

In his present report, the Surgeon-General calls attention to his letter of January 1897 epitomised above. He adds that the copying work in his office is more than can be conveniently managed by his three copyists; that in the event of a copyist being ill or on casual leave, it becomes necessary to depute a clerk from another section to do his work in order to avoid arrears; and that therefore a reduction in their number could only be at the expense of efficiency and expedition.

14. *The Inspector-General of Registration* in his first report referred to the inadequacy of his staff to cope with the work in his office which had largely increased owing to the general expansion of registration. He was then of opinion that no reduction of establishment would be possible even if the use of the typewriter was found to effect any appreciable saving in labour. He promised to report further at the end of six months after employing a specially trained man for typewriting.

The Inspector-General's request for an increase of establishment was considered when the Registration budget for 1898–99 was passed and it was decided that, in the existing state of the finances, the increase could not be sanctioned—*vide* paragraph 2 of G.O., No. 957, Financial, dated 19th November 1897.

The Honourable Member remarked—"He ought to be able to report *much* sooner. Ask him to do so at once."

His second report will be found in G.O., R. Nos. 672, 673, Financial, dated 13th June 1898. He there stated that the further experience gained by him in the working of typewriters did not warrant him in recommending any reduction in his office establishment, the typists employed being unable to copy faster than the fastest copyist in his office.

This is simple bosh.
H.W.B[LISS].

In his present report he says that what he has since seen of the work of the typewriters has only confirmed him in his opinion that it will be impossible to effect any reduction in the copying staff which is utterly inadequate to cope with the heavy work of his office. His reasons he says are set out in paragraphs 1, 3 and 5 of his letter in G.O., R. Nos. 672, 673, Financial, dated 13th June 1898.

These are—

Paragraph 1.—That in his office the typists obtained from the Secretariat and mercantile firms could not copy faster than the fastest copyists; single copies of letters and orders are usually required, the saving of labour being consequently *nil* or very slight; when circulars are required, *e.g.*, at least 22 for District Registrars and for Sub-Registrars over 450, they are printed or cyclostyled, as not more than four copies can be taken of the typewriter.

G.O., R. No. 672, Financial, dated 13th June 1898.

N.B.—This ignores the manifolding process, successfully employed in the Chief Secretariat. But the Inspector-General, in paragraph 2, speaks of the process, as one of whose working he is yet ignorant.

Paragraph 3.—That the existing establishment is utterly inadequate. Details of the staff and of their work are furnished in this paragraph as also in paragraph 4.

Paragraph 5.—That while the strength of the office has remained stationary since 1885, the number of Registration offices * and of registrations has largely increased. The work in the Central office has thus very considerably increased, notwithstanding the additional delegation of powers to District Registrars. The Inspector-General asks permission to return one of the typewriters supplied to his office. This request he also made in paragraph 8 of his letter in G.O., Nos. 672, 673, Financial, dated 13th June 1898.

* From 338 in 1885 to 423 in 1897.
„ 584,224 in 1885 to 824,946 in 1897.

15. *The Sanitary Engineer* stated in his first report that two typewriters had been supplied to his department in April 1896 only, but that he hoped to show some saving in the budget for 1897–98. He now says that this hope was fulfilled by a revision of his office establishment in September 1896. The copyist establishment which then consisted of three copyists at Rs. 20 each was reduced to two on Rs. 15—1—20 each, thus effecting a saving of Rs. 240 a year.

16. *The Board of Revenue* (*Land Revenue*) stated last year that it was not possible to save much writing labour by using typewriters, only two machines having been supplied and the clerks using them not having had more than a year's regular practice. In the event of a third machine being supplied, the Board undertook to effect a reduction of one hand in its copyists establishment in about three months from the date of such supply. In the Board's Proceedings, Mis. No. 1480, dated 7th June 1898, two Hammond typewriters were asked for as being more up to date. Of the two Yost machines, one was reported to be frequently out of order, while the copyists who worked on them had not attained to any proficiency. They had been given a final warning. The Board was confident that with the Hammond machines a reduction of establishment would be possible at an early date. The Board at the same time reported that it had just entertained a short-hand writer, in lieu of one of its ordinary clerks, and that one machine would be reserved for him.

G.O., R. No. 672, Financial, dated 13th June 1898.

The supply of the machines was sanctioned in G.O., Mis. No. 2892, Revenue, dated 9th July 1898, recorded in G.O., R. No. 601, Financial, dated 15th July 1898, on the distinct understanding that the Board would effect † a reduction within three months after the date of supply of the machines.

† Attention is solicited in this connection to G.O., No. 446, Financial, dated 4th June 1897.

As to the copying establishments in the districts, it is reported that machines have been sanctioned for three * districts only and supplied to but two † as yet. The Collectors of these latter districts have been called on to submit reports by the 1st September next.

* Kistna, Tinnevelly and Gódávari.

† Kistna on 19th May 1898.
Tinnevelly, 1st June 1898.

17. *The Superintendent of Stationery* in his previous report stated that his office establishment was very limited, while work was on the increase; that there was no separate clerk maintained for copying purposes, the work being done by the despatching clerk in addition to his own duties; and that therefore the existing establishment could not be reduced.

The Honourable Member remarked that it was true that work was on the increase and asked for details as to the Superintendent's establishment.

This information was furnished in paragraph 8 of the note and is reproduced in the margin.‡

‡ Establishment of the Superintendent of Stationery—

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

The Superintendent now reports that for the reasons already given, which apply with even greater force now, no savings under "copyist establishment" is possible. He reiterates the fact that there is no separate "copyist establishment" in his office.

18. *The Director of Public Instruction.*—The *original report* was to the effect that there had been no material increase to the clerical establishment in his office since January 1892, although schools increase annually and the operations of the department become year by year more extensive, bringing in their train an annual increase of work to his office; that it was only since the introduction of the typewriter that the clerks engaged in copying had been able to cope with the heavy work without the accumulation of arrears and that no reduction was therefore practicable unless the work was to again fall into arrears. The possession of the typewriter enabled some of the higher paid clerks, who had till then frequently been detached for copying work, to attend to their more important and legitimate duties. It also drew attention to the Director of Public Instruction's letter recorded in G.O., No. 847, Financial, dated 30th October 1895, where he applied for a typewriter with a view to afford relief to the copying department of his office and not to replace any of the hands already employed.

In his letter No. 7983, dated 22nd July 1898, Dr. Duncan says that the above reasons apply still and with even greater force, "since, apart from the general increase in the work of the office, due to the increase in the number of institutions, the extension from the beginning of the current year, to all the educational offices and institutions of the system of free supply of stationery articles by the Superintendent of Stationery on submission of indents for each office and institution and the ruling in regard to the supply and repair of rubber stamps have entailed on the already overworked clerical establishment of the office, considerable strain which it can ill afford to bear."

"Moreover, there is no regular copying establishment in this office and the number of clerks detached for copying work varies with the quantity of copying work to be got through from time to time and with the degree of pressure in the other sections of the office. Ordinarily the copying section consists of an examiner, a reader and a copying clerk besides the typewriting clerk, and this number is reduced to three, including the typist, during the progress of the work connected with the preparation of the Public Instruction report and the departmental budgets."

With this limited scale of copying establishment, Dr. Duncan hopes that Government will agree with him in thinking that no reduction is possible.

19. *The Local and Municipal Department*—stated in its first report that no reduction could then be made in its copyist establishment.

The Honourable Member then asked "What is their establishment?" This was stated in the note with G.O., No. 672, Financial, dated 13th June 1898, to consist of five clerks on Rs. 20, 18, 16, 14 and 12 respectively.

In the present report the Local and Municipal Department says that, owing to the clerical establishment being shorthanded, one of their five copyists is employed in registering the municipal letters received, fair copying the Table of Contents, keeping the stationery and the accounts connected with it and correcting the Public Works and other Codes. The remaining four are fully occupied in typewriting fair copies of the Government Orders and the long memoranda pointing out the errors and discrepancies noticed in the accounts submitted with the Local fund and Municipal reports and budgets, 160 in number annually; also the same number of long draft reviews of these reports and budgets, as well as the general Local fund and Municipal reviews and the reviews of the Sanitary and Vaccination reports. No reduction therefore is, it is reported, possible.

20. *The Inspector-General of Police*—stated in his original report that as he had only two clerks in his office on copying work, he could not spare one of them in spite of the benefit derived from the typewriter as the man who used the machine did not write quickly enough to do the work of two men.

Honourable Member's remark thereon:—

"Then he ought to."

The *present report* states that the time of the two copyists, one of whom is employed as typewriter, is fully occupied, and it is frequently necessary to depute a third clerk to assist them, in addition to his own work. No reduction is therefore possible.

21. The Board of Revenue (Revenue Settlement) has made no report yet.

It could not be got to reply to the previous reference—*vide* the side note on the first page of the note in G.O., R. Nos. 672, 673, dated 13th June 1898. Two reminders have been sent to the present memorandum (that of June) without avail.

C. M. SCHMIDT.

22. In paragraphs 14 to 17 of the note the question of the pattern of typewriter to be introduced in public offices was discussed. Attention is solicited to these paragraphs and to G.O., No. 627, Financial, dated 18th July 1898, which deferred a decision on the point pending the receipt of a further communication from Bombay.

C. WILKINSON.
3-8-98.

23. The foregoing summaries of replies to the further circular issued last June regarding the possibility of reductions in copyists' establishments in consequence of the introduction of typewriters does not exhibit very hopeful results in the matter of reduction. But it is submitted that in dealing with this question it has to be remembered that in offices in which typewriting machines are used, the work is turned out with greater neatness and thus with more comfort to all through whom papers may subsequently pass and that in many cases, as pointed out in the replies, the introduction of the machines has enabled offices to cope with increase of work without a corresponding increase of establishment.

24. One weak point appears to lie in the fact that in the majority of the larger offices in the Presidency there is no separate staff of typewriters. It is thought that, as in the Chief Secretariat, such a division of the establishment should be possible in all the larger offices. If this procedure were insisted upon, a class of typewriters would really be created by Government. Some difficulty has been experienced here in getting hold of good typists and it is submitted that the same difficulty will continue everywhere until there is a constant demand for typists in Government offices. A step towards effecting this desirable fact has already been taken by prescribing the technical examination in typewriting as a test for the post of a tpyewriting clerk, a pass in the elementary grade being required for posts of this class on less than Rs. 20 *per mensem* and in the intermediate grade for posts on pay in excess of Rs. 20 per mensem—*vide* G.O., No. 87, Educational, dated 11th February 1897, and G.O., No. 366, Educational, dated 1st July 1897.

25. The experience here has been that a pass in the elementary test alone is not a sufficient guarantee that a good typist is obtained. Until offices like the Secretariat can count upon getting men who have passed the intermediate test, no great saving will be effected by typewriting machines. That the use of the machines with trained hands can effect economies is, it is submitted, beyond doubt and to reproduce what is stated in paragraph 11 of the note in G.O., R. Nos. 672, 673, dated 13th June 1898.

