

BACK PAPERS.

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

FURTHER PAPERS.

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

Financial (1899) Department.

CURRENT No. 1238.

From

The Educational
Department.

No. 163.

Dated 18th March 1899.

Received } 22 - 3 - 99
Registered }

Enclosures one.

Spare copies

SUBJECT.

Communicating to the
G. P. D. & the Commr for
Govt. Examinations per-
sonnel, Financial
Dept. regarding the periodical
inspection & repair of
Typewriting Machines,
& furnishing the Finan-
cial Department with
ref. to para 2. of its pro-
ceedings with a copy of G.O.
764 Educational Affairs of 1898.

CS

Order No 454828-3-99

Recorded

Cur.
24.5.99.

W. J. J.

Supdt of State (a of 1898-89)

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BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Government {1899} of Madras. FINANCIAL.

Recd.

Enclosures

Regd.

1899.

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.

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 preventable.

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.

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.

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

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Ed. A. F. Eccleston.



PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following paper :—

From the Director of Public Instruction, Madras, No. No.10931, dated 21st September 1903:—

In G.O. No. 16, Educational dated 10th January 1903 Government referred to me for remarks the following proposals made by the Revenue Board in Proceedings No. 4209 dated 8th November 1907:—

(i) that in filling up the post of copyists in Collector's offices, preference should be given to applicants, who have passed the Elementary Typewriting test, besides the Hand-writing test;

(ii) that the Commissioner for Government Examinations should be empowered to admit to the Type-writing and Handwriting tests, any persons who have not passed public examinations, but who are desirous of being employed as copyists in Government offices;

(iii) and that the Elementary, as well as the Intermediate Examination in Typewriting or the latter test at least should include some test of ability to look after Type-writing machines and to execute petty repairs.

2. Of these proposals, the first may be adopted. I do not approve of the second proposal, as I am of opinion that a man, who has not received a good general education, will not make a good typewriting clerk. What is required

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<i>File</i> Dept.
Encls. No. 1
To
No. 1238

in a typewriting clerk is not merely manual dexterity in fingering the machine, but also an intelligent understanding of what he has to typewrite—an understanding which one cannot always be sure of from one cannot always be sure of from one who has not passed a public examination.

3. As regards the third proposal, I consider that enough is already provided for in the Syllabuses in Typewriting, and hence nothing further need be done in the matter. I also understand that the examinations in Typewriting as at present conducted do require from candidates ability "to look after the machines and execute petty repairs" and that examiners who have to conduct the practical test generally take care not to pass candidates who cannot manage their machines.

4. The long delay in replying to this reference is, as I have already stated in my letter No. 3547, dated 20th July last, due to the fact that the gentlemen, whom I had to consult in the matter, were not able to furnish me with their views till very recently. The last reply was received in this office only on the 17th instant.

ORDER :- No. 764, dated 20th December 1903.

The Government agrees with the Director of Public Instruction.

(True Extract)

(Signed) H. TREMÉNÉRE,

Secretary to Govt.

To the Financial Department.

.. .. Revenue Department.

.. .. Director of Public Instruction, Madras.

CH
23/11

CURRENT NO 1238

Educational Department.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

:-

Read the following paper:-

* Copy attached.

* Proceedings of the Financial Department, No. 209,

dated 10th February 1900.

ORDER :- No. 163, dated 18th March 1900.

Communicated to the Director of Public Instruction and the Commissioner for Government Examinations whose attention is drawn to the concluding portion of para 1.

2. With reference to para. 2 the Financial Department will be furnished with a copy of G.O. No. 764 Educational dated 9th December 1903.

(True Extract)

CA

Recd today 23/11

84.
23/11

A. Edgington

for Secretary to Govt.

To the Director of Public Instruction, Madras.

.. .. Commissioner for Govt. Examinations.

.. .. Financial Department.



CH
20.3.98

When given for copying
When copied 28/3
When examined 29/3 } 189 9
When signed

READ AGAIN G.O., No
189

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT. A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL

N.B.—

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

Financial (1899) Department.

ORDINARY. MS.

G.O., No. 454

DATED 28-3-99.

INDEXED.

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[Despatch Abstract.]

Recording Pros: Educational dept furnishing,
with reference to para 2 of G.O. no. 209 filed 7
10th February '99, a copy of G.O. no 764, 22^d of 9th
December '98 on the subject of increasing the
severity of the typewriting test.

Date taken out.		Department.	G. No.	Year.	FOR WHAT PURPOSE.
Date returned.		Initials of clerk taking the paper or of attender.	Initials of attender.		