BACK PAPERS.

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

FURTHER PAPERS.

~~G.O.~~ Cuo	No.	Department.	Date.	G.O.	No.	Department.	Date.
3174/99							

Government (1899) of Madras.

FINANCIAL.

Recd. } 1899. Enclosures

Regd. Spare copies

G.O., No. 463, 29th March 1899.

MARCH.

Type-writing Machines.

Communicating to the departments of the Secretariat and to all heads of departments under the Chief Secretary the rules issued by the Government of India for the supply, issue and repair of —; requesting the Superintendent of Stationery to include them in the next edition of the Stationery Rules; and directing that the pattern of machine to be used in public offices shall, in future, be restricted to the Remington.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

Read—again the following papers :—

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; and that the pattern 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.

G.O., Mis. Nos. 1151-52, Financial, dated 2nd December 1898.

Abstract.—Furnishing the Government of India with the opinion of this Government on the proposed rules for the supply, issue and repair of type-writers required for the public service.

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

Abstract.—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.

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

Abstract.—Agreeing with the views of the Superintendent of Stationery as regards the periodical inspection and repair of type-writing machines; 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.

Read—also the following papers :—

Resolution of the Government of India, Finance and Commerce Department (Accounts and Finance—Stores), dated Calcutta, the 3rd February 1899, No. 544-S.R.

Read—again Resolution in this Department, No. 224 S.R., dated the 15th January 1897.

Read—also circular letter in this Department, No. 4034 S.R., dated the 15th September 1898, and the following replies thereto :—

From the Government of Madras, No. 1152 (Financial), dated the 2nd December 1898.

Resolution.—In the Resolution of 15th January 1897, No. 224-S.R., read in the preamble, it was prescribed that type-writers required for the public service should, with the previous sanction, in each case, of the Government of India in the department concerned, or of the Local Government, be obtained through the Stationery office at Calcutta, Madras, or Bombay. It was stated to be desirable that the Stationery offices should confine the supply to one approved pattern instead of supplying various descriptions of type-writers.

2. In consultation with the Local Governments and Administrations, and with their general approval, the Governor-General in Council is now pleased to lay down the following rules for the supply, issue and repair of type-writers required for the public service :—

(1) Type-writers required for the public service will, like articles of stationery in general use, be obtained only by indent on the Superintendent of Stationery, who will procure his supply by indent from the Secretary of State.

(2) The cost of type-writers will be charged in the same way as that of stationery.

(3) A type-writer should not be indented for without the previous sanction of the Local Government, or the department of the Government of India concerned, or in the case of Departments, such as the Telegraph department, to which the cost of stationery is directly charged, the head of the department.

(4) Each Local Government, Department or Head of a Department authorised to sanction the supply of type-writers should, after consulting the Superintendent of Stationery, prescribe one pattern of type-writer for use in all the offices subordinate to it. Only type-writers of the prescribed patterns will be kept in stock.

(5) If a type-writer cannot be repaired locally, it should be sent to the Superintendent of Stationery, who will issue instructions for the packing and transport of the instrument, and will arrange for the repairs. No instrument should be rejected as worn out or unfit for use until it has been examined by the Superintendent of Stationery, who, if he finds that it is in such a condition as to render further repair unprofitable, may issue a new type-writer in place of the one returned.

Order.—Ordered, that this resolution be communicated to the Military Department with reference to the communication from that department, No. 1545 B., dated the 18th May 1898, and to other departments of the Government of India; to all Local Governments and Administrations; to the Comptroller and Auditor General, and to all Accountants-General and Comptrollers; to the Mint Masters and the Assay Masters, Calcutta and Bombay; to the Director-General of the Post Office of India; and to the Commissioner of Northern India, Salt Revenue.

(Signed) J. A. ROBERTSON,
Offg. Asst. Secy. to the Govt. of India.

From the Government of Bombay, dated 4th March 1899, No. 1145.

From H. BRADLEY, Esq., I.C.S., Acting Superintendent of Stationery, Madras, to the Chief Secretary to Government, dated 16th March 1899, Dis. No. 618.

I have the honour to return herewith the papers referred to me under No. 723, Financial, of the 11th instant, for an expression of opinion as to the pattern of type-writing machine to be prescribed for use in Government offices in this Presidency.

2. In reply, I have the honour to state that my personal experience of these machines is limited to an acquaintance with one or two large type-writing offices in London in which Remingtons only are in use. A Yost machine has been in use in this office for the past two years and seven months and it is still in perfect working

para 13

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order. The advantages possessed by the Remington are, however, fully set out in the report of the Superintendent of Stationery, Bombay, No. 3315 of the 12th August last, and I cannot help feeling that the omission on the part of the proprietors of the Yost machine to enter into open competition with the Remington when it has been known for some time that the adoption of one pattern for use in public offices in the different provinces in India has been under consideration, tends to indicate that the improvements effected in the new Remington machines have also been recognised by them.

3. I agree practically with the whole of the report of the Stationery office, Bombay, already quoted. It is of greater value as it embodies the result of practical experiment. Different officers see different advantages to be obtained from the use of certain machines; but even had I any leaning to any other description I should find it hard to justify my choice in the face of the evidence already before Government on behalf of the Remington. As the Government of India has decided that no option is to be left to heads of departments as to the style of machine to be used in their offices, I think the Government could not do better than to prescribe the Remington.

4. In common with the Superintendent of Stationery, Bombay, I would urge the Government to consider the advisability of obtaining the machines from the local Remington agency. As already pointed out in my report No. 76 of 11th January last, all type-writing machines are delicately constructed, easily damaged in transit and require not only care but technical knowledge in packing and unpacking. I understand that the local agency will undertake to deliver machines in thorough working order at any office in the Presidency. The experience of Bombay was that out of twelve received from the India Office Store Department two were found on receipt to have been so damaged in transit as to require repair before issue. I am expecting twelve Yosts and twelve Remingtons to be landed here within the next week, and I shall inform Government if any of them has been damaged.