> "The experience in this office, where typewriting machines have been in use "for several years, is that with 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 Superintendent of Stationery has "not found to answer at Madras, but which serves admirably at Ootacamund, should "bring about more satisfactory results still. But at the same time it is to be "remembered that in the Secretariat large numbers of long notes for orders and of "long draft orders are now typewritten. Thus the effect of the introduction of type-"writing machines, in the Chief Secretariat 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 hand after some experience "had been gained by copyists in the manipulation of typewriting machines). The "manifest advantages not only of placing papers before Secretaries and Members in "type, but also of having the records neat need only be referred to."

26. It seems necessary that Government should keep the matter of extending the use of typewriters in its offices in view for some time longer. The advantages of typewriters are, it is submitted, not fully recognized by all heads of departments. To take a typical case the Inspector-General of Registration [please see paragraph 14 (pages 4–5 of the foregoing note)] wishes to return one of the typewriters that he has already obtained. This request cannot be understood and it seems to show that the Inspector-General has not put sufficient pressure upon his establishment in this matter.

I.e., Machines.

H. W. B[LISS].
A. T. A[RUNDEL].

27. As regards the pattern of type-writers, please see the demi-official from the Honourable Member, dated the 13th instant, enclosing a report by the Chief Engineer on the new type of Remington machine. The decision as to the particular pattern of typewriting machine to be adopted for general supply to public offices has been deferred pending the receipt of a further communication from the Government of Bombay—*vide* G.O., No. 627, dated 18th July 1898.

C. M. SCHMIDT.
20-8-98.

H.M.—

I have watched the progress of this attempt at retrenchment with some interest, but I confess I have never been sanguine that the introduction of typewriters would lead to reduction of establishment, because so far as I have seen we have in Government offices no typists at all. A man with inferior knowledge of English is put down before a machine and told to typewrite but he never learns how to do it, for he has not mastered its first element, viz., to spell with facility. I should have been surprised had it been otherwise, for being a typist myself and having experience of its requirements, it is to me wonderful how these men can get along in a foreign language as well as they do. I think therefore till time and circumstance have evolved a race of typists, we must be content with the very great indirect advantages of the use of typewriters and sanction their introduction only in those offices where these indirect advantages, viz., neatness of the record and facility of perusal, are likely to accrue.

2. As pointed out in the note it would seem that in all offices where typists are employed, there should be a separate establishment. In the offices referred to in the note except the Revenue Department where the reorganization was made by Mr. Davidson under me, they are not so. Orders should, I think, issue for this to be done and for men with technical qualifications only to be employed.

3. As to the question of selecting some one machine as that to be always bought, I think it would be a complete mistake. I was able to show Mr. Hurley the other day some four very important points in which his Remington is behind modern requirements, viz.—

(1) visible writing,
(2) differential spacing,
(3) tabling, and
(4) in its arrangements for writing in columns as in invoices.

The Yost is in very much the same plight and the Hammond has some defects of its own. Then the price is quite double what it ought to be. I do not know of a machine as yet on the market which is complete but when I was at home I saw a machine which is about to be brought out which will probably ultimately do what is wanted. I think, therefore, that what Government ought to do now is not to pledge itself in any way, but to buy the cheapest and best machine it can get which it can get repaired easily on the spot. I believe these conditions are satisfied by either the Remington or the Yost and they might be bought for the present.

G. STOKES.
23-8-98.

I think that in time the provision of typewriting machines will, if not lead to a reduction of establishments, at least prevent to some extent the necessity of their being increased. But to this end we want a proper system of training of typists. I think we should work towards it by, 1st, requiring that in all large offices there should be a separate copyist section, and, secondly, by requiring a knowledge of typewriting of the majority of our clerks. No sane man in England would now dream, as a general rule, of engaging a clerk who was not both a typist and a shorthand writer, and I think that it is quite time that we made an advance in this direction. If we don't, we shall more and more every year be unable to cope with the ever increasing work and shall more and more be exposed to the ridicule of mercantile men of business on account of the extreme slowness with which we answer letters. The merchants' and solicitors' offices half the letters received are answered offhand, by dictation to a shorthand writer. In our offices, apparently, no letter is ever looked at until registered, so that (practically speaking) a day's delay in the minimum possible. I don't quite see why we should not work more upon the system of merchants' and solicitors' offices. We have done something to economise time by allowing shorthand writers in district courts, but so far as I know Mr. Davidson is the only person who has made much use of the shorthand writer in the Government office. He used to dictate long notes. Why his examples has not been followed, I don't know. It should be. Efficient short-hand-writers would soon be forthcoming if there was a demand for them, and it is difficult to suppose that, if there were one in every office, officers would not learn to utilise them. I incline to think that, at least for certain principal offices, down to those of Collectors inclusive, it might be made a rule that no one entering the service after a fixed date, perhaps two years ahead, should be allowed to rise to more than (say) Rs. 50 a month unless he had passed the advanced standard in shorthand. I also think that it would be worth while to offer a prize to any one who invented a good system of shorthand writing in the vernaculars. A shorthand writer who could take down a prisoner's statement, both question and answer, in the vernacular would be most valuable in the criminal courts.

As to typists, we might have a similar rule and allow no one entering certain offices after a fixed date to rise beyond Rs. 25 a month unless he had passed the advanced standard in typewriting. The clerks, at all events in Madras, would learn quickly enough if they had this stimulus.

Have we any female typists? I think not. But why not? Merchants in Madras use them and there must be thousands of them in England. I have, no doubt, that there are plenty of East Indian girls in Madras who would be thankful to earn a living in this way.

As to the kind of machine, I don't approve of a great variety. It is obviously best to have one kind only, if we can definitely settle which is the best kind. That we can't do at present. I would therefore allow the supply either of the No. 4 Yost or of the Remington (latest kind), but of no others. This question is a general and important one, so circulate.

H. W. B[LISS].
24-8-98.

I quite agree that Government is not likely to effect any direct saving worth speaking of by the use of type-writers. It is by the indirect gain noted in the Chief Assistant's notes and perhaps as the Hon'ble Sir H. Bliss notes the avoidance of increase of copying establishments that we shall profit. The difficulty of requiring of our clerks rapid facility in typewriting is enhanced by the cost of the machines. Every school or college training boys with a view to Government employment would require two or three machines. This would be a great tax and in the mofussil it would be impossible at present to get the machines repaired.

I think it would be well to ask the Director of Public Instruction what he thinks of the matter and in what way and so what extent it would be feasible in the course of a year or two to require a knowledge of type-writing from applicants for clerkships, etc.

I have no objection.

A. E. H[AVELOCK].

As to the girls it might be a good thing to have some of the Lawrence Asylum girls taught. The Principal may be asked about this.

As to the shorthand there is no difficulty in teaching or learning it, but an enormous amount of practice is necessary to enable a man to write fast enough to take down dictation as given or to follow a speech, and for this reason I greatly question whether it would be possible to require the *advanced* standard from applicants for Government employ. On this point too I would inquire of the Director of Public Instruction.

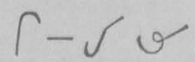
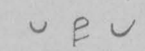
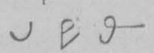
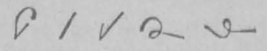
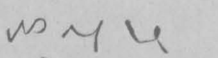
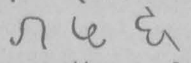
Very well. No objection.

A. E. H[AVELOCK].

I question whether any prize is necessary for a method of shorthand for the vernaculars. As a youth I taught myself a system—not Pitman's which is now generally learnt—which applies equally well to the vernaculars and to English. Write phonetically and omit the vowels is the rule, and every writer makes for himself special symbols for long words that frequently occur in the topics he writes about. Here are one or two simple questions such as would be asked of a prisoner—

Is there much demand for shorthand-writing in the vernaculars.

A. E. H[AVELOCK].

English—What is your name? 
Tamil—Un pér enna? 
Telugu—Ní péru yémi? 
English—Where do you come from? 
Tamil—Yengé irunthu vantháai? 
Telugu—Yekkada nunchi vacchinávu? 

It will be seen that the number of characters is pretty much the same in all three languages.

The difficulty with all systems of shorthand is to write *fast*, and nothing will overcome this but incessant practice such as no student could afford time to give.

A. T. A[RUNDEL].
29-8-98.

I accept the conclusion that no reduction in the number of copyists is, at present, possible.

I am inclined to think the office-note is right in advising that typewriters should be separate from the general clerical staff, *i.e.*, that a man should be set aside to be a typewriter only, and that it should not be attempted to combine in one and

the same person both typewriting and ordinary clerical work. I know nothing about typewriting machines, and I therefore accept, on faith, the opinion expressed that the Remington and the Yost should alone be bought for the present.

The Hon'ble Sir Henry Bliss proposes that clerks should not rise above certain rates of pay unless they pass in typewriting and shorthand. I am doubtful about this, because, as I have said above, I think typewriters and shorthand writers also should form a special class of clerks apart from the others.

I think Sir Henry Bliss' suggestion to employ Eurasian girls as typewriters might be possible to carry out, but I fear the measure would be attended by certain risks.

A. E. H[AVELOCK].
5-9-98.

Galstrach

FINANCIAL.

Memorandum,

No. 1291.

Recd. } 1898. *Enclosures*
Regd. } *Spare copies*

Dated 20th June 1898.

Typewriting.

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

FINANCIAL DEPARTMENT.

No. 1291.

MEMORANDUM.

In view of the fact that some time has now elapsed since the introduction of typewriting machines into public offices in this Presidency, the Departments of the Secretariat and Heads of Departments who have been supplied with the machines are requested, with reference to memorandum, No. 1323, Financial, dated 6th July 1896, to report the savings under copyist establishment which have been effected. In cases where no such reduction has occurred, the necessity for maintaining the existing copying establishment should be explained.

(True Extract.)

20th June 1898.

Chief Secretary.

To the Revenue Department. 1939.
" Public Works Department (all branches). Irrig 1956, Ry Por - 1958
" Local and Municipal Department. 1977
" Board of Revenue (Land Revenue). 1962
" " (Revenue Settlement).
" Inspector-General of Police. 1935
" " of Prisons. 1870
" " of Registration. 1876
" Surgeon-General. 1929
" Director of Public Instruction. 2043
" Superintendent of Stationery. 1882
" Presidency Port Officer.
" Sanitary Engineer. 1999

Exd. A. Raitt

Ind

~~Judicial~~ (1898) Department.

CURRENT No. 1870

Ref

Send reminders to all overdue & resubmit the file on the 21st

Cml 17.7.98

18/7/98.

-8 JUL 1898

Order

From

The Insptr:Genl of Prisons,
Ootacamund.

No. 3564

Dated 7th July 1898.

Received 8.

Registered 9.

Enclosures –

Spare copies –

SUBJECT.

States the necessity for maintaining the existing copying Establishment in his office which has been supplied with a Typewriting Machine.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

[illegible] 1870

H.O. Form No. 2 (1,000)—June 1897.

Office of the Inspector-General of Prisons,

No. 3564 Dated Ootacamund the 7th July 1898.

From

A. G. CARDEW, Esq., M.A., I.C.S.,
Inspector-General of Prisons,

To

THE CHIEF SECRETARY TO GOVERNMENT.

Sir,

M

Enclosures.

[illegible] R.Dis 525 [illegible] 26-4-97 flagged

In reply to Memorandum No.1291 dated 20th June 1898, I have the honour to state that, as reported in this office No.5278 dated 11th August 1896, there are only two clerks available for copying work in this office and that with so small a number the supply of a type-writing machine has not made it possible to make any reduction. Correspondence, having through many causes, largely increased in the last few years, the supply of the Machine has enabled this office to cope with the work without any application for additional establishment being necessary, but the reduction of one of the two copyists would not be possible.

