26.9.13

[Finl. 16]

500—13-6-99.

Financial (1899) Department.

ORDINARY MS.

G.O., No. 874

DATED 3 - 8 - 99

INDEXED.

21/21
Notes files with the G.O. by vide a/cpm.
MK 28/8/99.

[Despatch Abstract.]

Sanctioning proposition Statement for the revision of the establishment of the Chief Secretary to Govt.

T
5-8-99

BACK PAPERS.

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

FURTHER PAPERS.

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

C27-695
3-7-99

H. M.

To be filed with
Finl G.O. No. 874, misc.
23-8-99.

HR
5/8/99

Public Dept

Note

The want of a second Shorthand Writer in the Chief Secretariat has made itself felt within the last year. At present the Chief Secretary, the Under Secretary & the Assistant are all dependant on the single Shorthand Clerk in the office. If he falls ill, or has a heavy piece of work on hand, a long draft is often delayed or has to be taken up independently of him to the detriment of expedition in the disposal of papers. The saving of time in dictating a long note or a long draft needs no demonstration. Even short drafts can be dictated with a great saving of time, if a Shorthand Clerk is available & if a number can be given out together. The Under Secretary has, in connection with the large questions which have come up recently in Council &

especially in the frequent case in which a long note starts with the precis of a big file,

(In drafting "from orders" dictation is invaluable

Public, felt the need of more shorthand help. The doubling up of Judicial & Public has thrown into the Chief Secretary's department a greater number of large questions than formerly & the present Shorthand writer is employed to his utmost capacity.

By the transfer of the late Burgh Clerk to the Registration Dept. a saving of Rs 25 has been effected in the Establishment charges of the Chief Secretariat ____ It is submitted that Rs 20 of this sum may be utilized in providing a "Short-hand" allowance. By recent arrangements a permanent post of Rs 30. has been left vacant and with the proposed allowance of Rs 20. a good Shorthand Clerk would be procurable. This man would fill one of the sanctioned posts in the office & would also be employed on routine duties. The taking down of drafts is very good training for a clerk & it would be very likely be found that the man drawing the personal allowance of Rs 20. would eventually develop into a useful drafting Clerk.

this being a personal allowance drawn by the late B.C.

Sanction is also solicited to the utilization of the remainder of the sum of Rs 25 in raising the pay of the appointments attached to the "Press Clerk" & "Record Checking Clerk" from Rs 18 and Rs 14, respectively, to Rs 20 and Rs 17. Both these clerks perform important routine duties which form a good training ground for other routine work in the office. For the present pay it is difficult to get the proper class of man and this difficulty was experienced only recently when the Press Clerk fell ill. He has since died & the post is permanently vacant. For the Rs 20 a

graduate would be procurable & it would be made a condition of confirmation that he should qualify in Typewriting either before appointment or before confirmation. The present Record Checking Clerk is not qualified by examination for higher pay & he would not be granted any increase of allowance. The Cust. part of this appointment would be raised

26.6.98

I would urge this proposal for sanction. The extra Shorthand clerk will add much to the efficiency of the office and when heavy intricate drafts have to be worked out the aid of a Shorthand writer saves much time. Lately much inconvenience has been caused by the absence of the Shorthand writer owing to illness. As the expense will be caused since the proposed Shorthand allowance can be met out of Chinsurah Municipal personal allowance.

Wallace.

I accept the C.S.'s proposals. Personally a shorthand writer would have been no use to me at C.S.

H.A. 3.7.98.

Draft. 1/4/98.

HC/M.

Please report the number of petitions received for Translation by the Office Translator in 1896 and 1897 & during the first six months of the current year.

Tamil —

Telugu. —

and state an average under each for the years 1896, 1897 and 1898 taking the receipts in 1898 at double the number for the first six months

J. Ca

Cust. 20.8.98.

