I
20/2/99

18-2-99 | G.R.
53 | DBR

Soon.

Financial (1899) Department.

ORDINARY PRINTED.

G.O., No. 209

DATED 10-2-99

INDEXED.

24/25

R.

The Notes
in these Proceedings have been printed.

[Despatch Abstract.]

Type-writing machines

Agreeing with the views of the Supt of Stationery &c. as regards the periodical inspection & repair of —; transfg to the Edul dept his proposal to increase the severity of the type-writing tests; admitting up to the date of ~~[illegible]~~ the receipt of these pros the charges incurred by the Board of Rev, Separate Rev, for the employment of a mechanic to repair its machines; and informing the managing Director of the India Trading Comp. Ld. that the rules do not permit of the local purchase of machines.

I
10-2-99

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
C 645/99							

Government (1899) of Madras.

FINANCIAL.

Recd. } 1899. *Enclosures*

Regd. *Spare copies*

G.O., No. 209, 10th February 1899.

FEBRUARY.

Type-writing Machines.

Agreeing with the views of the Superintendent of Stationery as regards the periodical inspection and repair of —; transferring to the Educational Department his proposal to increase the severity of the type-writing tests; admitting up to the date of the receipt of these proceedings the charges incurred by the Board of Revenue, Separate Revenue, for the employment of a mechanic to repair its machines; and informing the Managing Director of the India Trading Company (Limited) that the rules do not permit of local purchase of machines.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

Read—again the following papers :—

XX G.O., No. 863, Financial, dated 10th October 1898.

Abstract.—Directing that in all the larger Government offices in which type-writing machines 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 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.

XXI G.O., No. 1222, Financial, dated 14th December 1898.

Abstract.—Stating when type-writing machines may be applied for by officers, and drawing the attention of all officers to paragraph 1 of G.O., No. 863, Financial, dated 10th October 1898, and to the necessity for requiring a high standard of skill in the typists they employ.

Read—also the following papers :—

Proceedings of the Board of Revenue (Separate Revenue), Mis. No. 3248, dated 17th August 1898.

Resolution—Mis. No. 3248, dated 17th August 1898.

The Board begs to request that Government will be pleased to sanction, with reference to clause (*m*) of article 98 of the Civil Account Code, a monthly expenditure of Rs. 6 for the upkeep of three type-writing machines at present in use in its office. Periodical inspections and repairs are needed to keep them in working order and the services of a type-writing machine repairer at the monthly salary specified above have been engaged from the 15th ultimo in anticipation of sanction and approval.

(True Extract.)

(Signed) C. G. TODHUNTER,
Acting Secretary.

To the Secretary to Government, Revenue Department,
through the Accountant-General, Madras.

No. 4130.

Forwarded.

Fort St. George,
29th August 1898.

(Signed) T. HESKETH BIGGS,
Accountant-General.

To the Secretary to Government, Revenue Department.

From H. ORMEROD, Esq., General Managing Director, the India Trading Company (Limited), to the Chief Secretary to Government, dated Madras, 12th December 1898, No. 1792.

With reference to my conversation with you the other day about the "Remington" type-writer, I have seen the Superintendent of Stationery, who tells me that an indent has already been submitted for execution by the India Office. Unless I am greatly mistaken, the cost of machines imported in this way will be found to exceed the price (Rs. 350) that we are prepared to charge Government for the No. 7 machine. Perhaps you will kindly look into this matter.

Another point also that I would dwell upon is that, my Company only requires a little encouragement from Government to induce it to make all requisite arrangements for the opening of a well-equipped workshop for the repair of machines that may be disabled by accident, &c., and to maintain a reserve stock of "parts," so that worn-out machines may be renovated at comparatively small cost.

Only a short time ago I myself put in thorough working order, at a cost of Rs. 5, a No. 5 machine that had been discarded, after several years of very hard usage, as worn out. It is now working excellently.

From J. N. ATKINSON, Esq., I.C.S., Superintendent of Stationery, to the Chief Secretary to Government, dated Madras, 11th January 1899, Dis. No. 76.

I have the honour to return herewith the two files referred to me for remarks under No. 5, dated 2nd January 1899. Three questions are involved. I propose to deal with them separately.

2. In regard to Mr. Ormerod's statement that there appears to be an impression that type-writers can be obtained through the India Office at lower prices than are current in Madras, I may say that I am not aware of any such impression nor am I of that opinion. I am not in a position yet to say what the cost of a Remington obtained from the Director-General of Stores, India Office, is, but I should be surprised if after allowing for exchange, freight, and percentages, it did not fully amount to Rs. 350. I think it is very probable that several articles which are obtained through the India Office could be purchased locally at cheaper rates and at the saving of much time, but this would no doubt be opposed by the Home authorities.

3. In regard to the question of the local Remington agency opening a workshop for the repair of machines and maintaining a reserve stock of "parts", I should like to inquire what is comprised in the "little encouragement by Government" to which Mr. Ormerod refers. It would be a convenience to have such a workshop at hand, but I would not recommend a promise of any definite amount of work being given to it, for type-writing in this Presidency is still in its infancy and the machines now under supply, if properly attended to and carefully used, should not require any repairs for a long time. This office can obtain and maintain a reserve of spare "parts," should the Government so direct.