5. In paragraph 2 of this office letter, No. 76, dated 11th January last, my predecessor reported that he could not say what the cost of a Remington obtained from the India Office Store Department was, but that he would be surprised if it did not fully amount to Rs. 350 which is the price in the local market. It will be seen from the Bombay report that the cost of the Remingtons obtained last year worked out to Rs. 551–9–7 each. Allowing for the improved rate of exchange and the value of the extra accessories provided from home, there can be no doubt that a considerable balance would still remain in favour of local purchase. It appears from the Resolution of the Government of Bombay, No. 186, Financial, dated 14th July last, that it accepted the contention of the Superintendent of Stationery that Remingtons, being articles of American manufacture, need not be obtained through the India Office Store Department, for it authorised that officer to purchase eleven Remingtons available in Bombay, and to instruct the local agents to deliver a further supply of twelve machines. In spirit though not in letter the Bombay Government would appear to have contravened the rules though it seems most unreasonable that articles which can be imported into India direct from the country of manufacture should have to be obtained through the India Office. Should the Government see its way to the issue of similar orders, I would suggest that the request for Remingtons and Yosts and for spare parts for each which was submitted to Government with my letters noted in the margin may be cancelled. If it should be decided that type-writers even of American origin must be obtained through the India Office, the request for Yost machines and parts may be cancelled, and the number of Remingtons indented for correspondingly increased. I think it will be sufficient to have two sets of spare parts for the Remington at first as I do not know exactly of what a set is comprised or what the cost of it is.

Dis. No. 417, dated 21st February 1899.
" 456 " 27th " "

6. I would mention that a Remington has been in use in the office of the Plague Commissioner for some little time and a reference might be made to that officer in regard to its working.

Order—No. 463, Financial, dated 29th March 1899.

The rules for the supply, issue and repair of type-writers contained in Government of India Finance and Commerce Department Resolution, No. 544-S.R., dated the 3rd February 1899, read above will be communicated to the departments of the Secretariat and to all heads of departments under the Chief Secretary for information and guidance. The Superintendent of Stationery will include the rules in the next edition of the Stationery Rules.

2. In supersession of paragraph 2 of G.O., No. 863, Financial, dated 10th October 1898, the Government directs that the pattern of type-writing machine to be used in public offices shall, in future, be restricted to the Remington.

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3. Remington type-writers required for public offices will, as in the Bombay Presidency, be procured from local agents by the Superintendent of Stationery.

(True Extract.)

G. STOKES,
Chief Secretary.

To the Departments of the Secretariat.
" all Heads of Departments under the Chief Secreta
" the Superintendent of Stationery.

Exd. S. J. Pereira

NOTED CONNECTED WITH G.O., No. 463, FINANCIAL, DATED 29TH MARCH 1899.

[SUBJECT.—*Typewriting Machines.*]

From the Government of India, Finance and Commerce Department, No. 544 S.R., dated [illegible]rd February 1899.

For the Chief Secretary—

Please see Government of India, Finance and Commerce Department, resolution No. 4034 S.R., dated the 15th September 1898, which referred for the opinion of this Government a set of rules to regulate the supply, issue and repair of typewriting machines required for the public service. In letter No. 1152, Financial, dated 2nd December 1898, the Government of India was informed that the proposed rules appeared to be suitable, but that it seemed to this Government undesirable to restrict the patterns of typewriters to be supplied to public offices to one pattern as proposed in the draft rule 4, as such a rule might deprive public offices of the improved, and possibly cheaper, patterns of machines which may hereafter be placed on the market. It will be seen from the rules now issued by India that this restriction has been retained by the Government of India and that one pattern of typewriter should be prescribed for use in all Government offices.

G.O., Nos. 1151-52, Financial, dated 2nd December 1898.

2. In paragraph 2 of G.O., No. 863, Financial, dated the 10th October 1898, this Government prescribed two patterns—the No. 4 Yost and the latest pattern of the Remington. Orders are solicited as to whether any change should now be made in this rule.

3. As regards the question of the repair of typewriting machines which is dealt with in rule (5) of the rules now issued by the Government of India, please see G.O., No. 209, Financial, dated the 10th February 1899, with which this rule does not in any way clash.

C. M. SCHMIDT.
4-3-99.

Correct our rules where necessary.

G. STOKES.
8-3-99.

For the Chief Secretary—

The only rule which requires amendment is that in paragraph 2 of G.O., No. 863, Financial, dated 10th October 1898, which prescribes *two* patterns of typewriters, whilst India insists on *one*. Submitted that the Superintendent of Stationery may be consulted u.o. as to the pattern to be prescribed.

C.M.S.
9-3-99.

Yes. See also papers received to-day which go to show that the Remington should be prescribed.

G. STOKES.
10-3-99.

From the Government of Bombay, Financial Department, No. 1145, *dated* 4*th March* 1899.

From the Superintendent of Stationery Madras, No. 601 *dated* 16*th March* 1899.

For the Chief Secretary—

The report from the Government of Bombay as regards the introduction of typewriting machines in Government offices in that Presidency, to which the Chief Secretary alludes above, is contained in its letter No. 1145 dated 4th March 1890. The Superintendent of Stationery has seen this letter, and his views are contained in his No. 618, dated 16th March 1899. The report from the Superintendent of Stationery, Bombay, on the question of the pattern of typewriter to be introduced into that Presidency goes into the matter very thoroughly and appears to show conclusively that at present the Remington is the best. The Local Superintendent of Stationery agrees practically with the whole of this report, and he considers that this Government could not do better than to prescribe the Remington. Orders are solicited on this point.

Yes.

G. Stokes.
21-3-99.

2. Paragraphs 4 and 5 of Mr. Bradley's letter deal with the question of obtaining typewriting machines from local agencies. This matter was recently been placed before Government by Mr. Atkinson—please see paragraphs 5 and 6 of the note in G.O., No. 209, Financial, dated 10th February 1899. The Government of Bombay, it will be seen from its resolution No. 186, dated 14th January 1899, accepted the conclusion of the Superintendent of Stationery in that province that the Remington, being an article of American manufacture, need not be obtained through the India Office. Mr. Bradley points out that the Government of Bombay would appear to have contravened the rules in spirit though not in letter, but he is in favour of some steps being taken in view to Remingtons being obtained locally here. He points out, as did Mr. Atkinson, that typewriting machines are delicately constructed; that they are easily damaged in transit; that they require not only care but technical knowledge in packing and unpacking; that the local agency would undertake to deliver machines in thorough working order in at any office in the Presidency; and that there would apparently be some saving in price.