Please see Statement below.

year	Vernacular	No. of petitions	Average.	Tamil	Telugu	Remarks.
1896.	Tamil.	381.				The no. of receipts entered against 1898 is double that for the first half year.
"	Telugu.	340*	Per year.	351	299	* Includes petns. in other vernaculars which are sent to the Translators to get for translation. These average about 15 per year.
1897.	Tamil.	327	Per month.	29	25	
"	Telugu.	300*	Per day. (a month being taken to 25 working days.)	1	1	
1898.	Tamil.	346.				
"	Telugu.	256*				

Cust. 25/8/98

Nth

The foregoing statistics relate to Tamil and Telugu petitions which are translated by a clerk in the Chief Secretariat (who is also employed on other work). The petitions represent those received by Govt. in all depts and those sent by the D. A.G. of the G.J.D. for translation. The present arrangement is not satisfactory & it is thought that, as is the case with Canarese Malayalam and Hindustani petitions, the work might be performed by the Translators to Govt. These petitions are never urgent of course, but their translation takes up the part of the time of a clerk who could ~~sought~~ be better employed in Secretariat work proper & divides his duties in a very undesirable manner.

Chk
3.9.96

To.
Public
C. O.

P. T. O

Submitted to the C.S. If
in the interests of Secr
work it is desirable to
relieve the clerk of hardship,
there seems to be no reason
why the course adopted with
regard to Canada, Belgium
& Hungarian petitions should
not be followed. The
work would certainly
pass on the Translators
staff themselves, as it would
certainly be done entirely by
their Munshis & clerks.

MR
2/9/98 Judging by what I
know many of the work of the
Translators office is other than
merely the results to translate
anything. Why has any one
written now to revise the existing
arrangements.

3/9/98.

CS
Submitted that the revision asked
for in connection with the transfer of

Why did you give him up. 11/9/98.

Wrote a letter to
Japanese typist Nakai
11/9/98.

Ed. & leg Clerks. We do, it is true, rid ourselves of some work in exchange for the reduction of our clerks, but there is one branch of the office - the Issue Branch - which will feel the reduction (one typist) most of where it is necessary to have a full-time Reader. At present we have not this & the typists have to do a great deal of reading to the Examiner. This is an unsatisfactory arrangement and an unsafe one at the best of times. Were the Clerk in question relieved of this ~~Examining~~ translation work, we could afford a full-time reader for comparing and there would be a decided improvement in the series of papers typing of notices &c.

CMS
7.9.98.

To
Public a.o.
CS.
Submitted.
MR
8/9/98

[illegible]
Acts &c - work for which
a clerk is not wanted

[illegible]

M. Let me have a note
please soon on the question of
Issue branch joining with
existing arrangements. One
typist is really required for
typing notes for orders &c
Sort. with the arrange-
ment of the Type only Issue
Branch & confirm the second
men. (a separate note)

21.9.

[G. / 75]
1000—11-8 98.

Typists' Section

Office Order 96
1.11.97

NOTE FOR THE Ca

The Issue Branch
was reorganised in
November 1897 as
follows:—

1. Despatcher at Rs.
2. do
3. Typist
4. do
5. do
6. do
7. do
8. do
9. do
10. do

of the 8 typists
1 is attached to the Genl
Record Dept. where he
does miscellaneous work
of a simple nature for
which a clerk is not
required - e.g. checking
records received, entering
records sent out &c.
1 is attached to the Library
where he corrects Codes
Acts &c - work for which
a clerk is not wanted

Three

There two additional typewriters were
included in the Issue Branch
as the work required of
these clerks has been,
performed by men of the Copyist
Grade. There is a
large field for
typists

Clerk

This man helps in typing when the office is at

~~2 typists have been given~~
~~extra for overtime~~
~~by, but are now transferred.~~

Similarly employed as a Press Clerk to pass papers to & from the Press keep Register of Newspapers &c &c.

There remain only 5 typists for current work of these 5 are engaged throughout the day in reading to the Examiner and another a portion of the day in reading to the Translator who helps the Examiner by examining all indices & other papers. So that there are only 3 typists solely engaged in typing. When copying work is heavy and more than 3 men are put on to typing, the Examining work gets into arrears and when only 3 men type or a typist is absent the copying work is not current.

If an additional hand is entertained work in the examining & copying branches would always be current & papers would be passed out of the office more expeditiously than at present.

By Chinnaswami Mudali's ~~reduction~~ transfer to the Registration Deptt there is a saving of Rs. 25/- per mensem - the personal allowance drawn by him as Budget Clerk.