4. During last year this office arranged for the repair of six machines only. They had all been in use for some time. Two were repaired by the Bombay Type-writing Company, one by a Mr. D'Cunha, two by Messrs. Addison & Co., and one by the Superintendent, Public Works Workshops. The two first agencies are not now available, but there is a Mr. Zuzuart here who undertakes such work for several local mercantile firms. I would suggest that Mr. Ormerod be informed that the number of Remingtons in use in Government offices in Madras will no doubt steadily increase and in the natural course of events they will some day require repairs which the Government will have executed by the best and cheapest agency then available.

5. The third question referred to me is that of the periodical inspection and repair of machines at the Presidency town. I submit that a periodical examination by a mechanic, who is to be paid so much per mensem per machine for cleaning and

oiling it and special rates for such repairs as he may consider to be requisite, would result in much unnecessary expenditure and would lead to the machines being unduly pulled about and tinkered with. Such an arrangement would practically relieve the typist of much of his responsibility for the care of the machine given him to work with and would encourage him to be careless and inevitably induce repairs which are preventible.

XX

6. In G.O., No. 1222, Financial, dated 14th December 1898, the Government insists on the necessity "for requiring a high standard of skill" in its typists. The most rudimentary knowledge of the machine enables the typist to clean and oil it, and if this is regularly done and the machine carefully used and kept covered when not in use, there is no reason why it should not work without any difficulty for a considerable time. Weekly inspection by the manager or head clerk should then suffice. If a machine by any accident or rough usage gets out of order it at once announces the fact by refusing to work and the intervention of a mechanic to say it requires repair is uncalled for.

7. What should be specially avoided as much as possible is sending machines from place to place as they are delicately constructed and easily damaged in transit. The unpacking also requires to be done very carefully. When once set up in an office in good working order further removals should be avoided.

8. Instead of employing a mechanic as proposed I would apply the principle of prevention being better than cure and make every endeavour to obviate extensive repairs by insisting on typists being acquainted with the construction of their machines as well as being able to work them. This would be rendered more easy by the Government adopting one machine for use in all its offices and requiring candidates for employment as typists to pass a technical examination in the machine as well as the ordinary test of facility in working it. The teachers of type-writing classes would no doubt readily meet the requirements of Government in the matter. The typists could then themselves carry out ordinary repairs and replace damages by spare parts to be obtained on indent from this office. Repairs requiring mechanical skill could, at any time, be effected through private agency in Madras.

ORDER—No. 209, Financial, dated 10th February 1899.

The Government agrees with the views expressed by the Superintendent of Stationery in his letter read above as regards the periodical inspection and repair of type-writing machines. The Stationery office will obtain and maintain a reserve of spare parts, and the attention of all heads of offices in which machines are used will be drawn to the necessity for the machines being periodically inspected by responsible subordinates.

XX

2. Orders will be passed in the Educational Department on Mr. Atkinson's proposal to increase the severity of the type-writing tests. It is to be observed that in paragraph 2 of G.O., No. 863, Financial, dated 10th October 1898, the Government has decided to restrict the patterns of type-writers to the No. 4 Yost and to the latest pattern of the Remington.

3. The charges incurred by the Board of Revenue, Separate Revenue, for the employment of a special mechanic will be admitted up to the date of the receipt by the Board of the present proceedings. The services of the mechanic should however be dispensed with immediately.

4. The Managing Director of the India Trading Company (Limited) will be informed, with reference to his letter No. 1792, dated the 12th December 1898, that the rules do not permit of the local purchase of type-writers and that the Government cannot give any guarantee in connection with the opening of a workshop in Madras by the Remington agency. The number of Remington machines in use in Government offices in Madras will no doubt steadily increase and in the natural course of events they will some day require repairs which the Government will have executed by the best and cheapest agency then available.

(True Extract.)

G. STOKES,
Chief Secretary.

To the Superintendent of Stationery.
„ the Board of Revenue (Separate Revenue).
„ the Accountant-General.
„ the Postmaster-General.
„ all Departments of the Secretariat.
„ the General Managing Director of the India Trading Company (Limited), Madras.

Exd. A. F. Eccleston.

NOTES CONNECTED WITH G.O., No. 209, FINANCIAL, DATED 10TH FEBRUARY 1899.

REVENUE DEPARTMENT.

From the Board of Revenue (Separate Revenue), Mis. No. 3248, *dated* 17*th August* 1898.

ABSTRACT.—Soliciting sanction for incurring an expenditure of Rs. 6 *per mensem* on account of the salary of a typewriting machine repairer employed from the 15th July 1898 for keeping the three typewriting machines of this office in order.

Draft order.

Sanctioned.

G. S. FORBES.
9-9-98.

Now that typewriting machines are coming into common use, should we not arrange for their periodical inspection and repair by some mechanic from the Public Works Workshops? It ought not to cost anything like Rs. 2 per mensem per machine.

H. W. B[LISS].
10-9-98.

To Secretary—

With reference to the Honourable Member's remarks above, may the Public Works Department be asked to ascertain whether a mechanic from the Public Works Workshops can be spared to examine periodically the typewriting machines supplied to the Board's and Secretariat offices?

K. RAMANUJACHARIAR.
13-9-98.

Yes.

G. S. FORBES.
17-9-98.

To the Public Works Department u.o.

PUBLIC WORKS DEPARTMENT.

Please ascertain and reply.

W. B. DEWINTON.

To the Superintending Engineer, V Circle, u.o.