I have the honour to be,
Sir,
Your most obedient servant,

A G Cardew.
Insptr:Genl of Prisons.

Tss

Finl

~~Judicial~~ (189 8) Department.

L.S.

CURRENT No. 1876

CHIEF SECRETARY
-9. JUL. 1898
GOVERNMENT OF MADRAS

From

The Inspector General of
Registration,
Madras

G. No. 4045.

Order

Dated 7 July 1898.

Received
Registered } 9. " "

Enclosures –

Spare copies –

SUBJECT.

Submitting that it is impossible to make any reduction in the copying staff in consequence of the introduction of typewriting machines and requesting permission to return one of the typewriters.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Current No 1876

REGISTRATION DEPARTMENT.

+++++oOo+++++

2

G.No. 4045

From

The Honourable P.Rajaratna Mudaliyar,
Diwan Bahadur,
Inspector-General of Registration,
Madras,

To

The Honourable G.Stokes,I.C.S.,
Chief Secretary to Government,
Ootacamund.

Madras, 7" July 1898.

Sir,

FM

With reference to Government Memorandum No. 1291, Financial,dated 20th.June 1898,I have the honour to state that the further experience gained in the use of the type writers supplied to this office has only confirmed me in the opinion that for the reasons mentioned in paras 1,3, and 5 of my letter G.No.5307,dated10th.September 1897,it will be impossible to effect any reduction in the copying staff which is utterly inadequate to cope with the heavy work of this office.

page 57 in G.O.
R 672. 3 Revl of 13.6.98
L

2. I request permission to return one of the typewriters as proposed in para 8 of my letter above referred to.

page 60 of do. do

I have the honour to be,
Sir,
Your most obedient servant.

Inspr.Genl.of Regn.

Financial

~~Public Works~~ (1898) Department.

CURRENT No. 1882

8

Order

From The Superintendent of Stationery, Madras

No. 1396

Dated 8th July 1898

Received 10 } 7 — 1898

Enclosures 11

Spare copies —

SUBJECT.

Reporting that it is not possible to show savings under "Copyist Establishment" of this department for the reason given in this office letter No. 1536 dated 2nd September 1896

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Current No. 1882

3

Stationery Office,

Madras, 8th July 1898.

No. 1396

From

J. Atkinson Esquire I.C.S.,

SUPERINTENDENT OF STATIONERY,

MADRAS,

CHIEF SECRETARY
10 JUL. 1898
GOVERNMENT OF MADRAS

To

Hon'ble Mr. G. Stokes I.C.S.,
Chief Secretary to Government,
Financial Department.

SIR,

FM

With reference to your Memo No. 1291 dated 20th Ultimo, I have the honour to report that it is not possible to show savings under "Copyist Establishment" of this Department for the reasons given in my letter No.1536 dated 2nd September 1896, which have greater force now than they had then. There is no "Copyist Establishment" in this Office.

Ins GO R575 Fml / 26.4.97

FG

I have the honour to be,
Sir,
Your most obedient servant,

J. H. Atkinson

Superintendent of Stationery

8/7/98

Financial (1898) Department.

CHIEF SECRETARIAT
13 JUL 1898
GOVERNMENT OF MADRAS

CURRENT No. 1929

From

Surgeon Major General
C. Sibthorpe, C.B., F.R.C.P.I.,
Surgeon General with the Govt. of
Madras.

No. 7/288

Order

Dated 13th July 98

Received 13 " "

Registered 14 " "

Enclosures One

Spare copies –

SUBJECT.

Stating that no reduction in the Copyists' Establishment of his Office is feasible without sacrificing efficiency and expedition.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

1

3

288

13/7/98

[13]

C44/97

Copy of a letter from the Surgeon General with the Govt. of Madras to the Hon'ble the Chief Secretary to Govt., Financial Depts., No. L3/31, dated the 15th January 1897.

With reference to my letter No. 365 dated the 11th August 1896, I have the honor to state that during the last five months, I carefully watched the turn-out of work in this Office and the experience thus gained does not warrant my recommending any reduction in the Copyists' Establishment which is already limited (3) and at times unable to cope with the work required of it. Any attempt therefore at reduction will cripple the office especially as the new and tedious work of the distribution of Civil Medical Forms and Books has been delegated to it without any additional Establishment – vide G.O. No. 1222 Public dated the 16th November 1896, and it consequently becomes necessary to make the best arrangements possible with the present staff of clerks to provide for this work.

(True copy)

R.H. Elliot
Surgeon-Captain
Secy. Surgeon-General
with the Govt. of Madras.

Enclo: 1 to Lice
No. 1929/98

Current No. 1929

[1]

No. 7/288

OFFICE OF SURGEON-GENERAL
WITH THE GOVERNMENT OF MADRAS,
Camp Ootacamund ~~Madras, the~~ 13 July 1898

From

SURGEON-MAJOR-GENERAL C. SIBTHORPE, C.B., F.R.C.P.I.,
SURGEON-GENERAL WITH THE
GOVERNMENT OF MADRAS,

To

THE HON'BLE THE CHIEF SECRETARY TO GOVERNMENT,
Financial DEPARTMENT.

SIR,

J.M.

M.G.

77 & 50 R525/26.4.97

With reference to your printed Memorandum No. 1291 Financial dated 20th June 1898, I have the honor to state that in my letter No. L9/31 dated 15th January 1897 copy annexed for ready reference - I have explained my reasons for not being able to propose any reduction in the copying Establishment of this Office. The work is more than can be conveniently managed by three copyists and in the event of any of them becoming sick or requiring short casual leave, it becomes necessary to depute a clerk from another section to do his work to avoid arrears. If, therefore, any reduction were to be made in their number, it will be entirely at the expense of efficiency

and

6

and expedition

I have the honor to be,
Sir,
Your most obedient Servant,

C. Sibthorpe

Surgeon-Major Genl
Surgeon-General
with the Govt. of Madras.

Financial

Judicial (1898) Department.

CURRENT No. 1935

CHIEF SECRETARY
14 JUL 1898
GOVERNMENT OF MADRAS

From

M. Hammick, Esquire, I.C.S.,
Inspector-General of Police,
Madras.

Order

No. 2688

Dated 12 July 1898
Received
Registered 14 "
Enclosures -
Spare copies -

SUBJECT.

Regreting that no reduction in the copying establishment can be made by the introduction of the type writing machine.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Current No. 1935

No. O-48.

Department.

No. 2688

Chief Office of the Inspector-General of Police,
Madras 12th July 1898.

7

From

M. HAMMICK, ~~I.C.S.~~, Esq., I.C.S.
Inspector-General of Police,
Madras,

To

The Chief Secretary
to Government,
Ootacamund.

Sir,

Enclosures.

FM

With reference to your Memo. No. 1291, Financial, 20th June 1898, I have the honour to state that there are only two copyists in my office. One of them is employed as type-writer, and not only is their time fully occupied, but it is frequently necessary to depute a third clerk to assist them in addition to his own work.

I regret, therefore, that no reduction in the copying establishment can be made by the introduction of the type-writing machine.

I have the honour to be,
Sir,
Your most obedt. Servt.

Robertson

for Inspector General of Police.

(189) DEPARTMENT

FROM

M. HAMMICK, ESQ., I.C.S.,
INSPECTOR-GENERAL OF POLICE,
Madras,

To

THE

Dated
Despatched
Received
189 .

No.

ENCLOSURES.

SUBJECT.

Financial Current No 1939

F./18 50 8-12-97.

Revenue Department.

8

No. 153.

OFFICIAL MEMORANDUM.

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

Shm
Cul

The attention of the Financial Department is invited to G. O. 408 Revenue, dated 25th January 1897.

Mgs. R3582-C
22.3.97
R
GS

(By Order.)

H. E. Marjoribanks
Ag. Under-Secretary to Government.

Ootacamund,
13th July 1898.

To the Financial Department.

T.P.K.
13.7.98

Recd 14/7/98
Regd 14.7.98

[F. / 28]
1,000—11-6-97.

Financial (1898) Department.

√

CURRENT No. 1956

From
Chief Engineer for Irrigation

Order

No. 22 W

Dated 12. July 98
Received 15. " "
Registered 16. "
Enclosures –
Spare copies –

SUBJECT.

Stating in reply to memo No. 1291 dated 20. June '98 that no saving has been effected under copyist establishment in his office by the use of typewriting machines and that it has not been found possible to effect any reduction in the establishm in the Tank Restoration Branch of his office.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Financial Dept.

Current No. 1956

Recd 15/7/98

No. 22W

Note by the Chief Engineer for Irrigation.

9

With reference to memo, No. 1291, dated 20th June 1898 from the Chief Secretary to Government, the undersigned has the honour to report that no saving has been effected under copyist establishment in this office by the use of typewriting machines. In this office there are only two copyists, one of whom is employed also as a circuit clerk when the undersigned is on tour or at Ootacamund, so that generally there is only one copyist available in Madras to attend to all the copying and type writing work. The type writing machine have secured neatness and facilitate work whenever more than one copy of a document is required which in this office, unlike the Secretariat offices, is seldom the case.

2. In the Tank Restoration Branch of this office there are only two clerks who use the type writer, but they have other work to do which is not suited to the machine and it has not been found possible to effect any reduction in this establishment.

Ootacamund
12th July 1898

To
The Chief Secretary

Financial (1898) Department.

CURRENT No. 1958

CHIEF SECRETARY'S
16 JUL 1898
GOVERNMENT OF MADRAS

From

P. W. D
Ry Branch

Order

No. 253. R. M.

Dated 14th July 1898.

Received 16 "

Registered 16 "

Enclosures –

Spare copies –

SUBJECT.

Stating with reference to Financial Deptt. Memorandum No. 1291 D/20.6-98 that no further reduction of Estbt. has been or can be made and that owing to the increase of work on account of new lines of Ry, it is probable that extra Estbt. may soon be required.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Current No 1958.

Form No. 5.

No. 253. R. M.

10

Government of Madras.

PUBLIC WORKS DEPARTMENT,

RAILWAY BRANCH.

MEMORANDUM.

Dated Madras, 14th July 1898.

With reference to Financial Department Memorandum No.1291, dated 20th June 1898, the undersigned has the honour to invite attention to Public Works Department, Railway Memorandum No.1405 D, dated 28th September 1896 and to state that no further reduction of establishment has been or can be made. Indeed owing to increase of work on account of new lines of railway it is probable that extra establishment may soon be required. It has perhaps been overlooked however by the Chief Secretary that the Undersigned's office is paid by Imperial and not by Provincial.

What has this to do with it? Cul

Francis B. Spring
Joint Secretary.

To.

The Financial Department.

Financial
~~Revenue~~ (1898) Department.

CURRENT No. 1962

CHIEF SECRETARY
16 JUL 1898
GOVERNMENT OF MADRAS

From

The Board of Revenue,
Land Revenue,
Madras.

Order

No. 1833 Misc.

Dated 12th July 1898.
Received } 16. " "
Registered }
Enclosures 1
Spare copies —

SUBJECT.