E.M.
9/11/08.

C.S.

The foregoing is submitted with reference to CS's notes at flag XI - We have had a separate "Issue Branch" for some

time was, but the matter which requires remedy is the manner in which papers have to be examined in the office - by an Examiner aided by a Typist The latter are not fitted, by education or experience, for examining work - If an additional Rs 57. is added to the savings (Rs 25) accruing from Chinnaswami Mudali's transfer we could add another Rs 30 post to our staff and could thus provide for an Examiner and a Reader - Looking to the number of papers for issue, the reduction of our typists by one, on the transfer of Estt. & Leg, was fair; but the present difficulty really existed before the transfer - The reduction must however aggravate it

Cur.B.
16.10.98

What is wanted seems to be a separate the Examining & typist sections and to put them all under the control of the Examiner. The whole time of the press clerk and of the man who corrects Articles can not be taken up in their present work. Please make out a scheme organizing the typist and Examining sections distinct from each other.

17.10.98

[G. 75]
1,000—12/98.

Issue Branch

Separation of the Typists

NOTE FOR THE Ca

As directed by the Ca proposals for separating the clerks in the Issue Branch from the Typists are submitted.

The Issue Branch at present consists of 5 typists and the following clerks:-

1 Despatcher on Rs. 35-
1 " " " 30
1 Library correction clerk - - - 20
1 Press Clerk - 18
1 Checking Clerk in the General Rents - 14.

These might be brought in the General list of Clerks The two despatchers are graduates and the Library Clerk & the Press & Ch are matriculates - They are all of them qualified under the Examination rules to be graded as clerks. The checking clerk being an ex-pass man will have to be

1 Succeeded

time now, but the matter which requires remedy is the manner in which papers have to be examined in the office - by an Examiner aided by a Typist The latter are not fitted, by education or experience, for examining work - If an additional Rs 57. is added to the salary (Rs 25) accruing from Chinnaswami Mudali's transfer we could add another Rs 30 post to our staff and could thus provide for an Examiner and a Reader - Looking to the number of papers for issue, the reduction of one Typist by me, on the transfer of Esq. & Leg, was fair; but the present difficulty really existed before the transfer - The reduction must however aggravate it

Cust.
16.10.94

What is wanted seems to be to separate the examining & typist duties and to put them all under the control of the Examiner. The whole time of the press clerk and of the man who corrects Tables can not be taken up in their present work. Please make out a scheme organizing the typist and Examining duties distinct from each other.

17.10.94

[G. 75]
1,000—12/98.

Issue Branch.

Separation of the Typists

NOTE FOR THE Ca

As directed by the Ca proposals for separating the clerks in the Issue Branch from the Typists are submitted.

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1 Checking Clerk in the General Rents. 14.

These might be brought in the General list of Clerks The two despatchers are graduates and the Library Clerk & the Press Clerk are matriculates - They are all of them qualified under the Examination rules to be graded as clerks. The checking clerk being an ex-passed man will have to be

1 Succeeded

exempted from the Educational test for admission to Govt. service. Nominal practice. He and the Library Clerk are only sub pro tem pending their passing the type-writing test.

The Library Clerk draws only Rs. 18 because he has not yet passed the type-writing test.

If these 3 appointments viz. Rs. 20/ 18/ and 14/ are converted into clerks' posts of Rs. 25 each graduated who also know how to type-write might be entertained hereafter as vacancies occur.

The Library Clerk and the Checking Clerk may continue on their present salaries & on the condition on which they were entertained - viz that they should pass the type-writing test. It is necessary that the Library Clerk should know type-writing in when he goes to

Yes. This would be the Condition Cmd

Rotacaramund he has to help in typing.

The Press Clerk who is qualified under the Examn: rules may be given the increased pay. He is at present on 6 months leave and it is doubtful if he will return to duty. He is very ill with an enlarged spleen.

There will then be no immediate increased cost of the establishment for some time to come in the case of the Library Clerk & the Checking clerk.