3. It will be observed from the Government of Bombay's letter No. 5124, dated the 8th November 1898, to the Government of India that in objecting to rule 1 of the rules in its resolution No. 544-S.R, dated 3rd February 1899 (which requires that typewriting machines should be procured by indent on the Secretary of State), the Government of Bombay advocated the local supply of typewriters as more economical and safer for various reasons. India has read this letter from the Government of Bombay in its resolution. India may have issued subsidiary instructions to the Government of Bombay, but it is not clear whether it objected to the procedure proposed to be adopted in Bombay.

4. Perhaps the safest plan would be for this Government, if it decides on accepting the Remington as the pattern of machine, to intimate to India that it intends to follow the lead of the Government of Bombay as regards local supply. The Superintendent of Stationery intimates that, should this question of local supply be decided upon, some change will be required in the indent forwarded to the India Office with letter No. 302, Financial, dated the 27th February 1899. This change might be intimated to the Secretary of State by telegram.

C. M. Schmidt.
20-3-99.

H. M.

I think we should get the Remington locally. I do not see the use of saying anything about it to India but the indent home should be corrected.

G. Stokes.
21-3-99.

I agree with the Chief Secretary. It must be remembered that in case of urgency any article can be bought locally.

A. T. A[rundel].
22-3-99.

For the Chief Secretary—

With reference to the Chief Secretary's remarks "I do not see the use of saying anything about it to India but the indent home should be cancelled," it is submitted that as a copy of the indent was forwarded to the Government of India with endorsement No. 301, Financial, dated 27th February 1899, and that as the Secretary of State is being requested to cancel in the indent the items relating to typewriters, &c., it appears necessary that India should be informed of the change that has been made in the indent.

C. M. Schmidt.
28-3-99.

Very well. Correct the indent, but give no reason except that the things are not likely to be required.

G. Stokes.
29-3-99.

Proof of G.O., No. 463, Financial, dated 29th March 1899, is submitted.

2. Paragraph 3 of the order which authorises the Superintendent of Stationery to procure Remington typewriters in the local market appears to clash with rule (1) of those communicated with paragraph 1 of the order which requires the Superintendent of Stationery to obtain typewriters by indent on the Secretary of State.

Page 3 of the Government Order.

F. A. D'Cruz.
5-4-99.

For the Chief Secretary—

With reference to the above it is thought that the position is that Remingtons are to be treated as an exception to the rule since they are not of European, but of American, manufacture.

C. M. Schmidt.
8-4-99.

Yes.

G. Stokes.
8-4-99.

Financial CURRENT No. 645

GOVERNMENT OF INDIA.

Finance and Commerce Department.

ACCOUNTS and FINANCE.

Stores.

RESOLUTION.

209 : 10.2.99 sc
1222 : 14.12.98 "
1151-2 : 2.12.98 Mis
863 : 10-10.98 sc
990-1 : 3-11-98 "
901 : 19-10-98 Mis
875 : 12-10-98 "
627 : 18.7.98 "
446 : 4-6-97 sc
116 : 5-2-97 "

1254 : 22.9.97
495 : 26-6.99
525 : 26.4.97
336 E. 1.7.97
97 A. 11.2.97.

To

ALL DEPARTMENTS OF THE GOVERNMENT OF INDIA.
ALL LOCAL GOVERNMENTS AND ADMINISTRATIONS.
THE COMPTROLLER AND AUDITOR GENERAL.
ALL ACCOUNTANTS GENERAL AND COMPTROLLERS.
THE DIRECTOR GENERAL OF THE POST OFFICE OF INDIA.
" MINT MASTERS AND THE ASSAY MASTERS, CALCUTTA AND BOMBAY.
" COMMISSIONER OF NORTHERN INDIA SALT REVENUE.

No. 544 S. R.

Dated Calcutta, the 3rd February 1899.

Recd—

CHIEF SECRETARY
13 FEB 1899
MADRAS

Regd. 14.2.99
Spare copies – 7

Rules for the supply, issue and repair of type-writers required for the public service.

G. I. C. P. O.—No. 700 F. & C. D.—3-2-99.—720.—B. N. D.

Note

G.O. No. 209 Misl of 10.2.99 is not available.

A.J.
16/2/99

Ref

What does this mean?

Cwl
17/2/99

The paper has gone to Press.

G.B.S.
18.2.99.

~~Ref~~ Put up then

Cwl
18/2/99

P. Copy received from Press is put up.

G.B.S.
21.2.99.

Soon

Ref

Put up original of G.O. 209/10.2.99. of G.O. 863/10.10.98 & flag file completely

Cwl
20/2/99

Put up for C.A.

Complete file

File submitted with instructions carried out.

G.B.S.
1.3.99.

[F. / 23]
1,000—20-4-98.

3

To heading only

Financial (1899) Department.

CURRENT No. 1039

From

The Government of Bombay
Financial Dept.

Order

No. 1145

Dated 4 · 3 · 99

Received
Registered } 10 · 3 · 99.

Enclosures

Spare copies.

SUBJECT.

Forwarding Copies of Certain Correspondence dealing with the subject of the introduction of Typewriters in Government Offices in the Bombay Presidency

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BACK PAPERS.

G.O.	No.	Department.	[illegible]

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Type-writers.

Supply of type-writers to Collectors, &c.

No. 186.

FINANCIAL DEPARTMENT.

Bombay Castle, 14th January 1899.

Letter from the Superintendent of Stationery, No. 597, dated 14th February 1896.

Letter from the Superintendent of Stationery, No. 2430, dated 1st June 1897.

Government memorandum to the Superintendent of Stationery, No. 4658, dated 6th November 1897.

Government memorandum to the Superintendent of Stationery, No. 3080, dated 9th July 1898.

Letter from the Superintendent of Stationery, No. 3350, dated 12th August 1898—Submitting, with reference to Government Resolution No. 945, dated 27th February 1897, a report on the introduction of type-writers in Government offices in this Presidency; describing the various advantages of type-writers and type-written matter over handwritten matter; stating that he considers that of the type-writing machines which are generally in request the Remington type-writer is the best suited to meet the requirements of Government offices and possesses a distinct advantage over the other machines; forwarding for information copies of the reports of certain officers to whom were supplied the twelve Remington machines which were ordered out from England on trial with a view to ascertain whether the 'Remington' was the best suited for use in Government offices; observing that it will be seen that, while all advocate the introduction of the machines in important Government offices and are agreed as to the saving in stationery that will result by their introduction, only a few consider a reduction in existing establishments feasible; and making remarks.

