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G.O., No. 689

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[Despatch Abstract.]

Type-writing machines

Directing that all draft
orders sanctioning the issue of — for use in
post offices should be sent to the
Finl Dept for counter-initials

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15/6/98

BACK PAPERS.

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

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Government {1899} of Madras. FINANCIAL.

Recd. } *Enclosures*
Regd. } 1899. *Spare copies*

G.O., No. 689, 13th June 1899.

JUNE.

Type-writing Machines.

Directing that all draft orders sanctioning the issue of — for use in Government Offices should be sent to the Financial Department for counter-initials.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

ORDER—No. 689, Financial, dated 13th June 1899.

All draft orders sanctioning the issue of type-writing machines for use in Government offices should be sent to the Financial Department, for counter-initials.

(True Extract.)

G. STOKES,
Chief Secretary.

To all Departments of the Secretariat.

Erd. P. Seetharam.

1
The Supt of Stationery being the Head of a Dept under the Fin. Dept, it is proposed to send the order through that Dept.

H. C.

Is this correct practice?

(Initd) N.E.M.
6. V. 99

Go under Secy.

The order it is submitted, need not go through the F. D. merely for the reason that for administrative purposes the Supt. of Stationery is considered to be directly subordinate to that Dept.

The question is it is respectfully submitted whether the order sanctioning the supply of the machine should issue in the R. D. or the F. D. The rule on the subject merely says that "a type-writer should not be indentured for without the previous sanction of the local Government" and in the absence of special orders to the contrary, it would appear that the order could be issued in the R. D. It may be mentioned here that

vide Rule 3 on page 3
A of 80 no 463 Finl
29.3.99

that in cases where the Civil Act Code authorizes the Local Govt. to sanction purchase of Stationery, &c locally, the R. D. has hitherto been passing final orders.

In fact except applications for increase of salaries and other permanent charges, the disposal of which is governed by the provisions of arts. 284-85 of the Civil Act. Code all cases in which the Local Govt. is empowered to sanction are generally disposed of in the Administrative Dept. - So far as the R. D. is concerned.

Perhaps the F. D. may be consulted.

(Intd) P. A. M.
6. V. 99.

Secretary:

Unless the Finl. Dept. is asked to provide the money specially or unless some precedent involving future expenditure is involved, neither of which Contingencies arise in the present case, there does not seem any reason.

(Intd) G. S. F. 8/5/99.

Finl. Dept. R. D.
No 161 d/8-5-99.

Yes. (Intd) G. S.
16-5-99.

It is a fact that the allotment for the purchase of Country Stationery is likely to be exhausted very quickly and that the sum set apart for typewriters in the Budget is likely to be largely exceeded, but the Supt. of Stationery won't exceed his allotment, without bringing the matter to notice.

(Intd) G. S.
16/5-99.

reason for sending the pp. to Finl. But in this case the draft may go to the Finl. Dept. I submit with ref. to para 2.

(Intd) P. A. M.
8/V/99.

Financial Dept.
For the C. S.

It is submitted that paragraph 2 of the proposed draft in the Revenue Dept. may be counter-indicated.

2. As regards the other point raised in the Rev. Dept. - viz. - whether orders sanctioning the supply of typewriters should issue in the Revenue or the Finl. Department it is submitted that these machines cannot be classed in the same category as other articles of Stationery. The Supt. of Stationery is now allowed to purchase typewriting machines locally, they are expensive and there is a great chance of the Budget allotment being exceeded if orders are issued to him independently.

independently of the Finl. Dept.
It would appear moreover, to be
necessary that some system
should be adopted as regards
the supply of these machines
and that each Dept. of the Coll.
should consider to what
offices the machines are to
be supplied and at what
rate. It will be observed
that in the present case the
Collr. of Malabar applies
for two machines whilst
the Collr. of Coimbatore
applies for one. It is thought
that there should be a uniform
scale of supply and that
the introduction of the machines
should be gradual in order
to spread out the expense.