The following table shows the present & proposed scale as regards these 3 appointments is:-

	Present	Proposed	Increase
Library Clerk	20	25	5
Press Clerk	18	25	7
Checking Clerk	14	25	11
	52	75	23

Nominal increase Cmd

By the reduction + transfer of the late Budget Clerk Chinnaswami Mudali, there has been a saving of Rs: 25 the personal allowance drawn by him. There will also be a saving of Rs. 2/- on the sanctioned cost.

The Typists establishment will stand thus:-

2	on Rs:	25	= 50
2	" "	23	= 46
1	" "	19	= 19
			115

If this scale is slightly modified and an appointment on Rs: 30 included, we shall be able to get good men and keep them. There is a demand now for this class of men & the most a typist can get ~~be advanced to~~ according to the existing scale is only Rs: 25/- An "intermediate" man cannot be had for Rs 25 ~~Cost~~

It is hard to get men when we pay

be got for less - some promotion might be held out to him.

The following scale is proposed:-

1	on Rs:	25-30	=	28 3/4
4	[2] "	20-25 (-23 3/4)	=	95
	[2 "	" 20	=	40
				120
				123 3/4

This will be Rs: 5-8 3/4 more than the present scale. As there is still a saving of Rs. 2 out of Chinnaswami Mudali's personal allowance, the actual increase will be only Rs: 3/- 6 3/4

Esm
1/3/99

For the C.S.

I submit the foregoing proposals, which were drawn up under my orders, for approval. The increased cost as regards the Library Press Check my clerks will be nominal in the case of two

x Rs 25

of these. The low pay of these clerks renders it extremely difficult to fill their places when vacancies occur. We experienced this the other day when the Press Clerk (since dead) fell ill. There is a permanent vacancy now for a Press Clerk. With Rs 25 we could probably obtain a graduate with a knowledge of type-writing. It is not absolutely necessary that the Press Clerk should be able to type-write, but it is a great advantage to have a man with this qualification handy in times of pressure of work. The Press Clerk, the Library Clerk & the Record Checking Clerk all do important routine work, which besides forms a good training ground for higher posts in the Office

As regards the improvement of the Typists scale, we are likely to lose our good men & must [commence] the best men in the market if we do not offer good prospects. I would suggest progressive pay in these cases as shown in red ink above, but would in no case give more than Rs 25 to a typist who has not passed the Intermediate test. The immediate extra actual cost in this case would also be nominal.

The total extra cost on paper of the above proposals will, after allowing for the saving of Rs 25 per mensem in Chamarenni Medaliyar's personal allowance, be Rs 63/4 per mensem. We will get no extra men by the change but we will be able to command better material; & in the Secretariat I submit that we should have the best material. Thus we cannot command under present circumstances in the appointments in question

In connection with the limited field of Office vacancies, I submit for consideration the question of a Shorthand Allowance (say Rs 20) being added to the Office scale. At present Graduates

is dependent on the ~~single~~ one shorthand clerk we have. When he falls ill or when he has a heavy job in hand, ~~which~~ a long draft is often delayed or has to be taken up without his aid to the detriment of expedition in the disposal of papers. The U.S. has GG me that he could utilize short hand more if a man was ~~always~~ generally available & this has also been my experience. The saving of time in dictating a long note or draft needs no demonstration. Even short drafts can be dictated, with a great saving of time, if a man is available & if a number can be given out together. There will be a Rs 30. pl. vacancy ~~and~~ on the proposal in the Indian file & with a local allowance addt we could secure a good man, who could be utilized for other work as well and trained as a clerk. I submit that this small extra cost will be worth incurring in the interests of work in the office & of all those through whom work passes.

Cmd.
13.6.22

CS

In connection with the numerous large petitions which have recently come up in Judicial Public, I have felt the want of the shorthand clerk, who has been ill. In the case of an ordinary note dictation will not always save time - but in the frequent cases in which a note stating only a précis of a big file the system of dictation is invaluable - and similarly in the case of drafts from orders. The working up of Judicial & Public has thrown on the U.S.'s department a large number of large questions than formerly - and the present

Shorthand writer is employed
to his utmost capacity –
There is ample room for
another man who could be
used for taking down dictation
from detectives, & the
proposed arrangement under
which such a man could be
obtained at a comparatively
small cost is, it is submitted,
worthy of consideration. Taking
down dictation is, it may be
added, very good training
for a clerk – and it would
very likely be found that
the men Drawing his pencil
allowance for shorthand
would certainly develop into
a good Drafting clerk.