Government memorandum to the Superintendent of Stationery, No. 5125, dated 8th November 1898.

Memorandum from the Superintendent of Stationery, No. 5067, dated 21st November 1898—Stating that, in consideration of the large number of machines required, Messrs. Warden and Company—the sole appointed Agents for the sale of the Remington type-writers in Bombay—have reduced their original price from Rs. 400 to Rs. 375 per machine, so that the total cost for the twenty-three type-writers required for issue to the District Collectors, including the two Deputy Commissioners of Upper Sind Frontier and Thar and Párkar, will be Rs. 8,625 instead of Rs. 9,200; adding that out of the 23 machines the Agents can supply at once from stock eleven foolscap size type-writers, the cost of which at the reduced rate will be Rs. 4,125 and that the remaining machines they promise to deliver within two months from date of order; and observing as follows:—

> "The unexpended balance out of the general stationery grant for the purchase of stores in the country was Rs. 1,81,275-14-6 on the 31st October 1898, and should Government direct the eleven machines available will be purchased at once and paid for out of this amount. As regards the remaining twelve machines, an order for supply may be given to the Agents with instructions to deliver the machines in the month of March 1899, so that they could be paid for in the month ot April 1899 out of the grant allotted for next year. No special provision, the undersigned thinks, need be made in either the grant for the current year or the estimate for next year on this account.
>
> "It will be noticed that the Agents undertake the safe delivery of the type-writers to consignees, charging only *bond-fide* delivery charges in addition to the cost of the machines."

RESOLUTION.—The Superintendent of Stationery should be authorised to buy the eleven machines available at once and send them to eleven Collectors in this Presidency. He should issue orders to Messrs. Warden & Co. to deliver the remaining twelve machines in the month of March next to such of the Collectors as may not have been supplied with them, charging Government only *bonâ-fide* delivery charges in addition to the cost of the machines. When the machines are supplied to all Collectors, the Superintendent should inform Government of the fact.

H. S. LAWRENCE,
Under Secretary to Government.

To

The Commissioner in Sind,
The Commissioner, N. D.,
The Commissioner, C. D.,
The Commissioner, S. D.,
All Collectors, including the Collectors and Deputy Commissioners in Sind,
The Superintendent of Stationery,
The Accountant General.

No. of 1899.

Copy forwarded for information and guidance to

1899
Fin
2
1039

No. 3350.

Bombay, 12th August 1898.

From

The Superintendent of Stationery,
Bombay.

To

The Secretary to Government,
Financial Department.

Sir,

Referring to Government Resolution No. 945, dated 27th February 1897, I have the honour to submit the following report on the introduction of Type-writers in Government offices in the Bombay Presidency.

2. The Type-writer has now become a recognized necessity in all important offices both public and private, as there are many advantages attached to its use. The -- first and foremost amongst these is the saving of time. A fast copyist can write with the pen about 30 words a minute but after a quarter of an hour, his hand will -- probably become too wearied to continue the writing at a greater speed than 20 to 25 words to the minute: whereas a good typist can easily write from 40 to 60 words, and at times as many as 75 words per minute, and this - without undergoing the same fatigue as a copyist. The highest estimate of time saved by the use of the machine may be taken at four hours out of five and the lowest -

at about 2½ hours out of five.

3. Besides speed and despatch, there are other advantages of Type-written over hand written matter. The hand writing of many men is so indifferent that much time is wasted in trying to decipher it; and even when it is believed to have been mastered, it not unfrequently turns out to have been wrongly deciphered. But if the official documents be typed, there can be no difficulty in reading and understanding them very quickly. The use of the machine saves the eyes of the operator as also of those who have a large number of documents to read through.

4. Although opinions differ as to what saving can be effected in existing clerical establishments if the machines were generally introduced in all important offices, the fact that more than double the work can be turned out with the aid of a typist than with a copyist, cannot be gainsaid. The inability of officers to reduce present establishments may probably be attributed to their misgivings as to the success or otherwise of the machines. But their introduction will in my opinion render any applications for increase of establishments in the copying departments unnecessary.

The saving in stationery is also worth noticing but time alone will determine what reduction is feasible in the standard allowances of those officers who are allowed the use of Type-writers.

5. The Government of India have seen the expediency of keeping a stock of these machines in the stationery stores and issuing them to all public offices, provided the sanction of Government is obtained in each case, but have ruled that the supply should be limited to one approved pattern.

6. Leaving aside the many inferior varieties ---- placed in the market which owing to particular modes of manufacture have assumed particular names, the machines that are generally in request are the following:-

The 'Hammond'
The 'Williams'
The 'Barlock'
The 'Yost'
and the 'Remington'

The main feature by which the first three can be distinguished from the rest, is, that when the former are operated upon the writing is visible to the operator, whereas in the other machines it is not. The above --- machines differ from one another in the following respects:-

In the first instance the Yost and the Williams have ink pads on which the letters strike. These pads are stationary and do not move as the operator works, the result being that the letters strike the pad in one and the same place rendering it unserviceable in a very short time.

The other machines have ink ribbons, the 'Remington' alone having an automatic one. The ribbons in all these machines except the 'Remington' have to be adjusted as the impressions get fainter. The 'Barlock' and the 'Yost' have a double set of keys, one for capitals and the other for small letters. Whereas the 'Hammond', the 'Williams' and the 'Remington' have only one set, with a button in one corner which when pressed, gives with the same keys, impressions of capitals. The arrangement with the double keys makes it more difficult for the operator to work the machine, as he has a larger number of keys from which to select the right one.

7. Of all the machines the Remington alone has the strongest type-bars and is the most substantial. It can be easily repaired and put into perfect working order again. If it is properly oiled and kept clean, it does not require constant repairs. The mechanism is very simple and can be easily understood by an operator whereas that in the other machines is much more complicated, and consequently when these machines get out of order they seldom afterwards give satisfactory results. For tabular work the 'Remington' is much to be preferred to the other machines, as it has scales and stop collars for both the margins, to the right

as well as to the left. The Remington alone, moreover, can give out the largest number of carbon copies, a feature most desirable in a Government office and a distinct advantage over the other machines.