OFFICE OF THE SUPERINTENDING ENGINEER, V CIRCLE.

Forwarded to the General Superintendent, Public Works Workshops, for very early reply.

A. W. SMART, Col., R.E.
22-9-98.

Returned to the Superintending Engineer, V Circle, with the remark that a mechanic can be sent from these shops to examine and repair the typewriting machines.

H. MOSS.
29-9-98.

A mechanic may be sent as required.

A. W. Smart, Col., R.E.
3-10-98.

Public Works Department.

To the Revenue Department u.o.

W. B. deWinton.
10-10-98.

Revenue Department.

To Secretary—

The Public Works Department has ascertained that a mechanic can be spared from the Public Works Workshops to examine and repair typewriting machines.

2. Please see draft below. May it be forwarded to the Financial Department for issue, so that it may be acted on in all departments?

K. Ramanujachariar.
11-10-98.

Yes.

G. S. Forbes.
11-10-98.

Public Works Department.

Draft Order—

The Government considers that the typewriting machines supplied to (~~the Board's and Secretariat offices~~) [offices in the Presidency town] should be periodically examined by a mechanic from the Public Works Workshops who (~~should~~) [will] carry out such repairs as may be found to be necessary. Orders will issue in the Public Works Department accordingly. [The heads of all offices concerned at the Presidency will intimate to the Superintendent of the Workshops the number of machines which require to be so examined.].

2. The services of the repairer engaged by the Board of Revenue should be dispensed with. The Accountant-General will be authorized to admit the expenditure already incurred.

[To all Departments of the Secretariat.
„ the Board of Revenue (all Departments).
„ heads of Departments under the Chief Secretary.]

Financial Department u.o.

Financial Department.

For the Chief Secretary—

Please see the proposed [ ] alterations in the draft. It seems desirable to have all machines in use in public offices at the Presidency town periodically inspected.

C. M. Schmidt.
23-10-98.

Yes.

G. Stokes.
25-10-98.

Public Works Department for acceptance.

Public Works Department.

A. S. Russell.
15-11-98.

To Financial Department u.o.

Revised Draft—

All repairs to typewriting machines supplied to public offices shall be carried out through the Superintendent of Stationery, who will arrange for their execution at the Public Works Workshops. The machines in use in offices in the Presidency town shall be periodically examined by a mechanic from the Public Works Workshops, who will carry out such repairs as may be found to be necessary. Orders will issue in the Public Works Department accordingly. The heads of all offices concerned at the Presidency will intimate to the Superintendent of the Workshops the number of machines which require to be so examined.

2. The services of the repairer engaged by the Board of Revenue should be dispensed with. The Accountant-General will be authorised to admit the expenditure already incurred.

To all Departments of the Secretariat.
„ the Board of Revenue (all departments).
„ the Superintendent of Stationery.
„ the Accountant-General.
„ the Postmaster-General.

G. Stokes.
25-11-98.

Public Works Department.

Public Works Department for acceptance.

W. B. deWinton.
29-11-98.

To Financial Department u.o.

Financial Department.

Telephonic message from the Secretary, P.W. Department, to the Chief Secretary, dated 1st December 1898.

Please stop the issue of the draft order regarding the repair of type writing machines by the mechanic of the Public Works Workshops and send me the file back as the Workshops cannot undertake such work.

To Public Works Department with file.

C. M. Schmidt.
1-12-98.

G. Stokes.
2-12-98.

Public Works Department.

Since counter-initialling the draft the issue of which has been stopped at my request, I have had reason to believe that the Public Works Workshops will not prove an efficient agency for the maintenance and repair of typewriting machines—a class of work which is special and novel. I am not, therefore, prepared to recommend that the work be entrusted to this institution.

2. I have, however, received an application from a Mr. G. W. Taylor, a mechanical engineer and electrician, who offers to undertake the work on terms which seem to me to be reasonable.

3. He will inspect each machine twice monthly, and see to its adjustment, cleaning and oiling for a charge of Rs. 3 per machine, and will undertake special repairs at special charges. He is believed to be well skilled and reliable, and is, it is understood, already employed by Government for the annual stock-taking of the Government Press—a duty of considerable trust and responsibility.

4. If there were, say, thirty machines in Madras in offices scattered over the town, six working days, or a week per month, would probably be consumed in their inspection, etc. This would mean one-fourth of Mr. Taylor's time in each month, for which he would receive only Rs. 90 and have to pay expenses of locomotion. First-class mechanical engineers in regular employ get as much as Rs. 500—700 per month.

to work with and would encourage him to be careless and inevitably induce repairs which are preventable." Government has, the Superintendent points out, insisted on the necessity for requiring a high standard of skill in typists employed in Government offices, and if the typists look after their machines properly and weekly inspections are made by the manager or head clerk of each office, there should be no difficulty about the machines working for a considerable time. The Superintendent deprecates the transport of machines from place to place as such a practice is liable to damage them. He finally suggests that, instead of employing a mechanic as proposed, Government should insist on typists being acquainted with the construction of their machines as well as being able to work them, and he points out that this would be rendered easier by the adoption of one machine for use in all Government offices and by requiring candidates for employment as typists to pass a technical examination in the machine as well as the ordinary test of facility in working it. Typists could then themselves carry out ordinary repairs and replace damages by spare parts to be obtained on indent from the Stationery office, repairs requiring mechanical skill being effected through private agency in Madras.