Sir.

16/6/23

I wd. like to know
what this test below
in typists are in other
other Secretariat appts: How do they
compare with the above proposals.

16/7/23.

In the CS

From page 85 of the CBR.

it would appear that the
Scale of Typists in the Revenue
Dept is –

1	—	25
1	—	20
1	—	17
2	—	15
Total 5	—	77

and from pages 83 & 86 that
the Local & Municipal & Pol. Dept.
has

1	—	21.
1	—	20
1	—	18.
1	—	16
1	—	14
1	—	12
6		10.1

PWD has, it is understood, two
separate sections of Typists

CWB
20. VII. 23

Proposals modified
under personal orders of
the CS who considers that
our Typists are quite well
paid enough

CWB
17/7/23

Financial Consultation No. 2024 Original

ACCOUNTANT-GENERAL'S REPORT.

No. P. 290 / 4262

THE entries in the column of "Present Scale" have been compared with the Registers of this office, and are correct, ~~with the exception of the items altered in red ink~~.

The proposed redistribution of salaries is within the sanctioning powers of the Local Government.

22 JUL 1899 GOVERNMENT OF MADRAS

ACCOUNTANT-GENERAL'S OFFICE,
Fort Saint George,
20th July 1899.

Accountant-General.

To The Chief Secretary to Government.
Public Department.

GOVERNMENT OF MADRAS.

DEPARTMENT.

No.

Order No. 8749 3.8.99.
Mis

The P.S. is sanctioned with effect from the 14 August 1899.

Cmd
2/8/99

Bond 6/8. 5/8/99.

Accepted. Ag (order on S C & P.S.)

The Temply Vol. 4 lasting out one acre on 30/.

Cmd

FORT SAINT GEORGE,
The 189

Secretary to the Government of Fort St. George.

Note to the C.S. This gives effect to the reorganization sanctioned in the note below. If 1st August has been fixed as there will be no trouble there about Pay Bills Cmd 2.8.99.

(Officer's Designation)

Statement of Proposition for Revision of Establishment.

Order sanctioning present establishment. Government of Department. No.	Date.	Office to which the proposition refers.	Nature of Charge. Present Scale. No.	Designation.	Pay. Minimum.	Pay. Increment.	Pay. Maximum.	Average cost.
					RS. A.	RS. A.	RS. A.	RS. A.
				Executive Council				
			2	Senior Chobdars @ Rs12			24 "	
			2	Junior do @ Rs11			22 "	
			2	1st class peons @ Rs10			20 "	
			2	3rd do do @ Rs9			18 "	
			2	1st class messengers @ Rs8			16 "	
			4	2nd do do @ Rs7½			30 "	
			14	Total			130 "	
				Civil Secretariat, Chief Secretariat				
				Clerical Establishment.				
			1	chief assistant			600 "	
			1	Second assistant			350 "	
			1	Head clerk			250 "	
			1	Budget clerk			225 "	
			1	Supt. General Records			200 "	
			1	clerk			175 "	
			1	do			150 "	
			1	do			140 "	
			1	do			130 "	
			1	do			120 "	
			10				2340 "	
			14	carried over			130 "	

Proposed Scale. No.	Designation.	Pay. Minimum.	Pay. Increment.	Proposition. Permanent. Increase per month. Amount.	Proposition. Permanent. Decrease per month. Amount.	Proposition. Temporary. Increase per month. Period	Proposition. Temporary. Increase per month. Amount.	Proposition. Temporary. Decrease per month. Period.	Proposition. Temporary. Decrease per month. Amount.	Grounds of Proposition.	Local Government's recommendation.	Orders of the Government of India. Home Department. Remarks.	Financial Department. Remarks.	Financial Department. Orders.
		RS. A.	RS. A.	RS A.	RS. A.		RS. A.		RS. A.					
	Not interfered with.													
				142 "	142 "									
14	Total.													
1	chief assistant													
1	Second assistant													
1	Registrar													
1	Budget clerk													
1	Supt. General Records													
1	clerk													
1	do													
1	do													
1	do													
1	do													
10														
14	carried over													

G.O. No. 167, Financial, dated 4th November 1898
& G.O. No. 438, Financial, dated 5th April 1899.