8. Owing to the great diversity of opinion which exists, it is very difficult to say, which is the most practical machine or which one has reached the highest standard of perfection. One officer may consider one advantage in one particular to be all important, which to another may seem insignificant. But from what I have been able to discover, I consider the Remington to be the best suited to meet the requirements of Government offices both in point of economy and in other points equally if not more important. These machines, I am informed are the most largely used in all public, commercial and other offices in Great Britain and on the Continent.

9. 'Visible writing' is an advantage claimed in the case of the 'Barlock' and the 'Hammond' which however taking into consideration ~~in~~ the comparative cost of these machines and of the Remington should be dispensed with. Moreover the operator can hardly work the Typewriter and simultaneously read the written matter, that is to say he must stop working to see whether the mechanism of the machine is answering to the depression of

the keys or not. This in the case of the Hammond he cannot do, unless he presses the front ring and in that of the 'Barlock' until he bends over the keys. In the case of the Remington he can satisfy himself in that respect by lifting up the carriage, which in the more recent machines has been made much lighter than before.

10. With a view to ascertain whether the Remington was best suited for use in Government offices, twelve machines of this description were, as Government are aware, ordered out from England on trial, through Her Majesty's Secretary of State. These were distributed amongst the marginally named officers for trial and for their opinion as to the saving in clerical establishments and stationery that their introduction will lead to. Copies of their replies are herewith submitted for the information of Government. It will be seen that while all advocate the introduction of the machines in important Government offices and are agreed as to the saving in Stationery that will result by their introduction, only

a few consider a reduction in existing establishments feasible and this too they estimate at much below the first expectations. The Resident at Hyderabad (Deccan) estimates the saving in this direction at not more than 30 per cent. The Accountant General considers the saving to be tantamount to the salary of one clerk and in addition a considerable saving in Stationery used. He adds that "the eventual advantages to Government will greatly exceed the initial cost of the machine if it is in the hands of an experienced manipulator." The Collector of Customs, Bombay, thinks it difficult to estimate the exact gain in this direction. The rest of the officers while commending the facilities afforded by the machine, will not suggest any reduction of establishments, and this, as I have observed above, is probably due to want of experience in the matter. The Superintending Engineer in Sind prefers the 'Hammond' but admits that it will not give good carbon copies as the 'Remington' easily does.

- The superintending Engineer Indus left bank Division.
- The Accountant General.
- The Director of Public Instruction.
- The Chief Secretary to Government, Revenue, Financial and General Departments.
- The Commissioner in Sind.
- The Commissioner C. D.
- The Commissioner S. D.
- The Resident at Hyderabad in Deccan for the Political Department.
- The Agent to the Governor-General, Baroda.
- The Political Agent in Kathia-war.
- The Superintendent of Stationery.
- The Collector of Land Revenue, Salt and Opium.

11. Of the 12 'Remington' Type-writers received from England none, except two which were landed in an imperfect state, have gone out of order or have become unserviceable in any way. This speaks for the durability of the machine; and as it turns out good printing and as its cost at local rates is the least of all machines

machines, I would respectfully suggest that the 'Remington' alone be issued to all offices in future. In this opinion I have the support not only of the above officers who have been consulted in this matter, but of the independent testimony of the Director General of Military Works in India, as will be seen from the accompanying extract of his letter to the Chief Engineer, Bombay Command, as also of the fact that a 'Remington' machine was telegraphed for by the --- Stationery Office Calcutta from the local Agents for the use of the Private Secretary to His Excellency the Viceroy, so recently as June last.

12. Since the 'Remingtons' were last obtained by this office from England, the mechanism has, I understand, undergone further improvements, viz. that the carriage and the roller have been made removeable, the former has been made lighter in weight, the use of rubber bands has been dispensed with and the ink ribbons can now be utilized to the fullest extent. These facts enhance the value of the machines already brought to notice.

13. The next question for consideration is the sourse of supply, and one has to consider the question of the relative cost of a machine imported from England and one of the same size, class, quality and finish purchased locally which information Government have directed me to furnish in the marginal communication.

Memo No. 947, dated 27th February 1897.

In the first place I am respectfully of opinion --- that no stock of type-writers should be kept on hand -- as the machines are made of delicate mechanism and will not admit of rough handling, but that they should be procured and supplied to each officer as his requisition is received. The machines are very expensive articles and the Stationary office will undertake much risk, if it were to get them imported on its own account:- It --- was found that two out of the twelve machines last ordered out from England were in a state of disorder ---- when they reached India, and had to be repaired at some cost. Moreover it will be necessary to have a trained mechanic to see that all the machines when they reach this office are in a serviceable state and to put them in order if they are found to be otherwise.

14. I would therefore strongly urge the advisability of getting these machines through the local Agents instead of indenting for them through the Secretary of State. The orders of the Government of India no doubt direct that they should be obtained, like other articles of European manufacture, through the India office. But it must be remembered that the 'Remingtons', whose introduction I suggest, are not articles of European manufacture, but are of pure American make, and to get them out direct through the local Agents will not only save

commission

commission charges in England but much additional freight.

15. The question of cost fully supports this conclusion. The twelve Remington machines received from England through the Secretary of State and referred to above, cost on delivery here £313-14-10 and have been debited in the books of this office to the officers to whom they have been supplied at the rate of Rs. 551-9-7 per machine, whereas the rate for a Remington machine of the same size with the latest improvements now charged by Messrs. Warden and Company, the sole Agents, is Rs. 400/- It must be admitted that since the last supply was received from England, exchange has improved and that a larger number of accessories was received with the English machines than are allowed by the local Agents, but there are other and far more important advantages attached to the local purchase of the machines which cannot be lost sight of; viz. that the Agents undertake the safe delivery of the machine to any mofussil officer and will keep the machine in proper working order for a length of time, and also will train up any Government Official in its working free of charge, tasks and responsibilities which for obvious reasons, the Stationery office cannot undertake.

16. I beg leave therefore respectfully to suggest that the local purchase system I have mentioned above be given a trial for two or three years and if after that period it is found to be advantageous it may be finally adopted. I

await

await the orders of Government in the matter.

I have &c.,

(Sd.) J. P. Orr,

For Superintendent of Stationery.

1899
File
4
1039

No. 5124 of 1898.

Financial Department.

Bombay Castle, 8th November 1898.

To

The Secretary to the Government of India,
Finance and Commerce Department,
Simla.