9. At present typists who have passed the elementary test in typewriting are eligible for appointment as typewriting clerk up to Rs. 20, appointments on higher pay requiring a pass by the intermediate test. The elementary test does not really require any knowledge of the mechanism of a machine. The intermediate test requires a candidate to possess a knowledge of the mechanism of two machines. This latter question is really one for the Educational Department, but it is thought it may be endorsed in the Financial Department as it seems clear that if typewriting is to make any real progress in Government offices, the least that should be required of typewriting clerks is the intermediate test.

G. Stokes.
21-1-99.

As regards the Superintendent's suggestion that Government should select one pattern of machine for use in all Government offices, attention is solicited to paragraph 2 of G.O., No. 863, Financial, dated 10th October 1898, which decided on two. It does not seem necessary to go back on this decision as the present intermediate test requires the knowledge of two machines. It is submitted for orders whether the Superintendent's proposals may otherwise be generally approved, the question of raising the typewriting test being remitted to the Educational Department for consideration. The charges incurred by the Board up to date in the employment of its special mechanic may be admitted, but the Board should, it is thought, dispense with his services on receipt of the order now passed.

C. M. Schmidt.
20-1-99.

H.M.—

G. Stokes.
21-1-99.

I agree with the Chief Secretary.

A. T. A[rundel].
23-1-99.

Through the Accountant General
Madras.

Revenue (1898) Department.

CURRENT No. ~~6082~~
8339/58

254 S.C.
23 Septr/98

Now that type writing machines are coming into common use, should we not arrange for their periodical inspection & repair by some mechanic from the P.W. workshops? It ought not to cost anything like Rs 2 per mensem per machine

H.S.
10/9/98

From
The Secretary to the Commissioner of Salt, Abkari and Separate Revenue, Madras.

Order mis.

H.M.
Sanctioned.
8/9/98

Mis. No. 3248.

Dated 17th August 1898.
Received 31 "
Registered 1 Sept.
Enclosures
Spare copies

To
The Board of Revenue (S.R.)
" A. G.

SUBJECT.

Soliciting the sanction of Government for incurring an expenditure of Rs. 6 per mensem on account of the salary of a tpye-writing machine repairer employed from the 15th July 1898 for keeping the three type-writing machines of this office in order.

Note. A similar request by the Sett. Dept. of the Bd. of Rev. was sanctioned last year in G.O. No. 3037 d/ 15.6.97.

The ~~cost~~ annual cost is Rs 72 while in the case cited as a precedent the amount was Rs 20 only.

T.G.K.
4.9.98

K.S.
7/9/98

6.9.98
6.20 p.m.

c9/9/98.

9P 2 print C2

To Secy

With reference to the H. Ms. remarks on the preceding page, May the P.W. Dept be asked to ascertain whether a Mechanic from the P.W. workshops can be spared to examine periodically the type writing machines supplied to the Boards and Secretariat offices.

KQ
13/9/98

SUPERINTENDING ENGINEER'S OFFICE
No. 959 W.
21 SEP 1898
V. CIRCLE, P.W.D.

Yes
17/9/8

To

P.W.D. (W.O.)

D

U.O. 967 D. 19 September 1898

To

The Supdg. Engineer
V Circle
(unofficially)

Please ascertain and reply.

No. 440 P.W.D. Secretary to Govt.

Forwarded to the Genl. Supt. P.W. Workshops for very early reply.

Colonel R.E.
Supdg. Engr. V Circle

22nd Sept/98

Yes, we can send a man

BACK PAPERS

G.O.	No.	Department.	Date.
Mis	4833	Rev	14.9.97

SUPERINTENDING ENGINEER'S OFFICE
No. 405 W.
30 SEP 1898

FURTHER PAPERS.

G.O.	No.	Department.	Date.

No. 108 G.E.S. of 29th September 1898

Returned to the Supdg. Engineer, V Circle, with the remark that a mechanic can be sent from these shops to examine & repair the type writing machines.

H. Moss
Genl. Superintendent,
P. W. Workshops.

29.9.98

No. 625 W.

To W

A mechanic may be sent as required

Col. R.E.
Supdg. Engr. V Ci.

3/6 October/98

3

Works (1898) Department.

CURRENT No. 8339

~~Order~~ U.O. 1042 D., of 10th October 1898

To The Revenue Dept., (U.O.)

10.10.98

Rev Dept.

To Secy

Please see the correspondence on page 2 of this file, The P. W. Dept. has ascertained that a mechanic can be spared from the P.W. Workshops to examine and repair type writing machines.

2. Please see draft below. May it be forwarded to the Financial Dept. for issue, so that it may be acted on in all Depts?

KQ
11/10/98

Yes
11/10/98

print draft order on Rays & ...

Fin Dept U.O.

Recd 13.10.98

BC 13.x.98

0 L.S 431

From The Supdg Engineer 5th Circle

No. 625 W.

Dated 3/6 October 1898.

Received 7.11.98

Enclosures 1

Spare copies

SUBJECT.

Mechanic
Machine to examine periodically the type writing Machines

Informs that the — can be sent from P.W. Work Shops.

BACK PAPERS.

No.	Date.

FURTHER PAPE

No.	Date.

7

Financial Dept.

Rev. C. No. 8339. 4

11 P

Note

There is no objection to the draft proposed issuing in Financial.