Referring Govt. to B.P.No.1480 Misc., d/ 7-6-98 explaining the circumstances which had hitherto prevented the Board for making any reduction in the Copyist establishment of the Board of Revenue, Land Revenue owing to the introduction of Type-writing machines and requesting Collectors of Kistna and Tinnevelly to whom such machines have been supplied to report, by 1st September next, on the reduction to be effected in their establishme

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Serial No. 1977 — 15

1898.

Board of Revenue

(Land Revenue),

MADRAS.

To

True Copy of Board's

Proceedings, dated 7th June 1898. 189 .

No. 1480 Misc.

Subject.

2000
25-4-98.

REVENUE BOARD OFFICE. MADRAS.

11

Note
This has been disposed of by S.O. W. 601 Buildg 13.7-98-
B. 17/7/98

Proceedings of the Board of Revenue

(Land Revenue).

No.1480 Misc.,dated 7th June 1898.

Resolution

The Board requests that Government will be pleased to sanction the supply of two Hammond (No.2 pattern) typewriters for the use of its office.There are at present in use in the Land Revenue Department only two Yost machines,of which one is frequently out of order.These were supplied some two years ago,and the copyists who work on them have as yet failed to attain an adequate rate of speed;they are now being given a last opportunity of improving their capacity,and in the event of their failure will be discharged or given other work.These circumstances have in the past prevented any reduction in the strength of the Board's copying establishment, but if the request now made is sanctioned the Board will have no difficulty in effecting a reduction at an early date.At present the bulk of the copying work in the Board's office is still done in manuscript,and the existing establishment cannot get sufficient practice in type-writing because only one or at most two machines are available for use,and as a rule neither of these can be spared for instructional purposes.It should be added that the Board is just entertaining a shorthand writer in lieu of one of its ordinary clerks,for whose use it is desired to reserve one machine.

2. The Board wishes particularly to urge the purchase

of Hammond machines rather than Yosts as the former pattern is cheaper, simpler to work and generally more up to date than the latter.

12 3. Should Government approve the proposed purchase, the Board requests that it may be authorized to make immediate arrangements therefor with the local agents of the Hammond Typewriter Company, as the machines are urgently required, and it would take months to arrange for their supply from England.

(True Extract)
/signed/ Lionel Davidson
Ag. Secretary.

To

The Secretary to Govt. R.D.

/True Copy/

Lionel Davidson

Ag. Secretary.

Md. R. H.

Enclo No. 1 to Curr
C. No. 1962 of 98

Current No. 1977

15

Current No. 1962

2000
25-4-98.

13

REVENUE BOARD OFFICE. MADRAS.

Proceedings of the Board of Revenue

(Land Revenue).

No. 1833 Misc., dated 12th July 1898.

Read the following Memorandum from Government, Financial Department, No. 1291, dated 20th June 1898.

In view of the fact that sometime has now elapsed since the introduction of typewriting machines into public offices in this Presidency, the Departments of the Secretariat and Heads of Departments who have been supplied with the machines are requested, with reference to memorandum, No. 1323, Financial, dated 6th July 1896, to report the savings under copyist establishment which have been effected. In cases where no such reduction has occurred, the necessity for maintaining the existing copying establishment should be explained.

Resolution

As regards the reduction to be effected in the copying establishment in its own office, the Board requests the attention of Government to Board's Proceedings No. 1480 Misc., dated 7th June 1898, applying for two Hammond Type-writers and explaining the circumstances which had hitherto prevented the Board from making any reduction in its establishment. The Board's Proceedings was addressed to Government in the Revenue Department and a copy of it is herewith forwarded.

Kistna
Tinnevelly
& Godavari

2. With reference to the copying establishments in the districts, Type-writing machines have been sanctioned only for the three districts noted in the margin and machines have as yet been supplied to Kistna and Tinnevelly only. These Collectors are requested to submit the required reports

⊛ supplied 19-5-98
✗ Do 1st June.

by 1st September next.

(True Copy & Extract)

14

Lionel Davidson
Ag. Secretary.

To

The Chief Secretary to Government, Financial Department, with copy of B.P.1480, d/ 7-6-98 Misc.,

The Collector of Kistna.

---- " ---- Tinnevelly.

Copy to the Collector of Godavari.

Md.P.H.

Current No. 1977 — 15

Financial (1898) Department.

CURRENT No. 1977

From The Local & Munl. Deptt.

Order

No. 1273 L.Mis.

Dated 13-7-98

Received 18/7/98

Registered 18.7.98

Enclosures —

Spare copies —

SUBJECT.

Establishment

Stating with remarks, that no reduction can be made in the Copyist — of the Local and Municipal Department.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Serial No. 1977 13

[25]
1,000—23-

LOCAL AND MUNICIPAL DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ ~~the following paper~~ Memorandum :—

From the Financial Department, No. 1291, dated 20th June 1898.

Order No 1273 L. Mis. d/ 13th July 1898.

No reduction can be made in the Copyist establishment of this Department as it consists of only five persons, of whom one is employed, owing to the clerical establishment being short handed, in registering the Municipal letters received, fair copying the Table of contents, keeping the stationery and the accounts connected with it and correcting the Public Works and other Codes, and the remaining four are fully occupied in type-writing fair copies of the Government orders and the long memoranda pointing out the errors and discrepancies noticed in the accounts submitted with the Local Fund and Municipal reports and budgets of which there are no less than 160

Year, and the same number of the lengthy draft reviews of these reports and budgets as well as the general Local Fund and Municipal reviews and the reviews of the Sanitary and Vaccination reports.

(True Extract)

A L Russell.

for Secretary to Govt.

To

The Financial Deptt.

Financial

~~Local & Munl.~~ (1898) Department.

1999

CURRENT No. ~~1789 L~~

Put with file

Cms

20/7/98

From

CA

File is submd. Replies from P.W.D. (Genl Branch), Bd of Rev (L.S.), D.P.I. & P.P.O are still due.

AS 20/7/98

Since recd.

The Sanitary Engineer to Govt.,
Fort St.George.

No. 1149

Current No. 1999

~~Order~~ No 828 of 18-7-98

Transferred to the Financial Department.

A Edgington

Ag Assistant Secretary

13.7.98

Dated 7th. July 1898.

Received

Registered

Enclosures nil.

Spare copies

Read 19/7/98

Regd 20.7.98

Send reminders & resubmit the file

Cms

21/7/98

Remr. sent & file resubmitted.

AS 21/7/98

SUBJECT.

Type Writing.

Reporting on the savings effected in the copyist establishment of his office since the introduction of machines.

TM 19/7/98

21/7/98

13/7/98

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Current No 1999

17

S.E./6. 1,000—6-12-97.

No. 1149

Government of Madras.

Office of Sanitary Engineer,

Fort St. George, 7th July 1898.

LOCAL & MUNICIPAL DEPT.
CURRENT No. 1789 L

From

J. A. JONES, Esq., MEM. INST. C.E., F.R.S.E.,
Sanitary Engineer to Government,

To

The Secretary to Government,
Local and Municipal Department.

Sir,

With reference to Memorandum No.1291 ,Financial, dated 20th.June 1898 ,I have the honor to state that the hope expressed in my letter No.2459 of 10th.August 1896 of being able to effect a reduction in the copyist establishment in consequence of the introduction of type writers was fulfilled by a revision of my office establishment in September 1896. The copyist establishment which then consisted of 5 copyists at Rs 20 each was reduced to two on Rs 15-1-20 each, thus effecting a saving of Rs 240 a year.

Cur No 22239 L transfd to the F.D. with Endt 9850 21-8-96
In 80 R525 Finl of 26-4-97.

I have the honor to be,
Sir,
Your most obedient servant,

J. A. Jones

Sanitary Engineer to Govt.

Financial

~~Local & Munl.~~ (1898) Department.

CURRENT No. 2043 ✓

CHIEF SECRETARY * GOVERNMENT OF MADRAS *
22 JUL 1898

From The Dir of Pub. Instn,
Madras.

Order

No. 7983

Dated 22nd July 1898.
Received } 25. " "
Registered }
Enclosures –
Spare copies –

SUBJECT.

Explaining the utter impossibility of effecting any savings in the Clerical establishment of his office, the introduction of a type-writer notwithstanding

DESPATCHED
23 JUL. 93

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Current No. D 043

OFFICE OF THE DIRECTOR OF
PUBLIC INSTRUCTION,
Madras, 22nd July 1898.

No. 7983

18

From

THE HONORABLE MR. D. DUNCAN, M.A., D.SC.,
DIRECTOR OF PUBLIC INSTRUCTION,
Madras,

To

THE HONORABLE THE CHIEF SECRETARY TO GOVERNMENT,
Financial Department ~~FORT ST. GEORGE.~~

M

Page 10th
GO 525 Fin
[illegible]
G

SIR,

With reference to the memorandum of Government in the Financial Department, number 1291 dated 20th June 1898, I have the honour to invite the attention of Government to my letter number 9575 dated 1st September 1896 in which I explained fully how the introduction of the typewriting machine did not and could not effect any savings in the clerical establishment of this office, and the reasons then urged still apply and with even greater force, since, apart from the general increase in the work of the office, due to the increase in the number of institutions, the extension from the beginning of the current year to all the Educational offices and institutions of the System of free supply of stationery articles by the Superintendent of Stationery on submission of indents for each office and institution and the ruling in

regard

19

regard to the supply and repair of rubber stamps have entailed on the already overworked clerical establishment of the office considerable strain which it can ill afford to bear.

2. Moreover, there is no regular copying establishment in this office and the number of clerks detached for copying work varies with the quantity of copying work to be got through from time to time and with the degree of pressure in the other sections of the office. Ordinarily the copying section consists of an Examiner, a reader and a copying clerk besides the typewriting clerk and this number is reduced to three, including the typist, during the progress of the work connected with the preparation of the Public Instruction Report and the departmental budgets. This scale of copying establishment cannot, it is manifest, be considered liberal for a large central office like this.

3. In the circumstances stated above I trust that Government will be pleased to agree with me in thinking that any reduction in the existing clerical establishment of my office is impracticable.

I have the honour to be,
Sir,
Your most obedient Servant

D Duncan

Director of Public Instruction

2d Financial CURRENT NO. 3168

No. 791 D

R 526 : 26-4-98
R 767 : 14-6-98

20

Government of Madras,
Public Works DEPARTMENT.

Recd 9/8/98
Regd 9-8-98

MEMORANDUM.

Dated ~~Madras~~ Ootacamund, 9th August 1898.

In reply to Financial Department Memorandum No. 1291 dated 4th July 1898, and reminder dated 21st July 1898, the undersigned has the honour to state that there is no separate copying establishment in this office, and that the use of type-writing machines does not admit of any reduction in the number of clerks employed, which is barely sufficient for current work, and scarcely admits of leave being granted. If more than one man is absent at a time, as is unavoidable sometimes, the engagement of substitutes becomes a necessity.

Note for the ch
Reply from Bd of Rev (R S) alone is still due.
J S
9/8/98

MWW

Incorporate in the ~~f.f.~~ note below please

Secretary to Government

CMS
12.8.98

Done
CW 27/8/98

P W 41.
1,000—24-3-98.

Ex MK

The Financial Department.

79 Financial CURRENT No. 2169

No. 415 E.