Sir,

I am directed to acknowledge the receipt of -- Mr. Robertson's letter No. 4034-S.R., dated 15th September 1898, forwarding a draft of proposed rules for - the supply, issue and repair of type-writers required - for the public service and calling for an expression -- of the opinion of His Excellency the Governor in Council in regard to these rules.

2. In reply I am to forward for the information - of the Government of India the accompanying extracts --- from a report No. 3350, dated 12th August last, from the Superintendent of Stationery, Bombay, and to state that His Excellency the Governor in Council agrees to the --- proposed rules with the exception of Rule I. After --- careful consideration His Excellency is of opinion that for the reasons given by the Superintendent of Stationery in the paragraphs of his report appended which may - be summarized as:-

1899
File
4
1039

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22

1889
File
3
1039

23

CIRCULAR.

No. 187 of 1899.

Financial Department.

Bombay Castle, 14*th January* 1899.

His Excellency the Governor in Council has had under consideration the question of the general introduction into Government offices of type-writing machines. Some advantage is to be expected from speed in copying and economy of stationery. But the chief gain consists in the legibility and compactness of type-written documents, and the consequent saving of time and exertion to Government officers which will be of the greatest importance.

2. It has therefore been decided to furnish, as a first step, all Collectors (including the Deputy Commissioners in Sind) with one machine each, and thereafter to continue the supply to other officers as financial considerations permit.

3. Upon receipt of type-writing machines from the Stationery Department, Collectors should enforce their use in as large a proportion of correspondence as possible, and are especially requested to take measures that no communications which are likely to reach Government should be handwritten, with the exception of the briefest routine endorsements.

4. The Commissioners of Divisions and the Commissioner in Sind are requested to issue such directions, as experience of the machines in their offices may suggest, for the proper preservation and care of the machines, and for the instruction in their working of a sufficient number of ~~the clerical~~ clerks on the establishments of the Collectors.

H. S. LAWRENCE,
Under Secretary to Government.

To

All Departments of the Secretariat,
The Accountant General,
The Mint Master,
The Assay Master, Bombay Mint,
The Private Secretary to His Excellency the Governor,
The Postmaster General, Bombay,
All other Heads of Offices under the several Departments of the Secretariat,
The Prothonotary and Registrar of Her Majesty's High Court of Judicature, Original Side, Bombay, } By letter.
The Registrar of Her Majesty's High Court of Judicature, Appellate Side, Bombay. } By letter.

No. of 1899.

Copy forwarded for information and guidance to

(1) delicacy of mechanism,

(2) risk of deterioration from detention in stock,

(3) expensiveness of machines,

(4) risk in importation,

(5) advantage of guarantee and free repairs by local agents of their machines;

it will be safer and more economical to obtain the supply locally.

3. His Excellency the Governor in Council has no --- reason to doubt that as the use of type-writers extends in India offices it will be found possible for the Stores -- Department at the India Office to make contracts with the makers in America which will enable type-writers to be sent direct from America, and having been bought at wholesale prices and in large numbers, to be delivered in India more cheaply than if they are purchased in the local market. Other minor difficulties such as those about packing will no doubt also disappear. But for a few years more the Governor in Council proposes on account of the advantages above specified to allow the machines to be purchased locally. His Excellency in Council also considers uniformity of machines a point of importance and has no hesitation in adopting in this Presidency the Remington Typewriter for ordinary copyists' work. Under the existing difficulties as regards funds it is impossible to make any marked --- extension of the use of type-writers this year, but in the pursuance of the intention above expressed the --- Governor in Council proposes at once to purchase a few Remington machines from the local agents, Messrs. ---- Warden and Company.

I have &c.,

(Sd.) J. W. P. Muir-Mackenzie,

Secretary to Government.

(True Copies.)

Krishnarao R. Jayakar

A/. Superintendent,
Financial Department.

24

1899
Finl Dept.
Enclos. No. 1
To
C. No. 1039

CURRENT NO. 1039

28

No. 1145 of 1899.

Financial Department.

Bombay Castle, 4th March 1899.

CHIEF SECRETARY'S
10 MAR 1899
GOVERNMENT OF MADRAS

From

G. W. Hatch Esquire, I.C.S.,

Acting Under Secretary to the Government

of Bombay

To

The Chief Secretary to the Government of

Madras,

Financial Department.

Sir,

With reference to the correspondence ending with the letter from this Government, No. 3079, dated 9th July 1898, I am directed to forward for your information the accompanying copies of the report of the Superintendent of Stationery, No. 3350, dated 12th August 1898, on the introduction of Typewriters in Government offices in the Bombay Presidency and of the marginally noted Resolution and Circular of this Government on the subject, as also a copy of the letter addressed to the Government of India, No. 5124, dated 8th November 1898. These papers furnish the informa-

tion

Government Resolution No. 186 and Government Circular No. 187, dated 14th January 1899.

IV
18.7.98

Pages 7 to 17 of this R.O.

VI

I

II

Pages 19 to 21 of this R.O.

V

26

-tion required in your letters noted in the margin.

R' No. 834, dated 4th December 1896.
G No. 525, dated 26th April 1897.
L No. 673, dated 13th June 1898.

in linked file.

I have the honour to be,

Sir,

Your most obedient servant,

Acting Under Secretary to Government.

27

Financial (1899) Department.

CURRENT No. 1190.

CHIEF SECRETARIAT
18 MAR. 1899
GOVERNMENT OF MADRAS

From The Superintendent of Stationery, Madras.

Dis No. 618.

Dated 16th March 1899.
Received } 18 . 3 . 99.
Registered }
Enclosures File of papers (ex: 645 & 1039 Finl retd).
Spare copies

SUBJECT.

Returning with remarks the file of original papers dealing with the question of prescribing one pattern of Type writing Machine for use in Government offices in this Presidency.

BACK PAPERS.

G.O.	No.	Department.	Date.
Fin	1039 645	} 99	875 · 12.10.98
	209	102 · 99	629 · 18.7.98
	1222	14 · 12.98	446 · 4 · 6.97
	1151 · 2	- 2 · 12.98	1254 · 22 · 9 · 97
	863	- 10.10.98	495 · 25 · 6 · 97
	990-1	- 3 · 11.98	33683 · 1.7 -
	901	- 3 · 11.98	

FURTHER PAPERS.

G.O.	No.	Department.	Date.