Office of the Chief Secretary to Government.

Chief Secretariat
15 July 1899.

To

The Secretary to Government,
through the Accountant-General
dated the 23rd Septe

(Officer's Designation)

-21-5-98.

Statement of Proposition for revision of Establishment.

Order sanctioning present establishment. Government of ... Department. No.	Date.	Office to which the proposition refers.	No.	Designation.	Pay: Minimum.	Increment.	Maximum.	Average cost.
					RS. A.	RS. A.	RS. A.	RS. A.
				Executive Council				
			2	Senior Chobdars @ Rs 12			24 -	
			2	Junior do @ Rs 11			22 -	
			2	1st class peons @ ...				
			2	3rd do do @ ...				
			2	1st class messeng...				
			4	2nd do do @ ...				
			14	Total				
G.O. No. 1167, Financial, of 8th November 1898 & G.O. No. 438, Financial, of 5th April 1899.		Office of the Chief Secretary to Government.	1	Chief ass...				
			1	Second ass...				
			1	Head cl...				
			1	Budget ...				
			1	Supt. Gener...				
			1	clerk				
			1	do				
			1	do				
			1	do				
			1	d...				
			10					
			14	carried ...				

Chief Secr...
15 July 1899

-23-5-98.

Order sanctioning present establishment	Office to which the proposition refers	No.	Designation
G.O. No. 1167, Financial, of 8th November 1898 & G.O. No. 438, Financial, of 5th April 1899	Office of the Chief Secretary to Government	14	Brought forward
		10	
		1	clerk
		1	do
		2	clerks @ Rs 75
		2	do @ Rs 70
		2	do @ Rs 65
		2	do @ Rs 60
		1	Accountant
		1	clerk
		3	clerks @ Rs 50
		2	do @ Rs 45
		3	do @ Rs 40
		2	do @ Rs 35
		2	do @ Rs 30
		1	Telephone clerk
			Personal allowance to A. M. Chinnaswami Mudr.
			Confidential allowance
			Allowance & French Translator
		35	
		14	carried over

Figures on the adjoining strip (Maximum column), in order: 130, 2340, 100, 80, 150, 140, 130, 120, 60, 55, 150, 90, 120, 70, 60, 25, 25, 25, 40, 780, 130

Maximum	Average cost	Permanent: Increase per month. Amount.	Permanent: Decrease per month. Amount.	Temporary: Increase per month. Period	Amount.	Temporary: Decrease per month. Period.	Amount.	Grounds of Proposition.	Local Government's recommendation.	Orders of the Government of India. Home Department. Remarks.	Financial Department. Remarks.	Orders.
RS. A.	RS. A.	RS. A.	RS. A.		RS. A.		RS. A.					
... -												
4012 -		142 -	142 -									
429 -												

Figures on the lower right sheet: 130 -, 600 -, 350 -, 550 -, ...5 -, ...0 -, ...5 -, ...0 -, ...0 -, ...30 -, ...0 -, ...0 -

Finan...
...nt-Genera...
23rd Septe...

(Officer's Designation)

Statement of Proposition for Revision of Establishment.

Order sanctioning present establishment. Government of — Department. No. — Date.

Office to which the proposition refers.