Recd 9/8/98 21

Regd 9.8.98

Enclo. 2.

Government of Madras,

Marine DEPARTMENT.

Endorsement.

~~MEMORANDUM~~.

Dated ~~Madras~~, Ootacamund, 9th August 1898.

Letter from the Presidency Port officer, Madras, No. 1732/235 G, dated 6th July 1898.

— Do — No. 1732/258, d/26th July '98.

Transferred to the Financial Department in continuation of the undermentioned endorsements:—

No. 456 E dated 14th September 1896

" 216 E " 24th March 1897.

No. 1025 - disposed of by 80526 d 26-4-97. XIII

Secretary to Government.

[P. W. 41. 1,000—24-3-98.] The Financial Department.

Exd MK

No. 1732 G.
235

Heading 22

Presidency Port Office,

Madras, 6th July 1898.

From

Commander H. A. Street, R. I. M.,
Presidency Port Officer,
Madras,

To

The SECRETARY TO GOVERNMENT,
MARINE DEPARTMENT,
CHEPAK.

Sir,

With reference to Memorandum of Government, No. 1291, Financial, dated 20th June 1898, I have the honour to acquaint you, for the information of Government, that no saving can be effected under Copyist establishment in this Office for reasons stated in my letter to Government, No. 1732/271, G., dated 19th April 1896.

I have the honour to be,
Sir,
Your obdt. Servant,

H. A. Street

Commander, R. I. M.,
Presy. Port Officer.

Enclos No 1 to Five
C.No 2189 of 98

No. 1732/258 G

23

Presidency Port Office,

Heading

Madras, 26th July 1898.

From

Commander W. Aves, R. I. M.,
Ag: Presidency Port Officer,
Madras,

To

THE SECRETARY TO GOVERNMENT,
MARINE DEPARTMENT,
CHEPAK.

Sir,

In reply to Financial Department Reminder dated 21st July 1898, I have the honor to refer you to this Office letters No. 1732/271 G dated 19th August 1896 and No. 1732/235 G. dated 6th July 1898. As already Stated no Separate Copyist establishment has ever been maintained in this Office and consequently no Saving has been effected, the extra charge of Rs 5/. being met from pay Sanctioned for an Office Carpenter whose post has not been filled.

I have the honor to be,
Sir,
Your Obedient Servant,
W Aves
Commander, R. I. M.,
Ag Presidency Port Officer.

9
W.B.4

Inclo No 2 to File
C.F.O 2169/98

C 30/9
R 3/10

Type-writing machines.

to G.O. 607 Rev
12.7.98

~~A~~'
T

not flagged

No. 3237 Rev
4.viii.98
B'

Rev: Dept

To the Under Secy

In the draft G.O. sent by the F.D. for counter-initials, it is stated that in future only the Yost and the Remington type writers should be purchased for the use of Govt Depts.

2 In this Office the machines used are the Yost and the Hammond, the latter of which has always been found to be a superior machine. Recently the Board of Rev: particularly urged "the purchase of Hammond machines "rather than Yosts as the former pattern is cheaper, simpler to work and generally "more up to date than the latter" This view was accepted in G.O. misc No 2892 Rev: dd 9.viii.98 though subsequently owing to the difficulty of getting Hammonds the Board was authorized to purchase two Remingtons" in "the event of the Hammond agents

"agents being unable to arrange
"for the immediate supply of
"two good machines at reasonable
"rates". No further report on
the point has been received
from the Board

3. The proposed order is based on the Chief Secy's suggestion ~~[illegible]~~ accepted by the Hon Sir H. W Bliss & concurred in by H.E. tho' the Hon: Mr Arundel has not passed any definite orders thereon. It is perhaps unnecessary to raise ~~[illegible]~~ the question now in the R.D. If so, there is it is submitted no objection to Comler initialling the draft

BMD
13.IX.98

Secy

Mr Davidson in his d.o. d/ 10.6.98 has pronounced so decidedly in favour of a Hammond, that it wd seem a pity to issue an order strictly confining purchases to Yosts & Remingtons before H.Ms have seen Mr Davidsons d.o.

14/9/98

Stitched with G.O. 289-D
9.7.98

Has the Fin. Dpt. any objection to the inclusion of Hammonds among the authorized machines? - please see Mr Davidson's d.o

17/9

Fin. Dpt. Ag.

Recd 17/9/98.

The objections to the Hammond are that it duplicates very badly and that there is no Agent who can arrange for its repair or for the supply of ribbons &c for it. As a writing machine it is as good as either the Yost or the Remington.

22/9/98.

Rev: Dept

To the Under Secy

The typists in the office say that the number of copies (distinct) that can be taken from a Hammond and a Yost is the same viz 4. The ribbons are easily obtained from the Bombay

Type writing Co. (thro' the Supt. of Stationery). It would however appear that that Co., which has now no branch in Madras, ~~in the only place which is known to have the instruments for~~ is the only one to which the repair of an office Hammond has yet been entrusted.

25.IX.98

Very well. I am not a Mechanical Engineer.

27/9/98

To Finl. U.O.

H.M.

Is the Hammond to be included among the type writers which may be purchased by Govt.

29-9-98

Rev Dept. U.O.

7/10/98. Rev: Dept.

To the Under Secy

The papers may it is submitted be returned to F.D.

Secy. Yes

5.X.98

5.X.98

[Pub./26]

10-3-00.

Print notes from here

Should say not – It is important to have as few kinds in use as possible

30/9/98

7/10/98

Recd 7/10/98

21/8/98 C 24/8 C 31/8

A 25/8 R 30/8 R 6/9

(1

Financial Department.

Type-Writers in Government Offices and Copyist Establishments.

File of replies to Memo 1291 Finl. 20-6-98.

CA

Flagged E in G.O.R.No.525 Finl. d/ 26-4-97.

The replies to Finl. Memo No. 1323 d/ 6-7-96, requesting depts. of the Secretariat and heads of departments, supplied with type-writers, to report the savings under copyist establishments which had been, or would be, effected by the introduction of the machines, are dealt with in the note flagged D in G.O.R.No.525 Finl. d/ 26-4-97.

2. Some officers replied that no reduction was possible, while 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 Government, as to the result of their experience in the matter.

3. The opinions of the various firms consulted are summarized in the *note with G.Os. R.No.672-3 Finl. d/ 13-6-98.

4. The Bombay Govt. reported that type-writing machines had been introduced experimentally in a few offices in that Presidency but that the experience gained had not led to any reduction of establishment. It promised to communicate further on the

§ Vide Notes at D & letter R.No.525 26-4-97 G

,, ,, Circular D.O. d/3-5-97 Z

* Flagged III Flagged L

Page 12 of currents disposed of in G.Os.672-3 Finl.d/13-6-98. L

G.O. 672-3 13-6-98 print

the subject on receipt of the report called for from ~~from~~ the Supdt. of Stationery. The Bombay Govt. was reminded in letter R.No.673 Finl. d/13-6-98. But on the 9th ~~instant~~ July the Supdt.'s report was still due, vide letter from the Bombay Govt. No.3079, Finl., d/9-7-98 recorded in G.O.No.627 Finl.d/ 18-7-98.

× L

× Flagged IV

5. It was decided in the notes at D to defer for future consideration the question of reducing the copyist establishments in the P.W.D. (Irrigation & General branches) and the Rev. Dept: and the Hon'ble Member called for information regarding certain other depts. This information ~~was furnished~~ is contained in the note with G.O.672-3 Finl.d/ 13-6-98.

in G.O. R525-Finl 26.4.97

Flag III para 7 et seq

L

6. As a considerable period had elapsed since the introduction of type-writers, depts. of the Secretariat and heads of depts, who had been supplied with machines, were requested with reference to Memo. 1325 Finl./6-7-96, to report the savings under copyist establishment which had been effected; and, in cases where no such reduction had occurred, to explain the necessity for maintaining existing copyist establishments. The replies to this memo, No.1291 Finl. d/20-6-98, are now submitted for orders.

E

M

7. For convenience of reference the summaries of the original reports will be reproduced below, with the Hon'ble Member's remarks thereon, the contents of the present reports being appended thereafter.

8. The P.W.D. (Irrigation)

stated

Page 6 of currents disposed of in G.O.R.No.525 Finl.d/ 26-4-97

stated in its original report that the introduction of type-writers had not effected any saving of labour but had secured neatness; that the number of clerks employed on copying work was only three and did not admit of reduction; and that in the Tank Restoration Scheme Branch there were only two clerks who used the type-writer, but as these had also other work to do, it was not possible to make any reduction there.

× Finl. Current 1956 page 9 of currents.

The Hon'ble Member remarked thereon:- "This seems absurd. I should "say that 2 of their 5 Copyists should "be reduced. However let us wait & see".

The Ag. Chief Engineer for Irrigation now says that no saving has been effected; that there are only two copyists in his office, one of whom is also employed as a circuit clerk when the Chief Engineer is on tour or at Ootacamund, so that generally there is only one copyist at Madras to attend to all the copying and type writing work; and that the type-writers have secured neatness & facilitate work whenever more than one copy of a document is required, which however is seldom the case in his office.

In the Tank Restoration Branch only two clerks use the type-writer. These have other work to do, not suited to the machine, and it has not been found possible to make any reduction.

G.O. 525R print 26-4-97

× Page 14 flagged B in G.O.525 Finl.d/26-4-97

9. The P.W.D. (Ry. Branch) Original report Since the introduction of

type

type writers, the copyist establishment has been reduced from 7 to 3 resulting in a saving of Rs.62½ *per mensem*. In para 12 of the note it was observed :-

Flagged D

"This reduction could not, it is thought, "have been entirely due to the introduction "of type-writers; the establishment must "have previously been overmanned."

The Hon'ble Member remarked thereon:-

"I don't see why not - It is in accordance "with what I have always heard of type-"writers."

Present report. No further reduction possible. On the contrary, owing to increase of work on account of new lines of railway, extra establishment may probably soon be required. The Secretary points out that his office is paid from Imperial not Provl. funds. This fact however, does not it is submitted concern the question at issue.

Finl Current 1958 page 10 of currents.

10. ~~[illegible] Branch)~~
~~[illegible] supply of~~
~~[illegible]~~
~~[illegible]~~
~~[illegible]~~
~~[illegible]~~

It is understood that they have been sent by the P.W.D. but not yet been forwarded

Finl Currents 2168 + 2169

10 The P.W.D. General Branch

Original report — No reduction possible as the copying is done by an Examiner and 4 clerks who are not employed exclusively on copying but have other work to do. Few of the clerks can type quicker than they can copy by hand. There is therefore but little saving except when many copies of the same letter are required. This is seldom the case.

Page 15 of currents disposed

The Secy strongly deprecated any reduction & considered that the strength & efficiency of a head office should be such that except in extraordinary circumstances delays are impossible, and points out that delay in a head office means delay in the working of a whole dept. which is likely to become demoralised in consequence.