[illegible] 21/10/98

C.S.

Please see the proposed (below) red ink alterations in the draft. It seems desirable to have all machines in use in Public offices at the Presidency town periodically inspected

C.W.S. 23.X.98.

8

Financial Dept

From the Board of Rev (S.R) no 3248 dated 17-8-98 (C no 6082) (A)

CS

print

G.O. / F.S. No 1070 of 17-11-98

The Govt. considers that the type-writing machines ~~supposed to~~ supplied to the ~~Boards and Secretariat offices~~ should be periodically examined by a Mechanic from the P.W. workshops, who ~~should~~ will carry out such repairs as may be found to be necessary. Orders will issue in the P.W. Dept accordingly.

Offices in the Presidency town

The ~~All~~ heads of ~~depts~~ all offices concerned at the Presidency ~~[illegible]~~ which ~~[illegible]~~ will ~~communicate~~ intimate ~~[illegible]~~ to the Supdt of the Workshops the number of machines ~~[illegible]~~ which ~~[illegible]~~ require to be so examined

[illegible]

2. The services of the repairer engaged by the Board of Rev should be dispensed with. The A.G. will be ~~requested~~ authorised to admit the expenditure already incurred.

Cws.
23.x.98

(CS's initials on note)

To the P.W. Dept.
" Rev. "
Board of Rev (S.R)
.. A.G.

Copy to the Board of Rev (L.R)
.. (Settl)

To all depts of the Sect: ~~Board of Rev~~ (all depts)
To the heads of ~~all~~ depts under the Chief Secretary

2

Only those at the Presidency ~~[illegible]~~ town

Cws

KQ
11/10/98

PWD. [illegible] C.i. APK
15.11.98.

CHIEF SECRETARIAT. MADRAS.
16 NOV. 1898

[G./124]
1,000—11-10-98.

Financial DEPARTMENT.

Rev. C. No. 6282 From the Board of Rev: (S. R.), No. 3248, dated 17/8/ 1898. (A)

" " " , " , " 189 .

" " " , " , " 189 .

" " " , " , " 189 .

Revised Draft

[illegible]

ORDER:- No 1135 dated 12-98

P.S.

P.W.D. in ci

29.11.98

All repairs to type-writing machines supplied to public offices shall be carried out through the Supt. of Stationery, who will arrange for their execution at the P.W. Workshops. The machines in use in offices in the Presidency Town shall be periodically examined by a mechanic from the P.W. Workshops, who will carry out such repairs as may be found to be necessary. Orders will issue in the P.W. Dept. accordingly. The heads of all offices concerned at the Presidency will intimate to the Supt. of the Workshops the number of machines which require to be so examined.

2. The services of the repairer engaged by the Board of Rev. should be dispensed with. The Accountant-

General will be authorised to admit the expenditure already incurred.

25/11/98

To

All Depts. of the Secretariat.

Board of Revenue (all depts.)

× Supdt of Stationery

~~Heads of depts. under the Chief Secy.~~

Acct Genl.

Post Master Genl

× D.

~~Only those at the Presidency town.~~

10

Print

INDIAN TELEGRAPHS.

Code Class. } Monthly Number. }

To (Office) Telephone | From (Office) message

Words.	Day.	Hour.	Minute.	Official Instructions.
	1	1½	hrs	

To (Person) Chief Secy Pub Dept

From (Person) Secy to Govt P.W.D

CHIEF SECRETARY 1 DEC 1898 GOVERNMENT OF MADRAS

Please stop the issue of the draft order regarding the repair of type writing machines by the mechanic of the P.W. workshops and send me the file back. As the workshop cannot undertake such work

C
1-12-98

W
Submitted with reference to the instructions on the linked file.
3/12/98.

H.C.
Stop it & put up papers

To
P.W.D with file

Cut
1/12

Cut
1.12.98

Ca. Put up

1/12/98.

Recd. from LN. Sent to Gen 1/12/98 LN.

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

Telegraph Master.

H.C. 3 Dec 98

64 Word Form.

F. C 2.

C G P—No. 404 T—22 12 07—3600000.

Fin. Dt.

Connected with [illegible]

Rev. Dept.

From the Bd of Rev (S.R.)
No. 3246 Misc/17-8-98.
soliciting &c (print abstract on Ch) —

Draft order

Sanctioned.

G.S.7

H.M.

print H.C.s remarks
~~[illegible]~~ here –

3696

No. 5395C

8/

Government of Madras.

Public Works **DEPARTMENT.**

CHIEF SECRETARY 12 DEC. 1898 GOVERNMENT OF MADRAS

Madras, 12th December 1898.

print

OFFICE NOTE.

From
The Secretary to Government,
P. W. Dept.

To
The Chief Secretary to Govt.
Financial Dept.

Since counter-initialling the draft of G. O. No. 1135 Financial d/ 1st December 1898, the issue of which has been stopped at my request, I have had reason to believe that the P. W. Workshops will not prove an efficient agency for the maintenance and repair of type-writing machines - a class of work which is special and novel. I am not, therefore, prepared to recommend that the work be entrusted to this Institution.

2. I have, however, received an application from a Mr. G. W. Taylor, a Mechanical Engineer and Electrician, who offers to undertake the work on terms which seem to me to be reasonable.