Perhaps a rule might also
be laid down that no office
should be supplied with a
type-writing machine unless
the Head of the Office guarantees
that he has, or can secure a
properly trained typewriting
clerk. It is necessary in the

When the volume of work
can be made uniform in
all districts, this will be
a good rule.

(Intd) H. W.

I think this will be a
very useful rule - otherwise
the machine will rapidly
be damaged.

(Intd) A. G. A.

machines themselves that in
each case the typewriting
clerk should be in Enes-
ence before the machine is
supplied.

The linked file con-
tains a copy of a Rev. Dept.
order sanctioning the supply
of a typewriting machine to
the Collr. of Bangalore. This
is communicated to the Supt.
of Stationery through the
Financial Dept.

(Intd) C. M. S.
16-5-99.

H. M.

As the typewriting machines
are very expensive & it will
be well to watch their issue
from Stationery in all Depts.

I think the best plan will
be for Revenue & other Depts. should, as above suggested, be
to send the order for c.i. to
Financial. Let the Hon.

Cur. Underbottom Sec.

(Intd) A. G. A.

Hon. Cur. Underbottom Sec.

(Intd) G. S. 26/5/99.

R. D. H. G. No. 1460
1-6-99.

(Intd) G. S.

I have no objection.
With regard to the proposed rule
above, is it not rather like
ruling that a boy must not
enter water till he has learnt
to swim.

Before we can secure a number of practised clerks we must afford an opportunity to practice, and at first some machines will no doubt be subjected to hard usage.

(Entd) H.W.
30-5-99.

to. It is just the other way round. to boy who cannot swim must enter the water.

(Entd) G.S.
31-5-99.

There are numbers of trained typists now available.

(Entd) G.S.
31-5-99.

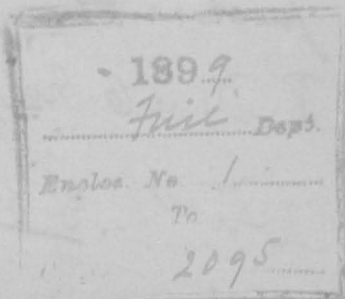
Revenue Dept.

To, Under Secretary.

It is submitted that after the issue of the order, the original notes may be returned to the Financial Department for necessary action with reference to the Hon'ble members' remarks in the previous page.

(88)1874
2-6-99
Issue and send copy of the notes to Finl with the order.

(Old) NEM
3/6/99



C. No. 2095

Financial Dept.

For the C.S.

Revenue has issued the order re supply of typewriting machines to the Collectors of Malabar and Coimbatore and now ^{sends} ~~returns~~ with a copy of the order a copy of the notes for further action in Financial as

regard

orders ^{the}
(1) Sanctioning ^{the} supply of typewriters issuing with C.O. of Financial

(2) the laying down of any general rule such as that proposed on pages 4 & 5 of the notes

As regards (1) a Memo on the point might issue to all depts.

Hon'ble Members are not agreed, as will be seen from their notes, as to the practicability of (2).

No. There is no need to.

further than (1), I presume.

[Signature]

C.S.
9.6.99

To The CS

Please en draft Memo
below & also draft order on
the docket of the current.

Cord.
12.6.24

officer

x 80. 688, Int, mis 27/13-6-29.

9 18

Int. Dept

Print

Memo G.O. No. 689 of 13 June 28

The undersigned is directed
to request that all orders
sanctioning the issue of
type-writing machines for
use in Govt offices may
be sent to the Financial
Dept. for counter-initials

Cord
12.6.28

11/4/28

To. The Dept. Secy
C/o Dept. of the Secy. 20-6-29

Let
S.C. to State File
CA.

He
Addendum to office Manual

Copies given.
20.6.29

Give me a copy

11/7/29

First copy sent to Press.

Returned for signature.

Despatched in print.

READ AGAIN G.O., No.
189

DATED

NUMBER OF COPIES
REQUIRED.

Order complete

Letter only.

Order complete

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILLED 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.