Hon'ble Member's note thereon

"Considering the large no. "of petty orders which are printed "in the P.W.D., I should say a "considerable reduction might "be made. But this dept seems "to be peculiarly afflicted "with Secretaries who have never"

never learned to write in a
"legible way, for I notice that
"it is but rarely that the Sec's
"handwriting comes before
"me. I should say the Est.
"was susceptible of considerable
"reduction. On the other hand,
"there has been a great deal
"of marine work of late –
"We can wait & see what
"information the C.S. can collect"

Present Report

There being no separate copying Establishment in the office, the use of the type writer does not admit of any reduction in the number of clerks employed, which is barely sufficient for current work, and scarcely admits of leave being granted If more than one man is absent at a time, as is unavoidable sometimes, the Engagement of substitutes becomes a necessity

Fin C 2168 page 20 of currents

10 A

---

* vide his letter in G.O. $\frac{\text{RNo 526 Fin}}{\text{26.4.97}}$ --- XVII

10 A. The Presidency Port Office stated in his first report* that, as there are no persons in his office Exclusively engaged as copyists, the copying work being distributed among the different clerks who have Each of them a section of other work to do, no reduction was feasible. He proposed however to Effect a saving by abolishing the post of a carpenter on Rs 17½ and of a godown-keeper on Rs 10 and bringing the latter on the Establishment as Copyist on Rs 15, he having been trained to the work and performing it in a very satisfactory manner. This arrangement involving a saving of Rs 12-8-0 per mensem was therefore sanctioned, with ~~retrospective~~ cw. Effect from the 19th August 1896 on the understanding that the services of the Carpenter referred to were dispensed with on or before that date

G.[illegible] $\frac{\text{RNo 526 Fin}}{\text{[illegible]6.4.97}}$ --- XVI

G.O. $\frac{\text{[illegible]No 767 Fin}}{\text{14.6.97}}$ --- XVII

Present

The Present Report runs

"No separate copyist-
" Establishment has ever been
" maintained... consequently
" no saving has been effected,
" the extra charge of Rs 57.
" being met from (the) pay
" sanctioned for an office
" Carpenter whose post has
" not been filled"

Fin Currents 2169 pages
21- 23 of currents.
vide page 23 of currents

Cw 12/8/95

Final. C.1939 page 8 of currents

* Flagged Q S

vide (after D) page 30 of G.O. 525 / 26.4.97

Page 2 flagged A in G.O.R.No. 525, Finl d/26-4-97.

11. The Revenue Department on the present as well as the previous occasion, ~~re-~~ refers to G.O. 408 Rev.d/ 25-1-97. The reorganization of the copying establishment sanctioned in that G.O. had effect from the 10th Feb.'97 vide G.O.1133 Rev.(Mis) d/25-2-97. These orders are recorded in G.O.R.No.353, Finl., d/22-3-97.

The reorganization did away with

1	Clerk on Rs.	25
1	,,	20
1	,,	17½
2	temporary clerks	20

and substituted therefor 5 typists on Rs.15 - 25.

Such of the typists as have passed no technical examination in type- writing will get Rs.15 *per mensem* only. On passing the Elementary Examn: the pay will be raised by annual increments of one rupee upto a maximum of Rs.19 and similarily from Rs.20 to Rs 25 on passing the Intermediate. The rearrangement involves therefore a small increase which however is indefinite as it will vary with the examn: qualifications of the typists entertained.

A special short-hand allowance of Rs.30 *per mensem* has been attached to one of the five posts of typists. In regard to this allowance, the Hon'ble Member observed :-

"This seems an extravagance. However "we can wait & see."

12. The Inspector-General of Prisons in his previous report said that although according

according to the establishment list of his dept. there was only one copyist in his office, yet two clerks had to be employed on copying work and that with so small a number, it was unlikely that a reduction would ever be possible. He considered however that the type-writer would not be wasted if it enabled letters issuing from the office to be read with greater ease.

In his present *report, the I.G. reiterates what he said before and adds:-

"Correspondence having, through many causes, largely increased in the last few years, the supply of the machine has enabled this office to cope with the work without any application for additional establishment being necessary, but the reduction of one of the two copyists would not be possible."

*Finl. Current 1870 page 1 of currents.

13 The Surgeon-General previously ⊗reported that he had carefully watched the out-turn of work in his office, but was unable to recommend any reduction in his copyist establishment, already limited, and at times unable to cope with the work required of it. Any attempt at reduction, he considered, would cripple the office, more especially since the distribution of Civil Medical forms & books had been delegated to it without any additional establishment, under G.O. No.1222 Pub., d/ 14-11-96.*

⊗Letter d/15-1-97 page 20 in G.O.525, Finl/26-4-97.

*flagged VI

With reference to this last mentioned circumstance, the Hon'ble Member wrote:-

"There is an excuse in this case."

In his ⊗present report the Surgeon-General

D

⊗Finl. Cur. 1929 pages 5 & 6 of currents.

WP 68

General calls attention to his letter of January '97 epitomised above. He adds that the copying work in his office is more than can be conveniently managed by his three copyists; that in the event of a copyist being ill or on casual leave it becomes necessary to depute a clerk from another section to do his work in order to avoid arrears; that therefore a reduction in their number could only be at the expense of efficiency & expedition.

14 The Inspector-General of Registration in his first *report referred to the inadequacy of his staff to cope with the work in his office which had largely increased owing to the general expansion of registration. He was then of opinion that no reduction of establishment would be possible even if the use of the type-writer was found to effect any appreciable saving in labour. He promised to report further at the end of six months after employing a specially trained man for type-writing.

*Page 12 of Currents disposed in G.O.R.No.525 Finl.d/ 26-4-97.

The I.G.'S request for an increase of establishment was considered when the Registration Budget for 1898-99 was passed and it was decided that in the existing state of finances, the increase could not be sanctioned: vide para 2 of G.O. No.957, Finl.d/19-11-97 flags ~~Y & Z.~~ A

The Hon'ble Member remarked:-

"He ought to be able to report much sooner - Ask him to do so at once."

page after

His second report will be found at pages 48 to 60 in G.O.R.No. 672-3 Finl d/ 13-6-98. He then stated that the further experience gained by him in the working of type-writers did not warrant him in recommending any reduction in his office establishment

ment, the typists employed being unable to copy faster than the fastest copyist in his office.

This is simple book
KS

In his present report he says that what he has since seen of the work of the type-writers has only confirmed him in his opinion that it will be impossible to effect any reduction in the copying staff which is utterly inadequate to cope with the heavy work of his office. His reasons he says are set out in paras 1,3 & 5 of his letter in G.O.R.No.672-3 Finl. 13-6-98

Finl. Cur. 1876 Page 2 of Currents.

Pages 48 to 60.

These are:-

Para 1. that in his office the typists, obtained from the Secretariat & Mercantile firms, could not copy faster than the fastest copyist; single copies of letters & orders are usually required, the saving of labour being consequently nil or very slight; when circulars are required, e.g, at least 22 for Dist. Registrars & for Sub Registrars over 450, they are printed or cyclostyled, as not more than four copies can be taken off the type-writer.

Pages 48 & 49 in G.O.672 Finl d/ 13-6-98. I

N.B. This ignores the manifolding process, successfully employed in the Chief Sectt. But the I.G. in para. 2 speaks of the process, as one whose working he is yet ignorant.

Para 3 that the existing establishment is utterly inadequate. Details of the staff and of their work are furnished ~~with~~ in this para as also in para 4.

Pages 51-2 in G.O.672 Finl d/ 13-6-98 I

Para 5 that while the strength of the office has remained stationary since 1885, the number of registration offices and of registrations has largely increased. The work in the ~~central~~ central office has thus very considerably incr[illegible] notwithstanding the additional delegation of powers to Dt. Registrars. The I.G. asks [illegible]mission to return one

Pages 54 & 55 in G.O.672 Finl d/ 13-6-96. I

from 338 in 1885 to 423 in 1897
,, 584,224 ,,, 824,946 ,,

Please see below
page 60

of the type-writers supplied to his office. This request he also made in para 8 of his letter in G.O.672-3 Finl. 13-6-98.

15 The Sanitary Engineer stated in his first report that two type-writers had been supplied to his department in April 1896 only, but that he hoped to show some saving in the budget for 1897-98. He now says that this hope was fulfilled by a revision of his office establishment in Septr. 1896. The copyist establishment which then consisted of 3 copyists at Rs.20 each was reduced to two on Rs.15 & 20 each, thus effecting a saving of Rs.240 a year.

Page 4 flagged P in G.O.R.525, Finl.d/ 26-4-97

Finl. Cur. 1999 page 17 of cur.

16 The Board of Revenue (L.R.) stated last year that it was not possible to save much writing labour by using typewriters, only two machines having been supplied and the clerks using them not having had more than a year's regular practice. In the event of a third machine being supplied, the Board undertook to effect a reduction of one hand in its copyist establishment in about three months from the date of such supply. In the Board's proceedings No.1480, Mis., d/ 7-6-98, two Hammond type-writers were asked for as being more up to date. Of the two Yost Machines, one was reported to be frequently out of order, while the copyists who worked on them had not attained to any proficiency. T[illegible]d been given a final warning. The Board was confident that wi[illegible] Hammond machines

Pages 10 & 16 in G.O.672, Finl, d/ 13-6-98. I

~~With~~ enclosure to Finl.C.1962 pages 11 & 12 of currents.

14

machines a reduction of establishment would be possible at an early date. The Board at the same time reported that it had just entertained a short-hand writer, in lieu of one of its ordinary clerks, and that one machine would be reserved for him.

The supply of the machines was sanctioned in G.O.No.2892, Mis.Rev., d/ 9-7-98, recorded in Finl G.O.R.No.601, d/ 13-7-98, on the distinct understanding that the Board would effect a reduction within three months after the date of supply of the machines.

Attention is solicited in this connection to G.O.446, Finl., dated 4th June 1897. H

As to the copying establishments in the ~~with~~ districts, it is reported that machines have been sanctioned for three P districts only and supplied to but two g as yet. The Collectors of these latter districts have been called on to submit reports by the first Septr. next.

Finl. Cur. No.1962 .Pages 13 & 14 of currents.

P Kistna, Tinnevelly, Godavari.

g Kistna on 19-5-98
Tinnevelly 1-6-98.

17 The Superintendent of Stationery in his previous report stated that his office establishment was very limited while work was on the increase ; that there was no separate clerk maintained for copying purposes, the work being done by the despatching clerk in addition to his own duties; and that therefore the existing establishment could not be reduced.

Page 9 flagged X in G.O.525 Finl. d/ 26-4-97.

The Hon'ble Member remarked that it was true that work was on the increase and asked for details as to the Supdt.'s establishment.

page 27 of the D in G.O. 525/26.4.97

This information was furnished in

15

Fwd.

Page 3 of currents

Establishment of the Supdt. of Stationery:-

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

Page 10 in G.O.525 Finl 26-4-97 XI

Flagged VIII

in para 8 of the note flagged IIX and is reproduced in the margin.

The Supdt. now reports (Finl. Current 1882) that for the reasons already given, which apply with even greater force now, no savings under "copyist establishment" is possible. He reiterates the fact that there is no separate "Copyist establishment" in his office.

18. The Director of Public Instruction. The Original report was to the effect that there had been no material increase to the clerical establishment in his office since January 1892, although schools increase annually and the operations of the department become year by year more extensive, bringing in their train an annual increase of work to his office; that it was only since the introduction of the type-writer that the clerks engaged in copying had been able to cope with the heavy work without the accumulation of arrears and that no reduction was therefore practicable unless the work was to again fall into arrears. The possession of the type-writer enabled some of the higher paid clerks, who had till then frequently been detached for copying work, to attend to their more important & legitimate duties. It also drew attention to the Director of Public Instruction's letter recorded in G.O.847, Finl, d/ 30-10-95 where he applied

applied for a type-writer with a view to afford relief to the copying department of his office and not to replace any of the hands already employed.