3. He will inspect each machine twice

P. W. 48.
500—1-2-98.

Recd 12th Regd 13th Dec-1898.

twice monthly, and see to its adjustment, cleaning and oiling for a charge of Rs. 3 per machine, and will undertake special repairs at special -- charges. He is believed to be well skilled, and reliable, and is, it is understood, already employed by -- Government for the annual stock taking of the Government Press-a duty of considerable trust and responsibility.

4. If there were say 30 machines in Madras in offices scattered over the town, 6 working days, or a week per month, would probably be consumed in their inspection, etc. This would mean one-fourth of Mr. Taylor's time in each month, for which he would receive only Rs. 90 and have to pay expenses of locomation. First class Mechanical Engineers in regular employ get ~~much more than this.~~ as much as Rs 500–700 per month. There would of course be also the special repairs. On the whole I am ~~not~~ inclined to think the proposed charge ~~excessive,~~ reasonable, and recommend that Mr. Taylor's offer be accepted.

C. S.

AcR
3-12-98.

W. 9. 12/98

With file returned.

[F. / 23
1,000 -4-5.

Financial (1898) Department.

CURRENT No. 3714

From The Hon'ble Mr A. T. Arundel I.C.

Order

No.

Dated
Received } 13th December 1898.
Registered
Enclosures
Spare copies.

SUBJECT.

Forwarding letter from Mr Omerod requesting Govt. to purchase the typewriters used in public offices from him.

110
5-2-97

BACK PAPERS

G.O.	No.	Department.	Date.
990-A	3-11-98	SC	
991	3-11-98	"	
863	10-10-98	"	
901	19-10-98	Mis	
875	12-10-98	"	
627	18-7-98	"	
110	5-2-97	SC	

FURTHER PAPERS.

G.O.	No.	Department.	Date.

All Letters to be addressed and
Remittances made payable to
The India Trading Co., Ld.

No. 1793/98.

The India Trading Company, Ld.
11/12, SECOND LINE BEACH,
15/17 Armenian Street,
Madras, 13th December, 1898.

CHIEF SECRETARY
13 DEC 1898
GOVERNMENT OF MADRAS

The Hon'ble Mr. A. T. Arundel,
Adyar.

Dear Sir,

The "Remington" Typewriter.

I am obliged for your note of 9th instant.

The point I wish to put before you is a financial one, and I have already seen the Chief Secretary, with reference to the mechanical and practical aspect of the matter.

However, my remarks can be put in writing, so that I may trespass as little as possible upon your time.

There appears to be an impression that Typewriters can be obtained through the India Office at lower prices than are current in Madras. It is to this that I desire to invite your attention. My belief is that, if you will make inquiry, you will find that both the "Yōst" and the "Remington" cost more when brought through the India Office than the Rs.350 per machine which is our charge to Government for the "Remington" here.

If this be so, could not arrangements be made for future supplies to be procured from us, here? We usually have stock in godown and afloat, and could thus deliver much more expeditiously than the India office.

I am writing to Mr. Stokes also, calling his special attention to this point.

Yours faithfully,
Henry Ormerod

To the C.S.
Mr. Ormerod asked for an interview & I referred him to you. We must get our Typewriters thro' the S. of S. I suppose except in cases of emergency.
ATA
13.12.98

[G.]

[Fr. / 23 / 1,000—20-4-98.]

14

Financial (1898) Department.

CURRENT No. 3717

From the Genl Managing Director
The India Trading Co. Ltd.
Madras

Order

No. 1792

Dated 12th December 1898

Received

Registered 14th " "

Enclosures

Spare copies.

SUBJECT.

Requesting Govt to purchase its typewriters from him.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

[G./75]
1,0 31-7-97.

16 7/P

Financial Department.

~~NOTE~~ FOR THE CHIEF SECRETARY.

C.Nos. 3714, 3717 and 3696.

From the Genl Managing Director, India Trading Co. Ld. Madras No. 1792 & 1793 of 12th & 13th Dec 1898.

C.Nos. 3714 & 3717 contain an application ~~from~~ the General Managing Director of the India Trading Co:, Madras, submits an applicat. in which he states that it is possible for his company to supply Govt. with Remington typewriters at a cheaper rate than they can be got out from England. He also points out that his company only requires a little encouragement to induce it to make all requisite arrangements for the opening of a well-equipped workshop for the repair of machines that may be disabled by accident etc, and to maintain a reserve stock of "parts", so that worn out machines may be renovated at a comparatively small cost.

Intimately connected with the latter point is the subject dealt with in the linked file as regards the execution of repair of typeqriters. The P.W.D. is unable to accept the suggestion that the repairs ~~of type-writing machines~~

machines should be entrusted to the P.W. Workshops as this is a class of work which is special and novel. It states that Mr. G.W. Taylor, a mechanical engineer and electrician, offers to undertake the work on certain terms.

Submitted that both the files may be referred u. o. to the Supt. of Stationery for remarks.

No. 5, d/ 2-1-99.

To
the Supt. of Stationery u. o

Financial (1899) Department.

CURRENT No. 198

GOVERNMENT OF MADRAS * CHIEF SECRETARY'S *
13 JAN 1899

From The Superintendent of Stationery, Madras

Order

Do No. 76.

Dated 11th January 1899

Received 13th " "

Registered 14th " "

Enclosures (Two files).

Spare copies

SUBJECT.