G.
24]
00-17-2-99.

c. 22.3.99
R 25.3.99
29

Financial DEPARTMENT.

32P

1P

C. No. 645 From the Govt. of India, Fin: & Commerce Department, No. 544 S.R., dated 3-2-1899.

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

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

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

FOR ~~ORDERS~~ the C.S.

Please see ~~the~~ Govt. of India, Finance and Commerce Dept. resolution No.4034 S.R., d/the 15th Septr. 1898, which referred for the opinion of this Govt. a set of rules to regulate the supply, issue and repair of type-writing machines required for the public service. These rules were dealt with in the notes ~~flagged XYX~~ in G.O.No. 1151-2, Finl., d/2nd Decr. 1898, ~~and~~

F In letter No.1152 Finl., d/2nd Decr. 1898, the Govt. of India was informed that the proposed rules appeared to be suitable but that it seemed to this Govt. undesirable to restrict the patterns of type-writers to be supplied to public offices to one pattern as proposed in the draft rule 4, as such a rule might deprive public offices of the improved, and possibly

30

and possibly cheaper patterns of machines which may hereafter be placed on the market. It will be seen from the rules now issued by India that this restriction has been retained by the Govt. of India and that one pattern of type-writer should be prescribed for use in all Govt. offices.

XX

In para 2 of G.O.No.863, Finl., d/ the 10th October 1898, this Govt. prescribed two patterns-the No. 4 Yost and the latest pattern of the Remington. Orders are solicited as to whether any ~~rule~~ change should now be made in this rule.

As regards the question of the repair of type-writing machines which is dealt with in rule (5) of the rules now issued by the Govt. of India, please see G.O.No. 209 Finl., d/ the 10th Feb. 1899, with which this rule does not in any way clash.

P

Cms
4.3.99

Concur – amend rules where necessary.

For the C.S.

The only rule which requires amendment is that in para 2 of G.O. No. 863 Finl. d/ 10.10.98 which prescribes two patterns of type-writers,

XX

---

13 MAR 1899
OFFICE
MADRAS

CHIEF SECRETARIAT
18 MAR. 1899
GOVERNMENT OF MADRAS

Office
Put up the file
Cms

C.A. papers put up
10.3.99

31

33 P

whilst India insists on one. Submitted that the Supdt. of Stationery may be consulted u.o. as to the pattern to be prescribed

Cms
9.3.99

Yes. See also papers recd. to day which go to shew that the Remington sh. be prescribed

C. No. 1039 has been added to the file

Cms
11.3.99

No. 723, d/ 11-3-99.
To the Supdt of Stationery u.o.

From the Govt of Bombay
No. 1145 d/ 6.3.99

C.No.1190

~~Note~~ for the C.S.

The report from the Govt. of Bombay as regards the introduction of type-writing machines in Govt. offices in that Presy, to which the C.S. alludes above, is contained in C. No. 1039. The Supt. of Stationery has seen this letter, and his views are contained in his ~~letter~~ No.618, d/16th March 1899. The report from the Supt. of Stationery Bombay on the question of the pattern

32

pattern of type-writer to be introduced into that Presy. ~~which~~ goes into the matter very thoroughly and appears to show conclusively that at present the Remington is the best. The local Supt. of Stationery agrees practically with the whole of this report, and he considers that this Govt. could not do better than to prescribe the Remington. Orders are solicited on this point.

Paragraphs 4 and 5 of Mr. Bradley's letter deal with the question of obtaining type-writing machines from local agencies. This matter ~~has~~ was recently been placed before Govt. by Mr. Atkinson. + Please see paragraphs 5 & 6 of the note in G.O.No.209, Finl., d/10th Feb. 1899. The Govt. of Bombay, it will be seen from its resolution No.186, d/14th Jan. 1899, accepted the conclusion of the Supt. of Stationery in that province that the Remington, being an article of American manufacture, need not ~~be~~ be obtained through the India Office. Mr. Bradley points out that the Govt. of Bombay would appear to have contravened the rule~~s~~ in spirit though not in letter, but he is in favour of some steps being taken in view to ~~the~~ Remingtons being obtained locally here. He points out, as did Mr. Atkinson, that typewriting machines are delicately constructed; that they are easily damaged in transit; ~~and~~ that they require not only care but technical knowledge in packing and unpacking; that the local agency would undertake to deliver machines in thorough working order in

at

Y/M. 21/3/[illegible]

See page 10, 11, 13 & 14 of P.C.

D

X²

I

33

2148

38

at any office in the Presy; and that there would apparently be some saving in price.

It will be observed from the Govt. of Bombay's letter No. 5134, d/ the 8th Novr. 1898, to the Govt. of India, that in objecting to rule 1 of the rules in G.No. 645 (which requires that type-writing machines should be procured by indent on the Secy. of State) the Govt of Bombay advocated the local ~~pur-chase~~ supply of type-writers as more economical and safer for various reasons. [redacted] India has read this letter from the Govt. of Bombay in its resolution in Current No. 645. India may have issued subsidiary instructions to the Govt. of Bombay.

but it is not clear whether it objected to the procedure [illegible] [illegible] the [illegible] Bombay

x No 5144 S.R. 3.2.99

B²

Perhaps the safest plan would be for this Govt, ~~to intimate~~ [illegible] if it decides on accepting the Remington as the pattern of machine or continue to India that it intends to follow the lead of the Govt. of Bombay as regards local supply.

Should this question of local supply be decided upon, The Supt. of Stationery intimates that some change will be required in the indent forwarded to the India Office with letter No. 302, Fin ., d/ the 27th Feb. 1899. This change might be intimated to the Secy of State by telegram.

F'

H.M.

I think we [illegible] get the Remington locally. [illegible] the use of [illegible]

C.W.S. 20.3.99

about it to India but the
accident have to be [illegible]

21/3

I agree with the C.S.
It must be remembered
that in case of urgency
any article can be bought
locally.

22.3.99.

Appd: [illegible]

22/3

print

Page 3 of
the G.O.

Note for the C.A.

Proof of G.O. No. 463
Fin!, d 29 March 1899, is submitted.

2. Para 3 of the order which authorises the Supdt. of Stationery to procure Remington typewriters in the local market appears to clash with rule (1 of those communicated with para 1 of the order which requires the Supdt of Stationery to obtain typewriters ~~on~~ by indent on the Secretary of State.