In Finl Cur. 2043, Dr. Duncan says that the above reasons apply still and with even greater force, "since, apart from the general increase in the work of the office, due to the increase "in the number of institutions, the extension "from the beginning of the current year, " to all the educational offices and "institutions of the system of ~~free~~ free "supply of stationery articles by "the Supdt. of Stationery on submis-"sion of indents for each office and "institution and the ruling in regard "to the supply and repair of rubber "stamps have entailed on the already "overworked clerical establishment of "the office, considerable strain which "it can ill afford to bear."

Finl. Cur. 2043 pages 18 & 19 of currents

"Moreover, there is no regular "copying establishment in this office "and the number of clerks detached for "copying work varies with the quantity "of copying work to be got through "from time to time and with the degree "of pressure in the other sections "of the office. Ordinarily the copying "section consists of an Examiner, " a reader and a copying clerk besides "the type-writing clerk, and this number "is reduced to three, including the typist, "during the progress of the work "connected with the preparation of "the Public Instruction Report, & "the departmental budgets."

With

With this limited scale of copying establishment, Dr. Duncan hopes that Government will agree with him in thinking that no reduction is possible.

XI

Page 18 of currents disposed with G.O.525 Finl., d/26-4-97

19. The Local and Municipal Department stated in its first report that no reduction could then be made in its copyist~~s~~ establishment

page 30 after D in G.O. 525/26.4.97

The Hon'ble Member then asked "What is their establishment?" This was stated in the note # [illegible] (para 47) with G.O.672, Finl. d/13-6-98, to consist of five # clerks on Rs.20, 18, 16, 14 and 12 respectively.

# Vide page 9 of currents with G.O.672 Finl.d/13-6-98. And appendix to G.O.839, Finl, d/5-12-96. IX

In the present report * the L & M. Dept. says that, owing to the clerical establishment being shorthanded, one of their five copyists is employed in registering the municipal letters received, fair copying the Table of Contents, keeping the stationery & the accounts connected with it and correcting the Public Works and other Codes. The remaining four are fully occupied in type-writing fair copies of the G.Os and the long memoranda pointing out the errors and discrepancies noticed in the accounts submitted with the Local Fund and Municipal Reports & budgets, 160 in number annually; also the same number of long draft reviews of these reports and budgets, as well as the general Local Fund & Municipal reviews and the reviews of the Sanitary & Vaccination reports. No reduction

* Finl. C.1977. Pages 15 & 16 of currents.

tion therefore is, it is reported, possible.

20 The Inspector-General of Police stated in his original report that as he had only two clerks in his office on copying work, he could not spare one of them in spite of the benefit derived from the type-writer as the man who used the machine did not write quickly enough to do the work of two men.

Page 19 of currents in G.O. 525 Finl./26-4-97

Hon'ble Member's remark thereon:-

"Then he ought to !"

page 30 after D in G.O. 525/26.4.97

The present report states that the time of the two copyists, one of whom is employed as type-writer, is fully occupied, and it is frequently necessary to depute a third clerk to assist them, in addition to his own work. No reduction is therefore possible.

Finl Cur. 1935 Page 7 of Currents.

21. The Board of Revenue (Revenue Settlement) has made no report yet.

It could not be got to reply to the previous reference vide the side note on the final page of the note in G.O. R. No 672/3. Fy. 13.6.98 (flagged III) - Two reminders have been sent to the present memo (that of June) without avail

22. In paras. 14 to 17 of the note flagged III the question of the pattern of type writer to be introduced in public offices was discussed. Attention is solicited to these paras. and to G.O. No.627, Financial, dated 18th July 1898, flagged IV (~~margin flag XXIV~~) which deferred a decision on the point pending the receipt of a further communication[×] from Bombay.

in G.O. 672-3/13.6.98 I

× promised in para 2 of its letter flagged IV

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23. The foregoing summaries of replies to the further circular issued last June regarding the possibility of reductions in copyists establishments in consequence of the introduction of Type-writers does not exhibit

exhibit very hopeful results in the matter of reduction. But it is submitted that in dealing with this question it has to be remembered that in offices in which type-writing machines are used, the work is turned out with greater neatness and thus with more comfort to all through whom papers may subsequently pass, and that in many cases, as pointed out in the replies, the introduction of the machines has enabled offices to cope with increase of work without a corresponding increase of establishment.

24 One weak point appears to lie in the fact that in the majority of the larger offices in the Presy., there is no separate staff of type-writers. It is thought, that, as in the Chief Sectt, such a division of the establishment should be possible in all the larger offices. If this procedure were insisted upon, a class of type-writers would really be created by Govt. Some difficulty has been experienced here in getting hold of good typists and it is submitted that the same difficulty will continue everywhere until there is a constant demand for typists in Govt. offices. A step towards effecting this desirable fact has already been taken by Govt. prescribing the technical examination in Type-writing as a test for the post of a type-writi clerk, a pass in the elementary grade

being

being required for posts of this class on less than Rs. 20 per mensem and in the intermediate grade for posts on pay in excess of Rs.20 per mensem -vide G.O.No.87 Edcl., d/11th February 1897 and G.O.No.366 Edcl., d/1st July 1897.

25 The experience here has been that a pass in the elementary test alone is not a sufficient guarantee that a good typist is obtained . Until offices like the Sectt. can count upon getting men who have passed the intermediate test, no great saving will be effected by type-writing machines. That the use of the machines with trained hands can effect economies is, it is submitted, beyond doubt and to reproduce what is stated in paragraph 11 of the note in G.O.R.No.672/3, d/13th June 1898

" The experience in this office, "where typewriting machines have been "in use for several years, is that "with 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 should bring about more "satisfactory results still. But at the "same time it is to be remembered that "in the Sectt. large numbers of long notes "for orders and of long draft orders are now type-written.

Thus

"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 esta"blishment by one hand than we had be"fore the introduction of the machines "(for we reduced our copyist branch by "one hand after some experience had "been gained by copyists in the mani"pulation of type-writing machines). "The manifest advantage, not only of "placing papers before Secretaries and "Members in type but also of having "the records neat need only be referred "to".

26 It seems necessary that Govt. should keep the matter of extending the use of type-writers in its offices in view for some time longer. The advantages of type-writers are, it is submitted, not fully recognized by all Heads of Depts. To take a typical case, the I.G. of Registration, [please see paragraph 14 (pages 11-13 of the foregoing note)] wishes to return one of the typewriters that he has already obtained. This request cannot be understood and it seems to show that the I.G. has not put sufficient pressure upon his establishment in this matter.

i.e. machines.

27. As regards the pattern of typewriters, please see the D.O. from the

Hon'ble

Hon'ble Member dated the 13th instant enclosing a report by the Chief Engineer on the new type of Remington machine. The decision as to the particular pattern of type-writing machine to be adopted for general supply to public offices has been deferred pending the receipt of a further communication from the Govt. of Bombay - vide G.O.No.627, dated 18th July 1898.

Cms
21.8.98

I have watched the progress of this attempt at retrenchment with some interest, but I confess I have never been sanguine that the introduction of type-writers would lead to reduction of establishment because so far as I have seen we have in Govt. Offices no typists at all. A man with inferior knowledge of English is put down before a machine and told to type-write but he never learns how to do it, for he has not mastered its first element viz. to spell with facility. I should have been surprised had it been otherwise, for being a typist myself and having experience of its requirements, it is to me wonderful how these men can get along in a foreign language as well as they do. I think therefore till time and circumstance have evolved a race of typists, we must be content with the very great indirect advantages of the use of type-writers and sanction their introduction only

only in those offices where these indirect advantages viz. neatness of the record and facility of perusal are likely to accrue.

2. As pointed out in the note it would seem that in all offices where typists are employed, there should be a separate establishment. In the offices referred to in the note except the Revenue Dept. where the re-organization was made by Mr. Davidson under me, they are not so. Orders should, I think, issue for this to be done and for men with ~~the~~ technical qualifications only to be employed.

3. As to the question of selecting some one machine as that to be always bought, I think it would be a complete mistake. I was able to show Mr. Hurley the other day some four very important points in which his Remington is behind modern requirements viz.,

(1) visible writing
(2) differential spacing
(3) Tabling and
(4) in its arrangements for writing in columns as in invoices.

The Yost is in very much the same plight and the Hammond has some defects of its own. Then the price is quite double what it ought to be. I do not know of a machine as yet on the market which is complete but when I was at home I saw a machine which is about

I think that in time the provision of typewriting machines will, if not lead to a reduction of establishments, at least prevent to some extent the necessity of their being increased – But to this end we want a proper system of training of typists – I think we should work towards it by, 1st, requiring that in all large offices there should be a separate copyist section, and, 2ndly, by requiring a knowledge of typewriting of the majority of our clerks. No sane man in England would now dream, as a general rule, of engaging a clerk who was not both a typist & a shorthand writer, and I think that it is quite time that we made an advance in this direction. If we don't, we shall more & more every year be unable to cope with the ever increasing work & shall more & more be exposed to the ridicule of mercantile men of business on account of the extreme slowness with which we answer letters. In merchants' & solicitors' offices half the letters received are answered offhand, by dictation to a shorthand writer. In our offices, apparently, no letter is even looked at until registered so that (practically speaking) a day's delay is the minimum possible. I don't quite see why we should not work more upon the system of merchants' & solicitors' offices. We have done something to economise time by allowing shorthand writers in District Courts, but so far as I know Mr. Davidson is the only person who has made much use of the shorthand writer in the Secret. office. He used to dictate long notes. Why his example has not been followed, I don't know. It should be. Efficient shorthand writers would soon be forthcoming if there was a demand for them and it is difficult to suppose that, if there were one in every office, officers would not learn to utilise them. I incline to think that, at least in certain principal offices, down to those of Collrs inclusive, it might be made a rule that no man entering the service after a fixed date perhaps 2 years ahead should be allowed to rise to more than (say) Rs 50 a month unless he had passed the advanced standard in shorthand. I also think that it ~~might~~ would be worth while to offer a prize to any one who invented a good system of short hand writing in the vernaculars. A shorthand writer who could take down prisoners' statements, both question & answer, in the vernacular would be most valuable in the Criml. Cts.

As to typists, we might have a similar rule & allow no one entering certain offices after a fixed date to rise beyond Rs 25 a month unless he had passed the advanced standard in type writing. The clerks, at all events in Madras, would learn quickly enough if they had this stimulus.

Have we any female typists? I think not. Why should not? Merchants in Madras use them & there must be thousands of them in England. I have no doubt ~~that~~ there are plenty of Eurasian girls in Madras who ~~would~~ would be thankful to earn a living in this way.

As to the kind of machine, I don't approve of a great variety. It is obviously best to have one kind only if we can definitely settle which is the best kind. That we can't do at present. I would therefore allow the supply either of the No 4 Yost or of the Remington (latest kind), but of no others.

This question is a general & important one, &q. Circ.