Returning with remarks the two files of papers on the subject of typewriters.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

From the Supt of Stationery L. No 76 d/18.1.99

HM

P

page 5 of the currents

page 1 of the currents

C 23.1.99
R 24.1.99

6 P

Financial Dept:

G.Nos. 3696, 3714 & 3717 of 98 and 198 of 99

F O R ~~O R D E R S~~ Mr CS

In its resolution No.3248 d/17th August 1898, the Board of Rev: (Separate Rev.) requested sanction, with reference to clause (m) of article 98 of the C.A. Code, for a monthly expenditure of Rs.6 for the upkeep of three type-writing machines at present in use in its office. It pointed out that periodical inspections and repairs are needed to keep the machines in working order and that the services of a type-writing machine repairer at the rate quoted had been engaged from the 15th July in anticipation of the sanction and approval of Govt. On the Revenue Dept. draft sanctioning this proposal being submitted to the Hon'ble Member, he wrote as follows:--

"Now that type-writing machines "are coming into common use, should we "not arrange for their periodical "inspection and repair by some mechanic "from the P.W. Workshops? It ought "not to cost anything like Rs.2 *per* "*mensem* per machine"

2. The papers were referred by Revenue u. c. to P.W.D. which

reported that a mechanic could be sent from the P.W. Workshops to examine and repair the type-writing machines. The Revenue Dept. drafted accordingly and this draft was sent to the Financial Dept. for counterinitials.

page 3 of the currents

page 8 of the currents

3. In view of the draft rules forwarded to this Govt. by the Govt. of India (*vide* G.O. No. 1151/2, d/ 2-12-98 and para 5 of the u.o. flagged XIX F therein), the first paragraph of this draft was slightly modified. P.W.D. counter-initialled it at first, but subsequently reported that there was reason to believe that the P.W. Workshops would not prove an efficient agency for the maintenance and repair of type-writing machines, a class of work which is special and novel. The Public Works Dept. was therefore not prepared to recommend that the work be entrusted to that institution. It stated that it had received an application from Mr. G.W. Taylor, a mechanical engineer and electrician, who offered to inspect each machine twice ~~a~~ monthly, and see to its adjustment, cleaning and oiling for a charge of Rs.5 a month and to undertake special repairs at special charges. The P.W.D. considered Mr. Taylor's terms to be reasonable, as he was believed to be well skilled and reliable, and it recommended Mr. Taylor's offer for acceptance.

page 9 of the currents

" 11 -do-

4 ~~[illegible]le~~ About this time a representation was received from the General Managing Director of the India Trading Co:, Ld., Agent for the

pages 13 & 15 of the currents

QP

the Remington Type-writer. The Agent pointed out that there appeared to be an impression that type-writers can be obtained through the India Office at lower prices than are current in Madras, and he stated his belief that when enquiries were made, it would be found that both the "Yost" and the "Remington" cost more when brought through the India Office than the Rs.350 per machine which is the charge of the Trading Co. for a Remington in Madras. He therefore suggested that future supplies should be procured from the local agents of the Remington. Another point he wished to bring forward was that his Company only requires a little encouragement from Govt. to induce it to make all requisite arrangements for the opening of a well equipped workshop for the repair of machines that may be disabled by accident etc. and to maintain a reserve stock of parts so that worn out machines may be renovated at comparatively small cost. The papers were referred u.o. to the Supt. of Stationery and his reply is contained in C.No.198

page 16 of the currents

pages 18-20 of the currents

5. As regards the comparative cost of type-writers procured locally and through the India Office, the Supt. thinks it very probable that a Remington obtained from the Director General of Stores costs, after allowing for exchange, freight and percentages, fully Rs.350.

He points out that it is also probable that several articles which are obtained through the India Office could be purchased locally at cheaper rates and at the saving of much time, but that this would no doubt be opposed by the Home authorities.

6 It is submitted that the Supt. of Stationery is right here. The present rules could only be altered by representing the matter to the Govt. of India. There is no doubt however that considerable time is wasted in obtaining machines from England and that there would be little risk in procuring them locally as all the machines so procured might be subjected to a professional test. There are advantages in purchase from a local agent, in that repairs are taken up more readily when machines are purchased from them.

7 The Supt. of Stationery is not in favour of the local Remington agency being encouraged to open a workshop for the repair of machines and the maintenance of a reserve stock of parts in connection with the needs of Govt. His office can, he states, obtain and maintain a reserve of spare parts should the Govt. so direct and the machines at present in use should, if properly attended to and carefully used, not require any repairs for a long time. The Supt. suggests that the Agent to the Remington Co.

be

be informed that the number of Remingtons in use in Govt. offices in Madras will no doubt steadily increase and in the natural course of events they will some day require repairs which the Govt. will have executed by the best and cheapest agency then available.