Nature of Charge.											Proposition.										Grounds of Proposition.	Local Government's recommendation.	Orders of the Government of India.		
Present Scale.								Proposed Scale.						Permanent.		Temporary.							Home Department.	Financial Department.	
No.	Designation.	Pay. Minimum.		Pay. Increment.		Pay. Maximum.		Average cost.	No.	Designation.	Pay. Minimum.		Pay. Increment.		Average cost.	Increase per month. Amount.	Decrease per month. Amount.	Increase per month. Period	Increase per month. Amount.	Decrease per month. Period.	Decrease per month. Amount.					
		RS.	A.	RS.	A.	RS.	A.	RS.			RS.	A.	RS.	A.	RS.	RS.	A.	RS.	A.					Remarks.	Remarks.	Orders.
	Executive Council																								
2	Senior Chobdars @ Rs 12					24	"																		
2	Junior do @ Rs 11					22	"																		
2	1st class peons @ Rs 10					20	"																		
2	3rd do do					14	"																		
14	Brought forward					130	"		14	Brought forward						130	"								
35						3780	"		36							3800	"	75	"	55	"				
	Issue Branch																								
1	Despatcher					35	"		-	-						-	-			35	"				
1	Do					30	"		2	Despatchers @ Rs 30						60	"	30	"						
									1	Dress clerk						20	"	20	"						
									1	Record dept clerk						17	"	17	"						
									4							97	"	67	"	35	"				
	Type-writing clerks.									Type-writing clerks.															
2	Typewriting clerks @ Rs 25					50	"		2	Typewriting clerks @ Rs 25						50	"								
2	Do @ Rs 23					46	"		2	Do @ Rs 23						46	"			1 20	-				
1	Typewriting clerk					20	-		-	-						-	-								
1	Do					19	-		1	Typewriting clerk						19	-			1 18	-				
1	Do					18	-		-	-						-	-			1 14	-				
1	Do					14	-		-	-						-	-			52	-				
									5							115	-	67	"	87	"				
10	Total of Issue Branch					232	"		9	Total of Issue Branch						212	-	142	"	142	"				
45						4012	"		45							4012	-								
14	carried over					130	"		14	carried over						130	"								

G. O. R. No 1167, Financial, 28th November 1898
& G. O. R. No 438, Financial, 5th April 1899

Office of the Chief Auditor, Government

(Officer's Designation) Asst Chief Auditor

Statement of Proposition for revision of Establishment.

Order sanctioning present establishment. Government of Department. No.	Date.	Office to which the proposition refers.	No.	Designation.	Pay. Minimum. Rs.	A.	Increment. Rs.	A.	Maximum. Rs.	A.	Average cost. Rs.	A.	No.	Designation.	Pay. Minimum. Rs.	A.	Increment. Rs.	Maximum. Rs.	A.	Average cost. Rs.	A.	Permanent. Increase per month. Amount. Rs.	A.	Permanent. Decrease per month. Amount. Rs.	A.	Temporary. Increase per month. Period	Amount. Rs.	A.	Temporary. Decrease per month. Period.	Amount. Rs.	A.	Grounds of Proposition.	Local Government's recommendation.	Orders of the Government of India. Home Department. Remarks.	Financial Department. Remarks.	Orders.
				Executive Council																																
			2	Senior Chobdars @ Rs 12					24	„																										
			2	Junior do @ Rs 11					22	„																										
			2	1st class peons @ Rs 10					20	„																										
																		[illegible]	„																	
																		4012	„			142	„	142	„											
																		429	„																	

Order sanctioning present establishment	Office to which the proposition refers	No.	Designation	Maximum Rs.	A.	No.	Designation	Maximum / Average cost Rs.	A.	Permanent Increase Rs.	A.	Permanent Decrease Rs.	A.
G.O. R No. 1167, Financial, dated 8th November 1878 & G.O. R No. 438, Financial, dated 5th April 1879.	Office of the Chief Secretary to Government.	14	Brought forward	130	„	14	Brought forward	130	„				
		45		4012	„	45		4012	„	142	„	142	„
			Office Servants				Not interfered with						
		1	Attender	20	„								
		1	Do.	18	„								
		2	Attenders @ Rs 16	32	„								
		2	Do @ Rs 15	30	„								
		1	Attender	14	„								
		2	Attenders @ Rs 13	26	„								
		1	Attender	12	„								
		2	Attenders @ Rs 11	22	„								
		2	Do. @ Rs 10	20	„								
		2	Do @ Rs 9	18	„								
		3	Do. @ Rs 8	24	„								
		2	Do @ Rs 7	14	„								
		1	Council Dubash	20	„								
		1	Sergeant	18	„								
		1	Duffadar	15	„								
		3	1st class Peons @ Rs 10	30	„								
		3	2nd do @ Rs 9½	28	8								
		2	3rd do @ Rs 9	18	„								
		3	4th do @ Rs 8½	25	8								
		3	1st class messengers @ Rs 8	24	„								
		38		429	„	38		429	„				
		45		4012	„	45		4012	„	142	„	142	„
		14	carried over	130	„	14	carried over	130	„				

578 „
590 „
720 „
[illegible]0 „
40 „
30 „
100 „
[illegible] „
320

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with referen...
...er 1878, F...