24/8/98

I submit respectfully [illegible] the Chief Secretary [illegible] Short hand man is used by C.S. [illegible] U.S. C.A. and much by clerks [illegible] very [illegible] p. 18 [illegible] (A to B) was dictated to [illegible] p. 22 [illegible] was so dictated [illegible]

Cms

about to be brought out which will probably ultimately do what is wanted. I think therefore that what Govt. ought to do now is not to pledge itself in any way but to buy the cheapest and best machine it can get which it can get/easily repaired on the spot. I believe these conditions are satisfied by either the Remington or the Yost and they might be bought for the present.

23/8/98.

I quite agree that Govt is n[illegible] likely to effect any direct saving worth speaking ~~of~~ by the use of type-writers. It is by the indirect gain noted in the C.A.'s notes & perhaps as the Hon Sir H. Bliss notes the avoidance of increase of copying establishments. that we shall profit.

The difficulty of requiring of our clerks rapid facility in type writing is enhanced by the cost of the machines. Every school or college training boys with a view to Govt. employment would require two or three machines. This wd. be a great tax and in the Mofussil it wd. be impossible at present to get the machines repaired.

I think it wd. be well to ask the Dir. Pub. I. what he thinks of the matter & in what way & to what extent it wd. be feasible in the course of a year or two to require a knowledge of type-writing from applicants [illegible] clerkships &c.

As to the shorthand there is no difficulty in teaching or learning it, but an enormous amount of practice is necessary to enable a man to write fast enough to take down dictation ~~time~~ by allowing shorthand writers in distinct sense

~~Stac~~

As to the girls it might be a good thing to have some of the Lawrence Asylum girls taught. The Principal may be asked about this.

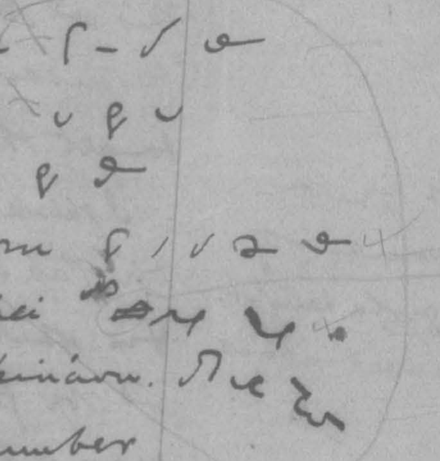
A.S.H.

I have no objection

as given or to follow a speech, & for this reason I greatly question whether it wd. be possible to require the advanced standard from applicants for Govt. employ. On this point too I wd. enquire of the D.P.I.

I question whether any prize is necessary for a method of shorthand for the vernaculars. As a youth I taught myself a system – not Pitman's wh. is now generally learnt – wh. [illegible] equally well to the Vernaculars & and to English. Write phonetically & omit the vowels is the rule, and every writer makes for himself special symbols for long words that frequently occur in the topics he writes about. Here are one or two simple questions such as wd. be asked of a prisoner

Engl. What is your name
Tam. En pèr enna
Telugu Nî pèru yèmi
Engl. Where do you come from
[illegible] engè irunthu vanthei
[illegible] Ekkada nunchi vacchinâvu.



[illegible] seen that the number [illegible]cters is pretty much the [illegible] in all three languages.

[illegible]culty with all systems of [illegible]d is to write fast, and [illegible] will overcome this but [illegible] practice such as no [illegible] could afford time to give.

A.H. 29.8.98

278

1/38

Very well. No objection.

A.S.H.

Is there much demand for shorthand writing in the Vernaculars?

A.S.H.

1
2
3
4
5
6

I accept the conclusion that no reduction in the number of copyists is, at present, possible.

I am inclined to think the Office note is right in desiring that type-writers should be separate from the general clerical staff, i.e. that a man should be set aside to be a type-writer only, and that it should not be attempted to combine in one and the same person, both type-writing and ordinary clerical work.

I know nothing about type-writing machines and I therefore accept on faith, the opinion expressed that the Remington and the Yost should alone be bought, for the present.

The Hon. Sir H. Bliss proposes that clerks should not rise above certain rates of pay unless they pass in type-writing and short-hand. I am doubtful about this, because, as I have said above, I think ~~the~~ type-writers, and short-hand writers also, should form a special class of clerks, apart from the others.

I ~~fear~~ think Sir H. Bliss's suggestion to employ Eurasian girls as type-writers might be possible to carry out, but I fear the measure would be attended by certain risks.

A.E.H.
5.9.98

189 8
Edn Dept.
Enclos. No. 1
To
G. No. 1377

[illegible] 29 P

Submit with connected papers

13 AUG. 1898
CHIEF SECRETARY ✻ GOVERNMENT OF MADRAS

Aug 13. 1898

My dear Stokes

When the Remington type-writer agent was here the other day he represented to me that Govt. had ordered that only Yöst typewriters should be used in Govt. offices, & protested. I therefore asked Dr Winton to look at his machine & hear what he had to say — Here is Dr Winton's reply — Will you have it put with the other papers about the best sort of machine to order, which question, it appears, awaits a reply from the Bombay Govt. —

~~Forward with note~~ 29 P

I am not impressed by the fact, if fact it is, that many more Remington type-writers are used in America & elsewhere than other kinds, for as the Remington was the first in the field by a good many years it is only natural that more of them should be in use than of other kinds. But, having had ~~[illegible]~~ considerable opportunity of observing both the old Remington & the latest development of the Yöst, I am bound to confess that this latest Remington is an immense improvement on the old one, & I won't say it is not better than the Yöst. The great advantages of the Yöst seem to me to be (1) it has no ribbon & (2) it has a separate key for each letter. But we can await a reply from Bombay.

Yours sincerely

H. W. Wiss

(2)

1892
Edl Dept.
Enclos. No. 1
To
C. No. 1377

priced with notes

30p

GOVERNMENT OF MADRAS.

Public Works Department,

Ootacamund,

26 July 1898.

Dear Sir Henry.

With reference to your open letter of July 23. brought by Mr Hurley, the travelling representative of the Remington Standard Type writer, I write to say that on Friday last Mr Hurley worked his type writer in my priced with

30p

periences, & my typewriting
clerk worked the 'Williams',
which is the type-writer
in use in my office.
After receipt of your letter
I had a 'Yost' machine
brought up on Monday, &
worked by its usual
operator. I have had
no experience of typewriters,
& can therefore only give the
opinions formed by the above
inspection, which is that
the Remington is

beyond a doubt the most
up-to-date machine of the
three, and is constructed on
the most scientific principles.
It follows from this that, once
learnt, it is manipulated with
less manual labour, & with
less wear & tear to itself.
The many mechanical devices
employed make it, I think,
the most difficult of the 3
machines for a beginner,
but this is only a question
of a few days, and personally
if I was to buy a type

pinned with the [illegible]

30p

-writers for myself I should
undoubtedly get a Remington.
This is apparently the
opinion of the type writing
world, both in America, as
I was informed on inde-
-pendent authority it has
nearly ousted all other
machines, & in Great Britain
it is used in most of the
all of the Govt. offices, &
Railways - I have no
hesitation therefore in
recommending it for

Print with the rules

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GOVERNMENT OF MADRAS.

Public Works Department,

Ootacamund,

2

.......................189 ..

use in Govt. offices in this Presidency. But I see no reason for specifying any particular machine, & prohibiting all others. All the Remington wants is 'a fair field & no favour' instead of being 'side-tracked' as Mr Horsley expresses it. I cannot, however,

Print with notes
31 P

find any such G.O. as the one you refer to as pres-cribing the 'Yost' as the machine to be used in Govt. Offices. When I applied for a copy the Chief Clerk in the Chief Secretariat replied: There is no order prescribing the use of the Yost machine in Govt. Offices — the latest order on the subject is that the Govt. will defer orders on the question of the kind of machine to be used, until the Bombay Govt which has been addressed reports the kind of machine prescribed for use in Govt. Offices in that Presidency" —

As stated above I see no reason for prescribing any machine — I would merely recommend Heads of Offices to obtain a Remington when they require another machine & leave it to fight its print with notes

318

unsuitable. – I may add that the Remington has now office in Madras where all repairs can be executed. I believe its price to be as low, if not lower, than other machines, but on this I have no very certain information. –

Yours sincerely

L. B. de Winton

K (printed)
G
H
J
L
M (printed copy with enclosures)
N

The Hon. Sir H. Bliss K.C.I.E.

6 Financial Department

Read again	G.O.	No. 110 Finl., (printed)	d/8-2-97-	P
"	"	"R." 525 "	"26-4-97-	Q
"	"	" No. 446 " (printed)	" 4-6-97 -	P
"	"	" " 495 " (ms)	"25-6-97 -	P
"	"	" R. No. 672-3 "	" 13-6-98 -	Q
"	"	Memo " 1291 "	"20-6-98 -	P
"	"	G.O." 627 " (ms)	"18-7-98 -	P

" also ~~file~~ file of replies to memo No.1291 Finl., d/20th June 1898 --- Q

Fund. ✓
Public ✓
Acct
[illegible]
Rev. ✓
[illegible]
[illegible]
W.D.
[illegible]

A.K. 7/9/98
[illegible] 7/9/98
For cc:
H.T. (Kindly return) 20.9.98
[illegible] 7/9/98

19.9.98

ORDER No. 863, Dt 10th October 1898.
P.S.

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

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 I.G. 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 Dept:

/From Orders/

C.M.S. 8.9.98

18/9/98.

To

All Depts. of the Sectt. desp. 19-x-98
The Acct. Genl.
" Supt. of Stationery
" I.G. of Registration
" Edcl. Dept. (with notes in original to be returned.) desp. with notes 18-x-98

Code. Class.

INDIAN TELEGRAPHS.

Monthly Number.

To (Office) Telephonic

From (Office) message

Words. | Day. 4 | Hour. 14 | Minute. 27 | Official Instructions

To (Person) Registrar F.D.

From (Person) Supt Govt. Press

Please send me the original notes connected with Co. no 863 fin dated 10-10-98 printed here in April 1901 for reference and return.

64 Word Form

J.A.b. 4.xii.02

C.R. 4/12/02

F. C. 2

To Registrar.

The originals of the notes referred to are in the Financial Deptt. The message may therefore be transferred to that Deptt.

V.P. 5.12.02.

Y.G.

Recd. from To the Regr. | Sent to Nor, Financial Deptt W.O. | C.R. 5/12/02

At Hrs. Mts. by | At Hrs. Mts. by

Telegraph Maste

U G P—No 307 T—26 10 1901—400000

P.T.

FINANCIAL DEPARTMENT.

For the ~~Registrar~~ C.A.

The original of G.O. No. 863 Fin. of 10th Octr 1898 is put up which may be forwarded to the Supdt Govt Press for reference and return.

V.J.K. / 8.12.02. Edit 8.12.02

Fin. No 603 D / 10.12-02

Disp No 129 / 19.1.03

Returned with thanks

R.H.
19/1/03

First Press.

Returned for sig

Despatched in prin

ead again G.O., No. dated
189

Current No.

Enclosures to G. No.

of Government

of Government.

Statement with ditto.

not filed up, being meant for despatch
original.

Numbe
requi

5-11-0

Department.

A = Print in full.
B = Not to be printed.
P = Print abstract only.
Q = Print heading only.