8 The Supt. of Stationery considers that "the periodical inspection and repair of machines at the Presy. town by a mechanic who is to be paid so much per mensem per machine for cleaning and oiling it and special rates for repairs, would result in much unnecessary expenditure and would lead to the machines being unduly pulled about and tinkered with. Such an arrangement would practically relieve the typist of much of his responsibility for the care of the machine given him to work with and would encourage him to be careless and inevitably induce repairs which are preventible." Govt. has, the Supt. points out, insisted on the necessity for requiring a high standard of skill in typists employed in Govt. offices, and if the typists look after their machines properly and weekly inspections are made by the Manager ~~of~~ or Head Clerk of each office, ~~there~~ there ~~would~~ should be no difficulty about the machines working for a considerable time. The Supt. deprecates the transport of machines from place to place as such a practice is liable

to

to damage them. He finally suggests that instead of employing a mechanic as proposed, Govt. should insist on typists being acquainted with the construction of their machines as well as to become able to work them, and he points out that this would be rendered ~~more~~ easier by the adoption of one machine for use in all Govt. offices and by requiring candidates for employment as typists to pass a technical examination in the machine as well as the ordinary test of facility in working it. Typists could then themselves carry out ordinary repairs and replace damages by spare parts to be obtained on indent from the Stationery office, repairs requiring mechanical skill being effected through private agency in Madras.

9. At present typists who have passed the elementary test in typewriting are eligible for appointment as type-writing clerks up to Rs. Rs.20, appointments on higher pay requiring a pass by the intermediate test. The elementary test does not really require any knowledge of the mechanism of a machine. The intermediate test requires a candidate to possess a knowledge of the mechanism of two machines. This latter question is really one for the Edcl. Dept. but it is thought it may be endorsed in the Financial Dept. as it seems clear that if type-writing is to make any real progress

8.0.366 Est. d/ 1-7-97 XXII

See slip flagged XXV

118

progress in Govt. offices, the least that should be required of type-writing clerks is the intermediate test.

As regards the Supdt's suggestion that Govt should select one ~~pattern~~ pattern of machine for use in all Govt offices, attention is solicited to para 2 of G.O. 863 Fml. of 10th October 1898 which decided on two. It does not seem necessary to go back on this decision as the present Intermediate Test requires the knowledge of two machines.

It is submitted for orders whether the Supt's proposals may otherwise be generally approved, the question of raising the type-writing test being remitted to the Educational Dept. for consideration. The charges incurred by the Board up to date in the employment of its special mechanic may be admitted but the Board should, it is thought, dispense with his services on receipt of the order. now passed

20.1.99.

I agree with the C.S.

23.1.99

[G. / 75]
1,000—21-11-98.

dont print

NOTE FOR THE C.A.

Please see remark by the Secretary Educational Dept. at the foot of the Draft.

The C.S. has seen this file after its return from Educational

EM
8/2/99

To the C.S.

The draft may if so thought issue

CMS
8/2/99

Yes

[G./40]

[G./24]
1,000—15-12-98.

Financial DEPARTMENT.

Scory

7P

XX ✓ Read again G.O.No. 863 Finl., d/10th October 1898 ------ P
XX1 ✓ " " " " 1222 " " 14th December 1898 ------ P

C. No. 6082/ From the Board of Rev. (Sep. Rev.) Rev., , No. 3248, dated 17-8-1898. - A

" 3714 & 3717 " " Genl. Managing Director, India Trading Co., Ld. , " 1793 & 1795 (B), 12-12-1898 (A)

" 198 " " Supt. of Stationery, " 76, " 11-1-1899. - A

C.No. 3696 of 98 --------- B

" " " , " " 189 .

1. B
C. No 3714
to A to be printed

ORDER No 209 d/ 10-2-99
P.S.

CS

Rev. for c.i (para 3)
Eft. " " (para 2)

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10/7/99

The Govt. agrees with the views expressed by the Supt. of Stationery in his letter read above as regards the periodical inspection and repair of type-writing machines. The Stationery office will ~~[illegible]~~ obtain and maintain a reserve of spare parts ~~[illegible]~~ and the attention of all heads of offices in which ~~[illegible]~~ machines are used will be drawn to the necessity for the machines being periodically inspected by responsible subordinates.

3. The charges incurred by the Board of Revenue, Separate Revenue, for the employment of a special mechanic will be admitted up to the date of the receipt by the Board of ~~this order~~ The present procs. The services of the mechanic should however be dispensed with

with immediately.

2 Orders will be passed in the Educational Dept. on Mr. Atkinson's proposal to increase the severity of the Type-writing tests. It is to be observed that in paragraph 2 of G.O. No. 853, Finl., d/10th Octr. 1898, the Govt. has decided to restrict the patterns of type-writers to the No. 4 Yost and to the latest pattern of the Remington.

Tr/

XX

4. The Managing Director of the India Trading Co., Ld., will be informed, with reference to his letter~~s~~ No~~s~~. ~~1793 &~~ 1795, d/ the 12th December 1898, that the rules do not permit of the local purchase of type-writers and that the Govt. cannot give any guarantee in connection with the opening of a workshop in Madras by the Remington agency. The number of Remington machines in use in Govt. offices in Madras will no doubt steadily increase and in the natural course of events they will some day require repairs which the Govt. will have ecuted by the best and cheapest cy then available.

/From orders/

Cmd
24.1.99

26.1

30-1

A1
3.1.99 (but matter already disposed of in 264/9.12.98)
A-1

To

The Supt. of Stationery
" Board of Revenue (Sep. Rev
" Acct. Genl.
" Postmaster Genl.
All Depts. of the Sectt.
The Genl. Managing Director of th
India Trading Co., Ld., Madras.

/all= Q and para 4 of Order/

In MS. only.

[G. / 40]
3,000—9-2-99.

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D AGAIN G.O., No. DATED
189 ,

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11/12/99

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

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

N.B.—

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