5/4/99

Complete the original by putting up the notes

5/4/99

Submitted
6/4

File completed & submitted
T. Hari Rao
6/4/99

Attach the paper proper
done
6/4/99.

To the C.S.

With ref: to the above it is thought that the position is that Remingtons are to

as
ot
n pac
cal ag
chines

be treated as an exception to the rule since they are not of European, but of American, manufacture

Cur. S.
9/4/99

8/4/99

---

[24]
1,000—17-2-99.

Financial DEPARTMENT.

Read again G.O. 863, Finl, dated 10th October 1898
" " " 1151-2 " 3rd Decr 1898
" " " 1222 " 14th Decr 1898
" " " 209 " 10th Febr 1899
~~" " " 300-302 " 27th Feby 1899~~
P.

(A) C. No. 645 From the Govt of India Fince & Commerce Deptt No. 544 S.R, dated 3rd Feby 1899.
(B) " 1039 " " Govt of Bombay " 1145 " 4 Mar 1899.
(C) " 1190 " " Supdt of Staty " 618 " 16 Mar 1899.
" " " " 189 .

S.C.
Have draft checked & show me proof
please

Cur. S.
22/3/99

Docket
39
9/3/99

C.S.

Order No 463 of 29-3-99

The rules for the supply, issue and repair of typewriters contained in Govt of India, Finance & Commerce Dept Resolution No 544-S.R dated the 3rd February 1899 read above will be communicated to the departments of the Secretariat and to all heads of departments under the Chief Secretary for information and guidance. The Superintendent of Stationery will include the rules in the next edition of the Stationery rules.

T²

2. In Supersession of para 2 of G.O. No 863, Finl, dated 10th October 1898, the Govt directs that the

XX

38

the pattern of type-writing machine to be used in public offices shall will, in future, be restricted to the Remington.

3. Remington typewriters required for public offices will, as in the Bombay Presidency, be procured from local agents by the Supdt. of Stationery.

fl. 29/3/

~~4. The following telegram will be despatched to the~~

~~(1) Right Honble the Secy of State~~
~~(2) with reference to letter (3) dated 27th~~
~~(4) February last number 302 to under~~
~~(5) Secretary of State for India regarding~~
~~(9) Stationery indent ~~please~~ (6) cancel items~~
~~relating regarding typewriters and spare~~
~~parts ~~and~~ (7) reduce demand for fifty~~
~~yost pads and fifty yost ~~chains~~ or~~
~~draw cords to (8) thirty in each case.~~

(From orders)

~~(1) Vacivior~~
~~(2) Pitkinos~~
~~(3) Minuunto~~
~~(4) Elices~~
~~(5) Reportet~~
~~(6) Perotere~~
~~(7) Demoturi~~
~~(8) Lingisti.~~
~~(9) Succollo~~

XXV

~~The Right Hon. the Secretary of State will be requested by letter to make the necessary alteration in the indent forwarded with letter No. 302, Genl, dated 27 Feb.~~

XXV

CWS 29/3/99

To
The Depts of the Sectt
All heads of depts under the CS
Secty of State

despd 15-4-99

Note

With reference to the Chief Secy's remarks "I do not see the use of saying anything about it to India but the indent home should be cancelled" it is submitted that as a copy of the indent was forwarded to the Govt. of India with endt No. 301 Genl dated 27th Feby 99 and that as the Secy of State is being requested to cancel in the indent the items relating to typewriters it appears necessary that India should be informed of the change that has been made.

39 ~~37~~

after F

S.J. 25/3/99

CWS 27/3/99

in the indent

Very well. Cancel the indent but give no reason except that the things are not likely to be required.

fl 29.3.99

re Remington no

Note for the CS

The draft has now been split up into two - please see above and also the linked file. India ~~will~~ may notice ~~this~~ the order in the volumes of pros, but that cannot it is thought be helped.

CWS 29.3.99

the pattern of type-writing machine to be used in public offices ~~will~~ shall, in future, be restricted to the Remington.

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~~4. The following telegram will be despatched to the~~

~~Right Honble the Secy of State(1)~~

~~with reference(2) to letter dated(3) 27th February(4) last number 302 to under Secretary of State(5) for India regarding Stationery(9) indent ~~please~~ (6) cancel items relating regarding typewriters and spare parts ~~and~~ reduce demand(7) ~~for~~ fifty yost pads and fifty yost ~~chains~~ or draw cords to ~~300~~ thirty in each case(8).~~

(Imm orders)

~~(1) Vacivior~~
~~(2) Pittinos~~
~~(3) Minuunto~~
~~(4) Elices~~
~~(5) Reportet~~
~~(6) Perotere~~
~~(7) Demotiri~~
~~(8) Lingisti~~
~~(9) Succollo~~

~~The Right Hon. the Secretary of State will be requested by tel. to make the necessary alterations in the indent forwarded with letter No. 302, Genl, dated 27 Feb~~

XXV

XXV

29/3/99

To

The Depts of the Sectt
All heads of depts
under the C.S.
~~Supdt of Staty~~

desp'd
15.4.99

Note

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25/3/99

CwS 27/3/99

after F'

Very well. Cancel the indent but give no reason. Except that the things are not likely to be required.

29.3.99.

Note for the CS

The draft has now been split up into two. Please see above and also the linked file. India ~~still~~ may notice ~~this~~ the order re Remingtons in the volume of pros. but that cannot it is thought be helped.

CwS
29.3.99

to Press.

Returned for signature.

Despatched in print.

Number of copies required { Order complete. / Letter only. / Order complete with Letter. } 19

10

Read again: G.O., No. , dated 189

nt No. (Print as marked)

Enclosures to G. No.

Orders of Government.

r of Government.

Statement with ditto.

Papers not filed up, being meant for despatch in original.

Index—

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

I
5/4/99

Financial (1899) Department.

ORDINARY PRINTED

G.O., No. 463

DATED 29-3-99

26/26

INDEXED.

The Notes
in these Proceedings have been printed.

[Despatch Abstract.]

Type-writing machines

Conveying to the depts of the Secretariat & to all heads of depts under the C S the rules issued by the G of I for the supply, issue & repair of —; requesting the Supt of Stationery to include them in the next edition of the Staty rules; & directing that the pattern of machine to be used in public offices shall, in future, be restricted to the Remington.

T
29/4/[illegible]