(Officer's Designation) For Chief Secretary

Fin. 16

Statement of Proposition for Revision of Establishment.

Order sanctioning present establishment. Government of — Department. No.	Date.	Office to which the proposition refers.	Nature of Charge. Present Scale. No.	Designation.	Pay. Minimum.	Increment.	Maximum.	Average cost.	Proposed Scale. No.	Designation.	Pay. Minimum.	Increment.	Maximum.	Average cost.	Proposition. Permanent. Increase per month. Amount.	Decrease per month. Amount.	Temporary. Increase per month. Period.	Amount.	Decrease per month. Period.	Amount.	Grounds of Proposition.	Local Government's recommendation.	Orders of the Government of India. Home Department. Remarks.	Financial Department. Remarks.	Financial Department. Orders.
					Rs. A.	Rs. A.	Rs. A.	Rs. A.			Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.		Rs. A.		Rs. A.					
				Executive Council																					
			2	Senior Chobdars @ Rs12			24 "																		
			2	Junior do @ Rs11			22 "																		
			2	1st class peons @ Rs10			20 "																		
			14	Brought forward			130 "		14	Brought forward			130 "												
			45				40 12 "		45				40 12 "												
			38				429 "		38				429 "												
			2	2nd class messengers @ Rs7½			15 "																		
			7	3d do @ Rs7			49 "																		
			1	Coachman			9 "																		
			1	Waltyr			8 8																		
			1	Gardener			6 "																		
			2	Water women @ Rs4			8 "																		
			3	Scavengers @ Rs5			15 "																		
			1	Sweeper			4 "																		
			6	Sweepers @ Rs3½			21 "																		
				Personal allowance to																					
				M.S. R. Vijayarangam Ch																					
				C. Venkataswami Nay			1 "																		
				M. Parashottam Iyer			1 "																		
				Abdul Qader			1 "																		
				T. Raghava Pillai			5 "																		
				Abdullah Khan			4 "																		
				Babu Iniyan			1 "																		
			62				4 8																		
			107	Total of Chief Secretariat Establishment			578 "		62																
			121	Total			4890 "		107	Total of Chief Secretariat Establishment															
							4720 "		121	Total															
			1	Accountant			60 "			Office Establishment (Temporary)															
			1	Do.			40 "		1	Accountant															
			1	Do.			30 "		1	Do.															
			3	Total			130 "		1	Do.															
			124	Grand Total			4850 "		3	Total															
									124	Grand Total															

Not entered vide

Office of the Chief Secretary to Government.

G.O. R.No. 1167, Financial, dated 8th November 1898
& G.O. R.No. 438, Financial, dated 3rd April 1899.

G.O. R.No. 1167, Financial &

578 "
590 " 142 " 142 "
720 " 142 " 142 "
10 "
40 "
30 " vide G.O. R.No. 934, Financial dated 20th July 1899
100 " 142 " 142 "
720

al Department,
with reference to G.O., No. 1695,
er 1878, Financial Department.

If Local Government is competent to sanction, its order will be written across these four columns.

Signature [signature]

(Officer's Designation) For Chief Secretary

Pay.

Increment.

Public Department.

Memo. No. 21 M 2/15-7-99.

A Proposition Statement, in duplicate, of the office of the Chief Secretary to Govt. is forwarded to the Accountant-General for favour of early verification.

(Sd) H.E. Clerk
Fair Copy signed by
U.S. Bird
for Chief Secretary

To

The Accountant-General,
with Proposition-Statement
in duplicate.

Dcopy
15.7.99.

15/7/99

When given for copying _____
When copied _____
When examined _____
When signed _____ } 189

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 AS ORIGINAL.								

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